



Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region I
SCHOOLS DIVISION OFFICE
 DAGUPAN CITY



DIVISION MEMORANDUM
 No. 369 s. 2018

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To: Assistant Schools Division Superintendent
 Chiefs, CID and SGOD
 Education Program Supervisors/Specialists
 Public Schools District Supervisors
 Public Elementary/Secondary School Heads/OICs
 All others Concerned

From: Office of the Schools Division Superintendent

Date: November 14, 2018

Subject: **DIVISION OFFICIAL ENTRIES OF THE FIRST REGIONAL SEARCH
 FOR THE MOST FUNCTIONAL SCHOOL LIBRARIES**

1. The Department of Education, Regional Office 1 through the Curriculum and Learning Management Division-LRMDS will conduct the First Regional Search for the Most Functional School Libraries as prescribed under Regional Memo # 138, s. 2018
2. In line with this, the Schools Division Office through the Curriculum Implementation Division (CID) announces the official entries to the said search based on the latest results of the division search conducted last school year 2017-2018 due to time constraints.
3. Official entry (1st only) for each category/level is listed hereunder:

Level	Rank	Name of School	Name of School Head	Name of Librarian/Teacher-In-Charge
Elementary	1	Pogo-Lasip ES	Marisel M. Gatchalian	Marivil G. Cabaddu
Secondary	1	Dagupan City National High School	Medarlo V. De Leon	Fe A. De Cadiz

4. Final Evaluation will be on November 20-23, 2018 and awarding ceremony will be on December 11, 2018 which will be held at NEAP, Region 1, San Fernando City, La Union.
5. Attached is the guidelines/criteria for the regional search.
6. Immediate and wide dissemination of this memorandum is desired.

[Signature]
DR. LORNA G. BUGAYONG, CESO VI
 Schools Division Superintendent

**FIRST REGIONAL SEARCH FOR
MOST FUNCTIONAL SCHOOL LIBRARIES 2018**

Criteria	Indicator	Points	Rating
I. PHYSICAL SET UP AND FACILITIES		20 pts.	
1. The library is accessible to teachers and students.	Actual location of the library If Yes = 1 pt. If No = .5 pt.	1 pt.	
2. The library can accommodate 10% of the enrollment.	Total population x 10% = ____ (seating capacity)	2 pts.	
3. The library has an adequate size to give space for the collection of books and non-print resources, display areas, staff work areas and a library desk.	Physical plan/floor plan If Yes = 1 pt. If No = .5 pt.	1 pt.	
4. The library provides atmosphere conducive to reading and writing.	Physical set-up of the library	1 pt.	
5. The library has an appropriate room temperature (e.g., air-conditioning, heating) to ensure good working condition as well as the preservation of the collection.	Ventilation If Yes = 1 pt. If No = .5 pt.	1 pt.	
6. The library is well-lighted.	If Yes = 1 If No = 0	1 pt.	
7. The library is equipped with the following comfortable, functional and properly spaced furniture and electronic equipment:		13 pts.	
a. Reading tables and armless chairs	(can accommodate 10% of total population)	2 pts.	
b. Vertical clippings and filing steel cabinet	Actual material	.5 pt.	
c. Single/double faced bookshelves with book ends	Actual material	1 pt.	
d. Bulletin board with Organizational Chart	Actual material	1 pt.	
e. Magazine and Newspaper Display Rack	Actual material	.5 pt.	
f. Librarian's desk and chair	Actual material	1 pt.	
g. Librarian's work table and chair	Actual material	1 pt.	
h. Computer units with printer and table (for Librarian and client)aside from those installed in the Computer Laboratory	Actual material	1 pt.	
i. Dictionary stand	Actual material	.5 pt.	
j. Charging desk	Actual material	.5 pt.	
k. Storage cabinets	Actual material	.5 pt.	
l. Card catalog/Online Public Access Catalog (OPAC)	Actual material	1 pt.	
m. Air-conditioning/Electric fans	Actual material	1 pt.	
n. Television	Actual material	.5 pt.	
o. LCD Projector with wide	Actual material	1 pt.	

screen			
II. HOLDING/COLLECTIONS		30 pts.	
a. Books and Periodicals (Print Resources)		20 pts.	
a.1. The library has an adequate number of references materials (10 years back) which support the curriculum.	<p>ELEMENTARY 3,000 titles & above= 5 pts. 1,500-2,999 titles= 4 pts. 1,000-1,499 titles=3 pts. 500-999 titles=2 pts. 1-499 titles =1 pt.</p> <p>SECONDARY 5000 titles & up= 5 pts. 4,000-4999 titles= 4 pts. 3000-3,999 titles=3 pts. 2,000-2,999 titles=2 pts. 1-1999 titles =1 pt.</p>	5 pts.	
a.2. The library has regular subscription to newspapers, periodicals, magazines and pamphlets in English, Filipino and in the vernacular.	<p>* (2) Newspaper (Engl. & Fil./Ilokano/Pang.)+ (2) Magazine+ (2) Journal=3 pts. *(1) Newspaper (Engl./Fil/Ilokano/Pang.)+ (1) Journal/Magazine=2 pts. * Just one (either of the three)= 1 pt. * this will apply to Elementary and Secondary Levels</p>	3 pts.	
a.3. The library has an adequate general reference books of recent edition which includes set of encyclopedia, dictionaries, atlases, almanacs, yearbooks, etc.	<p>5 types of gen ref.= 3 pts. 3-4 types of gen ref.=2 pts. 1-2 types of gen ref.= 1 pt.</p> <p><i>*Different titles of dictionary or any type of gen ref. book shall be counted as 1 type only.</i> * this will apply to Elementary and Secondary Levels</p>	3 pts.	
a.4. The library has an adequate professional books of 8 years back or recent edition in the different subject areas to teachers' references.	<p>251 titles & above=2 pts. 1-250 titles =1 pt.</p>	2 pts.	
a.5. The library has fiction books for leisure reading.	<p>501 titles & above = 3pts. 251-500 titles = 2 pts. 1-250 titles = 1 pt.</p>	3 pts.	
a.6. The library has a separate Filipiniana Section for Filipiniana Books.	<p>251 titles & above = 2 pts. 1-250 titles = 1 pt.</p>	2 pts.	
a.7. The library has librarian's tools for cataloguing and classifying of books.	<p>Complete DDC, Cutter's table, sears list = 2 pts. Only 1 = 1pt.</p>	2 pts.	
b. Non-Print Resources <i>*should be part of the Library Collection</i>		10 pts.	

