



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
www.depednegor.net

August 10, 2018

DIVISION MEMORANDUM
NO. 703, s. 2018

TO: Asst. Schools Division Superintendent
CID and SGOD Chiefs
DESP, PSDS & DIC's
Public School Heads both Elementary and Secondary
All School Library Designates

**SUBJECT: DIVISION SEARCH FOR THE MOST FUNCTIONAL SCHOOL LIBRARY,
OUTSTANDING READING CORNERS AND SCHOOL LIBRARY DESIGNATES**

1. The Department of Education Division of Negros Oriental strongly advocates the importance of revitalizing and establishing a functional school library in the province by school year 2018 and onwards.
2. In connection to this, there will be a Division Search for the Most Functional School Library, Outstanding Reading Corners and School Library Designates 2018.
3. This activity aims to:
 - a. recognize the importance of library as a learning resource of the students;
 - b. recognize schools with the most functional library;
 - c. recognize the responsible and influential role that a school library designates perform in the development and maintenance of school library; and
 - d. motivate and mobilize the school to set library as a functional and active source of knowledge among learners.
4. Categories for this search are:
 - a. Most Functional School Library –Elementary Level
 - b. Most Functional School Library –Secondary Level
 - c. Most Outstanding Reading Corner – Elementary Level
 - d. Most Outstanding School Library Designates – Elementary Level
 - e. Most Outstanding School Library Designates – Secondary Level
5. Attached are the mechanics and scoring rubrics to the said activity as Enclosure No. 1.
6. Immediate and wide dissemination of this memorandum is desired.

WILFREDA D. BONGALOS, Ph. D., CESO V
Schools Division Superintendent
Negros Oriental Division

13 AUG 2018



Enclosure No. 1 to Division Memo No. _____, s. 2018

GUIDELINES AND MECHANIS FOR THE SEARCH FOR THE MOST FUNCTIONAL SCHOOL LIBRARY, OUTSTANDING READING CORNERS AND SCHOOL LIBRARY DESIGNATES

I. BACKGROUND AND RATIONALE

The library is structured to effectively acquire and organize materials in line with the demands of the curriculum and the needs of both teachers and learners. Libraries exist because they are an essential part in the educative process. Library as the heart of the school aims to provide equal access to information. It equipped students with lifelong learning skills and develops the imagination, enabling them to live as responsible citizens. In the advent of the new technologist, libraries need to be brave and innovative. It must embrace digital era and must offer more than just books but resources in various forms.

Based on the submitted Library Profile of the districts, there are 17 elementary and 14 secondary schools with 1-room library, and 116 elementary and 15 secondary schools with library that is shared with principal's office, guidance, etc. Functionality of these libraries was determined through the profiling tool provided by the DepEd Central office.

Hence, this Search for the Most Functional School Library, Outstanding Reading Corners and School Library Designates 2018 was conceptualized to meet the demands of the libraries in the Division.

II. OBJECTIVES

This project aims:

- a. To recognize schools in terms of providing learners and teachers a better access to quality learning materials through active utilization of the school library;
- b. Guide and provide the schools with division standard policies on how to improve their library utilization;
- c. Showcase schools' best practices in promoting readership through the active use of library and other alternatives to such.



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III. IMPLEMENTATION

ACTIVITIES	STRATEGIES	INCLUSIVE DATES	PERSON INVOLVED
Planning	Consultative Meeting	August 24, 2018	CID Chief, PSDSs, DEPS in English and Filipino, LRMD Section
Pre-assessment	Initial Evaluation of school libraries	September 3-28, 2018	PSDS
Launching of the Search for the Most Functional School Library, Outstanding Reading Corner and School Library Designate	Memorandum Dissemination	October 8, 2018	LRMD Section
Monitoring	Progress observation of library practices	October 9, 2018 to November 16, 2018	LRMD Section PSDSs
Awarding of the Most Functional School Library, Outstanding Reading Corner and School Library Designate	Recognition of the best public elementary and secondary school library, outstanding reading corners and school library designate	November 29, 2018	CID Chief, PSDSs, LRMD Section, School Heads School Library Designate

IV. MECAHNICS

1. All public elementary and secondary schools in the Negros Oriental Division shall participate in the said search.
2. Categories for this search are the following:
 - a. Most Functional School Library –Elementary Level
 - b. Most Functional School Library –Secondary Level
 - c. Most Outstanding Reading Corner – Elementary Level
 - d. Most Outstanding School Library Designates – Elementary Level
 - e. Most Outstanding School Library Designates – Secondary Level
3. Only school without physical library and do not have excess rooms for this purpose shall participate to the search for the most reading corner.
4. However, schools with both physical library and functional reading corner may participate to the two categories.



