



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of negros oriental

**Office of the Schools Division
Superintendent**

22 SEP 2021

DIVISION MEMORANDUM

No. 787, s. 2021

**2021 DIVISION SEARCH FOR THE MOST FUNCTIONAL SCHOOL LIBRARY,
OUTSTANDING READING CORNER AND OUTSTANDING SCHOOL LIBRARY DESIGNATES
IN THE NEW NORMAL SET-UP OF LEARNING**

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
Division Program Supervisors
Public School Districts Supervisors/Districts-In-Charge
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to DepEd Order No. 56, s. 2011, the Department of Education Division of Negros Oriental through CID – LRMS strongly advocates the importance of revitalizing and establishing a GAD compliant functional school library in the province by school year 2018 and onwards.
2. In this connection, the Division Search for the Most Functional School Library, Outstanding Reading Corner and Outstanding School Library will continue this 2021 taking into consideration the new set-up, its impact and contribution in the new normal education.
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 significant and influential role that the school library designate performs in the development and maintenance of school library; and
 - d. motivate and mobilize the school to set up a 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. Outstanding Reading Corner – Elementary Level
 - d. Outstanding Reading Corner – Secondary Level
 - e. Outstanding School Library Designate – Elementary Level
 - f. Outstanding School Library Designate – Secondary Level

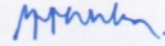


Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.: (035)225-2838 / 225-2376 / 422-7644
Email Address: negros.oriental@deped.gov.ph

5. Top 1 of the 2018, 2019 and 2020 search are not qualified to join in this contest but will be monitored for their sustainability and improved innovations in the new normal.
6. PSDSs/District In-Charge are enjoined to give their full support and must submit their entry on or before October 18, 2021 using the link provided below.

<https://tinyurl.com/negorDSLs>

7. Attached are the mechanics and scoring rubrics to the said activity as Enclosure No. 1.
8. Immediate and wide dissemination of this memorandum is desired.



SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent
Office of the Schools Division Superintendent

GUIDELINES AND MECHANIS FOR THE SEARCH FOR THE MOST FUNCTIONAL SCHOOL LIBRARY, OUTSTANDING READING CORNERS AND SCHOOL LIBRARY DESIGNATES IN THE NEW NORMAL OF LEARNING

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 66 elementary and 28 secondary schools with 1-room library, and 256 elementary and 58 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 2021 was conceptualized to meet the demands of the libraries in the Division in the new normal set-up of learning.

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.

III. IMPLEMENTATION

ACTIVITIES	STRATEGIES	INCLUSIVE DATES	PERSON INVOLVED
Submission of District Participants	Endorsement of District Participants through https://tinyurl.com/negorDLSL	Sept. 21, 2021 to Oct. 18, 2021	PSDS School Heads
Site Validation	Actual/On-site Validation and Observation of Best Practices with MOVs	November 3 to 27, 2021	Division Monitoring and Evaluation Committee
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	December 2021 during DepEd Tapoc 2021	CID Chief, PSDSs, Division Monitoring and Evaluation Committee 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 Reading Corner – Secondary Level
 - e. Most Outstanding School Library Designates – Elementary Level
 - f. 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 outstanding reading corner**.
4. However, schools with both physical library and functional reading corner may participate in the two categories.

5. Participating schools will be monitored and evaluated using the attached rubric and monitoring tool through the Division Monitoring and Evaluation Committee and PSDSs.
6. The library with the highest score and surpassed the given criteria 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. Nilita L. Ragay, OIC - CID Chief

Chair: Ms. Rosela R. Abiera, DEPS – LRMS

Members: Maricel S. Rasid, Librarian II

Elmar L. Cabrera, PDO II

Dr. Anna Lee A. Amores, DEPS – English

Dr. Renante A. Juanillo, DEPS – Filipino

Dr. Carmelita A. Alcala, DEPS – AP, GAD

Dennis Charl D. Andalajao, SEPS – M & E



CRITERIA FOR OUTSTANDING READING CORNER

School: _____

District: _____

School Head: _____

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.