b.1. Maps	2 Maps or more = 1 pt. 1 map = 0.5 pt.	1 pt.	
b.2. Globes	2 Globes or more = 1 pt. 1 globe = 0.5 pt.	1 pt.	
b.3. Charts	15 or more = 1 pt. 1-14= 0.5 pt.	1 pt.	
b.4. Posters	15 or more = 1 pt. 1-14= 0.5 pt.	1 pt.	
b.5. Flash cards	15 or more = 1 pt. 1-14= 0.5 pt.	1 pt.	
b.6. Kits (example: ABCD blocks, Rubik cubes, building blocks, molding clay)	5 or more = 1 pt. 1-4= 0.5 pt.	1 pt.	
b.7. Pictures (Pictures of Phil. Presidents, etc.)	16 or more = 1 pt. 1-15= 0.5 pt.	1 pt.	
b.8. CDs, DVDs & other electronic resources	100 titles & above = 1 pt. 1-99 titles = 0.5 pt.	1 pt.	
b.9. Slide deck and other interactive learning resources like Daisy)	100 titles & above = 1 pt. 1-99 titles = 1 pt.	1 pt.	
b.10. Game boards (Chess, scrabble, etc.)	3 or more = 1pt. 1-2= 0.5 pt.	1 pt.	
III. ORGANIZATION AND MAINTENANCE OF HOLDINGS		15 pts.	
1. Accession books are maintained and updated.	Actual material	1 pt.	
2. Books are properly stamped with ownership.	Actual material	1 pt.	
3. The library has a functional card catalogue or Library System with author, title, subject card for each book in the collection.	Actual material	2 pts.	
4. Books are properly classified and catalogued under Dewey Decimal Classification System (DDC)	Actual material	5 pts.	
5. Shelf-list cards are maintained and updated.	Actual material	1 pt.	
6. Books are properly labeled at the spine.	Actual material	1 pt.	
7. Books are carded with book pockets, book cards and date due slips/barcode.	Actual material	1 pt.	
8. To ensure maximum use, books are repaired and rebound.	Actual material	1 pt.	
9. Periodical clippings are updated.	Actual material	1 pt.	
10. Journals and magazines are indexed and bound.	Actual material	1 pt.	
IV. SERVICES		15 pts.	
1. There is internet access in the library.	Internet service provider/Actual	3 pts.	
2. There is a card catalog/Online Public Access Catalog System in the library.	Actual material	2 pts.	
3. There is evidence of the maximum productive use of the library materials by students and faculty.	Attendance Logbook of Teachers and Students and	1 pt.	

*proof/ evidence = 2 years back up to recent	Borrower's logbook of Teachers and Students		
4. The library maintains regular and adequate hours of service on class and non-class days.	Schedule of Library Hours	1 pt.	
5. Open-shelf system is adopted.	Physical set-up	1 pt.	
6. The staff provides library orientation and guidance in the use of library non-class days.	Pictures during the conduct of Library Orientation/Printed Copy of Library Orientation	1 pt.	
7. Regular announcements are made about new acquisition, library guides, publications and other promotional activities.	Bulletin board display = 1 pt. No bulletin board = 0	1 pt.	
8. The library has a written policies and procedures and action plans.	Posted rules and regulation Compilation of action plans	3 pts.	
9. The library staff weeds out/disposed unusable materials regularly.	Logbook/list of weeded/disposed LR's	1 pt.	
10. The School Library supports Library Reading Program in which specific library work is scheduled once or twice a month by class and grade level to be handled by the reading teacher.	Pictures/Attendance	1 pt.	
V. STAFFING		10 pts.	
1.a. A full time licensed librarian administers the library	PRC License of Librarian = 5 pts.	5 pts.	
1.b. Library In-charge/Teacher-Librarian	Teacher-Librarian (Designation signed by the School Head) = 3 pts.		
1.c. Library Aide/Library Assistant	Library Aide (Designation signed by the School Head)= 2 pts.		
2. The library staff is adequate (i.e. one (1) full-time librarian for every 500 students to serve students and teachers.	Enrollment data	2 pts.	
3. Opportunities are provided for professional growth of the library staff.	Certificate of Attendance Authority to Travel	3 pts.	
VI. FUNDING		5 pts.	
1. The school library should have an annual budget which is at least 5% of the institutional yearly budget.	Logbook of Library expenditures	5 pts.	
VII. LINKAGES		5 pts.	
1. The school library should have partnerships, linkages, etc.	Memorandum of Agreement List of donors Acknowledgement Receipt	5 pts.	
TOTAL:		100 pts.	