

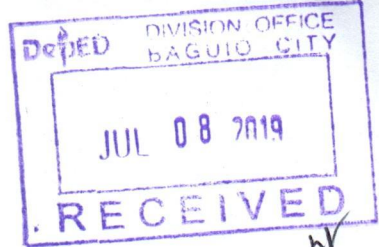
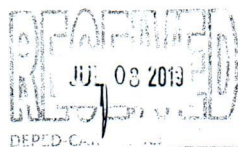


Philippine Librarians Association, Inc. - Cordillera Administrative Region
Librarians Council (PLAI-CARLC)

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July 3, 2019

May B. Eclar, Ph.D., CESO V
Officer-In-Charge
Office of the Regional Director
Department of Education
Cordillera Administrative Region
DepEd-Car Complex, Wangal, La Trinidad, Benguet



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Director, IFSU Library

Dear Ma'am:

Greetings!

The Philippine Librarians Association Incorporated (PLAI) is the Accredited Integrated Professional Organization (AIPO) recognized by the Professional Regulation Commission and R.A. 9246 mandated to promote and enrich the practice of librarianship profession in the country. The PLAI - Cordillera Administrative Region Librarians Council (PLAI-CARLC) is the official regional council representative of PLAI in the region.

In this regard, PLAI-CARLC will be conducting a two-day Learning and Development Intervention (LDI) on "Completed Staff Work: A Road to efficiency" on August 22-23, 2019 at Baguio Crown Legacy Hotel, Kisad Road, Baguio City. The objectives of the said LDI are as follows:

- ✓ To raise self-awareness about mental health in the workplace and its impact to efficiency;
- ✓ To gain a better understanding of millennials to close the gap and barrier thereby improving harmonious engagement among employees;
- ✓ To interconnect past and present experiences to develop trust among employees that would lead into a productive working environment;
- ✓ To learn the underlying principle and procedures in Completed Staff Work and to provide solutions to complex problems.
- ✓ To develop skills that help employees recognize potential ethical dilemmas in the conduct of their functions and;
- ✓ To provide updates on Philippine Librarianship.

A registration fee in the amount of Two Thousand Five Hundred Pesos (Php 2,500.00) for Librarians who are active member while Three thousand Pesos (3,000.00) for inactive member and Non-PLAI member participant and Two Thousand Pesos (Php 2,000.00) for students. Registration fees will augment the speaker's honorarium, meals, snacks, seminar kits, and certificates.

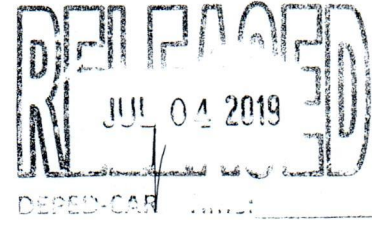
Hence, the PLAI-CARLC would like to request from your good office for the issuance of regional memorandum for endorsement of the above mentioned activity.


Attached is the LDI program and speakers for your perusal.

Thank you very much and we look forward for your appropriate action on this request for the common cause of endeavor.

Respectfully yours,


Carl Bryan W. Sibayan
Council President
09500436445





Republic of the Philippines
Department of Education
Cordillera Administrative Region
Wangal, La Trinidad, Benguet

ADVISORY



July 4, 2019

**TO: SCHOOLS DIVISION SUPERINTENDENTS
ALL DIVISIONS
ALL OTHERS CONCERNED**

For information and guidance of School Divisions, Principals & Teachers In-Charge (Elementary & Secondary)

FOR YOUR INFORMATION & APPROPRIATE ACTION

FEDERICO P. MARTIN, Ed.D, CESO VI
Schools Division Superintendent

MAY B. ECLAR, Ph.D., CESO V
Regional Director

//ORD/eap



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SPEAKERS & EDUCATIONAL QUALIFICATIONS

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2 Days Learning and Development Intervention
“Completed Staff Work: A Road to efficiency”

August 22-23, 2019

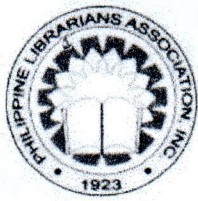
Crown Legacy Hotel, Kisad Road, Baguio City.

