



Republic of the Philippines
Department of Education
Region I
SCHOOLS DIVISION OF ILOCOS SUR
Bantay, Ilocos Sur



August 09, 2019

DIVISION MEMORANDUM
No. 274, s. 2019

DIVISION SEARCH FOR THE MOST FUNCTIONAL SCHOOL LIBRARY

To: OIC-ASDS
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Librarians/ Teacher-In-Charged of the Library
All others concerned

1. In line with the DepEd thrust to establish functional libraries and in recognition of the vital role of school libraries in addressing the academic needs of teachers, students and researchers, this Office, through the Curriculum Implementation Division-LRMDS, in coordination with the Schools District Offices will conduct the **2019 Search for the Most Functional School Library** with the theme **"Love your Library"**.

2. The search aims to strengthen the effectiveness and efficiency of the School Library in providing information and research needs of the learners, teachers and other clientele. Specifically, it aims to:

- assess the functionality and extent of utilization of learning resources and services, including maintenance and sustainability;
- identify and give recognition to schools which have carried out responsive learning resource center service;
- motivate school administrators, school librarians or designated teacher-librarians and teachers to manifest leadership, enthusiasm and commitment to library programs;
- promote love for books and other information materials; and
- identify the most functional school libraries in the Division.

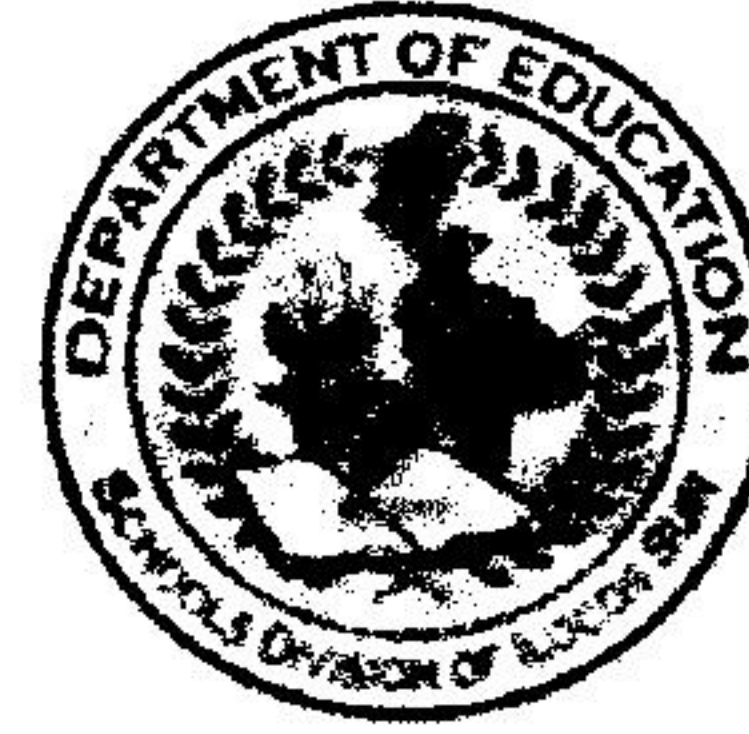
3. To realize the objectives of the said search, a series of activities shall be conducted starting September 2019 following the schedule below:

Activities	Date
○ District Elimination <i>Winners: Six Elementary, Three (3) Central and Three (3) Non-central Category.</i> <i>Three (3) High School</i>	September 2019
○ Submission of District Winners to Division Office	On or before October 24, 2019
○ Judging of District Entries by the Division Evaluation Team	November 11-15, 2019
○ Awarding Ceremony for the Division Search for the Most Functional School Library	Date and Venue: To be Announced (TBA)

