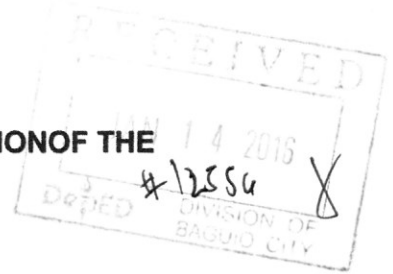




**PRIVATE SECONDARY SCHOOL ADMINISTRATORS ASSOCIATION OF THE PHILIPPINES (PRISSAAP)**

c/o Murcia Open Bible Christian Academy  
Murcia, Negros Occidental



January 11, 2016

**Dr. FRANCIS CESAR B. BRINGAS, CESO VI**  
**Schools Division Superintendent**  
**Department of Education**  
**Division of Baguio City**

Dear **Dr. Bringas**:

Christian Greetings!

The **Private Secondary School Administrators Association of the Philippines, (PRISSAAP)** in partnership with the **Association of Private School Administrators, Baguio City Chapter (APSA-BC)** will hold a **Joint Guidance Counselors and Librarians Workshop Seminar** for both **PUBLIC** and **PRIVATE SCHOOLS** on **January 30 and 31, 2016** in **Romulo Hall, Teachers Camp, Baguio City**. We are inviting the licensed (for them to have fresh ideas) and **non-licensed guidance counselors and librarians** (to prepare them for professionalization).

A registration fee of **two thousand eight hundred pesos (Php2,800.00)** will be charged from each participant to defray expenses for board and lodging, honoraria of resource speakers, kit and other incidental expenses relative to the seminar-workshop. Registration will start at 7:00 am of January 30, 2016 and the Opening Ceremony will start at 9:00 am, the first meal will be am snacks on January 30, 2016 and lunch of January 31, 2016.

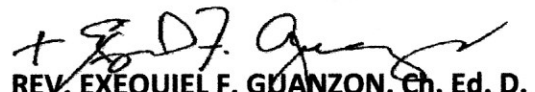
Participants are requested to send their pre-registration and reservation fee thru Asia United Bank (AUB) with PRISSAAP current account no. 204-01-0000726.

For questions or queries, and reservations, kindly text or call the undersigned at 09491803962.

With the foregoing, may I humbly request your good office to put our invitation to a Division Memorandum so that we may be able to maximize the participation of all intended audience from both public and private schools of your Division. Please find attached copy of the letter for the school administrators and the matrices for both groups.

Thank you very much and God richly bless you.

Very truly yours,

  
**REV. EXEQUIEL F. GUANZON, Ch. Ed. D.**  
National President - PRISSAAP



**PRIVATE SECONDARY SCHOOL ADMINISTRATORS ASSOCIATION OF THE PHILIPPINES  
(PRISSAAP)**

c/o Murcia Open Bible Christian Academy  
Murcia, Negros Occidental

January 4, 2016

**PRIVATE and PUBLIC SCHOOL HEADS**  
Division of Baguio City

**My Dear fellow School Administrators,**

Christian Greetings!

The **Private Secondary School Administrators Association of the Philippines, (PRISSAAP)** in partnership with the **Association of Private School Administrators, Baguio City Chapter (APSA-BC)** will hold a **Joint Guidance Counselors and Librarians Workshop Seminar** for both **PUBLIC** and **PRIVATE SCHOOLS** on **January 30 and 31, 2016** in **Romulo Hall, Teachers Camp, Baguio City**. We are inviting the licensed (for them to have fresh ideas) and **non-licensed guidance counselors and librarians** (to prepare them for professionalization).

A registration fee of **two thousand eight hundred pesos (Php 2,800.00)** will be charged to each participant to defray board and lodging, honoraria of the speakers, registration kit and other incidental expenses relative to the seminar. Registration will start at 7:00 am of January 30, 2016 and the Opening Ceremony will start at 9:00 am, the first meal will be am snacks on the first day of January 30, 2016 and lunch on the last day of January 31, 2016.

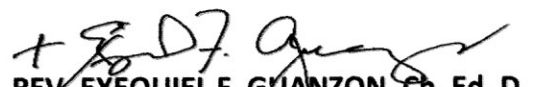
Participants are requested to send their pre-registration and reservation fee thru Asia United Bank (AUB) with PRISSAAP current account no. 204-01-0000726.

For questions or queries, and reservations, kindly text or call the undersigned at 09491803962.

You may send your completed registration form and a scanned copy of deposit slip to [vinacalsado@yahoo.com](mailto:vinacalsado@yahoo.com)

Thank you very much and God richly bless you.