JULIE EDAY – TUGUINAY is a licensed teacher at the same time a licensed Guidance Counselor. She is a graduate of Bachelor of Science in Secondary Education, Major in English & Minor in Social Studies from Baguio Central University in 1984 and completed academic requirement for Master of Arts in Education, Major in Guidance & Counselling from University of the Philippines-Diliman in 2002. Currently she is a Guidance Services Specialist of UP Baguio from January 2010 until present. Previously she is a faculty of the college of education of Mountain Province State Polytechnic College and designate Guidance Counselor from 2002-2009. She served as program coordinator of Gender and Development Program of the Episcopal Church of the Philippines from March 1992 - November 1999. She became Training Office and Coop Consultant of Northern Luzon Cooperative Development and Training Center May 1990 – February 1992. She served as High School teacher and School Paper Adviser of St. Toni's College, Bulanao, Tabuk, Kalinga from January 7, 1985 – April 1990. She has been a Resources Speaker on various topics involving Mental Health issues and concerns in school setting, work place settings, youth and women sector; have been handling specialized topic on juvenile delinquencies for teachers and parents; Strategic planning and policy development for cooperatives. She also conduct Post Traumatic Stress Prevention and Care for surviving families of typhoon Ompong in Itogon Benguet and other places.

CRISTY LIBATIQUE-ANGWAY is a graduate of Bachelor of Science in Psychology from Baguio Colleges Foundation now University of the Cordilleras in 1990 and got her Masters of Arts in Psychology from University of California Los Angeles in 1999. Her Masters in Psychology is still ongoing from University of the Cordilleras. She is enlisted as Philippine Army. She became a PMA Psychologist from 1994-1997 and United Nation Special Unit from 1997-2001. She authored the book entitled “Self-Assessment Values Enhancement Program”. Currently she is a Psychologist speaker, lecturer team building facilitator, Guidance Counselor and behavior specialist for Heavens Touch, Luis Hora Regional Hospital, PMA, ISG, RCDG 1, and Philippine Army. She served as consultant of HanJin and TechnoAlloy Company.

MICHAEL A. PINTO is a graduate of Bachelor of Science in Education, Major in Library Science from Saint Louis University in 2006 and finished his Masters of Public Administration from University of Saint Louis, Tuguegarao City in 2008. Currently he is the Head of Cagayan Provincial Learning and Resource Center, Cagayan Valley Province and served as ex-officio and former President of Philippine Librarians Association Inc. (PLAI), the mother umbrella of library organizations in the Philippines. He is a former Director of Libraries of University of Saint Louis Tuguegarao and author a book entitled “Layb Life: mga kwento at karanasan ng isang librarian”. He was awarded as Outstanding Academic and Research Librarian in 2013 by the Philippine Association of Academic and Research Libraries (PAARL).

RAYMUNDO PAWID JR. obtained his Bachelor of Science in Psychology from Saint Louis University and Master of Psychology from University of Santo Tomas in 2009. He finished academic requirement for PhD in Clinical Psychology in University of Santo Tomas and currently on dissertation writing. Currently he is the Chief of Human Resource Development Office (HRDO) of Benguet State University. He is a former Chief of Student Development Unit under the Office of Student Affairs and Instructor designate of the College of Education of Benguet State University. Previously he served as Guidance Counselor and teacher of Lorma Colleges Special Science High School in San Fernando City, La Union.