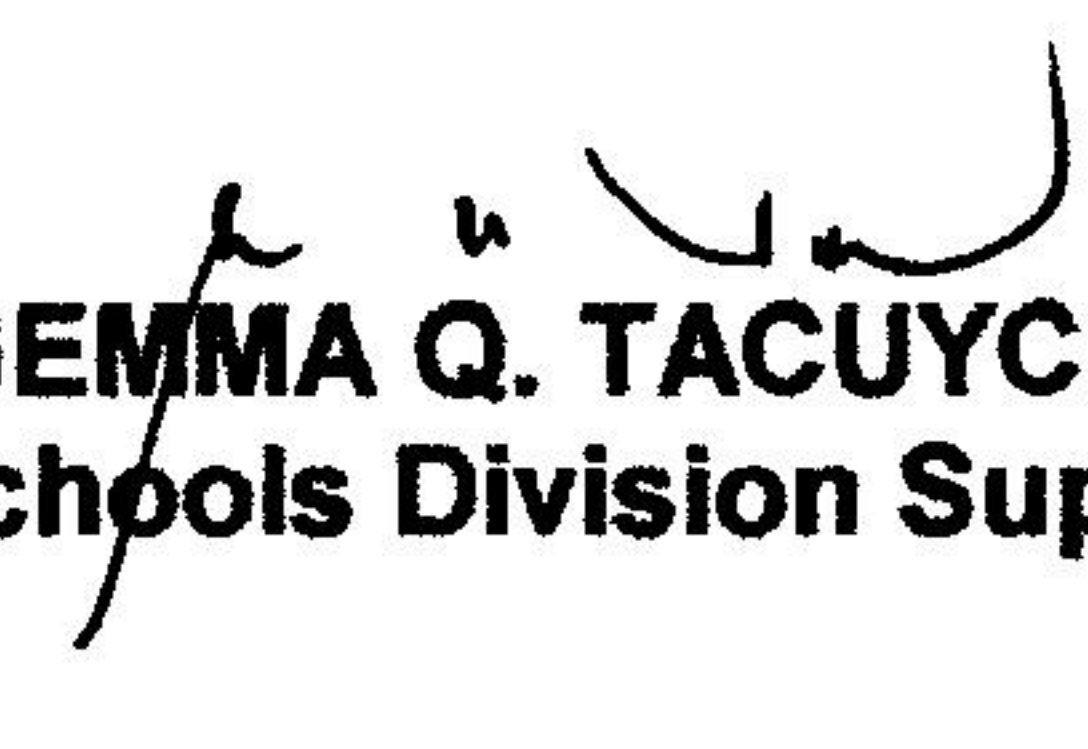
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4. The Division Evaluation Team will evaluate the District Entries (1st only) using the attached Guidelines of the said search as well as the criteria for judging.
5. There shall be Six Winners in the Elementary; three (3) from Central School, another three (3) from Non-Central School; and three (3) Secondary School winners who shall receive certificate of recognition. Public Schools District Supervisors, School Heads and Librarians or Teacher-in-Charge of winning schools shall receive certificate of recognition.
6. Winners will be announced through a Division memorandum to be released on the third week of November.
7. Expenses that will be incurred during the Awarding Ceremony for the Division Search for the Most Functional School Library (Elementary and Secondary) shall be charged against HRTD Funds. However, travel and other incidental expenses incurred during evaluation shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.
8. For information and compliance.


GEMMA Q. TACUYCUY, CESO V
Schools Division Superintendent

To be indicated in the perpetual index under the following subject:

Criteria for the Division Search for the Most Functional School Library 2019

SEARCH FOR THE MOST FUNCTIONAL SCHOOL LIBRARY

GUIDELINES:

1. Conduct of District Search

Each District is encouraged to conduct District Search for Most Functional Library in accordance with the enclosed criteria. The District shall select the first, second and third place winners

1.1. Elementary School = 1 winner per place/rank (1st, 2nd, 3rd)

1.2. Secondary School = 1 winner per place/rank (1st, 2nd, 3rd)

2. Conduct of the Division Search

The first-place winners from each category shall be the District entries for the Division Search. However, the Division Team may also visit the second and third place winners of the District.

The Division shall select the first, second and third place winners.

2.1. Elementary School = 1 winner per place/rank (1st, 2nd, 3rd)

2.2. Secondary School = 1 winner per place/rank (1st, 2nd, 3rd)

3. The Division Evaluation Team shall be composed of:

3.1. CID Chief or her representative

3.2. Education Program Supervisor – LRMDs

3.3. Education Program Supervisor – EsP

3.4. Education Program Supervisor – Kinder/ALS

3.5. Division Librarian

4. Time Frame

4.1. Selection of District Winners – September 2019

4.2. Submission of District Winners – October 2019

4.3. Selection of Division Winners – November 2019

4.4. Awarding of District and Division Winners – TBA

ITEMS	POINTS
I. PHYSICAL SET UP AND FACILITIES	20 pts.
II. HOLDING/COLLECTIONS	30 pts.
A. Books and Periodicals (Magazines, newspapers, etc.)	(25 pts.)
B. Non-Print Resources	(5 pts.)
III. ORGANIZATION AND MAINTENANCE OF HOLDING	15 pts.
IV. SERVICES	15 pts.
V. STAFFING	10 pts.
VI. FUNDING	5 pts.
VII. LINKAGES	5 pts.

