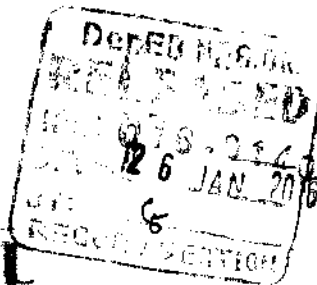




DEPARTMENT OF EDUCATION  
SCHOOLS DIVISION OFFICE

**NEGROS ORIENTAL**

*Traversing the Paths to Educational Excellence*



# TRAVEL ORDER

January 26, 2016

To : Mrs. Maricel Rasid  
Librarian  
Division of Negros Oriental




You are hereby directed to attend the PLANNING CONFERENCE AND TEAM BUILDING OF THE DIVISION LIBRARIANS, LIBRARY HUB LIBRARIANS AND OTHER DEPED SCHDOL LIBRARIANS on February 1-2, 2016 at the Applied Nutrition Center, Banilad, Cebu City per Regional Memorandum No. 0055, s. 2016 dated January 25, 2016.

Travelling and other incidental expenses including the registration fee of TWO THOUSAND FIVE HUNDRED PESOS (Php 2500.00) shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

Bring the ff:

- Laptop
- List of schools
- Soft copy of IPCRF
- 2016-2017 Calendar of Activities

First meal is dinner of January 31, 2016 and last meal is dinner of February 2, 2016.

  
**LELANIE T. CABRERA, CESE**  
OIC-Schools Division Superintendent  
 



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON  
DEPARTMENT OF EDUCATION  
**REHIYON VII, GITNANG VISAYAS**  
**REGION VII, CENTRAL VISAYAS**  
Sudlon, Lahug, Cebu City



JAN 25 2016

**REGIONAL MEMORANDUM**

No. **0055**, s. 2016

**PLANNING CONFERENCE AND TEAM BUILDING OF THE DIVISION LIBRARIANS,  
LIBRARY HUB LIBRARIANS AND OTHER DEPED SCHOOL LIBRARIANS**

To: **Schools Division Superintendents**

1. in preparation for the Seminar-Workshop on the Organization and Management of School Libraries in the K-12 Curriculum for all the Designated Librarians from the different Divisions in Region VII, a Planning Conference and Team Building activity will be conducted on February 1-2, 2016 at the Applied Nutrition Center(ANC), Banilad, Cebu City. See attached Matrix and Templates.
2. The participants are the Division Librarians, Library Hub Librarians, and other DepEd School Librarians in Region VII. (see attached list of identified participants). Divisions with no librarians should send one (1) representative who has a background in librarianship.
3. Participants are requested to bring the following:
  - a. Laptop
  - b. The list of schools (for Division librarians /representatives; please use the attached template)
  - c. Soft copy of IPCRF
  - d. 2016-2017 Calendar of Activities
4. A registration fee of Two Thousand Five Hundred Pesos (P 2500.00) will be collected from each Participant to defray expenses for 2 days meals, accommodation and materials. First meal is dinner of January 31, 2016 and last meal is dinner of February 2, 2016.
5. Traveling, registration and other incidental expenses incurred by the participants are chargeable against local funds, subject to usual accounting and auditing rules and regulations.
6. Send your confirmation on or before January 28, 2016, Thursday to Ms. Juanita F. Negapatan, Regional Librarian thru email address, [juanita.negapatan@deped.gov.ph](mailto:juanita.negapatan@deped.gov.ph) or Fax no. 4147323 / 4147325.
7. For compliance.

**JULIET A. JERUTA, Ph.D., CESO V**  
Director III  
Officer-in-Charge

IAJ/EBE1/jfn  
clmd '16

Regional Director's Office: Tel. nos.: (032) 231-1433; 231-1309; Telefax 414-7399; 414-7325; Asst. Regional Director's Office Telefax: (032) 255-4542;  
Field Effectiveness Division: (032) 414-7324; Curriculum Learning Materials Division (032) 414-7323;  
Quality Assurance and Accountability Division: (032) 231-1071; Resource Mobilization and Special Programs and Projects Division: (032) 254-7062;  
Training and Development Division: (032) 255-5239 loc. 112; Planning, Policy and Research Division: (032) 233-9030; 414-7065;  
Administrative Division: (032) 414-7326; 255-1313; 414-7366 414-4367; Budget and Finance Division: (032) 256-2375; 253-8061; 414-7321  
Website: <http://www.depedro7.com.ph>