CRITERIA	INDICATOR	REMARKS	5	4	3	2	1
I. PHYSICAL FACILITIES – 20%							
Well lighted and ventilated.	Provided with at least 1 functioning light and 2 functioning electric fans/wall fans.						
Properly arrange and well labelled shelves. <i>(General arrangement/set-up)</i>	Arrangement and labels should have color-coding per subject and label in the shelves should be specific (by subject or using DDC)						
Signages are easy to see, readable and attention grabber.	Location and sizes of the signages.						
Cleanliness and orderliness are maintained with proper waste disposal.	Presence of garbage bins with label, well arrange books and furniture.						
II. COLLECTION, MANAGEMENT AND ORGANIZATION – 20%							
Books, periodicals, and manipulative toys are provided.	Presence of books, periodicals and manipulative toys.						
Acquisition Record and Accession Book/Record are updated.	Percent of the collection that are recorded.						
Technical and mechanical processing of books is done before circulating the materials.	Percent of the collection with book label, property stamp, book card, color-coded, and plastic cover.						
Organize the books using a standard classification scheme. <i>(by subject, color coding or DDC)</i>	Percent of the collection that are organized using a standard classification scheme.						
Conducted annual physical inventory of library materials.	No. of times that the inventory is conducted.						
III. SERVICE – 30%							
Open before, during and after classes as need arises with active social media platform like School Library Facebook Account, FB Page, Group Chat, and YouTube Channel.	No. of hours a day the reading corner operates and no. of active social media platforms.						
Conducts monthly activities that promote reading through any social media platform. <i>(storytelling, home reading report)</i>	No. of times a monthly activity is conducted.						
Updates Bulletin/Information Board to promote library and information services (Current Awareness) and is posted in any social media platform.	Updated bulletin board display is maintained and posted in any social media platform.						

Utilization of non-print materials in the reading corner is evident. <i>(film showing, computer, etc.)</i>	No. of times a library user used non-print materials.								
Utilization of books, periodicals and manipulative toys in the reading corner is evident.	No. of times a user borrowed books, periodicals and manipulative toys.								
Maximum utilization of Library Hub books is evident.	No. of times borrowed and utilized Library Hub books.								
IV. STAFF – 20%									
Daily services rendered in the reading corner is evident through any social media platform.	No. of hours rendered in the library as seen in their class schedule and in any social media platform.								
Orientation for students is done at the beginning of the school year through any social media platform.	No. of times that Orientation is conducted to all students through any social media platform.								
V. LINKAGES -10%									
Established linkages with other resource center in the community.	No. of linkages established, and community service conducted as shown in their accomplishment report and other documents provided.								
PLUS FACTOR – 10%									
Innovation/Activities conducted during pandemic.									
OVER – ALL TOTAL – 100%									

GENERAL OBSERVATION/COMMENTS:

Rated by:

Date:

Signature over Printed Name

References:

DECS Order NO. 6, S. 1998 – Policies and Guidelines for School Library Development
 DepEd Order No. 56, s. 2011 – Standard for Philippine Libraries
 DM No. 445, S. 2017 – Guidelines and Criteria for Division Searches
 RM No. 7, s. 2017 – Monitoring and Evaluation of Learning Resources Centers, Library Hub, Mobile Libraries and School Libraries
 Varba, A. (2018). Monitoring and Evaluation of School Libraries. National Orientation on School Library Establishment, Improvement and Management (pp1-6). Makati City: DepEd, Bureau of Learning Resources.



CRITERIA FOR OUTSTANDING READING CORNER

CRITERIA	Indicator	Percentage	MOVs
A. Physical Facilities		20%	
Well lighted and ventilated.	5 – The reading corner is provided with at least 3 functioning lights and 4 functioning electric fans/wall fans. 4 – The reading corner is provided with at least 2 functioning lights and 3 functioning electric fans/wall fans. 3 – The reading corner is provided with at least 2 functioning lights and 2 functioning electric fans/wall fans. 2 – The library is provided with at least 1 functioning light and 2 functioning electric fans/wall fans. 1 – The library is provided with at least 1 functioning light and 1 functioning electric fans/wall fans.		Physical
Properly arranged and well labelled shelves.	5 – Shelves are arranged using the DDC and with specific labels and color coding. 4 – Shelves are arranged by subject and with specific labels and color coding. 3 – Shelves are arranged using the DDC or by subject with labels with no color coding. 2 – Shelves are arranged by subject and color coding without labels on the shelves. 1 – No system in arranging the shelves.		Physical
Signages are easy to see, readable and attention grabber.	5 – All signages are strategically located, readable and attention grabber. 4 – All signages are strategically located but not readable and attention grabber. 3 – 70% of the signages are strategically located, readable and attention grabber. 2 – 70% of the signages are strategically located but not readable and attention grabber. 1 – Signages are not strategically located, not readable and not attention grabber.		Physical
Cleanliness and orderliness are maintained with proper waste disposal.	5 – The entire reading corner is clean and neat, garbage bins with label and well arrange books and furniture.		Physical

