



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
TAGBILARAN CITY SCHOOLS DIVISION
City of Tagbilaran



Email Add: dtagbilarancitydivision@yahoo.com
Telefax # (038)-501-9449 Tel # (038)-235-6239; (038) 411-3297

July 20, 2015

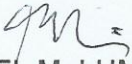
DIVISION MEMORANDUM

No. 158, s. 2015

**Library Hub Orientation/Training for School Library
Management and Services**

To: CID Chief, SGO Staff, LRMDs & English Supervisors, Project Development Officer, Hub Staff, Div. ALS Coordinator, School Heads, Public Elementary and Secondary School Librarian/Teacher-Librarian

1. The DepED Division of City Schools-Tagbilaran City Library Hub is now officially ready to serve all the public elementary and secondary schools of the division.
2. To ensure an effective implementation of the Library Hub services, a three-day live-in Division Hub Orientation/Training for School Library Management and Services is set on July 23-25, 2015 at the Bohol Vantage Mayacabac, Dausi, Bohol.
3. The orientation/training aims to:
 - 3.1 orient school librarians on library management.
 - 3.2 stimulate the teacher-librarians interest in increasing the pupils / students use of library hub resources and enhance their love for reading of books.
 - 3.3 orient teacher-librarians on how to maximize the use of the library hub and its resources, services, facilities and functions.
4. The participants to this Orientation/Training are Div. ALS Coordinator, School Librarians/Teacher Librarians from public Elementary & Secondary Schools of the Division.
5. Participants are expected to arrive at the venue before 8:00 am on the scheduled date.
6. Expenses shall be charged to Local MOOE/SEF Funds subject to the usual accounting and auditing rules and regulations.
7. Inquiries may be forwarded to the hub in-charges Mitchelin L. Micabani at her Mobile number 09399243095 or to Emily P. Loquias the newly appointed library hub Librarian at her mobile number 09108672514.
8. Immediate dissemination of this Memorandum to all concerned is desired.


EVANGEL M. LUMINARIAS, Ph. D., CESO V
Schools Division Superintendent

Opening Program

Invocation
 Mrs. Erlinda Rule
 Librarian III, BPLIC

The Hymns
*Tagbilaran City DepEd
 Teacher-Librarian*

Welcome Address
 Dr. Evangel M. Luminarias, CESO V
Schools Division Superintendent

Statement of Purpose
 Mr. Nicandro Pagaran
BOLA President

Presentation of Participants
 Mrs. Mitchelin L. Micabani
BOLA Vice-President

Inspirational Message
 Hon. Edgar M. Chatto
Governor

Surprise Number
 MAYOR JOHN GEESNELL, I. YAP II
 City Mayor, City of Tagbilaran

Message
 Video Presentation of Bohol Librarians Association Inc. History

Division of City Schools-Tagbilaran City Library Hub

*Miss. Emily Pajo Loquias
 Emcee*

DATE/TIME	TOPIC/SESSION	IN-CHARGE
DAY 1 July 23, 2015		
8:00-9:30 am	Arrival/ Registration	Provincial Library Capitol
9:30-10:30 am	Standing Order / Transportation	Library Hub Staff
10:30-11:00 am	House Rules	Library Hub Staff
11:00-11:45 am	Opening Program	BOLA/Library Hub
12:00-1:00 pm	Lunch	
1:00-3:00 pm	Resource Description & Access (RDA)	Mr. Nicandro Pagaran BOLA President
3:00-5:00 pm	Information & Communications Technology (ICT)	Mr. Brian Rosal HNU Professor
5:00-5:30 pm	Open forum	Mrs. Ma. Cristina Olivar DCPNHS Librarian
6:00-8:00 pm	Dinner/Fellowship Night	BOLA/Library Hub

Program Flow

DATE/TIME	TOPIC/SESSION	IN-CHARGE
DAY 2 July 24, 2015		
6:30-7:30 am	Breakfast	
7:30-10:30 am	(Local History)	Engr. Jes B. Tivrol UBB President
10:30-11:00 am	Open forum	Teacher-Librarian
11:00-12:00 am	Spiritual	HNU Priest
12:00-1:00 pm	Lunch	
1:00-3:00pm	Professionalism in the Global Workplace for Administrators and Teacher-	Dr. Vida Encarquez LRMDS Coordinator
3:00 pm-5:00 pm	Modern Trends in the Library Record Management	Mr. Nicandro Pagaran BOLA President
DAY 3 July 25, 2015		
6:30-7:30 am	Breakfast	
8:00-10 am	Workshop on Innovations in Classification & Cataloguing / Collection Arrangement	Miss. Emily P. Loquias Hub Librarian
10:00 -12:00am	Disaster Preparedness/Care and Maintenance of Print Materials	Mrs. Ma. Cristina Olivar DCPNHS Librarian
12:00-1:00 pm	Lunch	
1:00-4:00 pm	Library Hub Management	Mitchelin L. Micabani EPS II
◆ Rationale	◆ How are books borrowed from the hub?	◆ In House Policies
◆ Vision, Mission and Goal	◆ Project Management	◆ Facilities
◆ Objectives	◆ School Hub Management Team	◆ How the school librarians will manage/schedule the use of the books and the obligations for the users.
◆ What is a Library Hub?	◆ Borrowing & Returning of Reading Materials	◆ Propose Action Plan
4:00-5:00 pm	Closing Program	Hub Librarian