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5. Each school library shall be monitored and evaluated using the attached rubric and monitoring tool through the Learning Resource Management and Development Section and PSDSs.
6. The library with the highest score shall be declared as the Most Functional School Library/Outstanding Reading Corner/Outstanding School Library Designate.

V. COMPOSITION OF THE MONITORING AND EVALUATION COMMITTEE

Consultant: Dr. Erlinda N. Calumpang, CID Chief
Chair: Ms. Rosela R. Abiera, DEPS – LRMD
Members: Maricel S. Rasid, Librarian II
Jefferson D. Uy, PDO – II Designate
Dr. Anna Lee A. Amores, DEPS – English
Dr. Renante A. Juanillo, DEPS – Filipino
Dennis Charl D. Andalajao, SEPS – M& E



Republic of the Philippines
 Department of Education
LIBRARY HUB
 DIVISION OF NEGROS ORIENTAL
 Dumaguete City



CRITERIA FOR OUTSTANDING READING CORNER

School: _____
 School Head: _____

District: _____
 Sch. Lib. Designate: _____

Rubrics:

5 – Excellent 4 – Very Good 3 – Good 2 – Fair 1 – Needs Improvement

Instruction: Please tick the number that best reflects your evaluation.

A. PHYSICAL FACILITIES	5	4	3	2	1
Cleanliness and orderliness					
Ventilation and lighting					
General arrangement / set-up					
Signages					
B. COLLECTION, MANAGEMENT AND ORGANIZATION					
Books of different areas of discipline					
Technical and mechanical processing (book label, property stamp, book card, plastic cover)					
Book repair (for damaged or retrieval of books)					
Zero % of loss of books					
Acquisition Record (Accession book/record)					
C. SERVICE					
User's logbook & other records (guest book, etc.)					
Activities (storytelling, etc.)					
D. STAFF					
Designation of In-charge					
Accessibility of In-charge with the clientele					
OVER – ALL TOTAL					

Rated by:



CRITERIA FOR MOST FUNCTIONAL SCHOOL LIBRARY

School: _____
 School Head: _____

District: _____
 Sch. Lib. Designate: _____

Rubrics:

5 – Excellent 4 – Very Good 3 – Good 2 – Fair 1 – Needs Improvement

Instruction: Please tick the number that best reflects your evaluation.

A. PHYSICAL FACILITIES	5	4	3	2	1
Cleanliness and orderliness					
Ventilation and lighting					
General arrangement / set-up					
Library facilities for library (ex. Tables, chairs, shelves, counter, etc.)					
Library signages					
B. LIBRARY COLLECTION, MANAGEMENT AND ORGANIZATION					
Books of different areas of discipline					
Technical and mechanical processing (book label, property stamp, book card, plastic cover)					
Book repair (for damaged or retrieval of books)					
Zero % of loss of books					
Periodicals (magazines, newspaper, journals, newsletters, etc.)					
Acquisition Record (Accession book/record)					
Arrangement and classification of library books (by subject, color coding, etc.)					
List of library holdings/material holdings (records of books/facilities/properties)					
C. SERVICE					
User's logbook & other records (guest book, etc.)					
Library statistics of books (total number of borrowed books by teachers and students per month)					
Library statistics of users (total number of library visitors per month)					
Utilizes non-print materials (film showing & computer if available)					
Presence of Library Instruction program (storytelling, home reading report, lessons about the use of library, card catalog, etc.)					
Library activity program (book lovers club)					
Maximum utilization of Library Hub Books (Circulation of lib hub books)					
D. LIBRARY STAFF					
Designation of Library In-charge					
Accessibility of School Library Designate with the clientele					
Conducts orientation to teachers and students					
E. LINKAGES					
Parent support					
Club/Organization support					
Community Service (ALS, barangay affairs, youth organizations)					
OVER – ALL TOTAL					

Rated by:



Republic of the Philippines
 Department of Education
LIBRARY HUB
 DIVISION OF NEGROS ORIENTAL
 Dumaguete City



