



February 2, 2016



DIVISION MEMORANDUM

No. 77 s. 2016

**SEMINAR WORKSHOP FOR LICENSED AND NON-LICENSED GUIDANCE
COUNSELORS AND LIBRARIANS**

To: District Supervisors/District In-Charge
All Others Concerned

1. Attached is *Unnumbered Regional Memorandum* dated February 1, 2016, announcing the *Seminar Workshop for Licensed and Non-Licensed Guidance Counselors on February 24-26, 2016, and same seminar workshop for Librarians on February 26-28, 2016, at Check Inn Pension House, Dumaguete City.*
2. All Secondary Guidance Counselors, Guidance Designates, District Guidance Coordinator for the Elementary Level and Librarians are encourage to attend the said seminar workshop as scheduled.
3. A Registration fee of three thousand pesos will be collected per participant, chargeable against local/school MOOE funds subject to the usual accounting and auditing rules and regulations.
4. For the information and guidance of all concerned.


LELANIE T. CABRERA, CESE
Assistant Schools Division Superintendent
Officer In-Charge 

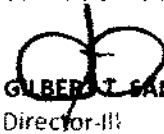
02 FEB 2016



Republic of the Philippines
DEPARTMENT OF EDUCATION
NEGROS ISLAND REGION
Dumaguete City

MEMORANDUM

TO : Schools Division Superintendents

FROM :  **GILBERT T. SADSAD**
Director-III
Officer-in-charge

RE : **SEMINAR WORKSHOP FOR LICENSED AND NON-LICENSED GUIDANCE COUNSELORS AND LIBRARIANS**

DATE : February 1, 2016

Attached hereto is a letter request from Rev. Exequiel F. Guanzon, National President, Private Secondary School Administrators Association of the Philippines (PRISSAAP), for the conduct of the Seminar Workshop for Licensed and Non-Licensed Guidance Counselors and Librarians on February 24 – 26, 2016 and February 26 – 28, 2016 at Check Inn Pension House, Locsin St., Dumaguete City.

There will be a registration fee of three thousand pesos (PHP3,000.00) per participant. Schools Division Superintendents may charge the registration fee and traveling expenses to school MOOE and/or to other local funds that can be sourced out for this purpose subject to the usual accounting and auditing rules and regulations.

For information, guidance and dissemination.



**PRIVATE SSECONDARY SCHOOL ADMINISTRATORS ASSOCIATION OF THE PHILIPPINES
(PRISSAAP)**

c/o Murcia Open Bible Christian Academy
Murcia, Negros Occidental

NATIONAL ADMINISTRATDRS

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Open Bible Christian Academy

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St. Dominic Monks School, Manila

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F.M.E.R. Human & Environmental College
Davao City

Secretary: Mr. Guillermo Quintero
University of the Immaculate Conception
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La Consolacion College
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St. Augustine Catholic School
Dumaguete, Iloilo

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PRD: Mrs. Paulina Deiparine
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Bacolod City, Iloilo

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Mindanao: Ms. Francis Pablen
Davao Christian High School
Davao City

Teacher Sector President

Ms. Ma. Elena Estares
Adamson University
Manila

January 27, 2016

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Dr. GILBERT SADSAD, CESO V
Officer In-charge
Regional Director, NIR
Department of Education
Dumaguete City

Dear Dr. Sadsad,

Greetings in the Name of Jesus Christ, whose we are and whom we serve!

On February 24-26, 2016, and February 26-28, 2016 the above-mentioned organization will be holding a Workshop Seminar for Licensed and Non-Licensed Guidance Counselors and Librarians in Check Inn Pension House, Locsin St., Dumaguete City.

In this connection, we would like to request from your good office to have a memorandum to invite all public and private schools in the region to participate chargeable to local funds for both public and private schools (elementary and secondary). Enclosed is the copy of our invitation letter to all schools.

The registration fee is **three thousand pesos (Php 3,000.00)** to defray speakers' honoraria, board and lodging, registration kit, certificates and other incidental expenses relative to the event.

This will serve as invitation to you to grace the Opening Ceremony on the first day of each event at 5:00 pm and requesting you to give a Keynote Message.

Hoping for your positive response.

