



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

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2025-07-12698

Doc. Ref. Code	RO-ASD-F107	Rev	00
Effectivity	02.01.23	Page	1 of 1





PHILIPPINE LIBRARIANS ASSOCIATION, INC. (PLAI)

Caraga Region Librarians Council (CarRLC)
PLAI-CarRLC Headquarters, G/F, Butuan City
Public Library Butuan City, Agusan del Norte librarianscaraga@gmail.com

BOARD OF TRUSTEES 2024-2025

ALMA A. CUSAP, RL
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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
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Noted:

Odairay

ALMA A. CUSAP, RL
President

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.

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.

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.

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

Sincerely,



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



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

End of the PROGRAM (UWIAN NA)



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	- Assessing geographical location	
12:00 NN – 1:00 PM	Health Break (Lunch)	
FIRST DAY - 2ND SESSION:		
1:00 PM – 4:30 PM	- Managing Disaster Supplies and Resources - Managing Emergency Contacts - Salvaging Library Materials	Arneil S. Enario, RL, MLIS Speaker
4:30 PM - 5:00 PM	Health Break and Announcement	
	Daily Evaluation	Secretariat

FELLOWSHIP NIGHT

Theme: Business Casual

Emcee: *Mildred Monteciano, 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
	Best in Business Casual (Male and Female)	
	Head Turner of the Night (Male and Female)	
9:30 PM – 10:00 PM	Unity Dance	
	Closing Prayer	MultiMedia



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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
TRAINING PRELIMINARIES		
DAY 1		
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	DR. MELECERIO S. FLORES, CFI President/Founder/CEO
9:15 AM – 9:20 AM	Rationale/Objectives	Alma Cusap, RL CBOT, President
9:20 AM – 9:30 AM	Acknowledgement of the Participants	Marrieta Jabalde, RL, MLIS CBOT, Secretary
Training Proper		
FIRST DAY – 1st SESSION:		
9:30 AM – 9:35 AM	Introduction of Resource Speaker	Alma A. Cusap, RL CBOT, President
9:35 AM – 10:00 AM	The essential components of a disaster plan.	Arneil S. Enario, RL, MLIS Speaker
10:00 AM – 10:15 AM	Q & A and Health Break	
10:15 AM – 12:00 NN	Valuing Records	Arneil S. Enario, RL, MLIS Speaker