	<p>4 – 80% - 90% of the reading corner is clean and neat, garbage bins with label and well arrange books and furniture.</p> <p>3 – 60% - 70% of the reading corner is clean and neat, garbage bins with label and well arrange books and furniture.</p> <p>2 – 40% - 50% of the reading corner is clean and neat, garbage bins have no label and books, and furniture are not well arranged.</p> <p>1 – 10% - 30% of the reading corner is clean and neat, garbage bins have no label and books, and furniture are not well arranged.</p>		
<p>B. COLLECTION, MANAGEMENT AND ORGANIZATION</p> <p>Books, periodicals, and manipulative toys are provided.</p> <p>Acquisition Record and Accession Book/Record are updated.</p> <p>Technical and mechanical processing of books is done before circulating the materials.</p>	<p>5 – Presence of general references books, big books, story books, magazines, newspapers, manipulative toys, and board games.</p> <p>4 – Presence of big books, story books, magazines, newspapers, manipulative toys, and board games.</p> <p>3 – Presence of big books, story books, newspapers, manipulative toys, and board games.</p> <p>2 – Presence of big books, story books, manipulative toys, and board games.</p> <p>1 – Presence of big books and story books.</p> <p>5 – 90%-100% of the collection are recorded in the Acquisition Record and Accession Book/Record.</p> <p>4 – 70%-80% of the collection are recorded in the Acquisition Record and Accession Book/Record.</p> <p>3 – 50%-60% of the collection are recorded in the Acquisition Record and Accession Book/Record.</p> <p>2 – 10%-40% of the collection are recorded in the Acquisition Record and Accession Book/Record.</p> <p>1 – All records are not updated or no record at all.</p> <p>5 – 90%-100% of the collection are with label, property stamp, color coded, book card and plastic cover before circulating.</p> <p>4 – 70%-80% of the collection are with label, property stamp, color coded, book card and plastic cover before circulating.</p> <p>3 – 50%-60% of the collection are with label, property stamp, color coded, book card and plastic cover before circulating.</p>	<p>(20%)</p>	<p>List of Holdings and Accession Record</p> <p>Acquisition Record and Accession Book/Record</p> <p>Sample books and Borrowers Record</p>


<p>Organize the books using a standard classification scheme.</p> <p>Conducted annual physical inventory of reading corner collection.</p>	<p>2 – 10%-40% of the collection are with label, property stamp, color coded, book card and plastic cover before circulating.</p> <p>1 – No technical and mechanical processing of books is done before circulating the materials.</p> <p>5 – 90%-100% of the collection are organized using a standard classification scheme (by subject, color-coding or DDC).</p> <p>4 – 70%-80% of the collection are organized using a standard classification scheme (by subject, color-coding or DDC).</p> <p>3 – 50%-60% of the collection are organized using a standard classification scheme (by subject, color-coding or DDC).</p> <p>2 – 10%-40% of the collection are organized using a standard classification scheme (by subject, color-coding or DDC).</p> <p>1 – Collection are not organized using a standard classification scheme.</p> <p>5 – Conducted physical inventory reading corner collection annually for the past 3 years.</p> <p>4 – Conducted physical inventory of reading corner collection twice for the past 3 years.</p> <p>3 – Conducted physical inventory of reading corner collection once for the past 3 years.</p> <p>2 – Conducted physical inventory of reading corner collection once since the library operated.</p> <p>1 – No physical inventory is conducted for the past 3 years.</p>		<p>Books</p> <p>Inventory Report</p>
<p>C. SERVICE</p> <p>Open before, during and after classes as need arises and with active social media platform like School Library Facebook Account, FB Page, Group Chat, and YouTube Channel.</p>	<p>5 – The reading corner is open before, during and after classes as need arises and active at least 4 active social media platform.</p> <p>4 – The reading corner is open from 6 to 8 hours from Monday to Friday and active at least 3 active social media platform.</p> <p>3 – The reading corner operates 4 to 5 hours a day from Monday to Friday OPAC and active at least 2 active social media platform.</p> <p>2 – The reading corner operates 2 to 3 hours a day from Monday to Friday</p>	<p>(30%)</p>	<p>Calendar of Activities, Action Plan, Active social media platform</p>

