


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



DIVISION MEMORANDUM
No. 390, s. 2019

RELEASE
DEPED
DATE: 11-21-19
BY: 908
76497

To: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Public Elementary/Secondary School Heads/OICs
Teacher-Librarians/Library in-charge

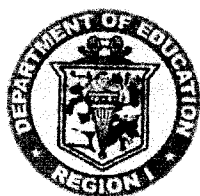
From: 
MARIA CELIA JUNIO FERNANDEZ, Ed.D., MDM-SEC
Schools Division Superintendent

Date: November 21, 2019

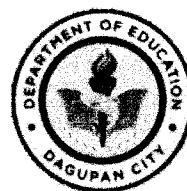
Subject: **SEARCH FOR THE MOST FUNCTIONAL SCHOOL LIBRARIES 2019**

1. In adherence to DepEd Order No. 56 s. 2011 which states that each school must have a functional library, the Schools Division Office of Dagupan City through the Curriculum Implementation Division (CID), specifically the Learning Resource Management Section (LRMS) will conduct a **Division Search for the Most Functional Libraries 2019**. The primary purpose of this event is to improve learners' performance by providing access to learning resources.
2. Categories for the Search shall be:
 - 2.1 Public Elementary Level
 - 2.2. Public Secondary Level
3. **Only schools with physical libraries** (either occupy a separate room or in a separate building) shall participate in the search.
4. All Public Schools District Supervisors (PSDSs) shall lead the conduct of the initial evaluation and submit **two official entries** for the **elementary level** and **one official entry** for the **secondary level per cluster** to Mr. Jan Vincent D. Galvez, Division Librarian. The deadline for the submission of official entries will be on **November 29, 2019**. Final evaluation and validation will be on **December 9-13, 2019**.
5. Attached herewith is the composition of the Search Committee and Criteria for Evaluation and Validation given by the DepEd Regional Office 1 through the Curriculum & Learning Management Division (CLMD) which will be used for initial and final evaluation.
6. The library with the highest total score attained shall be declared as the Most Functional Library of the year. The division shall award first to third placers in each category on the scheduled Educator's Night.
7. Immediate dissemination of the contents of this memorandum is desired.

RECEIVED
DATE: 11/21/2019
TIME: 2:30
REYNANTE B. INFANTE
IT OFFICER I



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



Composition of the Search Committee

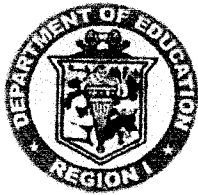
Over-all Chairman: Dr. Maria Celia Junio-Fernandez, *SDS*
 Co-Chairmen: Dr. Lourdes D. Servito, *CESE, ASDS*
 Dr. Venus Maria SM. Estonilo, *CID Chief*
 Mdm. Maria Linda R. Ventenilla, *SGOD Chief*
 Members: Dr. Renata G. Rovillos, *EPS-LR*
 Mr. Jan Vincent D. Galvez, *SDO Librarian*
 Mr. Lemuel Dino V. Visperas, *PDO II-LR*

SCORING SHEET

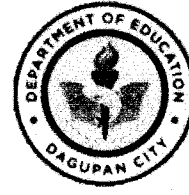
Division Search for the Most Functional Public Elementary and Secondary School Libraries 2019

School Name: _____ Latest total enrolment: _____
 Cluster: _____
 Library In-charge: _____
 Principal: _____

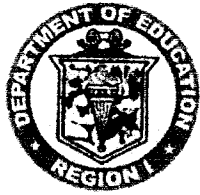
Criteria	Indicator	Points	Rating
I. PHYSICAL SET UP AND FACILITIES		(20 pts.)	
1. The library is accessible to teachers and students.	Actual location of the library	1 pt.	
2. The library can accommodate 10% of the enrollment.	Total population x 10 % = __ (seating capacity)	2 pts.	
3. The library has 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=0.5 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= 0.5 pt.	1 pt.	
6. The library is well-lighted.	If Yes= 1 pt. If No= 0	1 pt.	
7. The library is equipped with the following comfortable, functional and properly spaced furniture and electronic equipment:			
a. Reading tables and armless chairs (can accommodate 10% of total population)		2 pts.	
b. Vertical clippings and filing steel cabinet		0.5 pt.	
c. Single/double faced bookshelves with book ends		1 pt.	
d. Bulletin board with Organizational Chart		1 pt.	
e. Magazine and Newspaper Display Rack		0.5 pt.	



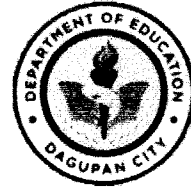
Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region I
SCHOOLS DIVISION OFFICE
DAGUPAN CITY



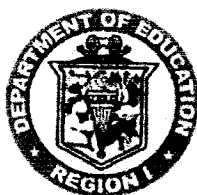
f. Librarian's desk and chair	Actual items	1 pt.	
g. Librarian's work table and chair		1 pt.	
h. Computer units with printer and table (<i>for Librarian and client</i>)		1 pt.	
i. Dictionary stand		0.5 pt.	
j. Charging desk		0.5 pt.	
k. Storage cabinets		0.5 pt.	
l. Card catalog cabinet/Online Public Access Catalog (OPAC)		1 pt.	
m. Air-conditioning/Electric fans		1 pt.	
o. Television		0.5 pt.	
p. LCD Projector with screen		1 pt.	
II. LIBRARY COLLECTIONS		(30 pts.)	
a. Books and Periodicals (Print Resources)			
a.1. The library has an adequate number of references' materials (10 years back) which support the curriculum.	ELEMENTARY 3000 titles & above=5 pts. 1500-2999 titles =4 pts. 1000-1499=3 pts. 500-999=2 pts. 1-499=1 pt. SECONDARY 5000 titles & above=5 pts. 4000-4999=4 pts. 3000-3999=3 pts. 2000-2999=2 pts. 1-1999=1 pt.	5 pts.	
a.2. The library has regular subscription to newspapers, periodicals, magazines and pamphlets in English, Filipino and in the vernacular.	ELEMENTARY & SECONDARY *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.	3 pts.	
a.3. The library has an adequate general reference books of recent edition which includes set of encyclopedias, dictionaries, atlases, almanacs, yearbooks, etc.	ELEMENTARY & SECONDARY 5 types of gen. ref.=3 pts.	3 pts.	



