



APR 16 2010

DepEd MEMORANDUM
No. **170**, s. 2010

TRAINING OF TRAINORS (TOT) ON LIBRARY MANAGEMENT

To: Regional Directors
Schools Division/City Superintendents
Heads, Public Elementary and Secondary Schools

1. The Department of Education (DepEd) through the Staff Development Division-Human Resource Development Service (SDD-HRDS) in coordination with the Office of the Undersecretary for Finance and Administration will conduct the Training of Trainors (TOT) on Library Management on the following dates and venues:

Regions	Dates	Venues
I, II, III, CAR, IV-A, and IV-B	September 7-10, 2010	Within the area of Subic, Olongapo City
V, VI, VII, VIII and NCR	October 5-8, 2010	Applied Nutrition Center, Cebu City
IX, X, XI, XII, Caraga and ARMM	November 16-19, 2010	Within the area of Davao City

2. The training aims to:

- a. familiarize the participants with effective strategies to promote library programs in relation to current trends and practices in library management;
- b. teach them how to organize the materials in the library for easy access of the library clientele;
- c. enhance library skills of library hub coordinators, librarians and teachers designated as librarians;
- d. upgrade knowledge and skills of participants in classifying and cataloging of books and non-book materials, electronic database and internet search;
- e. equip the training team with facilitation/presentation skills; and
- f. assist the participants develop training plans including content, processes and schedules for the division-school-level orientation.

3. The participants to the training are librarians, teachers designated as librarians and library hub coordinators.

4. Each region will send 15 participants to ensure that all divisions are represented. Participants are expected to be at the venue on Day 0 (a day before the training).

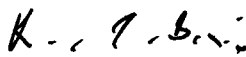


5. Division/School-level orientation shall be monitored by designated Central Office representatives using a process observation/monitoring instrument. Reports on the orientation are to be submitted to the Office of the Assistant Secretary for Programs and projects. Schedules and venues and training mechanisms will be finalized in the re-entry plans during the trainors training. Guidelines on the allocation and utilization of funds for the school-level orientation will follow as soon as consolidated plan on the school-level orientation is completed.

6. Travel and per diem of participants are chargeable against local funds while board and lodging expenses, honoraria and travel and per diem of facilitators, resource persons, training team and project staff, supplies, function room rental, and contingency funds during the trainors training and division/school level orientation are chargeable against Human Resource Training and Development (HRTD) funds subject to the usual accounting and auditing rules and regulations

7. All concerned must send the list of participants a week before the training to SDD-HRDS addressed to Ms. Nerissa L. Losaria, Assistant Chief, OIC SDD-HRDS. For further clarifications/questions, please contact Ms. Maria Fe Moncada, SDD-HRDS, DepEd Central Office, Meralco Avenue, Pasig City at telefax nos.: (02) 633-7237/638-8638.

8. Immediate and wide dissemination of this Memorandum is desired.


RAMON C. BACANI
Undersecretary
Officer-in-Charge

Reference:

None

To be indicated in the Perpetual Index
under the following subjects:

EMPLOYEES
LIBRARY
TEACHERS
TRAINING PROGRAMS

R: Sally - training of trainors (TOT) on library mgt.
April 16, 2010