



Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
Quezon City, Metro Manila



September 7, 2010

MEMORANDUM TO:

Assistant Schools Division Superintendents
Division/District Supervisors
Principals, Head Teachers and Officers In-Charge
(Elementary and Secondary Schools,
Public and Private)

Subject: QCLAI LIBRARIANS SEMINAR

Attached is a letter dated September 1, 2010 from the Chair, Education Committee, Quezon City Librarians Association, Inc., inviting school teachers and librarians to attend their seminar on "Assertiveness and Creativity in the Library: 5s Applied" to be held on October 15, 2010, 8 am to 5 pm, at the Conference Hall of the Quezon City Science High School.

Considering the importance and relevance of this seminar to the development of our school libraries, the full cooperation of all schools through the participation of their school librarians is earnestly enjoined.

Immediate and widest dissemination of this Memorandum to all concerned is desired.

CORAZON C. RUBIO, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Reference: Letter from the QCLAI, 09-01-10

RSD/njoyce



QUEZON CITY LIBRARIANS ASSOCIATION, INC.
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September 1, 2010

Dr. Corazon C. Rubio, CESO VI

Acting School Superintendent

Division of City Schools

Quezon City

Dear Dr. Rubio:

Warm greetings from the Association!

The Quezon City Librarians Association, Inc. in cooperation with Quezon City Science High School is pleased to invite teachers and librarians to a seminar with the topic: **"Assertiveness and Creativity in the Library: 5s Applied."** This will be held on **October 15, 2010**, from 8 am to 5 pm at the Conference Hall of Quezon City Science High School.

The topics to be discussed are the following:

1. How do we apply assertiveness and creativity in common and difficult situations in the library?

2. How do we apply 5s in the libraries: sorting, straightening, systematic cleaning, standardizing, and sustaining

Our resource speaker for this activity is Mr. Aldrin Paul S. Romero, Training Specialist III from the Commission on Audit.

Registration fee is **Php 700.00**, inclusive of lunch, snacks, handout and certificates. But for those who will be able to register and pay on or before September 15, only Php 650 will be charged. Contact the undersigned or any officers for registration.

We would appreciate if you could help us disseminate this activity by posting a copy of this invitation on your bulletin board or share this information with other teachers and librarians.

Thank you and we look forward to your continued support and participation.

Sincerely yours,

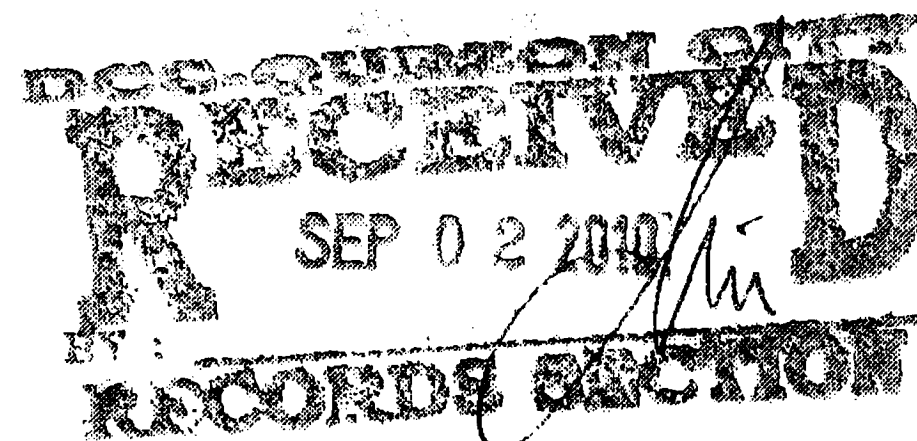
ALISTAIR TROY B. LACSAMANA

Vice-President/Chair, Educ. Committee

Noted:

ESTELA A. MONTEJO

President



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