*"ESD 2015: Kumpas ng Lahat, Pambansang ng Lahat"*

### LIST OF IDENTIFIED PARTICIPANTS

<b>Division</b>	<b>School/Office</b>	<b>Name</b>	<b>Designation</b>
<b>Bohol</b>	<b>Bohol Division</b>	<b>Jocelyn T. Rotersos</b>	<b>Division Librarian</b>
	<b>Dauis Central School</b>	<b>Nemesia A. Bolong</b>	<b>Library Hub Librarian</b>
	<b>Jagna Central School</b>	<b>Marilou Antonia A. Bongo</b>	<b>Library Hub Librarian</b>
	<b>Kamayaan HS ,Loboc</b>	<b>Hazel L. Lingatong</b>	<b>Library Hub Librarian</b>
	<b>Loon Central School</b>	<b>Aimee M. Molina</b>	<b>Library hub librarian</b>
	<b>Trinidad CS</b>	<b>Corazon Flores</b>	<b>Library hub librarian</b>
<b>Carcar</b>	<b>Carcar Division</b>	<b>Joan T. Lanas</b>	<b>Division Librarian</b>
<b>Cebu City</b>	<b>Gothong MNHS</b>	<b>Maria Dolores C. Dealco</b>	<b>Library hub Librarian</b>
	<b>Cebu City National Science High School</b>	<b>Jocelyn Acre</b>	<b>School Librarian</b>
<b>Cebu Province</b>	<b>Division Office</b>	<b>Clifford Bordaje</b>	<b>Division Librarian</b>
	<b>Alcoy Central School</b>	<b>Annabelle E. de los Santos</b>	<b>Library Hub Librarian</b>
	<b>Cordova</b>	<b>Amor Baguio</b>	<b>Library Hub Librarian</b>
	<b>Kal-anan NHS, Tabogon</b>	<b>Leonora Q. Tangco</b>	<b>Library Hub Librarian</b>
	<b>Talamban</b>	<b>Cynthia Kiamco</b>	<b>Library Hub Librarian</b>
	<b>Badian National High School</b>	<b>Jocelyn B. Tolo</b>	<b>School Librarian</b>
<b>Danao</b>	<b>Danao Division</b>	<b>Raymond L. Ceniza</b>	<b>Division Librarian</b>
<b>Dumaguete</b>	<b>Dumaguete Division</b>	<b>Maricel J. Rama</b>	<b>Division Librarian</b>
<b>Guihulngan</b>	<b>Guihulngan Division</b>	<b>Jerilyn Barsales</b>	<b>Division Librarian</b>
<b>Negros oriental</b>	<b>Negros oriental</b>	<b>Maricel Rasid</b>	<b>Division Librarian</b>
<b>Tagbilaran</b>	<b>Tagbilaran Division</b>	<b>Emily P. Loquias</b>	<b>Division Librarian</b>
<b>Mandaue City</b>	<b>Division Librarian</b>	<b>Julie Ann Tenefrancia</b>	<b>Division Librarian</b>

**(FOR THE DIVISION LIBRARIAN TO FILL-OUT)**

## **LIST OF SCHOOLS AND DESIGNATED LIBRARIANS**

<b>Name of School</b>	<b>Contact Number (School &amp; DL)</b>	<b>Name of Designate Librarian</b>

**Prepared by:**

\_\_\_\_\_  
**PRINTED NAME OVER SIGNATURE**

**Division:** \_\_\_\_\_

**MATRIX**  
**Day 1**  
**February 1,2016**

8:00-8:30 a.m.	Registration		
8:30-9:30 a.m.	Opening		
	National anthem	....	<b>Mrs. Maria Dolores C. Dealco</b> <i>Library Hub Librarian</i> Gothong MNHS
	Prayer	....	<b>Raymond L. Ceniza</b> <i>Division Librarian</i> Danao City
	Opening Address	....	<b>Dr. Emilliano Elnar, Jr.</b> <i>CLMD, Chief</i>
	Words of Inspiration	....	<b>Dr. Juliet Jeruta</b> <i>OIC, Regional Director</i> Region VII
	Roll Call	....	<b>Juanita F. Negapatan</b> <i>RO-VII -Librarian</i>