I. PHYSICAL SET UP AND FACILITIES	20 pts.
1. The library is accessible to teachers and students.	1 pt.
2. The library can accommodate 10% of the enrollment.	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.	1 pt.
4. The library provides atmosphere conducive to reading and writing.	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.	1 pt.
6. The library is well-lighted.	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	.5 pt.
d. Single/double faced bookshelves with book ends	1 pt.
e. Bulletin board with Organizational Chart	1 pt.
f. Magazine and Newspaper Display Rack	.5 pt.
g. Librarian's desk and chair	1 pt.
h. Librarian's work table and chair	1 pt.
i. Computer units with printer and table (for Librarian and client)	1 pt.
j. Dictionary stand	.5 pt.
k. Charging desk	.5 pt.
l. Storage cabinets	.5 pt.
m. Card catalog/Online Public Access Catalog (OPAC)	1 pt.
n. Air-conditioning/Electric fans	1 pt.
o. Television	.5 pt.
p. LCD Projector with screen	1 pt.
II. HOLDING/COLLECTIONS	30 pts.
a. Books and Periodicals	20 pts.

a.1. The library has an adequate number of references materials (8 years back) which support the curriculum.	5 pts.
a.2. The library has regular subscription to newspapers, periodicals, magazines and pamphlets in English, Filipino and in the vernacular.	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.	4 pts.
a.4. The library has an adequate professional books of recent edition in the different subject areas to teachers' references and subscriptions to professional magazines and journals.	4 pts.
a.5. The library has fiction books for leisure reading.	3 pts.
a.6. The library has a separate Filipiniana Section for Filipiniana Books.	1 pt.
b. Non-Print Resources	10 pts.
b.1. Maps	1 pt.
b.2. Globes	1 pt.
b.3. Charts	1 pt.
b.4. Posters	1 pt.
b.5. Flash cards	1 pt.
b.6. Kits	1 pt.
b.7. Pictures	1 pt.
b.8. CDs and DVDs	1 pt.
b.9. Slide deck and other online presentations	1 pt.
b.10. Diorama	1 pt.
III. ORGANIZATION AND MAINTENANCE OF HOLDINGS	15 pts.
1. Accession books are maintained and updated.	1 pt.
2. Books are properly stamped with ownership.	1 pt.
3. The library has a functional card catalogue or Library System with author, title, subject card for each book in the collection.	2 pts.
4. Books are properly classified and catalogued under Dewey Decimal Classification System (DDC).	5 pts.
5. Shelf-list cards are maintained and updated.	1 pt.
6. Books are properly labeled at the spine.	1 pt.
7. Books are carded with book pockets, book cards and date due slips/barcode.	1 pt.
8. To ensure maximum use, books are repaired and rebound.	1 pt.
9. Periodical clippings are updated.	1 pt.

10. Journals and magazines are indexed and bound.	1 pt.
IV. SERVICES	15 pts.
1. There is internet access in the library.	3 pts.
2. There is a card catalog/Online Public Access Catalog System in the library.	2 pts.
3. There is evidence of the maximum productive use of the library materials by students and faculty.	1 pt.
4. The library maintains regular and adequate hours of service on class and non-class days.	1 pt.
5. Open-shelf system is adopted.	1 pt.
6. The staff provides library orientation and guidance in the use of library.	1 pt.
7. Regular announcements are made about new acquisition, library guides, publications and other promotional activities.	1 pt.
8. The library has written policies and procedures.	3 pts.
9. The library staff weeds out or disposes unusable materials regularly.	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 handled by the reading teacher.	1 pt.
V. STAFFING	10 pts.
1.a. A full time licensed librarian administers the library.	5 pts.
1.b. Library In-charge/Teacher-Librarian	3 pts.
1.c. Library Aide/Library Assistant	2 pts.
2. The library staff is adequate (i.e. one (1) full-time librarian for every 500 students to serve students and teachers.	2 pts.
3. Opportunities are provided for professional growth of the library staff.	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.	5 pts.
VII. LINGKAGES	5 pts.
2. The school library should have partnerships, linkages, etc.	5 pts.
TOTAL:	100 pts.



