



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
Meralco Avenue, Pasig, Metro Manila

OFFICE OF THE SECRETARY

August 5, 1998

DECS MEMORANDUM

No. 317, s. 1998

**SEMINAR-WORKSHOP ON ENHANCING THE PERSONAL COMPETENCIES
OF LIBRARIANS AND INFORMATION MANAGERS FOR (IT) ADOPTION**

To: Regional Directors
Schools Superintendents
Private Elementary and Secondary School Principals

1. The Agriculture and Natural Resources Librarians Association of the Philippines (ALAP) will conduct a Seminar-Workshop on Enhancing the Personal Competencies of Librarians and Information Managers for Information Technology (IT) Adoption at the Venus Park View Hotel, Baguio City on October 12-14, 1998.
2. This activity aims to: a) equip the participants with the necessary skills in dealing with changes accompanying IT utilization; b) develop their ability to cope with stress as their tasks and work environment become more complex; c) acquaint them with IT trends and their application in libraries/information centers; and, d) encourage discussion and formulation of action plans for IT utilization.
3. A seminar fee of Two Thousand Seven Hundred Pesos (P2,700.00) will be charged each participant to include registration fee, handouts/kits, meals and lodging. Inclosed is the program of activities.
4. Transportation and other allowable expenses of participants from government institutions may be charged against local funds subject to its availability and the usual accounting and auditing rules and regulations. Those coming from private institutions shall make financial arrangements with their respective schools/offices.
5. Immediate dissemination of this Memorandum to all concerned is desired.

Andrew Gonzalez
ANDREW GONZALEZ, FSC
Secretary

Incl.:

As stated

Reference:

None

Allotment: 1—(D.O. 50-97)

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

**LIBRARY
SEMINARS
WORKSHOPS**

TENTATIVE PROGRAM

October 13, 1998

8:00 AM Registration

9:00 AM Opening Ceremonies

10:00 Coffee Break

Session I. Image Building and Social Responsibilities of Librarians and Information Managers in the Electronic Age

10:30 AM What Scientists/Researchers Expect from Librarians and Information Managers (as a result of advances in IT)

Speaker : Dr. Zenaida N. Ganga
Executive Director
HARRDEC, BSU

Open forum

12:00 noon Lunch

1:00 PM Marketing the Library and Conducting User-Oriented Surveys
Dr. Nora J. Claravall
Director, University Library System
BSU
Open Forum

3:00 PM Professional Ethics for Librarians
Miss Leonor B. Gregorio
UPLB Chief Librarian
Open Forum

Session II. IT and Libraries

4:00 PM E-Mail for Beginners and Surfing the Net
Mr. Ian Wallace
Head, Information Center & Librarian
IRRI
Open Forum

October 14, 1998

8:00 AM Automating the One-Person Library
(Speaker to be announced)
Open Forum

9:00 AM PISCES Libro Library Automation System
Engr. Junie T. Magnaye
Pisces Pub. Inc.
Open Forum

Session III. Harnessing Skills to Cope with Social and Technological Changes

10:30 AM Management of Change
Mrs. Lorna Malicsi
Science Research Specialist
PCARRD
Open Forum

12:00 noon Lunch

1:00 PM Leadership and Team Building in the Electronic Age
Dr. Virgilio Bautista
President, University of Baguio
Open Forum

2:00 PM Stress Management
Mrs. Lorna Malicsi
PCARRD
Open Forum

3:15 PM CPE Update

Session IV. Group Discussion & Workshop

4:00-6:00 PM Workshop & Group Reports
(Participants will form groups of at least six members each. A leader and a rapporteur will be elected. Each group will be asked to prepare an action plan or project proposal on one of the following topics : Marketing the Library; Conducting User Surveys; How to Get Management Support for IT Adoption, or any IT-related topic. Each group's output will be presented to the body (5-7 minutes, with 5-10 minutes open for a).

October 15, 1998

8:00 AM Group Reports (Continuation)

10:00 AM Evaluation & Closing Ceremonies