

**ADVISORY No. 213 s. 2024**

August 29, 2024

In compliance with DepEd Order (DO) No. 8, s. 2013  
This advisory is issued not for endorsement per DO 28, s. 2001,  
but only for the information of DepEd Officials,  
Personnel/Staff, as well as the concerned public

**INVITATION TO "KOHA TRAINING WORKSHOP: HARNESSING THE POWER OF  
OPEN-SOURCE LIBRARY SYSTEM"**

The Philippine Librarian Association, Inc.-Bicol Region Librarians Council (PLAI-BRLC), in partnership with Camarines Sur Polytechnic Colleges will be holding a Seminar-Workshop entitled "KOHA Training Workshop: Harnessing the Power of Open Source Library System" on September 25-27, 2024 at Camarines Sur Polytechnic Colleges.

This three-day interactive seminar-workshop aims to equip librarians and other library professionals with the necessary expertise to fully utilize the open-source integrated library system (ILS) KOHA.

Librarians, library professional staff, IT staff, and other information personnel are invited to this seminar workshop.

Registration fee and other details are found in the attached basic communication.

For queries, you may reach [plai.bric.official@gmail.com](mailto:plai.bric.official@gmail.com) or through the Facebook page <https://www.facebook.com/BRLCOfficial/>.

Participation in this activity is on a voluntary basis only.

For information.



Republic of the Philippines  
Department of Education  
REGION V - BICOL  
SCHOOLS DIVISION OFFICE OF CATANDUANES



September 9, 2024

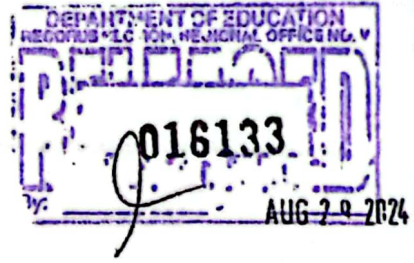
TO : Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors/In-Charge of Districts  
Elementary and Secondary School Heads  
All Others Concerned

For information.

*Norlito*  
**ATTY. NORLITO JR. P. AGUNDAY**  
Attorney III-Legal Officer  
Office of the Schools Division Superintendent



San Roque, Vigan, Catanduanes  
053-511-043  
[catanduanes@deped.gov.ph](mailto:catanduanes@deped.gov.ph)  
[www.depedcatanduanes.com](http://www.depedcatanduanes.com) / [www.catanduanes.deped.gov.ph](http://www.catanduanes.deped.gov.ph)



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For information.

RECEIVED  
Date: 08-29-2024  
Time: 11:40  
*[Signature]*

HRDD/rtb/mvt  
08/29/2024

## DEPED V BICOL REGION

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**From:** PLAI BRLC <plai.brhc.official@gmail.com>  
**Sent:** Thursday, August 22, 2024 10:32 AM  
**To:** DEPED V BICOL REGION  
**Cc:** LOWELL PEREZ FRANCISCO; ronabeth.fider@bicol-u.edu.ph; KAREN ROSIN  
**Subject:** REQUEST FOR DEPED ENDORSEMENT OF THE SEMINAR-WORKSHOP ON "KOHA TRAINING WORKSHOP: HARNESSING THE POWER OF OPEN-SOURCE LIBRARY SYSTEM" FOR LIBRARIANS/LIBRARIAN-IN-CHARGE/IT STAFF AND OTHER CONCERNED SCHOOL PERSONNEL.

**Attachments:** Communication\_REQUEST-FOR-DEPED-ENDORSEMENTMERGED.pdf

Warm greetings!

Please see attached.

Thank you.

Regards,

PLAI-BRLC



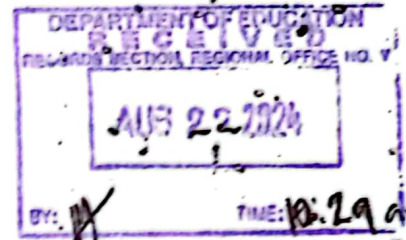
Philippine Librarians Association, Inc. - Bicol Region Librarians Council (PLAI - BRLC)  
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Official Facebook Page: <https://www.facebook.com/BRLCOfficial>

[Email](#) | [Facebook](#)



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August 20, 2024



**DR. GILBERT T. SADSAD**  
Regional Director  
Department of Education Region V  
Rawis, Legazpi City

**SUBJECT : REQUEST FOR DEPED ENDORSEMENT OF THE SEMINAR-WORKSHOP ON "KOHA TRAINING WORKSHOP: HARNESSING THE POWER OF OPEN-SOURCE LIBRARY SYSTEM" FOR LIBRARIANS/LIBRARIAN-IN-CHARGE/IT STAFF AND OTHER CONCERNED SCHOOL PERSONNEL.**

Dear DR. SADSAD,

Greetings from the Philippine Librarian Association, Inc., - Bicol Region Librarians Council (PLAI-BRLC)!