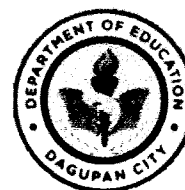
Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region I
SCHOOLS DIVISION OFFICE
DAGUPAN CITY



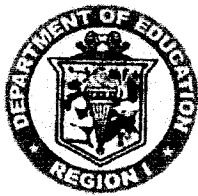
	3- 4 types of gen. ref.= 2 pts. 1-2 types of gen. ref.= 1 pt. <i>*Different titles of dictionary or any type of gen. ref. book shall be counted as 1 type only.</i>		
a.4. The library has an adequate professional books of 8 years back or recent edition in the different subject areas to teachers 'references.	251 titles & above= 2pts. 1-250= 1pt.	2 pts.	
a.5. The library has fiction books for leisure reading.	501 titles & above = 3 pts. 251-500 titles = 2 pts. 1-250 titles = 1 pt.	3 pts.	
a.6. The library has a separate Filipino Section for Filipino books.	251 titles & above = 2 pts. 1-250 titles= 1 pt.	2 pts.	
a.7 The library has librarian's tools for cataloguing and classifying of books.	Complete DDC, Cutter's table, sears list= 2 pts. Only 1= 1 pt.	2 pts.	
b. Non-Print Resources			
<i>* should be part of the Library Collection</i>			
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: Rubik cubes, building blocks, molding clay, ABCD blocks)	5 or more= 1 pt. 1-4= 0.5 pt.	1 pt.	
b.7. Pictures (School activities, past school heads, pictures of Phil. Presidents, etc.)	16 or more= 1pt. 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.	



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



b.9. Slide deck and other interactive learning resources	100 titles & above= 1 pt. 1-99 titles=0.5 pt.	1 pt.	
b.10. Game boards (Chess, scrabble, etc.)	3 or more=1 pt. 1-2=0.5 pt.	1 pt.	
III. ORGANIZATION AND MAINTENANCE OF HOLDINGS		(15 pts.)	
1. Accession books are maintained and updated	Accession record/book, 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.	Sample 5 books 5 correct entries=2 pts. 2-4 correct entries=1.5 pts. 1 correct entry= 1 pt.	2 pts.	
4. Books are properly classified and catalogued under Dewey Decimal Classification System (DDC).	<i>Basis for evaluation:</i> (accession record, book labels, card catalogs-shelf list) Sample 5 books 5 correct entries=5 pts. 4 correct entries=4 pts. 3 correct entries= 3 pts. 2 correct entries=2 pts. 1 correct entry= 1 pt.	5 pts.	
5. Shelf-list cards are maintained and updated.	Actual	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 provided	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 Borrower's logbook of Teachers and Students	1 pt.	
*proof/evidence= 2 years back up to recent			



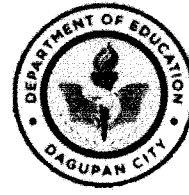
Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region I
SCHOOLS DIVISION OFFICE
DAGUPAN CITY



4. The library maintains regular and adequate hours of service on class and non-class days.	Schedule of library hours, logbook	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.	Narrative report, picture and attendance	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 pt.	1 pt.	
8. The library has a written policies and procedures; and action plans.	Posted rules and regulations	3 pts.	
9. The library staff weeds out/ disposed unusable materials regularly.	Report and list of weeded materials	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.	Report, schedule of specific library work, pictures, attendance	1 pt.	
V. STAFFING		(10 pts.)	
1. Manpower			
1.a. A full-time licensed librarian administers the library. 1.b. Library In-charge/Teacher-Librarian. 1.c. Library Aide/Library Assistant	PRC License of Librarian= 5 pts. Teacher-Librarian (Designation signed by the School Head) = 3 pts. Library Aide= 2 pts.	5 pts.	
2. The library staff is adequate (i.e. one (1) full-time librarian for every 500 students to serve students and teachers.	Enrolment data	2 pts.	
3. Opportunities are provided for professional growth of the library staff.	Certificate of Attendance/ Authority to Travel/Travel Order Attended trainings for the last 3 years. International/National Level= 3 pts. Regional level= 2.5 pts. 5 trainings on Division Level=2 pts. 3-4 trainings= 1.5 pts.	3 pts.	



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



	1-2 trainings=1 pt.		
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, Approved APP, SIP, Work and Financial plan, liquidation reports. Validation of procured library materials/equipment.	5 pts.	
VII. LINKAGES		(5 pts.)	
1. The school library should have partnerships, linkages, etc.	MOA, request letters, logbook for the last 5 years= 5pts. 4 years= 4pts. 3 years= 3 pts. 2 years= 2 pts. 1 year & below = 1 pt.	5 pts.	
TOTAL:		100 pts.	

EVALUATOR: _____

CONFORME: _____