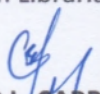
<p>Conducts monthly activities that promote reading through any social media platform.</p>	<p>with at least one (1) active social media platform.</p> <p>1 – The library operates 1 hour or less a day from Monday to Friday with social media platform.</p> <p>5 – Conducted monthly activities that promote reading services through any social media platform for 3 consecutive years.</p> <p>4 – Conducted monthly activities that promote reading services through any social media platform for 2 consecutive years.</p> <p>3 – Conducted 8 to 10 activities in a year that promote reading services through any social media platform for the past 3 years.</p> <p>2 – Conducted 4 to 7 activities in a year that promote reading services through any social media platform for the past 3 years.</p> <p>1 – Conducted less than 3 activities in a year that promote reading services through any social media platform for the past 3 years.</p>		<p>Quarterly Report, Calendar of Activities, Action Plan, Active social media platform</p>
<p>Updates Bulletin/Information Board to promote reading (Current Awareness) and is posted in any social media platform.</p>	<p>5 – Bulletin board is updated every month and is posted in any social media platform for 3 consecutive years.</p> <p>4 – Bulletin board is updated every month and is posted in any social media platform for 2 consecutive years.</p> <p>3 – Bulletin board is updated every quarter and is posted in any social media platform for the past 3 years.</p> <p>2 – Bulletin board is updated once or twice a year and is posted in any social media platform for the past 3 years.</p> <p>1 – No bulletin board display.</p>		<p>Quarterly Report, Calendar of Activities, Action Plan, Bulletin Board, active social media platform</p>
<p>Utilization of non-print materials in the reading corner is evident.</p>	<p>5 – Students uses non-print materials in the reading corner at least once a month for 3 consecutive years.</p> <p>4 – Students uses non-print materials in the reading corner at least once a month for 2 consecutive years.</p> <p>3 – Students uses non-print materials in the reading corner 6 to 10 times in a year for the past 3 years.</p> <p>2 – Students uses non-print materials in the reading corner 1 to 5 times in a year for the past 3 years.</p> <p>1 – No evidence of using non-print materials in the library for the past 3 years.</p>		<p>Borrowers Logbook, Computer Logbook and Quarterly Report.</p>

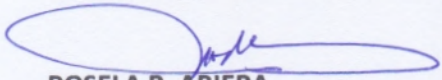
<p>Utilization of books, periodicals and manipulative toys in the reading corner is evident.</p> <p>Maximum utilization of Library Hub books is evident.</p>	<p>5 – Students borrowed/ utilized books, periodicals, and manipulative toys at least once a month for 3 consecutive years.</p> <p>4 – Students borrowed/ utilized books, periodicals, and manipulative toys at least once a month for 2 consecutive years.</p> <p>3 – Students borrowed/ utilized books, periodicals, and manipulative toys 6 to 10 times in a year for the past 3 years.</p> <p>2 – Students borrowed/ utilized books, periodicals, and manipulative toys 1 to 5 times in a year for the past 3 years.</p> <p>1 – No evidence of borrowing of books, periodicals, and manipulative toys for the past 3 years.</p> <p>5 – Borrowed and utilized Library Hub books 5 to 9 times in a year for 3 consecutive years.</p> <p>4 – Borrowed and utilized Library Hub books 1 to 4 times in a year for 3 consecutive years.</p> <p>3 – Borrowed and utilized Library Hub books 7 to 12 times for the past 3 years.</p> <p>2 – Borrowed and utilized Library Hub books 1 to 6 times for the past 3 years.</p> <p>1 – No evidence of borrowing of library hub books for the past 3 years.</p>		<p>Borrowers Logbook and Quarterly Report.</p>
<p>D. STAFF</p> <p>Daily library services rendered is evident through any social media platform.</p> <p>Orientation for students and teachers is done at the beginning of the school year through any social media platform.</p>	<p>5 – Render library services for 5 to 8 hours per day.</p> <p>4 – Render library services for 3 to 4 hours per day.</p> <p>3 – Render library services for at least 2 hours per day.</p> <p>2 – Render library services for at least 1 hour per day.</p> <p>1 – Render library services less than an hour per day.</p> <p>5 – Conducted Orientation to all students at the beginning of the school year through any social media platform for 3 consecutive years.</p> <p>4 – Conducted Orientation to all students at the beginning of the school year through any social media platform for 2 consecutive years.</p> <p>3 – Conducted Orientation to all students at the beginning of the school year through any social media platform for twice for the past 3 years.</p> <p>2 – Conducted Orientation to all students at the beginning of the school year</p>	<p>(20%)</p>	<p>Class Schedule, active social media platform</p> <p>Quarterly Report, Calendar of Activities, Action Plan, active social media platform</p>