The Philippine Librarians Association, Inc. – Bicol Region Librarians Council (PLAI-BRLC), in partnership with Camarines Sur Polytechnic Colleges will be holding a Seminar-Workshop entitled "KOHA Training Workshop: Harnessing the Power of Open-Source Library System" on September 25-27, 2024, at Camarines Sur Polytechnic Colleges. This three-day interactive seminar-workshop aims to equip librarians and other library professionals with the necessary expertise to fully utilize the open-source integrated library system (ILS) KOHA.

Our participants for this seminar-workshop are expected to: (1) provide a comprehensive overview of the Koha System, including its introduction, historical development, key features, and impact on the library management system, (2) acquire a thorough understanding of the Koha features, capabilities, and customizability and; (3) Acquire the knowledge of configuring Koha to fulfill the particular library management requirements, encompassing user administration, cataloging, and circulation regulations.

Librarians, library paraprofessional staff, IT staff and other information personnel are invited to this seminar-workshop. Our resource speaker will be Mr. Manuel S. Tamayao, a licensed librarian and Library and Achieves Manager at the Summer Institute of Linguistics (SIL Philippines).

The registration fee for attending participants is 3000 pesos. Attending licensed librarians will be awarded 18 CPD points.

In line with this, we formally request your esteemed office to support this seminar-workshop through an endorsement that encourages DepEd schools and their librarians, librarians-in-charge, or other school personnel to attend.

Attached is the program/invitation for your reference.

Please feel free to contact us at [plai\\_brlc\\_official@gmail.com](mailto:plai_brlc_official@gmail.com) or at our Facebook page, <https://www.facebook.com/BRLCOfficial/> if you require any further information or if there are any additional requirements we need to fulfill.

Thank you very much.

Sincerely yours,

  
**LOWELL P. FRANCISCO, RL, MLS**  
President, PLAI-BRLC



August 20, 2024

Dear Sir/Madam:

Greetings from PLAI-BRLC!

The Philippine Librarians Association, Inc. – Bicol Region Librarians Council (PLAI-BRLC), in partnership with Camarines Sur Polytechnic Colleges will be holding a Seminar-Workshop entitled "KOHA Training Workshop: Harnessing the Power of Open-Source Library System" on September 25-27, 2024, at Camarines Sur Polytechnic Colleges. This three-day interactive seminar-workshop aims to equip librarians and other library professionals with the necessary expertise to fully utilize the open-source integrated library system (ILS) KOHA.

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Below are the details of the seminar-workshop:

This seminar-workshop has been granted with 18 CPD points.

#### Registration

- a. Registration fee (Librarians/Para-professional staff/IT staff/Other professionals)  
Php 3,000.00 (Inclusions: meals for 3 days and seminar kit only)

Note: This seminar-workshop has limited slots. To secure a spot, we encourage participants to pre-register through this link: <https://bit.ly/BRLCKOHARegistration> and pay an initial Php 500 (non-refundable) for slot reservation. The deadline for the pre-registration is September 20, 2024.

#### Modes of Payment:

- a) Bank

BPI Account name: Philippine Librarians Association, Inc.-BRLC  
Branch: BPI-Naga Caceres  
Account No: 008863-1266-15

- b) Gcash

Name: Laila Belardo  
No: 0961-013-4867

- c) On site

Note: For online payments, you may send the proof of payment via e-mail at [plai.brhc.official@gmail.com](mailto:plai.brhc.official@gmail.com) or through our facebook messenger at <https://www.facebook.com/BRLCOfficial/>.



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Official Facebook Page: <https://www.facebook.com/BRLCOfficial/>

Participants are required to bring their laptops to the seminar-workshop.

Attached is the program for your reference.

If you have any questions or inquiries you may contact us at [plai.brlc.official@gmail.com](mailto:plai.brlc.official@gmail.com) or at our Facebook page, <https://www.facebook.com/BRLCOfficial/>.