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SYLLABI OF TOPICS

2 Days Learning and Development Intervention
“Completed Staff Work: A Road to efficiency”

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MANAGING MENTAL HEALTH IN THE WORKPLACE

A. Definition of Mental Health

- a. Promotion of Wellbeing
- b. Self-Esteem
 - b. 1. Esteem for person
 - b. 2. Esteem for abilities
 - b. 3. Causes of Low Self-esteem
 - b. 4. Effects of Having Low Self-esteem
- c. Mindfulness

B. Common Challenges/ Issues and their Manifestations

- b.1 Stress
- b.2. Anger
- b.3. Love Issues
- b.4. Family Issues and Domestic Violence
- b.5. Anxiety-related Problems
- b.6. Depression
- b.7. Suicide
- b.8. Bi-polar condition
- b.9. Schizophrenia
- b.10. Substance Abuse
- b.11. Excessive workload
- b.12. Insufficient work
- b.13. Role conflict
- b.14. Lack of recognition of work
- b.15. Low status
- b.16. Inadequate social support in the workplace
- b.17. The perception that the workplace is not just or equitable
- b.18. Unsupportive supervision
- b.19. Poor relationships with colleagues
- b.20. Bullying, harassment, or violence
- b.21. Isolated or solitary work
- b.22. Irregular working hours

C. A Mentally Healthier Workplace and Support Intervention

- c.1. Productive Environment
- c.2. Livable wage.
- c.3. Reasonable accommodation
- c.4. Wellness
- c.5. Open Communication
- c.5. Staff Accountability
- c.6. Management Accountability
- c.7. Work/Life Balance
- c.8. Clear & Positive Values
- c.9. Fitness



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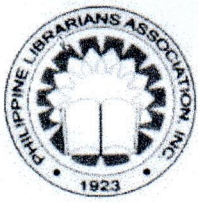
2 Days Learning and Development Intervention
“Completed Staff Work: A Road to efficiency”

August 22-23, 2019

Crown Legacy Hotel, Kisad Road, Baguio City.

DEALING WITH MILLENIALS IN THE WORKPLACE

- A. The Millennial**
 - a.1. Generational gaps**
 - a.2. Millennials and Gen Xers**
- B. Understanding Millennial**
 - b.1. Failed Parenting**
 - b.2. Technological effect to Millennial**
 - b.3. Impatience**
 - b.4. Environment**
- C. Millennial Staffing Pattern Change**
- D. Engaging Millennial Staff**
 - d.1. Believe the Best**
 - d.2. Facilitate mentoring between different aged employees**
 - d.3. Address Quickly**
 - d.4. Offer different working options**
 - d.5. Diagnose the Cause**
 - d.6. Communicate the Consequences**
 - d.7. Accommodate different learning styles**
 - d.8. Discipline**
 - d.9. Acknowledge Improvement**
 - d.10. Create recognition programs**
 - d.11. Accommodate personal employee needs**
 - d.12. Give all employees a voice.**
- E. Mentoring Millennial Staff towards Work Success**



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SPIRITUALITY IN THE WORKPLACE

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A. Stewardship

- a. Definition of Terms
- b. Stewardship
- c. Steward
- d. The Eight Areas Where We Need to Apply Good Stewardship
 - d.1. Time
 - d. 2. Talents
 - d. 3. Treasures
 - d. 4. Temples
 - d. 5. Truth
 - d. 6. Team
 - d. 7. Timber
 - d. 8. Trash

B. Wisdom of Truthfulness

b.1. The False Bases of Truth

- b. 1.1. Power
- b. 1.2. Tradition
- b. 1.3. Pleasure
- b. 1.4. Opinions & Biases
- b. 1.5. Vested Interests

b.2. Forms of Falsehood

- b.2.1. Lying
- b.2.2. Cheating
- b.2.3. White Lie
- b.2.4. Hypocrisy
- b.2.5. Self-Deception
- b.2.6. Rationalization
- b.2.7. Flattery
- b.2.8. Masking
- b.2.9. Lying to God
- b.2.10. Refusal to Believe
- b.2.11. Duplicity

b.3. Effects of Falsehood

- b.3.1. Bothered Conscience
- b.3.2. Damaged Reputation
- b.3.3. Distrust of Others
- b.3.4. Imprisonment
- b.3.5. Death
- b.3.6. Can't stand the presence of God nor dwell in his presence
- b.3.7. Earns the anger and hatred of the Lord and other people
- b.3.8. Severed Relationship
- b.3.9. Physical dryness
- b.3.10. Absence of peace



