



Republic of the Philippines  
**Department of Education**  
 Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**

DEPED-DIVISION OF SURIGAO DEL SUR			
<b>RELEASED</b>			
DATE:	August 1, 2025		
TIME:	4:50 pm		
SIGNATURE:			

DIVISION ADVISORY NO. 002, S. 2025  
 Curriculum Implementation Division - 2025

**INVITATION TO SCHOOL LIBRARIANS ON THE DRRM WORKSHOP AND GENERAL ASSEMBLY**

Pursuant to Regional Memorandum, No. 0743, s.2025, school librarians are invited to attend the two-day Workshop on Risk Reduction and Resilience Service: Library Collections and Community Well-being and General Assembly organized by the Philippine Librarians Association, Inc. (PLAI). This event will be held on August 14-15, 2025, at the HERO Learning Commons, Caraga State University, Ampayon, Butuan City.

The workshop aims to equip school librarians with the knowledge skills necessary to enhance their preparedness, develop effective response strategies, and promote community resilience during and after disasters.

Schools may send their designated school librarians to participate in this event. A registration fee of Three Thousand Pesos (P3,000.00) per participant will cover seminar kits, meals, and snacks.

Registration fees, travel expenses, and per diem can be charged against local funds (MOOE/DRRM Funds), as applicable/available and subject to government accounting and auditing procedures.

Attached herewith are the invitation letter and the activity matrix for reference.

For queries or clarification, please contact Ms. Marrieta A. Jabalde at 09485532601.

**LORENZO O. MACASOCOL, PhD, CESO V**  
 Schools Division Superintendent

CID/cpg  
 08/01/2025



Address: Balilahan, Mabua, Tandag City, Surigao del Sur, 8300  
 Telefax No. (086) 211-3225  
 Email Address: surigaodelsur.division@deped.gov.ph  
 Website: depedsurigaodelsur.com

Doc. Ref. Code	SDO-OSDS-F004	Rev	00
Effectivity	02.3.2025	Page	1 of 1



Republic of the Philippines  
**Department of Education**  
 CARAGA REGION

DEPARTMENT OF EDUCATION  
 RECORDS UNIT, REGIONAL OFFICE-CARAGA

**RELEASED**  
 July 24 2025

BY: NMB

TIME: 1:02 PM

July 24 2025

**REGIONAL MEMORANDUM**

No. 0743, s. 2025

To: Schools Division Superintendents  
 Division DRRM Coordinators  
 All Others Concerned

**DRRM WORKSHOP AND GENERAL ASSEMBLY FOR DIVISION LIBRARIANS**

1. The field offices are invited to participate in the 2-Day Workshop on Risk Reduction and Resilience Service: Library Collections and Community Well-Being and General Assembly. This event, organized by the Philippine Librarians Association, Inc. (PLAI), will be held on August 14-15, 2025, at HERO Learning Commons, Caraga State University, Ampayon, Butuan City.
2. The activity aims to empower librarians and library staff to enhance their preparedness, improve effective response strategies, and strengthen community support during and after disasters.
3. Schools Division Offices may send their division and/or school librarians. A registration fee of Three Thousand Pesos (P3,000.00) per person covers seminar kits, meals, and snacks.
4. Registration fees, travel expenses, and per diem of the participants can be charged against their local funds (MOOE/DRRM funds), whichever is applicable/available, subject to the government accounting and auditing procedures.
5. Attached is the invitation letter and activity design for reference. For any related concerns or queries, contact Ms. Marietta A. Jabalde at 09485532601.
6. For information.

**MARIA INES C. ASUNCION**  
 Director IV  
 Regional Director

Encl.: As stated  
 Reference: As stated  
 To be indicated in the Perpetual Index  
 under the following subjects:

**CALAMITY LIBRARY WORKSHOP**

ESSD/mpb  
 07/23/2025

Address: J.P. Rosales Avenue, Butuan City  
 Trunkline No: (085) 225-1151  
 Telefax No: (085) 342-5959  
 Email: [caraga@deped.gov.ph](mailto:caraga@deped.gov.ph)  
 Website: [caraga.deped.gov.ph](http://caraga.deped.gov.ph)



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## Disaster Risk Reduction and Resilience Service: Library Collections and Community Well-being and General Assembly

### Training Agenda

August 14 – 15, 2025  
 Southway College of Technology  
 San Francisco, Agusan del Sur, Philippines