*Working Break*

10:00- 12:00a.m.	<b>Session 1: Professional Journey Activity</b> Processing Input on roles of librarians then and now (in the K-12 curriculum)
12:00-1:00 p.m	<i>Lunch Break</i>
1:00 - 1:30 p.m.	<i>Ice breaker</i>
1:00 - 2:30 p.m.	<b>Session 2: Wheel of successes and failures Activity</b> Processing Input on the major objectives of the K-12 curriculum and common issues of DepEd libraries (slide show from actual visits)
2:30- 3:00 p.m	<i>Break</i>
3:00-5:00 p.m.	<b>Session 3: The blind puzzle</b> Processing Input on the OPCR of CLMD, Calendar of Activities

**Day 2**  
**February 2, 2016**

<b>7:00 – 8:00 a.m.</b>	<b>Breakfast</b>		
<b>8:00 - 8:30 a.m.</b>	<b>Opening prayer</b>	<b>.....</b>	<b>Dumaguete</b>
	<b>Energizer</b>	<b>.....</b>	<b>Guihulngan</b>
	<b>MOL</b>	<b>.....</b>	<b>Bohol Division</b>
<b>8:30 a.m-12:00 noon</b>	<b>Session 4a: Ten things I will do well</b>		
	<b>Review of IPCRF; Making Calendar of Activities</b>		
	<b>Presentation</b>		
<b>12:00 noon -1:00p.m.</b>	<b>Lunch break</b>		
<b>1:00 p.m.- 3:00 p.m.</b>	<b>Session 4b: Making of the matrix for the conference for the designate librarians</b>		
	<b>Presentation</b>		
<b>3:00 p.m. 4:00p.m.</b>	<b>Closing program</b>	<b>...</b>	<b>Cebu Province</b>
	<b>Distribution of Certificates</b>		
	<b>Distribution of Books</b>		
<b>5:00p.m.</b>	<b>HOME SWEET HOME</b>		

**Prepared by:**

**JUANITA NEGAPATAN**  
**RO-VII Librarian**

### **PROFESSIONAL JOURNEY**

<b>Time:</b>	10 - 20 minutes
<b>Purpose:</b>	Recall the professional experiences in a fun setting
<b>Participants:</b>	All
<b>Materials needed:</b>	yellow and light green paper/cartolina
<b>Instructions:</b>	<p>Colors represent ups and downs in their professional experiences. Each one writes in the yellow paper the achievements and the green the challenges. Each one shares to their partner the most challenging and the greatest achievement they ever have.</p> <p>Gallery walk</p>
<b>Desired Outcome:</b>	Team uncovers common interest/reality and opens dialogue.

### **WHEEL OF SUCCESSES AND FAILURES**

<b>Time:</b>	10-20 minutes
<b>Purpose:</b>	Failures to a positive perspective
<b>Participants:</b>	All (partners)
<b>Materials needed:</b>	Wheel Graphic Organizer
<b>Instructions:</b>	<p>- One partner tells the other partner about something bad that happened to them. These should happen recently or years ago, but it must be something that is over.</p> <p>-The same partner then tells the same story but this time relates the good things that came from the bad experience. The listening partner can help them explore the good that came from the bad.</p>
<b>Desired outcome:</b>	Participants experience a way to let go of negative experiences in the work place.

### **THE BLIND PUZZLE**

<b>Time:</b>	<b>15- 30minutes</b>
<b>Purpose:</b>	<b>Rediscover the importance of setting goals and cooperation</b>
<b>Participants:</b>	<b>Small groups</b>
<b>Materials needed:</b>	<b>puzzle; handkerchief</b>
<b>Instructions:</b>	<b>Participants are divided into two or three teams. Each team will be given a puzzle to solve. A volunteer from a group solves the puzzle with a blind fold. The rest of the members dictate the volunteer member.</b>
<b>Desired Outcome:</b>	<b>Foster spirit of cooperation and sense of focus.</b>

### **TEN THINGS I WILL DO WELL**

<b>TIME:</b>	<b>5 MINUTES</b>
<b>Purpose:</b>	<b>Participants to identify the things they ought to do in their work place.</b>
<b>Participant:</b>	<b>ALL</b>
<b>Materials needed:</b>	<b>Paper and pen</b>
<b>Instructions:</b>	<b>Each one has to write ten things they ought to do in their work places to materialize the goals and objectives of the K-12 curriculum/to solve concerns. They are going to post their work in the designated places. Each one will go around and look at each one's work.</b>
<b>Desired outcome:</b>	<b>Greater sense of confidence and pride.</b>