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SPIRITUALITY IN THE WORKPLACE

b. 4. Rewards of Honesty and Truthfulness

- b.4.1. Credibility**
- b.4.2. Peace**
- b.4.3. Uprightness**
- b.4.4. The Lord's delight**
- b.4.5. Blessed Children**

b. 5. How to Overcome Falsehood/Dishonesty

C. Respect for Authority

- c.1. Respect**
- c.2. Authority**
- c.3. Levels of Authority**
- c.4. Probable causes staff disrespect authority**
- c.5. Benefits of Respecting Authority**

D. Taming the Tongue

- d.1. The power of the tongue**
- d.2. 5 types of verbal aggression**
- d.3. Gossip**
- d.4. Developing a positive tongue**
- d.5. Proper use of tongue**
- d.6. When to be Silent**

E. Selfless Love and Service to People



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COMPLETED STAFF WORK (CSW)

- A. Completed Staff Work**
 - a.1. Definition of Terms**
 - a.2. Why Completed Staff Work?**
 - a.2.1. Advantages of CSW over other Management Approaches**
 - a.2.2. Benefits to Managers**
 - a.2.3. Benefits to Subordinates or Staff**
 - a.2.4. Benefits to both Manager and Staff**
 - a.2.5. Benefits to the Institution**
- B. How to Manage Completed Staff Work?**
 - b.1. Debate**
 - b.2. Decide**
 - b.3. Do**
- C. Stages and Procedures of CSW**
 - c.1. Staff Coordination**
 - c.2. Staff Supervision**
 - c.3. Communications**
 - c.4. Analyses**
 - c.5. Briefings**
 - c.6. Reports & Summaries**
- D. Different Variations for the CSW Approach**
- E. How to Know It Is Completed Staff Work**
- F. Roles and Responsibilities Associated With Completed Staff Work**
- G. How Might Completed Staff Work Be Presented**
 - g.1. Connection = Rapport**
 - g.2. Character = Integrity**
 - g.3. Confidence of the Recommendations = Success**
 - g.4. Influence = Network**



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l.kipaán@bsu.edu.ph

**PROVINCE
REPRESENTATIVES**

ABRA

Allyn C. Garibay
DepEd Librarian

KALINGA/APAYAO

Andrea Angela O. Garcia
School Librarian

MOUNTAIN PROVINCE

Romelin Dennise B. Agaldang
DepEd Librarian

IFUGAO

Liza M. Tamargo
Director, IFSU Library

SYLLABI OF TOPICS

2 Days Learning and Development Intervention
“Completed Staff Work: A Road to efficiency”

August 22-23, 2019

Crown Legacy Hotel, Kisad Road, Baguio City.

PROFESSIONAL & ETHICAL BEHAVIOR IN THE WORKPLACE

A. Ethics

- a.1. Define Ethical Behavior
- a.2. Importance of Ethical Behavior
- a.3. Responsibilities towards individuals and society
- a.4. Neutrality, personal integrity and professional skills
- a.5. Colleague and employer/employee relationship

B. Professional Ethics

- b.1. BFL Resolution No. _06_ Series of 2006= Code of Ethics for Librarians
- b.2. The Ten Sins in the Land
- b.3. The Ten National Illnesses
- b.4. Social Graces and Etiquette

C. Promotion of ethical behavior at the Workplace

- c.1. Conscientiousness
- c.2. Moral attentiveness
- c.3. Duty orientation
- c.4. Customer orientation
- c.5. Assertiveness
- c.6. Proactivity

UPDATES IN THE LIBRARY PROFESSION

A. Career Progression for Librarians and the Proposed Competency Standard for Librarians aligned towards ASEAN Integration

- a.1. PQF law
- a.2. PQRF
- a.3. AQRF
- a.4. CPD for Librarians

B. Proposed Revision of R.A. 9246

C. Data Privacy Act: Its relevance and Impact to Library Operations

D. Draft PLAI Ethics Manual

E. PLAI Ten point (10) point Agenda



REPUBLIC OF THE PHILIPPINES
SECURITIES AND EXCHANGE COMMISSION
Ground Floor, Secretariat Building, PICC
City Of Pasay, Metro Manila

