



Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region IV-A CALABARZON
CITY SCHOOLS DIVISION OF CABUYAO
 City of Cabuyao, Laguna



DEPARTMENT OF EDUCATION
 DIVISION OF CAVITE January 18, 2018

RECEIVED
 RECORDS SECTION
 1/23/18

DIOSDADO M. SAN ANTONIO, CESO IV
 DepEd Regional Director
 Region IV-A CALABARZON
 Gate 2 Karangalan Village Cainta, Rizal

Sir,

Greetings!

The City Schools Division of Cabuyao is a CPD Provider of the Professional Regulation Commission with Accreditation No. 2017-073 issued on August 6, 2017. The implementation of RA 10912 led us to apply for the accreditation to help our teachers in the renewal of their professional license through offering training programs duly accredited by the CPD Council for Professional Teachers.

In this regard, we would like to inform your good office that our division will be holding the first training program accredited by the CPD Council with Accreditation No. 2017-073 0138 entitled: **Capability Building for School Heads, Teacher-Librarians and Learning Resource Advocates: Establishment and Enhancement of Learning Resource Center** with 24 units of CPD for the attendees. This will be held on January 24-26, 2018 at Paseo Premiere Hotel, Paseo de Santa Rosa City, Laguna.

We invited experts as a resource speakers in this field particularly Teacher-Librarians from Beacon Academy, Manuel Enverga University, Colegio de San Juan de Letran, Lyceum University of the Philippines, Batangas Provincial Library and Officers of Association of Librarians of Laguna Province, Inc. Moreover, **Dr. Clotilde N. Arcangel**, member of the CPD Council for Professional Teachers of the Professional Regulation Commission will come as a Key Note Speakers to discuss further the RA 10912 or the CPD Act to the participants of this training program.

Thank you and God bless

Very truly yours,

Doris D. Estalilla
DORIS D.J. ESTALILLA
 OIC-Schools Division Superintendent

*To: SDSs
 For your appropriate
 actions, please inform
 the appropriate
 Division Office
 Thank you and God Bless!
 Diana M. Lopez*

TO: All Concerned

January 23, 2018

For information, and guidance of all concerned.

Cherrylou D. De Mesa
CHERRYLOU D. DE MESA
 OIC, Schools Division Superintendent



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 City of Cabuyao, Laguna



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DEPARTMENT OF EDUCATION
 DIVISION OF CAVITE

January 18, 2018

DIOSDADO M. SAN ANTONIO, CESO IV
 DepEd Regional Director
 Region IV-A CALABARZON
 Gate 2 Karangalan Village, Cainta, Rizal

RECEIVED
 RECORDS SECTION

1/20/18

1280

DepEd Region IV-A
 RECORDS SECTION

DEPED-4A LS01-71

Date/Time: 1/16 By: [Signature]

IAN 19 2018

Sir:

Greetings!

The City Schools Division of Cabuyao is a CPD Provider of the Professional Regulation Commission with Accreditation No. 2017-073 issued on August 6, 2017. The implementation of RA 10912 led us to apply for the accreditation to help our teachers in the renewal of their professional license through offering training programs duly accredited by the CPD Council for Professional Teachers.

In this regard, we would like to inform your good office that our division will be holding the first training program accredited by the CPD Council with Accreditation No. 2017-073-0198 entitled: **"Capability Building for School Heads, Teacher-Librarians and Learning Resource Advocates: Establishment and Enhancement of Learning Resource Center"** with 24 units of CPD for the attendees. This will be held on January 24-26, 2018 at Paseo Premiere Hotel, Paseo de Santa Rosa City, Laguna.

We invited experts as a resource speakers in this field particularly Teacher-Librarians from Beacon Academy, Manuel Enverga University, Colegio de San Juan de Letran, Lyceum University of the Philippines, Batangas Provincial Library and Officers of Association of Librarians of Laguna Province, Inc. Moreover, **Dr. Clotilde N. Arcangel**, member of the CPD Council for Professional Teachers of the Professional Regulation Commission will come as a Key Note Speakers to discuss further the RA 10912 or the CPD Act to the participants of this training program.

Thank you and God bless.

Very truly yours,

Doris D. Estalilla
DORIS D. ESTALILLA
 OIC-Schools Division Superintendent

*To: SDSs
 For your appropriate
 action, please. God Bless!
 Thank you*



TEMPLATE FOR INSTRUCTIONAL DESIGN OF PROPOSED CONTINUING PROFESSIONAL DEVELOPMENT (CPD) PROGRAM

CPD Council for PROFESSIONAL TEACHERS

I. Course/Program Title: **CAPACITY BUILDING FOR SCHOOL HEADS, TEACHER-LIBRARIANS AND LEARNING RESOURCE ADVOCATES: ESTABLISHMENT AND SENHANCEMENT OF SCHOOL LIBRARY AND LEARNING RESOURCE CENTER**

II. Course/Program Brief Description: The training seminar is designed to develop beginning skills to the teachers acting as school librarian due to a librarian items in most public schools as well as in private. On the other hand, there is a shortage of registered librarians in our country. To capacitate professional teachers in this role, the training design is crafted based on the beginning skills that a school librarians must be equipped such as In of School Library, Legal Orders regarding Library Operations, Library Collection Management, Library Management, Reading Enhancement among Users, Issues and Concerns related to School Library, Organizing Library Programs and Activities and Familiarization of Forms Used in Library Operations.