Monitoring Form for School Libraries

School: _____
 School Head: _____
 PSDS: _____
 Total Enrollment _____

District: _____
 Sch. Lib. Designate: _____
 Date: _____

OBSERVATIONS/FINDINGS	TECHNICAL ASSISTANCE PROVIDED	AGREEMENT/REMARKS
<p>SCHOOL LIBRARY FUNCTIONALITY</p> <p>Existing _____</p> <p>Non Existing _____</p> <p>Seating Capacity _____</p> <p>Size _____</p> <p>Location _____</p> <p>Accessibility _____</p> <p>Others, please specify:</p> <p>_____</p> <p>_____</p> <p>_____</p>		
<p>SERVICES</p> <p>Library Schedule _____</p> <p>Allows borrowing of books for home use</p> <p>_____</p> <p>Allows students to bring books outside the library and returns within the day if not allowed for home use</p> <p>_____</p> <p>Allows students to use computer for encoding and viewing or doing research if computer is available in the library</p> <p>_____</p> <p>Allows teachers to borrow books</p> <p>_____</p> <p>Allows teachers to use computer for encoding and viewing or doing research if computer is available in the library</p> <p>_____</p>		

<p>Others, please specify:</p> <p>_____</p> <p>_____</p> <p>_____</p>		
<p style="text-align: center;">ACTIVITIES</p> <p>Updates the Bulletin/Information Board to promote library and information services (Current Awareness)</p> <p>_____</p> <p>Conducts orientation on the use of the library and its services for students and teachers _____</p> <p>Conducts library instruction _____</p> <p>Conducts regular activities that promote library and information services</p> <p>_____</p> <p>Conducts regular activities that promote reading _____</p> <p>Conducts classroom visits to promote library and information services</p> <p>_____</p> <p>Conducts storytelling _____</p> <p>Others, please specify:</p> <p>_____</p> <p>_____</p> <p>_____</p>		
<p style="text-align: center;">COLLECTION MANAGEMENT</p> <p>Accessioning _____</p> <p>Cataloging _____</p> <p>Classification _____</p> <p>Labeling _____</p> <p>Stamping of ownership stamp books</p> <p>_____</p> <p>Color coding _____</p> <p>No processing _____</p>		
<p style="text-align: center;">COLLECTION ACCESS SYSTEM</p> <p>Open Shelf/Stack _____</p> <p>Closed Shelf/Stack _____</p>		

<p style="text-align: center;">FACILITIES</p> <p>OPAC _____</p> <p>Card Catalog Cabinet with catalog cards _____</p> <p>Accessioned book _____</p> <p>Computer set _____</p> <p>Printer with scanner _____</p> <p>Photocopier machine _____</p> <p>LCD Projector _____</p> <p>Sound system _____</p> <p>Television _____</p> <p>DVD/CD player _____</p> <p>Internet connection _____</p> <p>Document camera _____</p> <p>Others, please specify: _____</p>		
<p style="text-align: center;">LIBRARY INVENTORY</p> <p>Total Library Collection of books _____</p> <p>Total collections of Periodicals _____</p>		
<p style="text-align: center;">SCHOOL LIBRARY MEANS OF BOOK ACQUISITION</p> <p>MOOE _____</p> <p>LGU _____</p> <p>NGO _____</p> <p>PTA _____</p> <p>DEPED (Central Office/Division/District Office) _____</p> <p>ALUMNI _____</p> <p>Others, please specify: _____ _____ _____</p>		

<p>SCHOOL LIBRARY STATUS</p> <p>No. of Books Catalogued _____</p> <p>No. of Books Borrowed by the client _____</p> <p>No. of Books Borrowed from the Library Hub _____</p> <p>No. of Additional Books (from sponsors/donations, etc.) _____</p> <p>General observation in the Library Operation</p> <p>_____</p> <p>_____</p> <p>_____</p>		
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Suggestions and recommendations:

Supplementary materials that you think the library should have to support the curriculum.

Reference Books	Fiction	Non-Fiction	Print	Non - Print

Concerns, Issues, Gaps and Problems:

Conformed:

School Library Designate

Noted by:

School Principal

Monitored by:

MARICEL S. RASID, RL
 Division Librarian II

ROSELA R. ABIERA
 DEPS – LRMS Manager