COMPANY REG. NO. CN200834560

CERTIFICATE OF FILING
OF
AMENDED ARTICLES OF INCORPORATION

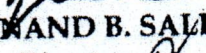
KNOW ALL PERSONS BY THESE PRESENTS:

This is to certify that the amended articles of incorporation of the

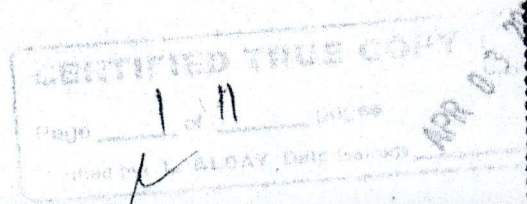
PHILIPPINE LIBRARIANS ASSOCIATION (PLAI), INC.
(Amending Article III thereof.)

copy annexed, adopted on November 27, 2015 by majority vote of the Board of Trustees and by the vote of two-thirds of the members of the corporation, and certified under oath by the Corporate Secretary and a majority of the said board was approved by the Commission on this date pursuant to the provisions of Section 16 of the Corporation Code of the Philippines, Batas Pambansa Blg. 68, approved on May 1, 1980, and copies thereof are filed with the Commission.

IN WITNESS WHEREOF, I have set my hand and caused the seal of this Commission to be affixed to this Certificate at Pasay City, Metro Manila, Philippines, this 17th day of January, Twenty Seventeen.


FERDINAND B. SALES
Director
Company Registration and Monitoring Department

js/cpr





REPUBLIC OF THE PHILIPPINES
SECURITIES AND EXCHANGE COMMISSION
Ground Floor, Secretariat Building, PICC
City Of Pasay, Metro Manila

COMPANY REG. NO. CN200834560 ✓

**CERTIFICATE OF FILING
OF
AMENDED BY-LAWS**

KNOW ALL PERSONS BY THESE PRESENTS:

THIS IS TO CERTIFY that the Amended By-Laws of

PHILIPPINE LIBRARIANS ASSOCIATION (PLAI), INC.

copy annexed, adopted on November 27, 2015 by a majority vote of the Board of Trustees and by the vote of at least two-thirds of the members, and certified under oath by the Corporate Secretary and majority of the said Board was approved by the Commission on this date pursuant to the provisions of Section 48 of the Corporation Code of the Philippines Batas Pambansa Blg. 68, approved on May 1, 1980, and copies thereof are filed with the Commission.

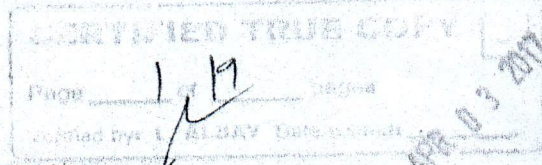
IN WITNESS WHEREOF, I have set my hand and caused the seal of this Commission to be affixed to this Certificate at Pasay City, Metro Manila, Philippines, this 17th day of January, Twenty Seventeen.


FERDINAND B. SALES

Director

Company Registration and Monitoring Department

js/cpr



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Amended By-Laws
Of
PHILIPPINE LIBRARIANS ASSOCIATION INC., (PLAI)

ARTICLE I
GENERAL PROVISIONS

Section 1. **NAME.** The name of this integrated national organization shall be the Philippine Librarians Association, Inc., hereinafter referred to as the Association.

Section 2. **OFFICE.** The principal office of the Association shall be in the PLAI office located at The National Library of the Philippines, T.M. Kalaw Avenue, *(As amended, 27 November 2015)* Manila. ✓

Section 3. **VALUES.** The Association, in cognizance of the significant role librarians play in Philippine society, commits to serve God, country and countrymen. It commits to uphold the dignity, honor and prestige of the profession and the highest degree of professionalism among its members.

