



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
Schools Division of Negros Oriental

**Office of the Schools Division  
Superintendent**

SEP 05 2023

DIVISION MEMORANDUM

No. **428**, s. 2023

**TRAINING-WORKSHOP IN UTILIZATION OF THE SCHOOL LIBRARY ONLINE  
PUBLIC ACCESS CATALOG (OPAC)**

To: Assistant Schools Division Superintendent  
Chief, CID, and SGOD  
Division Program Supervisors  
Public School Districts Supervisors/Districts-In-Charge  
Public Elementary and Secondary School Heads  
All Others Concerned

1. This office, through the Curriculum Implementation Division (CID) hereby announces the conduct of the **Training/Workshop in Utilization of the School Library Online Public Access Catalog (OPAC)** in 2 Batches at SDO Library on **September 21-23, 2023** (Batch 1) and **September 28-30, 2023** (Batch 2).
2. This training/workshop aims to:
  - a. create a School Library OPAC following the steps to be discussed in the training;
  - b. able to design and input the needed data to make the School Library OPAC functional; and
  - c. share the functional School Library OPAC to make it accessible to its users.
3. Participants are required to bring laptop, extension wire, and Accession Record in soft or hard copies.
4. Meals are chargeable against HRTD Funds while traveling, and other incidental expenses incurred will be charged against school MOOE/Local funds, all subject to the usual accounting and auditing rules and regulations.



**Address:** Kagawasan Avenue, Capitol Area, Daro, Dumaguete City  
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5. Teachers handling classes shall prepare activities and turnover to their school heads to make sure that there will be no disruption of classes.
6. Please see the attached List of Participants and Training Matrix to be guided accordingly.
7. Immediate and wide dissemination of this memorandum is desired.

By Authority of the Schools Division Superintendent:

  
**NILITA L. RAGAY, EdD**  
OIC-Office of the Asst. Schools Division Superintendent  
**Office-In-Charge**

9/5/23



**LIST OF PARTICIPANTS IN OPAC  
September 21-23, 2023 Batch 1**

NO.	NAME OF SCHOOL LIBRARY COOR.	NAME OF SCHOOL LR COORDINATOR	SCHOOL	DISTRICT
1	Marivic F. Cartagena	Jessa D. Austero	Zamboanguita Science HS	Zamboanguita 2
2	Ma. Cris A. Montecino		Benedicto P. Tirambulo NHS	Mabinay 1
3	Xenia C. Martinez	Sharenmae N. Ragay	Sta. Catalina CES	Sta. Catalina 3
4	Cris Dyan R. Abarca		Crisostomo O. Retes NHS	San Jose
5	Shyllmyllyn Grace C. Cadayday		Nagbinlod HS	Sta. Catalina 2
6	Johnald M. Abrasaldo		Nagbalaye HS	Sta. Catalina 2
7	Cherry Lyn B. Gumadlas	Daryl R. Acibron	Bolisong ES	Manjuyod 2
8	Lugemiah B. Gumadlas	Gladys R. Pajunar	Siaton Science HS	Siaton 3
9	Lezyl B. Corton		Cawitan HS	Sta. Catalina 2
10	Jenifer R. Gainsan	Ma. Susan Tañara	San Miguel NHS	Bacong
11	Weelyn S. Navarro	Alberto Rebutaso	Jantianon NHS	Amlan
12	Cristina Cadungon		Magsaysay Memorial ES	Sibuan 2
13	Larry L. Faburada Jr.		Ayungon NHS	Ayungon 1
14	Princess Olive B. Babor	Odiza Montecino	Demetrio L. Alviola NHS	Bindoy 2
15	Michelle M. Saycon	Krista Marie Almogen	Sibulan NHS-Balugo Ext.	Sibulan 2
16	Francisca S. Encabo	Jonah Alam	Dauin CES	Dauin
17	Jhonafe T. Cadabos	Maria Pilar A. Mongcupa	Dauin NHS	Dauin
18	Florencio A. Alas-as	Michelle S. Ventula	Antonio B. Alejado MHS	Dauin
19	Xavier Tabiano		Malongcay Dacu HS	Dauin
<b>FACILITATORS</b>				
Rosela R. Abiera			CID – LRMS	
Maricel S. Rasid			CID – LRMS	
Elmar L. Cabrera			CID – LRMS	