God richly bless you.

Very truly yours,


REV. EXEQUIEL F. GUANZON, Ch. Ed. D.
National President - PRISSAAP



**PRIVATE SECONDARY SCHOOL ADMINISTRATORS ASSOCIATION OF THE PHILIPPINES
(PRISSAAP)**

c/o Murcia Open Bible Christian Academy
Murcia, Negros Occidental

January 27, 2016

My Dear fellow School Administrators,

Christian Greetings!

The Private Secondary School Administrators Association of the Philippines, (PRISSAAP) will hold a **Seminar Workshop for Librarians** for both public and private schools on February 26-28, 2016 in Check Inn Pension House, Dumaguete City. The invited participants are the licensed and non-licensed Librarians

A registration fee of **Three thousand pesos (Php 3,000.00)** will be charged to each participant to defray board and lodging, honoraria of the speakers, registration kit and other incidental expenses relative to the seminar. Registration will start at 3:00 pm of February 26, 2016 and the Opening Ceremony will start at 6:00 pm, the first meal will be dinner on the first day of February 26, 2016 and the last meal is lunch on the last day of February 28, 2016.

Participants are requested to send their pre-registration and reservation fee thru Asia United Bank (AUB) with PRISSAAP current account no. 204-01-0000726.

For questions or queries, and reservations, kindly text or call the undersigned at 09491803962.

You may send your completed registration form and a scanned copy of deposit slip to vmacalsado@yahoo.com

Thank you very much and God richly bless you

Very truly yours,


REV. EXEQUIEL F. GUANZON, Ch. Ed. D.

National President - PRISSAAP



**PRIVATE SECONDARY SCHOOL ADMINISTRATORS ASSOCIATION
OF THE PHILIPPINES (PRISSAAP)**
c/o Murcia Open Bible Christian Academy
Murcia, Negros Occidental

Seminar Workshop for Licenced and Non-Licensed Guidance Counselors

CONTROL No.: _____

PRE-REGISTRATION FORM

Province: _____ Division: _____ Total no. of participant/s: _____

NAME OF SCHOOL: _____

Address: _____

Tel/Mobile numbers: _____ Email Address: _____

NAME OF PARTICIPANTS

DESIGNATION

- | | | |
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| 1. | _____ | _____ |
| 2. | _____ | _____ |
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**PRIVATE SECONDARY SCHOOL ADMINISTRATORS ASSOCIATION
OF THE PHILIPPINES (PRISSAAP)**
c/o Murcia Open Bible Christian Academy
Murcia, Negros Occidental

Seminar Workshop for Licenced and Non-Licensed Librarians

CONTROL No.: _____

PRE-REGISTRATION FORM

Province: _____ Division: _____ Total no. of participant/s: _____

NAME OF SCHOOL: _____

Address: _____

Tel/Mobile numbers: _____ Email Address: _____

NAME OF PARTICIPANTS

DESIGNATION

- | | | |
|----|-------|-------|
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Department of Education
in coordination with



Private Secondary School Administrators Association of the Philippines

SEMINAR WORKSHOP FOR GUIDANCE COUNSELOR AND GUIDANCE IN-CHARGE

PROGRAM OF EVENTS

Date/Time	Activities	In-Charge
Day 1 – June 23, 2014 1:00 – 5:00 p.m.	Arrival of Participant, Registration and sight seeing	Registration Committee
5:30-7:00	Opening Program Dinner	Program In-Charge
Day 2 – June 24, 2014 8:00 – 10:00	Anti-Bullying Law and its Implementing Rules and Regulations	Dr. Luzviminda Guzman Chairperson, PRB of Guidance and Counseling
10:00-10:30	Snacks & open forum	
10:30-12:00	Identifying Bullying Cases In School Effects of Bullying in the Childs' Emotional, and Psycho-social aspects	Dr. Luzviminda Guzman Chairperson, PRB of Guidance and Counseling
12:00-1:30	Lunch Break	
1:30-3:00	Strategies and intervention in solving Bullying Cases in School	Dr. Luzviminda Guzman Chairperson, PRB of Guidance and Counseling
3:00-3:30	Snacks & Open forum	
3:30-5:30	Updates on Guidance and Counseling Practices in the Philippines	Dr. Luzviminda Guzman Chairperson, PRB of Guidance and Counseling
Day 3 – June 25, 2014 8:00 – 8:30	Preliminaries & unfreezing Activities	
8:30-10:00	Ethical Standard of Guidance Counselor and Non Guidance or Guidance In-Charge	
10:00-10:30	Snacks & Open forum	
10:00-11:30	School & Parent Partnership in Career Pathways & Placement	