Section 4. **OBJECTIVES.** The Association shall have the following objectives:

- a. Maintain the highest standards of professionalism in librarianship;
- b. Advance librarianship in the country and safeguard the rights and interests of the Association and its members;
- c. Provide the fora for discussing problems, issues and concerns affecting the practice of librarianship, the Association and its members;
- d. Generate wider proactive support for professionalism and genuine rapport and cooperation between and among librarians and other professionals;
- e. Establish/ maintain/ strengthen partnerships and linkages with institutions in government and private sectors, and with international, regional and national organizations within or outside of the profession which would be beneficial to librarians and librarianship;
- f. Elevate the stature of librarianship through sustained programs of continuing professional education, research, and publications; and,
- g. Undertake plans, programs, projects or activities that would support the foregoing objectives and ensure further growth and development of librarians, librarianship and libraries in the country.

Section 5. **SEAL.** The seal of the Association shall consist of two concentric circles between which shall be inscribed the name of Philippine Librarians Association, Inc., 1923, the year of its original foundation. Inside the inner circle shall be an open book

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Article II. Council Membership

Section 1. REGIONAL COUNCILS. Regular members of the Association shall be grouped into councils representing the different regions covering the entire Philippine archipelago which shall

1. **CAR, Cordillera Administrative Region Librarians Council (CARLC).** CARLC shall be composed of librarians from the six (6) provinces and the cities therein which constitute the CAR, namely: Abra, Apayao, Benguet, Ifugao, Kalinga, and Mt. Province.
2. **Ilocos Region Librarians Council (IRLC).** IRLC shall be composed of librarians from the four (4) provinces and the cities therein which constitute Ilocos Region namely: Ilocos Norte, Ilocos Sur, La Union and Pangasinan.
3. **Cagayan Valley Region Librarians Council (CaVRLC).** CaVRLC shall be composed of librarians from the five (5) provinces and the cities therein which constitute Cagayan Valley Region, namely: Batanes, Cagayan, Isabela, Nueva Vizcaya and Quirino.
4. **Central Luzon Region Librarians Council (CeLRLC).** CeLRLC shall be composed of librarians from the seven (7) provinces and the cities therein which constitute Central Luzon Region, namely: Aurora, Bataan, Bulacan, Nueva Ecija, Pampanga, Tarlac and Zambales.
5. **National Capital Region Librarians Council (NCRLC).** NCRLC shall be composed of librarians from the fifteen (15) cities and one (1) municipality which constitute the NCR, namely the cities of Caloocan, Las Piñas, Makati, Malabon, Mandaluyong, Manila, Marikina, Muntinlupa, Navotas, Parañaque, Pasay, Pasig, Quezon. San Juan, Taguig and Valenzuela, and the municipality of Pateros.
6. **Southern Tagalog Region Librarians Council (STRLC).** STRLC shall be composed of librarians from the eleven (11) provinces and the cities therein which constitute Southern Tagalog Region namely: Batangas, Cavite, Laguna, Marinduque, Occidental Mindoro, Oriental Mindoro, Palawan, Quezon, Rizal and Romblon.
7. **Bicol Region Librarians Council (BRLC).** BRLC shall be composed of librarians from the six (6) provinces and the cities therein which constitute Bicol Region, namely: Albay, Camarines Norte, Camarines Sur, Catanduanes, Masbate and Sorsogon.
8. **Western Visayas Region Librarians Council (WVRLC).** WVRLC shall be composed of librarians from the six (6) provinces and the cities therein which constitute Western Visayas Region, namely: Aklan, Antique, Capiz, Guimaras, and Iloilo.
9. **Central Visayas Region Librarians Council (CeVRLC).** CeVRLC shall be composed of librarians from the four (4) provinces and the cities therein which constitute Central Visayas Region, namely: Bohol, Cebu, and Siquijor.
10. **Eastern Visayas Region Librarians Council (EVRLC).** EVRLC shall be composed of librarians from the six (6) provinces and the cities therein which constitute Eastern Visayas Region, namely: Biliran, Eastern Samar, Leyte, Northern Samar, Western Samar and Southern Leyte.
11. **Zamboanga Peninsula Region Librarians Council (ZPRLC).** ZPRLC shall be composed of librarians from the three (3) provinces and the cities therein which constitute Zamboanga Peninsula Region, namely: Zamboanga del Norte, Zamboanga del Sur and Zamboanga Sibugay.
12. **Northern Mindanao Region Librarians Council (NMRLC).** NMRLC shall be composed of librarians from the five (5) provinces and the cities therein which constitute Northern Mindanao Region, namely: Bukidnon, Camiguin, Lanao del Norte, Misamis Occidental and Misamis Oriental.
13. **Davao Region Librarians Council (DRLC).** DRLC shall be composed of librarians from the four (4) provinces and the cities therein which constitute Davao Region namely: Compostela Valley, Davao del Norte, Davao del Sur and Davao Oriental.
14. **SOCCKSARGEN Region Librarians Council.** SOCCKSARGEN shall be composed of librarians from four (4) provinces and the cities therein which constitute SOCCKSARGEN Region namely: South Cotabato, Sultan Kudarat, Cotabato and Sarangani and General Santos City.
15. **Autonomous Region for Muslim Mindanao Librarians Council (ARMMLC).** ARMMLC shall be composed of librarians from the five (5) provinces and the cities therein which constitute the ARMM namely: Basilan (except Isabela City), Lanao del Sur, Maguindanao, Sulu and Tawi- Tawi.

