



Republic of the Philippine  
Department of Education



**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

<b>Name</b>	<b>MARICEL S. RASID</b>
<b>Position/Designation</b>	Librarian II
<b>Permanent Station</b>	SDO Negros Oriental
<b>Purpose of Travel</b> (must be supported by attachments)	To attend the Negros Oriental Librarians Association (NORLA) Strategic Planning and Oath-Taking
<b>Host of Activity</b>	Negros Oriental Librarians Association
<b>Inclusive Dates</b>	July 21, 2023
<b>Destination</b>	Negros Oriental State University Library – Main Campus I
<b>Fund Source</b>	Division MOOE

I hereby attest that the information in this form and the supporting documents attached here are true and correct.

MARICEL S. RASID

Name and Signature of Requesting Employee

July 19, 2023

Date

This is to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternatives to travel are insufficient for the purpose stated herein.

NILITA L. RAGAY ED D

Name and Signature of Recommending Authority

Date

**APPROVED**

*By the Authority of the Schools Division Superintendent:*

NILITA L. RAGAY Ed D

OIC-ASDS/CID Chief

Office-In-Charge

Name and Signature of Approving Authority

Date



July 17, 2023

**NERI C. OJASTRO, EdD, CESE**  
Schools Division Superintendent  
SDO- Negros Oriental



Dear Dr. Ojastro:

Greetings of Peace and Good Health!

On behalf of the Negros Oriental Librarians Association (NORLA), I am pleased to inform you that we will have our upcoming **NORLA Strategic Planning and Oath-Taking** event this coming July 21, 2023, from 8:00 AM to 5:00 PM at the Negros Oriental State University Library- Main Campus I.

This event marks an important milestone for NORLA as we commence our strategic planning for the next two years, from 2023 to 2025. It is crucial for us to gather all the dedicated librarians within Negros Oriental to collectively discuss and outline the organization's goals, objectives, and action plans for the coming years. Moreover, we will also be conducting the oath-taking ceremony for the newly elected NORLA officers for the term 2023-2025. This occasion presents an excellent opportunity to witness the transition of leadership and show support for the individuals who will be guiding NORLA through its future endeavors.


With regard to this, we kindly request that you extend this invitation to your DepEd librarian or any other suitable library representative. Their attendance would be highly appreciated and would further strengthen the collaborative efforts within our library community. We highly value their expertise, insights, and participation in shaping the future of NORLA. The presence of the DepEd Librarian or that of a representative at this event will contribute to the collective wisdom and help us develop a robust strategic plan that aligns with the needs of our members and the library community.

Please confirm your attendance by July 19, 2023, to assist us in making the necessary arrangements.

We have attached the program and other details for the event. Should you have any further inquiries or require additional information, please do not hesitate to contact us via email at [negorla.2023@gmail.com](mailto:negorla.2023@gmail.com) or by phone at +639-533-3621-553. We look forward to your positive response and your presence at the NORLA Strategic Planning and Oath-Taking event.

Thank you for your continuous support and commitment to the development of the library profession in Negros Oriental.

With the utmost respect and warm regards,

  
**Elmark I. Gerasol, RL, MLIS**  
President, Negros Oriental Librarians Association





# NORLA Strategic Planning and Oath-Taking

JULY 21, 2023 | 8:00 AM | NORSU MAIN LIBRARY

## PROGRAM OF ACTIVITIES

8:25 AM	Opening Prayer <i>Ms. Gie Ann R. Ayunting</i> <i>P.R.O., NORLA</i>
8:30 AM	Welcome Remarks <i>Asst. Prof. Charlton M. Raga</i> <i>Vice- President, NORLA</i>
8:35 AM	House Rules <i>Ms. Cendi F. Enolpe</i> <i>Board Member, NORLA</i>
8:40 AM	Strategic Planning (Workshop)
12:00 NN	LUNCH
1:00 PM	Strategic Planning (Presentation)
3:00 PM	Oath-Taking of NORLA Officers for 2023-2025
3:40 PM	Closing Remarks <i>Asst. Prof. Elizabeth M. Banlat</i> <i>Board Member, NORLA</i>
3:45 PM	Closing Prayer
	PLAI HYMN



## HOUSE RULES

1. **PUNCTUALITY:** Participants are required to arrive on time for the session. Latecomers should enter discreetly, minimizing disruptions.
2. **DRESS CODE:** Participants must adhere to a business casual dress code, maintaining a professional atmosphere throughout the seminar.
3. **RESPECTFUL COMMUNICATION:** Participants must engage in respectful and constructive communication during discussions and activities. Personal attacks, offensive language, or disrespectful behavior will not be tolerated.
4. **ACTIVE PARTICIPATION:** Participants are encouraged to actively contribute to the seminar by sharing their ideas, experiences, and insights. Questions and requests for clarification are highly encouraged.
5. **BREAKOUT SESSIONS:** Dedicated breakout sessions will allow participants sufficient time to work on their output. These sessions will be supervised, and participants must utilize the time effectively.
6. **OUTPUT GUIDELINES & PRESENTATION:** Participants will receive specific guidelines and instructions for the required output. The output should align with the seminar's objectives and demonstrate strategic planning skills. The output's summary and/or critical highlights should be presented, fostering the sharing of ideas and knowledge within the group.
7. **RESPECT FOR RESOURCES:** Participants are responsible for handling seminar materials, equipment, and venue facilities. Any damage or loss resulting from negligence will be the responsibility of the individual involved.
8. **NETWORKING OPPORTUNITIES:** Participants are encouraged to engage in networking and professional interactions during the seminar. Respectful and appropriate networking is highly encouraged.
9. **CONFIDENTIALITY:** Discussions during the strategic planning seminar may involve sensitive information. Participants must maintain confidentiality and refrain from sharing seminar information without proper authorization.
10. **EVALUATION AND FEEDBACK:** Participants can provide feedback and evaluate the seminar at its conclusion. Honest and constructive feedback is appreciated to enhance future seminars.