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**DIVISION SEARCH FOR THE MOST FUNCTIONAL SCHOOL
LIBRARY**

ELEMENTARY LEVEL

Rank	Name of School	Name of School Head	Name of Librarian/Teacher-In-Charge

SECONDARY LEVEL

Rank	Name of School	Name of School Head	Name of Librarian/Teacher-In-Charge



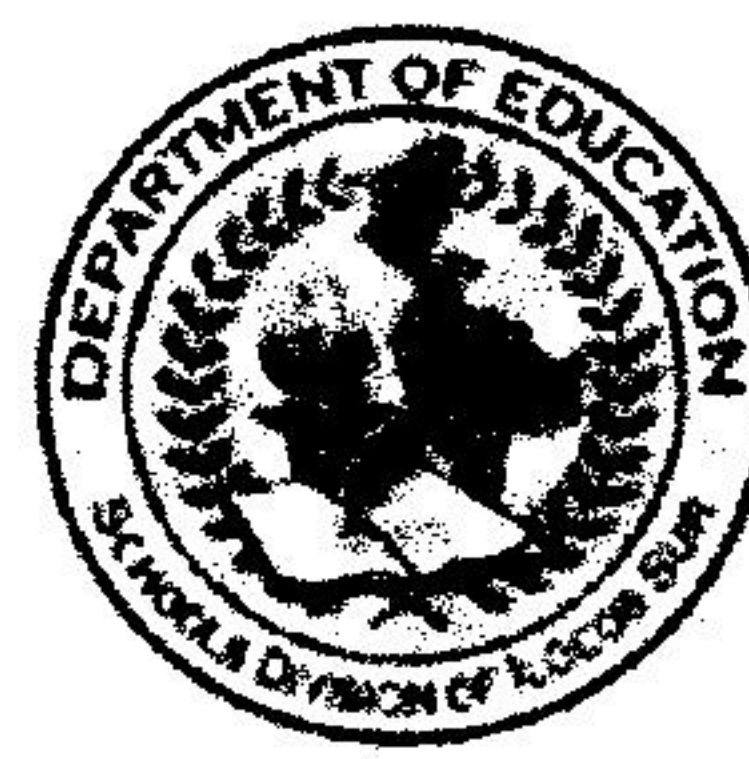
(072) 607-8137
(072) 607-8136



depedregion1
region1@depd.gov.ph



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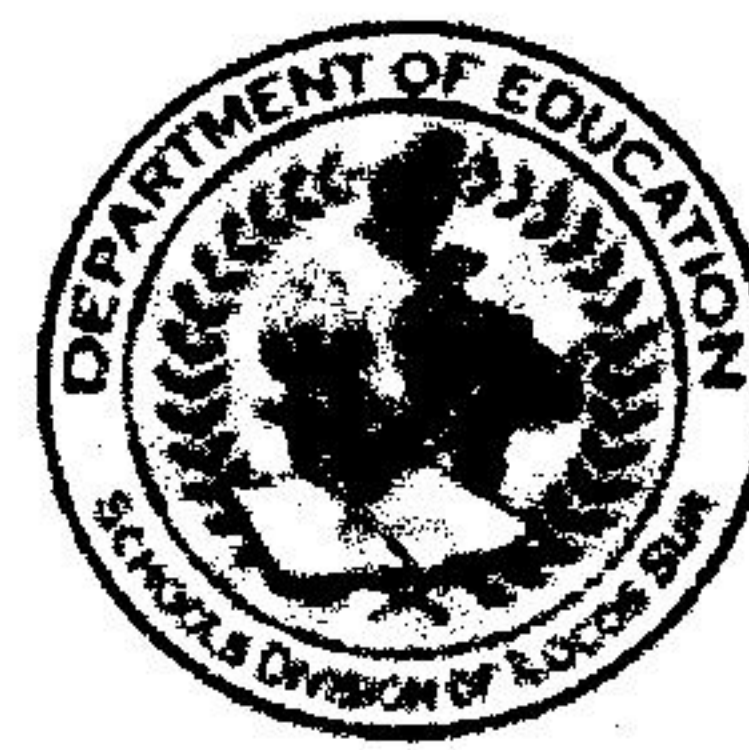


**DIVISION SEARCH FOR
MOST FUNCTIONAL SCHOOL LIBRARIES 2019**

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.	