16. **CARAGA Region Librarians Council (CarRLC)** CarRLC shall be composed of librarians from the five (5) provinces and the cities therein which constitute CARAGA, namely: Agusan del Norte, Agusan del Sur, Dinagat Islands, Surigao del Norte and Surigao del Sur.
17. **Negros Island Region Librarians Council (NIRLC)** shall be composed of librarians from the provinces of Negros Occidental and Negros Oriental with the highly urbanized city of Bacolod in the island of Negros

Section 2. DUTIES AND POWERS. Each Regional Council shall conduct its respective business and affairs and shall perform such acts as shall advance librarianship and protect the rights and interests of its members, librarianship and the Association pursuant to the PLAI Constitution and By-Laws.

Section 3. OFFICERS. Each Council shall have seven (7) members of the Board of Trustees, hereinafter referred to as Council Board, and shall elect from among themselves the following officers: Council President, Vice-President, Treasurer, Auditor, PRO and Secretary. The seventh member of the CBOT shall become the NOMELEC Chair. The names of the elected Council Officers should be submitted to the National Board and House of Delegates on or before October 31 of every election year.

Section 4. REPRESENTATIVES TO THE HOUSE OF DELEGATES. The representative of the Council to the House of Delegates shall be appointed by the members of its Council Board. The name of the appointed delegate should be submitted to the National Board and House of Delegates on or before October 31 of every election year.



“Completed Staff Work: A Road to Efficiency”

Baguio Crown Legacy Hotel, Baguio City

August 22-23, 2019

August 22, 2019

TIME	ACTIVITY	DETAILS
8:00-9:00 a.m.	Registration	c/o Secretariat
9:01-9:30 a.m.	Opening Ceremonies	Invocation, National Anthem, Welcome Remarks
9:31-10:00 a.m.	BREAK	
10:01-11:30 noon	First lecture	Managing Mental Health in the Workplace
11:31-1:00 p.m.	LUNCH BREAK	
1:01-2:30 pm.	Second Lecture	Dealing with Millennials in the Workplace
2:31-3:30 p.m.	BREAK	
3:31-5:00 p.m.	Third Lecture	Spirituality in the Workplace

August 23, 2019

8:00-8:30 a.m.	Registration	c/o Secretariat
8:31-10:00 a.m.	First Lecture	Completed Staff Work
10:01-10:30 a.m.	BREAK	
10:31-12:00 noon	Second Lecture	Professional & Ethical Behavior in the Workplace
12:01-1:00 p.m.	LUNCH BREAK	
1:01-2:30 p.m.	Third Lecture	Updates in the Library Profession
2:31-3:00 p.m.		Question & Answer
3:01-3:30 p.m.	BREAK	

Master of Ceremonies:
Mr. Rojan A. Paleng