	<p>through any social media platform for once for the past 3 years.</p> <p>1 – No Orientation is conducted for the past 3 years.</p>		
<p>E. LINKAGES</p> <p>The reading corner has established linkages with other resource center in the community.</p>	<p>5 – Has established linkages to parent, club, or organization and with community service once a year for 3 consecutive years.</p> <p>4 – Has established linkages to parent, club, or organization and with community service once a year for 2 consecutive years.</p> <p>3 – Has established linkages to parent, club, or organization and with community service once a year for the past 3 years.</p> <p>2 – Has established linkages to parent, club, or organization but no community service for the past 3 years.</p> <p>1 – No linkages have established for the past 3 years.</p>	(10%)	Accomplishment Report, MOA or MOU

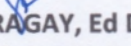
Prepared by:


MARICEL S. RASID, RL
 Division Librarian II

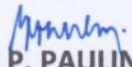

ELMAR L. CABRERA
 PDO - LRMDS


ROSELA R. ABIERA
 DEPS – LR Manager

Recommending Approval:


NILITA L. RAGAY, Ed D
 OIC – Chief, Curriculum Implementation Division

Approved by:


SENEN P. PAULIN, CESO V
 Schools Division Superintendent



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



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.

CRITERIA	INDICATOR	REMARKS	5	4	3	2	1
I. PHYSICAL FACILITIES – 20%							
Can accommodate 10% of the total student population.	No. of seats available to accommodate the total student population.						
Accessible from any point of the school.	Location of the library based on the Site Development Plan.						
Well lighted and ventilated.	Provided with at least 4 functioning lights and 4 functioning electric fans/wall fans.						
Properly arrange and well labelled shelves. <i>(General arrangement/set-up)</i>	Arrangement and labels should have color-coding per subject and label in the shelves should be specific (by subject or using DDC)						
Signages are easy to see, readable and attention grabber.	Location and sizes of the signages.						
Equipped with facilities.	Presence of Computer set, Internet Connection, Printer, Photocopier, etc.						
Equipped with functional furniture.	Presence of functional tables, chairs, shelves, counter, etc.						
Cleanliness and orderliness are maintained with proper waste disposal.	Presence of garbage bins with label, well arrange books and furniture.						
II. LIBRARY COLLECTION, MANAGEMENT AND ORGANIZATION – 20%							
Books of different areas of discipline are provided.	Presence of at least 5 titles per subject area.						
No. of books available:							
No. of Titles	No. of Copies	SUBJECTS					
		English					
		Filipino					
		Mathematics					
		Science					
		Social Studies/AP					
		TLE/EPP					
		MAPEH					
		ESP					
		General References (dictionaries, encyclopedia, etc)					
		Fiction					

Other collection																								
CRITERIA			INDICATOR	REMARKS	5	4	3	2	1															
Periodicals as another source of information are available. No. of periodicals available: <table border="1" data-bbox="100 413 623 612"> <thead> <tr> <th>Periodical</th> <th>No. of titles</th> <th>Mode of Acquisition (subscription/donation)</th> </tr> </thead> <tbody> <tr> <td>Magazines</td> <td></td> <td></td> </tr> <tr> <td>Journal</td> <td></td> <td></td> </tr> <tr> <td>Newspaper</td> <td></td> <td></td> </tr> <tr> <td>Others</td> <td></td> <td></td> </tr> </tbody> </table>			Periodical	No. of titles	Mode of Acquisition (subscription/donation)	Magazines			Journal			Newspaper			Others			Updated subscription of at least 1 magazine, 1 journal or 1 newspaper for the last 3 years.						
Periodical	No. of titles	Mode of Acquisition (subscription/donation)																						
Magazines																								
Journal																								
Newspaper																								
Others																								
Acquisition Record, Accession Book/Record and List of Library Facilities and Equipment are updated.			Percent of the collection that are recorded.																					
Technical and mechanical processing of books is done before circulating the materials.			Percent of the collection with book label, property stamp, book card, color-coded, and plastic cover.																					
Organize the books using a standard classification scheme. <i>(by subject, color coding or DDC)</i>			Percent of the collection that are organized using a standard classification scheme.																					
Conducted annual physical inventory of library materials.			No. of times that the inventory is conducted.																					
III. SERVICE – 30%																								
The library is open before, during and after classes as need arises, with OPAC and with active social media platform like School Library Facebook Account, FB Page, Group Chat, and YouTube Channel.			No. of hours a day the library operates as seen in the posted Library Operating Hours schedule and in any social media platform.																					
Presence of Library Instruction through any social media platform. <i>(lessons about the use of library, card catalog, etc.)</i>			No. of times that Library Instruction is conducted to all students per grade level.																					
Conducts monthly activities that promote library and information services through any social media platform. <i>(storytelling, home reading report)</i>			No. of times a monthly activity is conducted.																					
Updates Bulletin/Information Board to promote library and information services (Current Awareness) and is posted in any social media platform.			Updated bulletin board display is maintained and posted in any social media platform.																					
Utilization of non-print materials in the library is evident. <i>(film showing, computer, etc.)</i>			No. of times a library user used non-print materials.																					
Utilization of books in the library is evident.			No. of times a library user borrowed books.																					
Maximum utilization of Library Hub books is evident.			No. of times borrowed and utilized Library Hub books.																					
IV. LIBRARY STAFF – 20%																								
Designation as School Library Designate is evident.			No. of years serves as School Library Designate.																					
Daily library services rendered is evident through any social media platform.			No. of hours rendered in the library as seen in their class schedule and in any social media platform.																					