III. Proposed PQF level: 8

IV. Particular Continuing Professional Competency/ies: Management of School Library & Learning Resources, Pedagogy in Teaching Reading and Oral Library Activities and Programs for Students, Story Book Writing and Localization of Reading Materials

V. Content Details:

Sub-Topics and Time Allotment for every topic (in hours)	Area of CPD Activity (Ethics = 5 CUs Professional Development = 40 CUs in a compliance period)	Expected Learning Outcomes	Activities to Achieve Learning Outcomes	Assessment Strategies including, Assessment Tools	Requirements/C
Key Note Speech on the Significance of Continuing Professional Development	Professional/Ethics	Familiarized with the CPD Programs	Lecture-Discussion	Pre & Post-Test	Test Results
The Library as School Facility and Tool for Learning	Professional	Learned the importance of having a school library and how it works	Lecture-Discussion Group Activities Oral Participation of	Pre & Post Test	Test Results

		in the development of reading interest of learners.	Participants		
Reading Enhancement and Story Telling to Library Users	Professional	Acquired skills in teaching reading and organizing story telling activity at the library	Lecture-Discussion Workshop Oral Participation of Participants	Actual Demonstration	Action Plan for Reading Enhancement Act
Contextualization of Library Reading Materials and Story Book Writing Techniques	Professional	Crafted library reading materials through localized written story books	Lecture-Discussion Workshop Oral Participation of Participants	Actual Demonstration	Crafted localized books
Legal Basis of Establishing Library in Schools DepEd Order No. 56 s. 2011 Standards for Philippine Libraries	Professional/Ethics	Familiarized with the guidelines and procedures of Establishing School Library	Lecture-Discussion Oral Participation of Participants	Pre & Post Test	Test Results & Action Plan in Establishing School Library
Library Collection Management -The Dewey Decimal Classification -Placing Call Number -Preparing Book Card -The Accession Record -Preparing Card Catalog -On-Line Public Access Catalog (Infolib)	Professional	Acquired skills in Managing Library Collection	Lecture-Discussion Workshop Demonstration Oral Participation of Participants	Oral Reporting Demonstration Written Outputs	Accomplished: Book with Call Number Book Card, Accession Record, Card Catalog and OPAC Installation
Management of School Library -The Teacher-Librarian as Learning Resource Manager -Crafting Library Manual -Policy Making: General Policies in the Library	Professional	Acquired significant skills in managing school library	Lecture-Discussion Workshop Demonstration Oral Participation of Participants	Oral Reporting Demonstration Written Outputs	Accomplished the drafted: Library Manual, Library Policies and Organizational Chart Library Personnel

-Organization of School Library Personnel							
Current Issues and Concerns in School Library	Professional	Familiarized with contemporary and national issues in school library operations	Lecture-Discussion Oral Participation of Participants	Pre & Post test	Test Results		
Library Forms	Professional	Familiarized and Crafted Library Forms to be utilized in the library	Lecture-Discussion Oral Participation of Participants Workshop	Written Output Oral Reporting	Crafted Library F		
Organizing Library Programs and Activities	Professional	Acquired ideas in organizing programs and activities in the library	Lecture-Discussion Oral Participation of Participants Workshop	Written Output Oral Reporting	Action Plan of Ac		
Linkages: The Librarian Association, ALLPI	Professional/Ethics	Oriented with the librarian organizations	Lecture-Discussion Oral Participation of Participants Workshop	Written Output Oral Reporting	Application for Membership to A (Association of Librarians in Lagi Province, Inc.)		

VI. Financial Projection:

- A. Expected Number of Participants: 100
- B. Proposed Charge per Participant: **NONE**. Expenses will be taken from School Maintenance and Other Operating Expenses
- C. Relevant Details in Support of the Financial Viability of the Program


JONATHAN F. BERNABE, LPT, Ed.D

Printed Name and Signature of Official Proponent

Education Program Supervisor/CPD In-Charge
 Position

Department of Education-City Schools Division of Cabuyao: Accreditation No. 2017-073
 Proposing Agency/Association



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**CAPACITY BUILDING FOR SCHOOL HEADS, TEACHER-LIBRARIANS AND LEARNING
RESOURCE ADVOCATES: ESTABLISHMENT AND ENHANCEMENT OF LEARNING
RESOURCE CENTER**

PRC Accredited CPD Program: 2017-073-198

January 24-26, 2018

Paseo Premiere Hotel, Paseo De Sta. Rosa City, Laguna

Part I. 6:30-7:30 Registration
Part II. 7:30-8:00 Assembly
Part III. 8:00-10:00 Opening Program