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**LIST OF PARTICIPANTS IN OPAC**  
**September 28-30, 2023 Batch 2**

NO.	NAME OF SCHOOL LIBRARY COOR.	NAME OF SCHOOL LR COORDINATOR	SCHOOL	DISTRICT
1	Ecilia C. Redula	Niña S. Basilio	Banban ES	Ayungon 2
2	Sally T. Teves	ARCHIE f. Dejan	Talanyog ES	Ayungon 2
3	Lota M. Agustino	Manuel Calumba	Ayungon CES	Ayungon 2
4	Jenemie C. Gutib	Mark Joeben L. Casal	Ayungon NHS-Carolan, Ext.	Ayungon 2
5	Sheenah April C. Mercado	Giessel Lou T. Torress	Amdus ES	Ayungon 2
6	Goldmark Anthony D. Indico	Mary Ann A. Amaro	Libtacon ES	Ayungon 2
7	Jade May P. Sediego	Renalie Corvera	Iniban ES	Ayungon 2
8	Rachelle A. Academia	Wendimae A. Martinez	Sampiniton Community HS	Manjuyod 1
9	Edralyn Balbon		Panciao HS	Manjuyod 1
10	Geraldine C. Magsayo		Sagrada ES	Manjuyod 1
11	Janette C. Cadalso	Melecio A. Enriquez	Sotero A. Singco MES	Manjuyod 1
12	Bami Celeste M. Vergara		Kauswagan HS	Majuyod 1
13	Wilma C. Casido	Clarence Tessa Joy A. Russel	Zamboanguita CES	Zamboanguita 2
14	Redford B. Beton	Shastine Kreyz C. Tupaz	Jilabangan ES	Tayasan 2
15	Hannah Janine B. Pineda	Rena Mideluth N. Rebotiaco	Sacsac ES	Bacong
16	Annalou A. Rabanal	Jovena G. Lumaya	Felipe Tayko MS	Siaton 2
<b>FACILITATORS</b>				
Rosela R. Abiera			CID – LRMS	
Maricel S. Rasid			CID – LRMS	
Elmar L. Cabrera			CID – LRMS	



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**TRAINING-WORKSHOP IN UTILIZATION OF THE SCHOOL LIBRARY ONLINE  
PUBLIC ACCESS CATALOG (OPAC)  
September 21-23, 2023 Batch 1 and September 28-30, 2023 Batch 2  
SDO – LIBRARY HUB**

<b>TRAINING MATRIX</b>		
<b>TOPIC</b>	<b>TIME/DATE</b>	<b>LEARNING FACILITATORS</b>
What is OPAC?	9/21/2023 and 9/28/2023 9:00AM – 12:00NN	Maricel S. Rasid
<b>LUNCH BREAK</b>		
Guidelines in Establishing a School Library OPAC	9/21/2023 and 9/28/2023 1:00PM – 3:00PM	Rosela R. Abiera
Building an OPAC using WordPress.	9/21/2023 and 9/28/2023 3:00PM – 5:00PM	Elmar L. Cabrera
Workshop proper (Designing and inputting the needed data in the School Library OPAC)	9/22/2023 and 9/29/2023 8:30AM – 12:00NN	Rosela R. Abiera Maricel S. Rasid Elmar L. Cabrera
<b>LUNCH BREAK</b>		
Cont. of Workshop proper (Designing and inputting the needed data in the School Library OPAC)	9/22/2023 and 9/29/2023 1:00PM – 4:00PM	Rosela R. Abiera Maricel S. Rasid Elmar L. Cabrera
Closing Program	9/22/2023 and 9/29/2023 4:00PM – 5:00PM	Rosela R. Abiera Maricel S. Rasid Elmar L. Cabrera
Virtual Follow-up of School Library OPAC Updates via MS Teams	9/23/2023 and 9/30/2023 8:00AM – 5:00PM (12:00NN-1:00PM – Lunch Break)	Rosela R. Abiera Maricel S. Rasid Elmar L. Cabrera



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