TIME	PARTICULARS	RESPONSIBLE PERSON
<b>TRAINING PRELIMINARIES</b>		
<b>DAY 1</b>		
7:00 AM – 8:30 AM	Arrival and Registration	Secretariat/Treasurer/Auditor
8:30 AM – 9:00 AM	Opening Program	
	Invocation	MULTIMEDIA
	National Anthem	MULTIMEDIA
	PLAI Hymn	MULTIMEDIA
9:00 AM – 9:15 AM	Welcome Address	<b>DR. MELECERIO S. FLORES, CFI</b> President/Founder/CEO
9:15 AM – 9:20 AM	Rationale/Objectives	<b>Alma Cusap, RL</b> CBOT, President
9:20 AM – 9:30 AM	Acknowledgement of the Participants	<b>Marrieta Jabalde, RL, MLIS</b> CBOT, Secretary
----- <b>Training Proper</b> -----		
<b>FIRST DAY – 1<sup>st</sup> SESSION:</b>		
9:30 AM – 9:35 AM	Introduction of Resource Speaker	<b>Alma A. Cusap, RL</b> CBOT, President
9:35 AM – 10:00 AM	<b>The essential components of a disaster plan.</b>	<b>Arneil S. Enario, RL, MLIS</b> Speaker
10:00 AM – 10:15 AM	Q & A and Health Break	
10:15 AM – 12:00 NN	<b>Valuing Records</b>	<b>Arneil S. Enario, RL, MLIS</b> Speaker



PHILIPPINE LIBRARIANS ASSOCIATION, INC. (PLAI)  
PLAI Caraga Region Librarians Council (PLAI-CarRLC)



	- <b>Assessing geographical location</b>	
12:00 NN – 1:00 PM	Health Break (Lunch)	
<b>FIRST DAY - 2<sup>ND</sup> SESSION:</b>		
1:00 PM – 4:30 PM	<ul style="list-style-type: none"> <li>- <b>Managing Disaster Supplies and Resources</b></li> <li>- <b>Managing Emergency Contacts</b></li> <li>- <b>Salvaging Library Materials</b></li> </ul>	<b>Arneil S. Enario, RL, MLIS</b> Speaker
4:30 PM - 5:00 PM	Health Break and Announcement	
	Daily Evaluation	Secretariat

**FELLOWSHIP NIGHT**

Theme: **Business Casual**

Emcee: **Mildred Montecarlo, RL, MLIS**

TIME	PARTICULARS	RESPONSIBLE PERSON
5:30 PM – 6:00 PM	Call Time	
6:00 PM – 6:15 PM	Invocation	MULTIMEDIA
6:15 PM – 7:00 PM	Parade of Caraga Librarians	
7:00 PM – 8:00 PM	Dinner	
8:00 PM – 8:30 PM	Parlor Games	CBOT Officers
8:30 PM – 9:00 PM	Raffle	CBOT Officers
9:00 PM – 9:30 PM	Awarding	CBOT Officers
	<b>Best in Business Casual</b> (Male and Female)	
	<b>Head Turner of the Night</b> (Male and Female)	
9:30 PM – 10:00 PM	Unity Dance	
	Closing Prayer	MultiMedia



PHILIPPINE LIBRARIANS ASSOCIATION, INC. (PLAI)  
PLAI Caraga Region Librarians Council (PLAI-CarRLC)



<b>DAY 2</b>		Emcee: <b>Mildred Monteclaro, RL, MLIS</b>
8:00 AM – 8:30 AM	Day 2 Registration and Preliminaries	Secretariat/Treasurer/Auditor
	Opening Prayer	Multimedia
	Recap	
<b>SECOND DAY – 1<sup>ST</sup> SESSION</b>		
8:30 AM – 10:00 AM	<b>Presentation of output</b>	
10:00 AM – 10:10 AM		
10:10 AM – 10:15 AM	Introduction of Resource Speaker	<b>Evangeline D. Apog, RL, MLIS</b> CBOT, Auditor
10:15 AM – 12:00 NN	<b>Mental Health and Well-being in the Aftermath of Library Disasters.</b>	<b>Maria Kristine Elizabeth H. Mangyan, RGC, RPM, LPT</b> Speaker
12:00 NN – 1:00 PM	Health Break (Lunch)	
<b>SECOND DAY - 2<sup>ND</sup> SESSION:</b>		
1:00 PM – 3:00 PM	<b>Continuation of Mental Health and Well-being in the Aftermath of Library Disasters.</b>	<b>Maria Kristine Elizabeth H. Mangyan, RGC, RPM, LPT</b> Speaker
3:00 PM – 3:30 PM	Reporting Activity	
3:30 PM – 4:00 PM	<i>Awarding and Giving of Certificates (Photo Opt with the speakers and participants)</i>	
4:00 PM – 4:30 PM	General Assembly	<b>Alma A. Cusap, RL</b> CBOT, President
4:30 PM – 5:00 PM	Closing Program	<b>Lilibeth A. Bajoyo, RL, MLIS</b> CBOT, Vice-President
	<i>CBOT Meeting</i>	