Library orientation for students and teachers is done at the beginning of the school year through social media platform.	No. of times that Library Orientation is conducted to all students and teachers.								
V. LINKAGES – 10%									
The library established linkages with other resource center in the community.	No. of linkages established, and community service conducted as shown in their accomplishment report and other documents provided.								
PLUS FACTOR – 10%									
Innovation/Activities conducted during pandemic.									
OVER – ALL TOTAL – 100%									

GENERAL OBSERVATION/COMMENTS:

Rated by:

Date:

Signature over Printed Name

References:

DECS Order NO. 6, S. 1998 – Policies and Guidelines for School Library Development
 DepEd Order No. 56, s. 2011 – Standard for Philippine Libraries
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 RM No. 7, s. 2017 – Monitoring and Evaluation of Learning Resources Centers, Library Hub, Mobile Libraries and School Libraries
 Varba, A. (2018). Monitoring and Evaluation of School Libraries. National Orientation on School Library Establishment, Improvement and Management (pp1-6). Makati City: DepEd, Bureau of Learning Resources.



CRITERIA FOR MOST FUNCTIONAL SCHOOL LIBRARY

CRITERIA	Indicator	Percentage	MOVs
A. Physical Facilities		20%	
Can accommodate 10% of the total student population.	5 – Can accommodate 10% of the total student population 4 – Can accommodate 7-9% of the total student population 3 – Can accommodate 4-6% of the total student population. 2 – Can accommodate 1-3% of the total student population 1 – Can accommodate less than 1% of the total student population		Number of seats available
Accessible from any point of the school.	5 – The library is at the center of the campus and is very accessible from any point of the school. 4 – The library is in front of the campus and is very accessible from any point of the school. 3 – The library is in front of the campus but not easily accessible from any point of the school. 2 – The library is at the back portion of the campus and accessible from any point of the school. 1 – The library is at the back portion of the campus and is not easily accessible from any point of the school.		Site Development Plan
Well lighted and ventilated.	5 – Fully airconditioned all throughout the day and well lighted in all section of the library. 4 – Fully airconditioned only if there are library users and well lighted in all section of the library. 3 – The library is provided with at least 4 functioning lights and 4 functioning electric fans/wall fans. 2 – The library is provided with at least 4 functioning lights and 2 functioning electric fans/wall fans. 1 – The library is provided with at least 2 functioning lights and 1 functioning electric fans/wall fans.		Physical library
Properly arranged and well labelled shelves.	5 – Shelves are arranged using the DDC and with specific labels and color coding. 4 – Shelves are arranged by subject and with specific labels and color coding. 3 – Shelves are arranged using the DDC or by subject with labels with no color coding.		Physical library