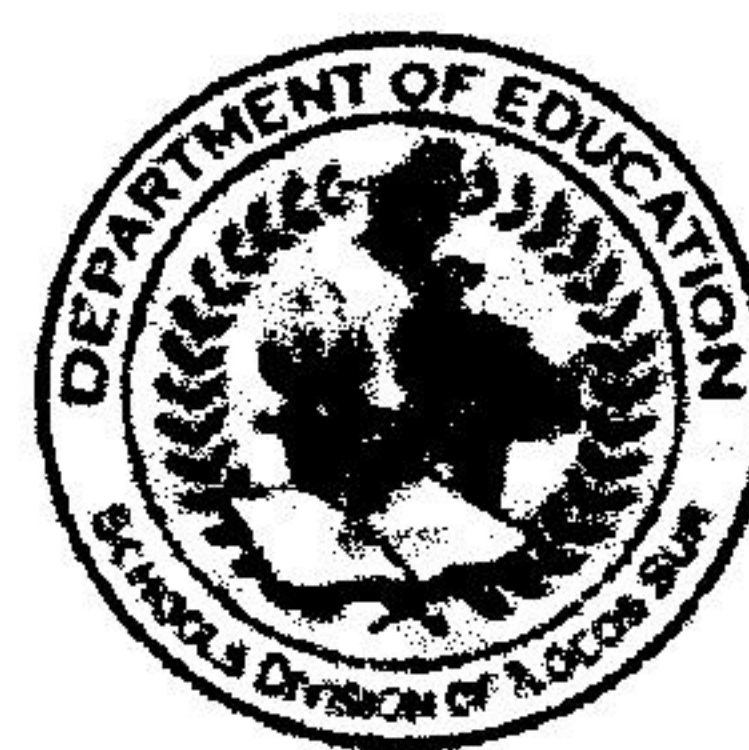
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m. Air-conditioning/Electric fans	Actual material	1 pt.	
n. Television	Actual material	.5 pt.	
o. LCD Projector with wide screen	Actual material	1 pt.	
II. HOLDING/COLLECTIONS		30 pts.	
a. Books and Periodicals (Print Resources)		20pts.	
a.1. The library has an adequate number of references materials (10 years back) which support the curriculum.	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. 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.	5 pts.	
a.2. The library has regular subscription to newspapers, periodicals, magazines and pamphlets in English, Filipino and in the vernacular.	* (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	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.	5 types of gen ref.= 3 pts. 3-4 types of gen ref.=2 pts. 1-2 types of gen ref.= 1 pt. *Different titles of dictionary or any type of gen ref. book shall be counted as 1 type only. * this will apply to Elementary and Secondary Levels	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.	251 titles & above=2 pts. 1-250 titles =1 pt.	2 pts.	
a.5. The library has fiction books for leisure reading.	501 titles & above = 3pts. 251-500 titles = 2 pts. 1-250 titles = 1 pt.	3 pts.	
a.6. The library has a separate Filipiniana Section for Filipiniana 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 = 1pt.	2 pts.	



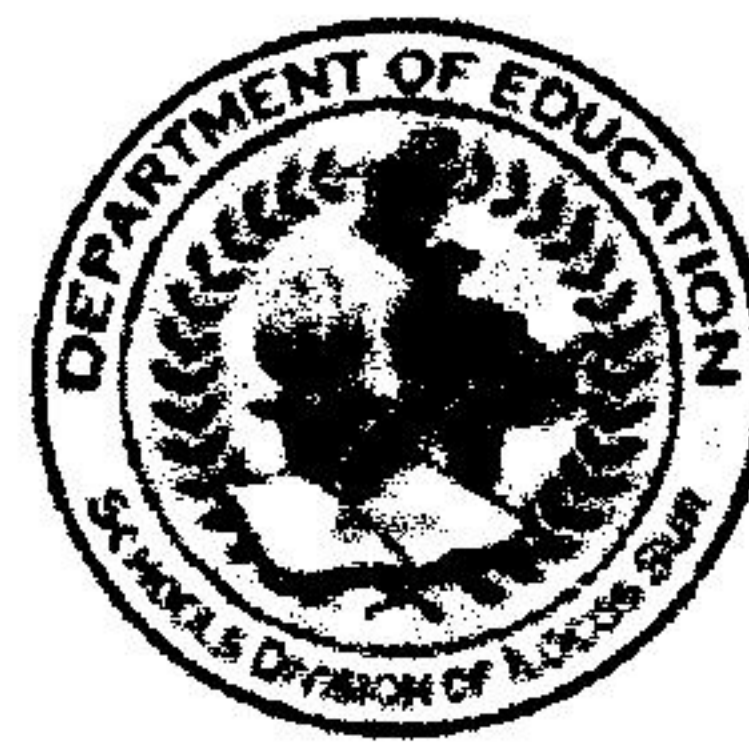
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b. Non-Print Resources <i>*should be part of the Library Collection</i>		10 pts.	
b.1. Maps	2 Maps or more = 1 pt. 1 map = 0.5 pt.	1 pt.	
b.2. Globes	2 Globes or more = 1 pt. 1 globe = 0.5 pt.	1 pt.	
b.3. Charts	15 or more = 1 pt. 1-14 = 0.5 pt.	1 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 = 1 pt. 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	Actual material	2 pts.	



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Public Access Catalog System in the library.			
3. There is evidence of the maximum productive use of the library materials by students and faculty. <i>*proof/evidence = 2 years back up to recent</i>	Attendance Logbook of Teachers and Students and Borrower's logbook of Teachers and Students	1 pt.	
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 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 (Designation signed by the School Head) = 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.	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.	