Very truly yours,

  
**REV. EXEQUIEL F. GUANZON, Ch. Ed. D.**  
National President - PRISSAAP



Department of Education  
in coordination with



**Private Secondary School Administrators Association of the Philippines**  
and in partnership with

**ASSOCIATION of PRIVATE SCHOOL ADMINISTRATORS - Baguio City Chapter**

**PRIVATE and PUBLIC SCHOOL SEMINAR WORKSHOP FOR GUIDANCE COUNSELOR  
AND GUIDANCE IN-CHARGE**

January 30-31, 2016 - Romulo Hall, Teachers Camp, Baguio City

**PROGRAM OF EVENTS**

Date/Time	Activities	In-Charge
<b>Day 1: January 30, 2016</b>		
7:00-9:00 a.m.	Arrival of Participant, Registration	Registration Committee
9:00-10:00 am	<b>Opening Program</b> National Anthem Invocation Welcome Remarks  Presentation of Participants  Opening Remarks  Keynote Speaker  Technical Message	<b>Dr. Elma D. Donaal</b> Chief – School Governance & Operation Division – Baguio City <b>Rev. Exequiel F. Guanzon</b> PRISSAAP President <b>Annie Marie B. Caguioa</b> APSA-BC President <b>Francis Cesar B. Bringas, CESO VI</b> Schools Division Superintendent DepEd Baguio City <b>Dr. Rey M. Revuelto</b> International Speaker
10:00-10:30	Snacks	
10:30-12:00	Basics Counseling and Workshop	<b>Sheribel G. Villasin, RGC</b> Chief Guidance Counselor and Head Admission Department Diliman Preparatory School
12:00-1:30	Lunch Break	
1:30-5:00	Applications of Assessment for Career Counseling and Workshop	<b>Sheribel G. Villasin, RGC</b> Chief Guidance Counselor and Head Admission Department Diliman Preparatory School
3:00-3:30	Snacks	
6:30 pm	Dinner	
<b>Day 2 – January 31, 2016</b>		
6:30-8:00 am	Breakfast	
8:00 – 8:30	Preliminaries & unfreezing Activities	
8:30-10:00	Life Work Balance for Counselors	<b>Luzviminda S. Guzman, Ed. D.</b> Chairperson Board of Guidance and Counseling, Professional Regulation Commission (PRC)
10:00-10:30	Snacks & Open forum	
10:00-11:30	Special Topics Session	<b>Luzviminda S. Guzman, Ed. D.</b> Chairperson Board of Guidance and Counseling, Professional Regulation Commission (PRC)
11:30-12:00	Lunch & Closing Ceremonies	



Department of Education  
in coordination with



Private Secondary School Administrators Association of the Philippines  
and in partnership with

**ASSOCIATION of PRIVATE SCHOOL ADMINISTRATORS - Baguio City Chapter**

**PRIVATE and PUBLIC SCHOOL Workshop Seminar for Librarians, Teachers In-charge of the Library and Non-Registered or Non-Licensed Librarians**

January 30-31, 2016 - Romulo Hall, Teachers Camp, Baguio City

**PROGRAM OF EVENTS**

Date/Time	Activities	In-Charge
<b>Day 1 – January 30, 2016</b>		
7:00-9:00 a.m.	Arrival of Participant, Registration	Registration Committee
9:00-10:00 am	<b>Opening Program</b> National Anthem Invocation Welcome Remarks  Presentation of Participants  Opening Remarks  Keynote Speaker  Technical Message	<b>Dr. Elma D. Donaal</b> Chief – School Governance & Operation Division – Baguio City <b>Rev. Exequiel F. Guanzon</b> PRISSAAP President <b>Annie Marie B. Caguioa</b> APSA-BC President <b>Francis Cesar B. Bringas, CESO VI</b> Schools Division Superintendent DepEd Baguio City <b>Dr. Rey M. Revuelto</b> International Speaker
10:00-10:30	Snacks	
10:30-12:00	Organization of Library Materials 1: Resource Description & Access	<b>Dr. Corazon M. Nera</b> Retired PRC Chief on Librarians
12:00-1:30	Lunch Break	
1:30-3:00	Organization of Library Materials 2: Classification Using DDC	<b>Dr. Corazon M. Nera</b> Retired PRC Chief on Librarians
3:00-3:30	Snacks	
3:30-5:00	Subject Analysis	<b>Dr. Corazon M. Nera</b> Retired PRC Chief on Librarians
<b>Day 2 – January 31, 2016</b>		
6:30-8:00 am	Breakfast	
8:00 – 8:30	Preliminaries & unfreezing Activities	
8:30-10:00	<ul style="list-style-type: none"> <li>The Library @ Your School: IFLA/UNESCO Library Manifesto</li> <li>Programming for School Libraries with Workshop</li> </ul>	<b>Ms. Susan O. Pador</b> Retired Ateneo de Manila University Chief Librarian
10:00-10:30	Snacks	
10:00-11:30	Introduction to Infolib: School Library Catalog & Workshop	<b>Ms. Susan O. Pador</b> Retired Ateneo de Manila University Chief Librarian
11:30-12:00	Lunch & Closing Ceremonies	



**PRIVATE SECONDARY SCHOOL ADMINISTRATORS ASSOCIATION  
OF THE PHILIPPINES (PRISSAAP)**  
c/o Murcia Open Bible Christian Academy  
Murcia, Negros Occidental

**Joint Guidance Counselors and Librarians Workshop Seminar**

**CONTROL No.:** \_\_\_\_\_

**PRE-REGISTRATION FORM**

Province: \_\_\_\_\_ Division: \_\_\_\_\_ Total no. of participant/s: \_\_\_\_\_

NAME OF SCHOOL: \_\_\_\_\_

Address: \_\_\_\_\_

Tel/Mobile numbers: \_\_\_\_\_ Email Address: \_\_\_\_\_

	NAME OF PARTICIPANTS	DESIGNATION
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____



**PRIVATE SECONDARY SCHOOL ADMINISTRATORS ASSOCIATION  
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