<p>Signages are easy to see, readable and attention grabber.</p>	<p>2 – Shelves are arranged by subject and color coding without labels on the shelves. 1 – No system in arranging the shelves.</p> <p>5 – All signages are strategically located, readable and attention grabber. 4 – All signages are strategically located but not readable and attention grabber. 3 – 70% of the signages are strategically located, readable and attention grabber. 2 – 70% of the signages are strategically located but not readable and attention grabber. 1 – Signages are not strategically located, not readable and not attention grabber.</p>		<p>Physical library</p>
<p>Equipped with facilities.</p>	<p>5 – Presence of at least 2 computer sets, internet connection, printer, photocopier, LCD projector, TV, sound system, etc. 4 – Presence of 1 computer set, printer, photocopier, LCD projector, TV, sound system, no internet connection. 3 – Presence of computer set, printer, photocopier, LCD projector, TV, sound system, no internet connection. 2 – Provided with at least 1 – 3 facilities. 1 – No library facilities.</p>		<p>Physical library and List/Inventory of Facilities</p>
<p>Equipped with functional furniture.</p>	<p>5 – All needed furniture is provided and well functional. 4 – 70% - 90% of the needed furniture is provided and well functional. 3 – 50% - 60% furniture is provided and functional. 2 – 10% - 40% needed furniture is provided and functional. 1 – No library facilities.</p>		<p>Physical library and List/Inventory of Furniture</p>
<p>Cleanliness and orderliness are maintained with proper waste disposal.</p>	<p>5 – The entire library is clean and neat, garbage bins with label and well arrange books and furniture. 4 – 80% - 90% of the library is clean and neat, garbage bins with label and well arrange books and furniture. 3 – 60% - 70% of the library is clean and neat, garbage bins with label and well arrange books and furniture. 2 – 40% - 50% of the library is clean and neat, garbage bins have no label and books and furniture are not well arrange. 1 – 10% - 30% of the library is clean and neat, garbage bins have no label and books and furniture are not well arrange.</p>		<p>Physical library</p>

B. LIBRARY COLLECTION, MANAGEMENT AND ORGANIZATION		(20%)	
Books of different areas of discipline are provided.	5 – Presence of 10 or more titles per subject area. 4 – Presence of 7-9 titles per subject area. 3 – Presence of 4-6 titles per subject area. 2 – Presence of at least 1-3 titles per subject area. 1 – Not all subject area is provided with references.		List of Library Holdings and Accession Record
Periodicals as another source of information are available.	5 – With updated subscription of 2 or more magazine, journal and newspaper for the last 3 years. 4 – With updated subscription of at least 1 magazine, 1 journal and 1 newspaper for the last 2 to 3 years. 3 – With updated subscription of at least 1 magazine and 1 newspaper for the last 2 to 3 years 2 – With updated subscription of at least 1 newspaper, journal or magazine within the year. 1 – No periodical subscription is available.		List of Periodicals and Proof of Subscription
Acquisition Record, Accession Book/Record and List of Library Facilities and Equipment are updated.	5 – 90%-100% of the collection are recorded in the Acquisition Record, Accession Book/Record and List of Library Facilities and Equipment. 4 – 70%-80% of the collection are recorded in the Acquisition Record, Accession Book/Record and List of Library Facilities and Equipment. 3 – 50%-60% of the collection are recorded in the Acquisition Record, Accession Book/Record and List of Library Facilities and Equipment. 2 – 10%-40% of the collection are recorded in the Acquisition Record, Accession Book/Record and List of Library Facilities and Equipment. 1 – All records are not updated or no record at all.		Acquisition Record, Accession Book/Record and List of Library Facilities and Equipment
Technical and mechanical processing of books is done before circulating the materials.	5 – 90%-100% of the collection are with label, property stamp, color coded, book card and plastic cover before circulating. 4 – 70%-80% of the collection are with label, property stamp, color coded, book card and plastic cover before circulating. 3 – 50%-60% of the collection are with label, property stamp, color coded, book card and plastic cover before circulating. 2 – 10%-40% of the collection are with label, property stamp, color coded, book card and plastic cover before circulating.		Sample books and Borrowers Record


