



March 3, 2014

DIVISION MEMORANDUM

No. 115, s. 2014

REORIENTATION-CONFERENCE FOR LIBRARY HUB USERS

**To: OIC, Assistant Superintendents
Division Supervisors/Coordinators
District Supervisors/OICs
Elementary and Secondary School Heads**

1. This Office announces the conduct of the **Reorientation-Conference for Library Hub Users** at designated venues on the following dates:

Date	Venues	Participants
		District Supervisors/OICs and one (1) representative from each elementary and secondary school, preferably school head or librarian, of the following municipalities:
March 18, 2014	Cordova CS	Consolacion, Liloan, Compostela, Carmen, Catmon, Cordova and Sogod
March 20, 2014	Alcoy CS	Sibonga, Argao, Dalaguete, Alcoy, Boljoon and Oslob
March 21, 2014	Balamban CS	Aloguinsan, Pinamungajan, Balamban, Asturias and Tuburan

2. Please refer to the attached allocation of participants per municipality and program of activities.
3. Considering the importance of this activity, this Office directs all the personnel involved to take into account the needed preparation to ensure 100% attendance.
4. Expenses for meals and snacks shall be chargeable against **Division INSET Funds**, while traveling and other expenses relative thereto shall be chargeable against **local/school MOOE/PTA/SEF Funds**, subject to the existing accounting and auditing rules and procedures.
5. This Memorandum serves as Authority to Travel.
6. Immediate dissemination of the contents of this Memorandum is desired.

ARDEN D. MONISIT, Ed.D.
Schools Division Superintendent

REORIENTATION-CONFERENCE FOR LIBRARY HUB USERS

Allocation of Participants Per Municipality

Date	Venue	Participants			TOTAL	
		Municipality	PSDS/ OIC	School Head or Librarian		
				Elem	Sec	
March 18, 2014	Cordova CS	Consolacion	1	18	10	29
		Liloan		15	4	19
		Compostela	1	16	5	22
		Carmen	1	19	4	24
		Catmon	1	19	4	24
		Cordova	1	11	1	13
		Sogod	1	22	4	27
		Total		6	120	32
March 20, 2014	Alcoy CS	Sibonga	1	23	6	30
		Argao	2	47	8	57
		Dalaguete	2	42	7	51
		Alcoy	1	8	2	11
		Boljoon	1	11	3	15
		Oslob	1	16	4	21
		Total		8	147	30
March 21, 2014	Balamban CS	Aloguinsan	1	17	3	21
		Pinamungajan	2	27	6	35
		Balamban	2	31	9	42
		Asturias	1	13	4	18
		Tuburan	2	49	7	58
Total		8	137	29	174	

Prepared by:


MARY ANN P. FLORES, Ed.D.
 EPS I/Division Library Hub Coordinator

APPROVED:


ARDEN D. MONISIT, Ed.D.
 Schools Division Superintendent

Reorientation-Conference for Library Hub Users

Program of Activities

Time	Sessions	Cordova CS, March 18, 2014	Alcoy CS, March 20, 2014	Balamban CS, March 21, 2014
8:00-8:30 am	Registration	Mrs. Liliosa Inoc	Mrs. Ma. Socorro Niere	Mrs. Petronia Jo
8:30- 9:00	Opening Program	Mr. Edsel Ursal	Mr. Edsel Ursal	Mr. Edsel Ursal
	Opening Prayer			
	Philippine National Anthem			
	Welcome Remarks	Mrs. Liza Maningo	Mr. Glenn Niere	Mr. Christopher Piodos
	Light Number			
	Rationale and Presentation of Participants and Facilitators	Mrs. Liliosa Inoc	Mrs. Ma. Socorro Niere	Mrs. Petronia Jo
	Message	SDS Arden D. Monisit or his representative		
	Mechanics and House Rules	Dr. Novie Mangubat	Dr. Novie Mangubat	Mrs. Jane Gurrea
	Energizer	Mrs. Nenita G. Jaralve	Mrs. Nenita G. Jaralve	Mrs. Nenita G. Jaralve
9:00-9:30	Story-Telling		Host District's Teacher Idol	
9: 30- 9:15	Snacks	Snacks	Snacks	Snacks
9:15-10:00	Lib Hub MVGO and History	Dr. Mary Ann Flores	Dr. Mary Ann Flores	Dr. Mary Ann Flores
10:00-10:30	Powerpoint Presentations (Promising Practices)	Mrs. Amor Baguio	Mrs. Annabelle Delos Santos	Mrs. Cynthia Kiamco
10:30-11:00	Managing the Hub	Mrs. Liza Maningo	Mrs. Liza Maningo	Mrs. Liza Maningo
11:00-12:00	Services of the Library Hub	Mrs. Cynthia Kiamco	Mrs. Cynthia Kiamco	Mrs. Cynthia Kiamco
1:00- 2:00 pm	Borrowing and Utilization of Library Hub Materials	Mrs. Annabelle delos Santos	Mrs. Annabelle delos Santos	Mrs. Annabelle delos Santos
		Mrs. Leonora Tongco	Mrs. Leonora Tongco	Mrs. Leonora Tongco
2:00- 3:00	Community Partnership	Mrs. Salud Luna	Mrs. Salud Luna	Mrs. Salud Luna
3:00-3:15	Snacks			
3:15-4:15	Monitoring, Evaluation and Sustainability	Mrs. Maria Elena Paras	Mrs. Maria Elena Paras	Mrs. Maria Elena Paras
4:15-5:00	Library Hub Exhibit/Open House			
5:00- 5:30	Evaluation/Wrap-up/Closure	Dr. Mary Ann Flores	Dr. Mary Ann Flores	Dr. Mary Ann Flores
	Officer of the Day	Mr. Edsel Ursal	Mr. Edsel Ursal	Mr. Edsel Ursal