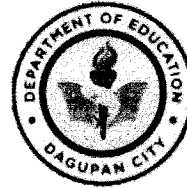




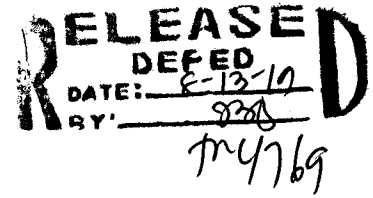
Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region I  
**SCHOOLS DIVISION OFFICE**  
DAGUPAN CITY



DIVISION MEMORANDUM

No. 282, s. 2019

To: Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Education Program Supervisors/Specialists  
Public Schools District Supervisors  
Public Elementary/Secondary School Heads/OICs  
All others Concerned



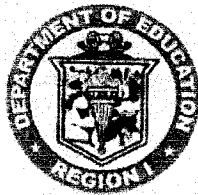
From: Office of the Schools Division Superintendent

Date: August 7, 2019

Subject: **DIVISION ORIENTATION-WORKSHOP ON PERIODICAL CLIPPINGS  
AND INDEXING**

1. The Curriculum Implementation Division (CID) through the Learning Resource Management Section (LRMS) will conduct a two (2)-day seminar on library collections management entitled "**Division Orientation-Workshop on Periodical Clippings and Indexing**" at the Division Training Center, SDO Dagupan City on September 5-6, 2019.
2. The conference aims to:
  - a. capacitate teacher-librarians on the implementation of their duties and responsibilities;
  - b. enhance their knowledge and skills in periodical clippings and indexing;
  - c. accomplish subject entries on indexing; and
  - d. to adopt emerging library practices
3. The participants of this activity are school librarians/teacher-librarians from public elementary and secondary schools.
4. Attached is the list of identified participants/schools, as well as the training matrix of the orientation-workshop.
5. Immediate and wide dissemination of this memorandum is desired.

  
**DR. LORNA G. BUGAYONG, CESO VI**  
Schools Division Superintendent

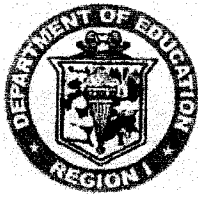


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LIST OF IDENTIFIED PARTICIPANTS/SCHOOLS

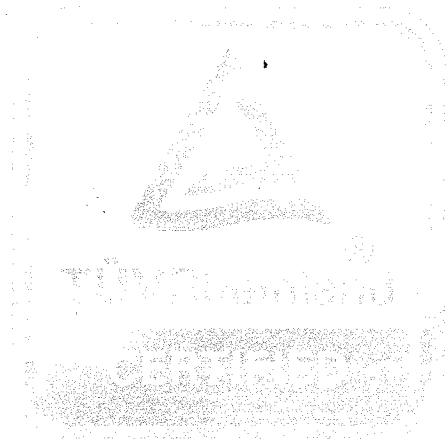
Name of the School	Name of the Library In-Charge
1. Juan L. Siapno ES	Rhoda P. De Guzman
2. Lucao ES	Andrea J. Lazo
3. Malued ES	Joanne O. Ibasan
4. WCES I	Lagrimas Casanova
5. WCES II	Helen G. Cariño
6. Bacayao Sur ES	Marjorie I. Flores
7. Caranglaan ES	Ivy D. Casaclang
8. Pascuala G. Villamil ES	Reyshel D. Montoya
9. ECIS (Elem.)	Marietta E. Fabia
10. ECIS (Junior & Senior HS)	Jesusa Q. Moreno
11. Lasip Grande ES	Gemma P. Centino
12. Mangin-Tebeng ES	Laura A. de Venecia
13. Pogo-Lasip ES	Marivil G. Cabaddu
14. Tambac ES	Maria Elizabeth T. Mira
15. Tebeng ES	Marife J. Lozano
16. BLISS ES	Mildred J. Castro
17. Bolosan ES	Nelia S. Pasana
18. Bonuan Boquig ES	Jhoanna S. Cadatal
19. Federico N. Ceralde (Elementary)	Maria Cecilia V. Torio
20. Federico N. Ceralde (Junior & Senior HS)	Maridel C. Biñahan
21. Gen. Grogorio Del Pilare ES	Clarizza Q. Batol
22. Leon-Francisco Maramba	Marilou O. Aquino
23. Mamalingling ES	Corazon DS. Galimlim
24. North Central ES	Kimberly P. Refuerzo
25. Sabangan ES	Teresa P. Dizon
26. Salisay ES	Rhodora SC. Rivera
27. Victoria Q. Zarate ES	Vida F. Romero
28. Calmay ES	Alice M. Alcantara
29. Carael ES	Helen D. Cabrerros
30. Juan P. Guadiz	Lalaine P. Bonifacio
31. Lomboy ES	Jomar D. De Vera
32. Pantal ES	Alejandra M. Palaganas
33. Pugaro IS (Elem.)	Michelle Dela Rosa
34. Pugaro IS (Junior & Senior HS)	Myra A. Caballero
35. Salapingao ES	Junalyn A. Ambegua
36. Suit ES	Jeazalyn T. Jovillanos