Department of Education
in coordination with
Private Secondary School Administrators Association of the Philippines
(PRISSAAP)



SEMINAR WORKSHOP FOR GUIDANCE COUNSELOR AND GUIDANCE IN-CHARGE

PROGRAM OF EVENTS

Date/Time	Activities	In-Charge
Day 1 – February 24, 2016		
3:00-5:00 p.m.	Arrival of Participant. Registration	Registration Committee
5:00-6:00 pm	Opening Program	Program In-Charge
6:30-8:00	Dinner	
Day 2 – February 25, 2016		
6:30-8:00 a.m.	Breakfast	
8:30-12:00 nn	Basics Counseling and Workshop	Dr. Marijoy Gaduyan, RGC Univ. of St. La Salle Bacolod City
9:30-10:00	AM Snacks	
12:00-1:30	Lunch Break	
1:30-5:00	Life Work Balance for Counselors	Dr. Marijoy Gaduyan, RGC Univ. of St. La Salle Bacolod City
3:00-3:30	PM Snacks	
6:30 pm	Dinner	
Day 3 – February 26, 2016		
6:30-8:00 am	Breakfast	
8:00 – 8:30	Preliminaries & unfreezing Activities	
8:30-10:00	Applications of Assessment for Career Counseling and Workshop	Luzviminda S. Guzman, Ed.D. Chairperson Board of Guidance and Counseling, Professional Regulation Commission (PRC)
10:00-10:30	Snacks & Open forum	
10:00-11:30	Special Topics Session	Luzviminda S. Guzman, Ed.D. Chairperson Board of Guidance and Counseling, Professional Regulation Commission (PRC)
11:30-12:00	Lunch & Closing Ceremonies	
1:00 pm	Home Sweet Home	



Department of Education
in coordination with
Private Secondary School Administrators Association of the Philippines
(PRISSAAP)



**Workshop Seminar for Librarians, Teachers In-charge of the Library and
Non-Registered or Non-Licensed Librarians**

PROGRAM OF EVENTS

Date/Time	Activities	In-Charge
Day 1 – February 26, 2016 3:00-5:00 p.m.	Arrival of Participant, Registration	Registration Committee
5:00-6:00 pm	Opening Program	Program In-Charge
6:30-8:00	Dinner	
Day 2 – February 27, 2016 6:30-8:00 a.m.	Breakfast	
8:30-12:00 nn	Organization of Library Materials 1: Resource Description & Access	Dr. Corazon M. Nera Retired PRC Chief on Librarians and Director of Lyceum Philippines
9:30-10:00	AM Snacks	
12:00-1:30 pm	Lunch Break	
1:30-3:00	Organization of Library Materials 2: Classification Using DDC	Dr. Corazon M. Nera Retired PRC Chief on Librarians and Director of Lyceum Philippines
3:00-3:30	PM Snacks	
3:30-5:00	Subject Analysis	Dr. Corazon M. Nera Retired PRC Chief on Librarians and Director of Lyceum Philippines
Day 3 – February 28, 2016 6:30-8:00 am	Breakfast	
8:00 – 8:30	Preliminaries & unfreezing Activities	
8:30-10:00	<ul style="list-style-type: none"> The Library @ Your School: IFLA/UNESCO Library Manifesto Programming for School Libraries with Workshop 	Ms. Susan O. Pador Retired Ateneo de Manila University Chief Librarian
10:00-10:30	AM Snacks	
10:00-11:30	Introduction to Infalib: School Library Catalog & Workshop	Ms. Susan O. Pador Retired Ateneo de Manila University Chief Librarian
11:30-12:00	Lunch & Closing Ceremonies	
1:00 pm	Home Sweet Home	