*End of the PROGRAM (UWIAN NA)*



BOARD OF TRUSTEES  
2024-2025

July 18, 2025

**ALMA A. CUSAP, RL**  
President  
LGU Cabadbaran City  
09485353716

**MARIA INES C. ASUNCION**  
Director III/Office-in-Charge  
Office of the Regional Director  
Department of Education-Caraga  
J. Rosales Avenue, Butuan City

Madam:

**LILIBETH A. BAJOYO, RL, MLIS**  
Vice President  
Saint Michael College of Caraga  
Inc.  
09566636583

Greetings from the Philippine Librarians Association., Inc. - Caraga Region Librarians Council!

The Philippines is prone to disasters, ranking as the most disaster-prone country for the 16th straight year, according to the 2024 World Risk Report. The country's geographical location along the Pacific Ring of Fire and the Pacific Typhoon Belt makes it vulnerable to various hazards, including natural hazards such as Typhoons, Earthquakes, Volcanic Eruptions, Flood and landslides, and Climate Change impact. For this reason, training for librarians and library staff on Disaster Risk Reduction Management is deemed necessary to empower them to be better prepared, respond effectively, and support their communities during and after disasters.

**MARRIETA A. JABALDE, RL, MLIS**  
Secretary  
Merchant Marine Academy of  
Caraga Inc.  
09485532601

Thus, the Caraga Region Librarians Council will be having a **2-Day Workshop on Disaster Risk Reduction and Resilience Service: Library Collections and Community Well-being and General Assembly on August 14-15, 2025 at HERO Learning Commons, Caraga State University, Ampayon, Butuan City.** This 2-Day training is designed to prepare library and archive personnel for effective disaster preparedness, response, and recovery. It covers essential components of a disaster plan, including the identification of critical records, hazard analysis based on geographical location, and the acquisition of necessary supplies and equipment. Participants will also learn how to develop and maintain a reliable network of internal and external contacts vital to emergency coordination. In addition to the technical aspects of disaster planning, the program places strong emphasis on the human dimension of disaster response. It aims to raise awareness of the psychological impacts disasters can have on library staff and users, including stress, trauma, and burnout. Participants will be equipped with practical strategies and resources to support emotional resilience, self-care, and mental well-being throughout the recovery process. By combining logistical readiness with mental health support, this program ensures a holistic approach to safeguarding both collections and the people who manage them. To conduct its General Assembly. This activity is also being applied for as a CPD Program.

**MARICRIS I. MARAON, RL, MLIS**  
Treasurer  
Caraga State University-  
Cabadbaran Campus  
09664211258

Librarians and library staff are invited to participate in this activity. A registration fee of Three Thousand Pesos (P 3,000.00) will be collected to defray activity expenses like seminar kits, meals, and snacks.

**EVANGELINE D. APOG, RL, MLIS**  
Auditor  
City College of Bayugan  
09215124329

Anent to this, may we humbly request your good office to please endorse this activity to the librarians and library staff in the region. For further clarification and registration, you may contact our secretary, **Ms. Marrieta A. Jabalde, RL** with number **09485532601**. Attached are the activity program, instructional design, resource persons' information for your perusal.

**AVRIEL VINCENT D. LLIDO, RL**  
Public Relations Officer  
Philippine Science High School  
Caraga Region Campus  
09272328533

I am looking forward to your positive response to this request. Thank you.

**ARNEIL S. ENARIO, RL, MLIS**  
NOMELEC  
St. Paul University Surigao  
09257622914

Sincerely,

  
**LILIBETH A. BAJOYO, RL, MLIS**  
Chairperson

Noted:

  
**ALMA A. CUSAP, RL**  
President