



DIVISION MEMORANDUM

No. 415, series 2018

TO : ALL School Librarians
 This Division

FROM : *[Signature]*
RANDOLPH B. TORTOLA
 Schools Division

SUBJECT : Three-Day Seminar for School Librarians

DATE : July 31, 2018

1. The Northern Mindanao Region Librarians Council (NMRLC) is inviting Misamis Oriental School Librarians for a three-day Seminar on "Communicating Professionally: Integrative Skills for Effective Communication" on August 15-17, 2018 at Capitol University, Cagayan de Oro City.

2. The activity aims to achieve the following objectives:

- a. to understand the principles underlying effective communication;
- b. to enhance communication skills that can be used in everyday contacts;
- c. to use specific communication skills in situations that arise on the job.

3. The registration fee is 2,000.00php for active members, 2,500.00 for non-members and 1,500.00 for LIS Graduate students. The fee is inclusive of kits, handouts, meals/snacks and certificate of participation. *Official Time Only*

4. For information and guidance.





**PHILIPPINE LIBRARIANS ASSOCIATION, INC. (PLAI)
NORTHERN MINDANAO REGION LIBRARIANS COUNCIL (NMRLC)**

Cagayan de Oro City

Member, International Federation of Library Associations and Institutions
(IFLA)

P-06-071718

PLAI-NMRLC

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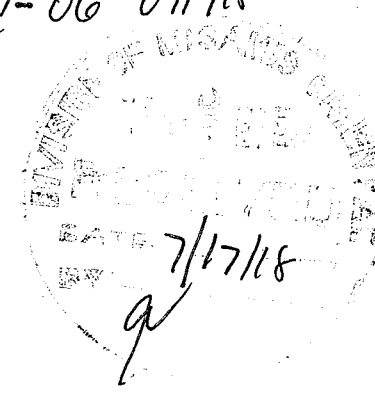
July 10, 2018

RANDOLPH B. TORTOLA, CESO VI

Schools Division Superintendent

Don Apolinar Velez Sts.,

Cagayan de Oro



Dear Mr. Tortola:

Greetings!

On August 15 - 17, 2018 the Philippine Librarians Association, Inc. (PLAI)-Northern Mindanao Region Librarians Council (NMRLC-Region X) will hold a three-day Seminar on "Communicating Professionally: Integrative Skills for Effective Communication" at Capitol University, Cagayan de Oro City.

In this connection, we would like to request your kind office for an issuance of a memorandum to the Division of Misamis Oriental to allow the librarians to participate in the said seminar. The activity aims to achieve the following objectives:

1. to understand the principles underlying effective communication;
2. to enhance communication skills that can be used in everyday contacts;
3. to use specific communication skills in situations that arise on the job.

The registration fee is **₱2,000.00** for active members, ₱2,500.00 for non-members and ₱1,500.00 for LIS Graduate students. The fee is inclusive of kits, handouts, meals/snacks and certificate of participation.

Attached is the program for your perusal.

Thank you very much.

Very truly yours,

Annabelle P. Acedera
Annabelle P Acedera
President, PLAI-NMRLC