National Anthem	Pulo NHS Choir
Doxology	Pulo NHS Choir
CALABARZON March	Cabuyao INHS Choir
Cabuyao March	Cabuyao INHS Choir
Welcome Remarks	Edna F. Hemedez, Ed.D Chief Education Supervisor Curriculum Implementation Division
Intermission Number (Folk Dance)	Selected Teachers of East District
Message	Doris DJ. Estalilla Schools Division Superintendent
Intermission	Selected Pupils of Southville I ES
Introduction to the Key Note Speaker	Elvira B. Catangay, Ed.D Asst. Schools Division Superintendent
Message	Clotilde N. Arcangel, Ph.D 2 nd Member CPD Council for Professional Teachers Professional Regulation Commission
Awarding of Certificate of Commendation to the Key Note Speaker	Doris DJ. Estalilla Elvira B. Catangay, Ed.D Edna F. Hemedez, Ed.D Jose Charlie S. Aloquin, Ph.D
Presentation of Course Objectives and House Rules	Mr. Michael O. Pantaleon Senior Education Program Specialist-HRDS



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Part IV. Training Proper

DAY 1

- 10:00-10:45 **Overview of the Library as a Learning Resource Center**
Resource Speaker: Dr. Jonathan F. Bernabe
EPS-Filipino/ LR Coordinator
- 10:45-12:00 **Reading Enhancement and Story Telling for Library Users**
Resource Speaker: Ms. Zarah G. Gagatiga
Teacher-Librarian, Beacon Academy
- 12:00-1:00 Lunch Break
- 1:00-4:00 **Contextualization of Library Reading Materials and Story Book Writing**
Resource Speaker: Ms. Zarah G. Gagatiga
Teacher-Librarian, Beacon Academy
- 4:00-5:30 **Legal Basis of Establishing Library in Schools**
DepEd Order No. 56 s. 2011 Standards of Philippine Libraries
Resource Speaker: Ms. Esperanza Maminta
Division Planning Officer
- 5:30-6:00 Open Forum
- 6:00 Dinner

DAY 2

- 7:30-8:00 Management of Learning
- 8:00-12:00 **Library Collection Management with Workshop**
-The Dewey Decimal Classification
- Placing Call Number
- Preparing Book Card
-The Accession Record
-Preparing Card Catalog
- On-Line Public Access Catalog (InfoLib)
Resource Speaker: Alexander T. Lunar, Ph.D
Librarian III
Batangas Provincial Library
- 12:00-1:00 Lunch Break



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- 1:00-5:30 **Management of School Library with Workshop**
-The Teacher-Librarian as a Learning Resource Manager
- Crafting Library Manual
- Policy Making: General Policies in the Library
- Organization of Library School Personnel
Resource Speaker: Augusta Rosario A. Villamater, Ph.D
Chief Librarian and Professor
Manuel I. Enverga University, Lucena City
- 5:30-6:00 Open Forum
- 6:00 Dinner
- DAY 3**
- 7:30-8:00 Management of Learning
- 8:00-10:00 **Current Issues and Concerns in School Library**
Resource Speaker: Ms. Ma. Evelyn P. Nabus
Chief Librarian
Colegio de San Juan de Letran-Calamba
- 10:00-12:00 **Library Forms and Documents**
Resource Speaker: Ms. Ma. Evelyn P. Nabus
Chief Librarian
Colegio de San Juan de Letran-Calamba
President, ALLPI
- 12:00-1:00 Lunch Break
- 1:00-2:30 **Organizing School Library Activities**
Resource Speaker: Leonor N. Tiu, Ph.D
Chief Librarian
Lyceum of the Philippines-Laguna
- 2:30-4:00 **The Association of Librarian in Laguna Province, Inc. (ALLPI)**
Resource Speaker: Leonor N. Tiu, Ph.D
Chief Librarian
Lyceum of the Philippines-Laguna
Vice-President, ALLPI



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Part V. Closing Program

- Training Insights **Edna F. Hemedez, Ed.D**
Chief Education Supervisor
Curriculum Implementation Division
- Impressions **Representative from Private School**
Representative from Public School
- Challenge **Elvira B. Catangay, Ed.D**
Assistant Schools Division Superintendent
- Doris DJ. Estalilla**
Schools Division Superintendent
- Acceptance **School Head from Public School**
Administrator from Private School
- Distribution of Certificate of Participation & Appearance to the Participants
- Doris DJ. Estalilla**
Elvira B. Catangay, Ed.D
Edna F. Hemedez, Ed.D
Jose Charlie S. Aloquin, Ph.D
- Distribution of Certificates to Technical Working Committee
- Doris DJ. Estalilla**
Elvira B. Catangay, Ed.D
Edna F. Hemedez, Ed.D
Jose Charlie S. Aloquin, Ph.D
- Closing Remarks **Jose Charlie S. Aloquin, Ph.D**
OIC Chief Education Supervisor
School Governance and Operations Division