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37. T. Ayson-Rosario ES	Melanie D. Paragas
38. Bonuan Boquig NHS	Elena L. Paasa
39. DCNHS	Fe A. De Cadiz
40.	Mardy V. Espinosa
41. Carael NHS	Merlita P. Sayson
42. Salapingao NHS	Irish Abbegayle I. Paulino
43. Judge Jose DV TVVSS	Vilma C. de Guzman
44.	Melody B. Sabiniano



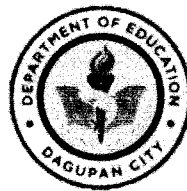
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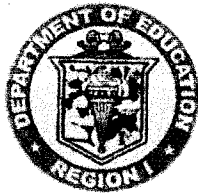


## TRAINING MATRIX

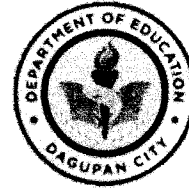
### Division Orientation-Workshop on Periodical Clippings and Indexing

September 5-6, 2019  
 Division Training Center, SDO Dagupan City

Time	Activity	Person-In-Charge
<b>Morning Session</b>		
7:30-8:30	REGISTRATION	<b>Mrs. Vilma C. de Guzman</b> <i>Teacher III</i>
8:30-9:00	OPENING PROGRAM	
	National Anthem Opening Prayer	AVP AVP
	Welcome Remarks	<b>Dr. Venus Maria SM. Estonilo</b> <i>Chief Education Supervisor, CID</i>
	Presentation of Participants	<b>Dr. Renata G. Rovillos</b> <i>Education Program Supervisor, LR</i>
	Inspirational Messages	<b>Dr. Lourdes D. Servito, CESE</b> <i>Asst. Schools Division Superintendent</i>
	Training Overview & House Rules	<b>Dr. Lorna G. Bugayong, CESO VI</b> <i>Schools Division Superintendent</i>
		<b>Mdm. Verena R. Bautista</b> <i>School Principal III</i>
<b>SEMINAR PROPER</b>		
<b>DAY 1-September 5, 2019</b>		
9:00-10:00	Duties and Responsibilities of School Librarians/Library-In-charge	<b>Mr. Jan Vincent D. Galvez</b> <i>Librarian II/SDO Librarian</i>
10:00-10:15	Health Break	
10:15-10:20	<i>Ice Breaker</i>	Participants from Instructional District 3
10:20-12:00	Periodical Clippings	<b>Mr. Jan Vincent D. Galvez</b>
<b>Afternoon Session</b>		
12:00-1:00	Lunch Break	
1:00-1:15	<i>Ice Breaker</i>	Participants from Instructional District 3
1:15-3:00	Workshop on Periodical Clippings	
3:00-3:15	Health Break	
3:15-5:00	Presentation & Evaluation of Outputs	



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Time	Activity	Person-In-Charge
<b>DAY 2-September 6, 2019</b>		
<b>Morning Session</b>		
8:00-8:30	MOL	Participants from Instructional District 8
8:30-10:00	Periodical Indexing	<b>Ms. Fe A. de Cadiz</b> <i>School Librarian, DCNHS</i>
10:00-10:15	Health Break	
10:15-12:00	Workshop on Indexing	
<b>Afternoon Session</b>		
12:00-1:00	Lunch Break	
1:00-1:15	<i>Ice Breaker</i>	Participants from Instructional District 8
1:15-3:00	Presentation & Evaluation of Outputs	
3:00-3:15	Health Break	
3:15-5:00	<b>CLOSING PROGRAM</b>	
	Prayer	
	Unity Dance	
	Words of Challenge	<b>Dr. Venus Maria SM. Estonilo</b> <i>Chief Education Supervisor, CID</i>
	Distribution of Certificates	
<b>Ms. Irish Abbegayle I. Paulino</b> <i>Emcee</i>		



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