Thank you and Dios Mabalos!

Sincerely yours,

  
LOWELL P. FRANCISCO, RL, MLS  
President, PLAI-BRLC



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PHILIPPINE LIBRARIANS ASSOCIATION, INC.  
Bicol Region Librarians Council (PLAI-BRLC)  
*in partnership with*  
Camarines Sur Polytechnic Colleges (CSPC)



# KOHA TRAINING WORKSHOP:

Harnessing the Power  
of Open-Source  
Library System



25-27 SEPTEMBER 2024  
8:00-5:00PM



CAMARINES SUR  
POLYTECHNIC COLLEGES



18 CPD POINTS

REGISTER NOW



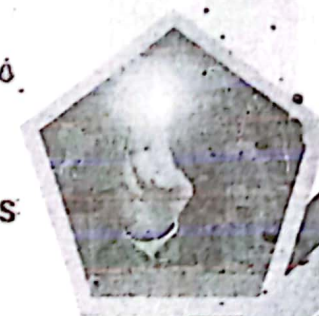
Registration Link:  
[bit.ly/BRLCKOHARegistration](http://bit.ly/BRLCKOHARegistration)



or scan the QR Code:  
*First come, first serve.  
Limited slots only.*

REGISTRATION FEE  
P 3,000.00

INITIAL REGISTRATION  
P500.00  
(NON-REFUNDABLE)



Title: **Koha Training Workshop: Harnessing the Power of Open-Source Library System**  
Venue: **Camarines Sur Polytechnic Colleges**  
Date: **September 25-27, 2024**



## PROGRAMME

### Day 1: September 25, 2024 (Wednesday)

8:00 AM - 9:00 AM	Registration	
9:00 AM - 10:00 AM	Opening Ceremonies Invocation Philippine National Anthem Singing of the PLAI Hymn Welcome Remarks	<i>Ms. Ronabeth L. Fider</i> PLAI-BRLC Vice President
10:00 AM - 10:30 AM	Health Break	
10:30 AM - 12:00 NN	Koha Introduction and History/ Mr. Manuel S. Tamayao	
12:00 NN - 1:00 PM	Lunch Break	
1:00 PM - 2:30 PM	OPAC Module/ Mr. Manuel S. Tamayao	
2:30 PM - 3:00 PM	Health Break/Open Forum	
3:00 PM - 4:30 PM	Patron Module/ Mr. Manuel S. Tamayao	
4:30 PM - 5:00 PM	Open Forum	

### Day 2: September 26, 2024 (Thursday)

7:00 AM - 8:00 AM	Registration	
8:00 AM - 8:30 AM	Prayer Recapitulation	<i>Ms. Laila A. Balardo</i> PLAI-BRLC Treasurer
8:30 - 10:00 AM	Cataloging Module/ Mr. Manuel S. Tamayao	
10:00 - 10:30 AM	Health Break/Open Forum	
10:30 - 12:00 PM	Circulation Module/ Mr. Manuel S. Tamayao	
12:00 - 1:00 PM	Lunch Break	
1:00 - 2:30 PM	Serial Module/ Mr. Manuel S. Tamayao	
2:30 - 3:00 PM	Health Break/Open Forum	
3:00 - 4:30 PM	Acquisition Module/ Mr. Manuel S. Tamayao	
4:30 PM - 5:00 PM	Open Forum	





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**Day 3: September 27, 2024 (Friday)**

7:00 AM- 8:00 AM	Registration	
8:00- 8:30 AM	Prayer	
	Recapitulation	<b>Mr. Antonio L. Morada</b> PLAI-BRLC Ex-Officio
8:30- 10:00 AM	Report Module/ Mr. Manuel S. Tamayao	
10:00- 10:30 AM	Health Break/Open Forum	
10:30- 12:00 PM	Tools/ Mr. Manuel S. Tamayao	
12:00- 1:00 PM	Lunch Break	
1:00- 2:30 PM	Inventory/ Mr. Manuel S. Tamayao	
2:30- 4:30 PM	Koha Installation	
4:30- 5:00 PM		
	<b>20<sup>th</sup> Anniversary of BRLC</b>	
	<b>Recognition of LLE Passers</b>	
	<b>Distribution of Certificates</b>	
	<b>Closing Remarks</b>	<b>Mr. Lowell P. Francisco</b> PLAI-BRLC President
		<b>Mr. Raymond B. Azul</b> Master of Ceremony