<p>Organize the books using a standard classification scheme.</p> <p>Conducted annual physical inventory of library materials.</p>	<p>1 – No technical and mechanical processing of books is done before circulating the materials.</p> <p>5 – 90%-100% of the collection are organized using a standard classification scheme (by subject, color-coding or DDC).</p> <p>4 – 70%-80% of the collection are organized using a standard classification scheme (by subject, color-coding or DDC).</p> <p>3 – 50%-60% of the collection are organized using a standard classification scheme (by subject, color-coding or DDC).</p> <p>2 – 10%-40% of the collection are organized using a standard classification scheme (by subject, color-coding or DDC).</p> <p>1 – Collections are not organized using a standard classification scheme.</p> <p>5 – Conducted physical inventory of library materials annually for the past 3 years.</p> <p>4 – Conducted physical inventory of library materials twice for the past 3 years.</p> <p>3 – Conducted physical inventory of library materials once for the past 3 years.</p> <p>2 – Conducted physical inventory of library materials once since the library operated.</p> <p>1 – No physical inventory is conducted for the past 3 years.</p>		<p>Physical Library, Books</p> <p>Inventory Report</p>
<p>C. SERVICE</p> <p>The library is open before, during and after classes as need arises, with OPAC and with active social media platform like School Library Facebook Account, FB Page, Group Chat, and YouTube Channel.</p> <p>Presence of Online Library Instruction.</p>	<p>5 – The library is open before, during and after classes as need arises, with OPAC and active at least 4 active social media platform.</p> <p>4 – The library is open from 6 to 8 hours from Monday to Friday, with OPAC and active at least 3 active social media platform.</p> <p>3 – The library operates 4 to 5 hours a day from Monday to Friday, with OPAC and active at least 2 active social media platform.</p> <p>2 – The library operates 2 to 3 hours a day from Monday to Friday and with at least one (1) active social media platform.</p> <p>1 – The library operates 1 hour or less a day from Monday to Friday, with no OPAC and social media platform.</p> <p>5 – Conducted Online Library Instruction to all students per grade level at least once a year for 3 consecutive years.</p>	<p>(30%)</p>	<p>Active social media account or platform</p> <p>Quarterly Report, Calendar of Activities, Action Plan,</p>


<p>Conducts monthly activities that promote library and information services through any social media platform.</p>	<p>4 – Conducted Online Library Instruction to all students per grade level at least once a year for 2 consecutive years. 3 – Conducted Online Library Instruction to all students per grade level twice for the past 3 years. 2 – Conducted Online Library Instruction to all students per grade level once for the past 3 years. 1 – No Online Library Instruction is conducted for the past 3 years.</p> <p>5 – Conducted monthly activities that promote library and information services through any social media platform for 3 consecutive years. 4 – Conducted monthly activities that promote library and information services through any social media platform for 2 consecutive years. 3 – Conducted 8 to 10 activities in a year that promote library and information services through any social media platform for the past 3 years. 2 – Conducted 4 to 7 activities in a year that promote library and information services through any social media platform for the past 3 years. 1 – Conducted less than 3 activities in a year that promote library and information services through social media platform for the past 3 years.</p>		<p>Active social media platform</p> <p>Quarterly Report, Calendar of Activities, Action Plan, Active social media platform</p>
<p>Updates Bulletin/Information Board to promote library and information services (Current Awareness) and is posted in any social media platform.</p>	<p>5 – Bulletin board is updated every month and is posted in any social media platform for 3 consecutive years. 4 – Bulletin board is updated every month and is posted in any social media platform for 2 consecutive years. 3 – Bulletin board is updated every quarter and is posted in any social media platform for the past 3 years. 2 – Bulletin board is updated once or twice a year and is posted in any social media platform for the past 3 years. 1 – No bulletin board display.</p>		<p>Quarterly Report, Calendar of Activities, Action Plan, Bulletin Board, active social media platform</p>
<p>Utilization of non-print materials in the library is evident.</p>	<p>5 – Library users uses non-print materials in the library at least once a month for 3 consecutive years. 4 – Library users uses non-print materials in the library at least once a month for 2 consecutive years. 3 Library users uses non-print materials in the library 6 to 10 times in a year for the past 3 years. 2 – Library users uses non-print materials in the library 1 to 5 times in a year for the past 3 years.</p>		<p>Borrowers Logbook, Computer Logbook and Quarterly Report.</p>

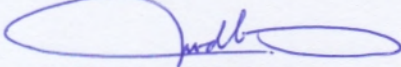
<p>Utilization of books in the library is evident.</p> <p>Maximum utilization of Library Hub books is evident.</p>	<p>1 – No evidence of using non-print materials in the library for the past 3 years.</p> <p>5 – Library users borrowed books at least once a month for 3 consecutive years.</p> <p>4 – Library users borrowed books at least once a month for 2 consecutive years.</p> <p>3 – Library users borrowed books 6 to 10 times in a year for the past 3 years.</p> <p>2 – Library users borrowed books 1 to 5 times in a year for the past 3 years.</p> <p>1 – No evidence of borrowing of books for the past 3 years.</p> <p>5 – Borrowed and utilized Library Hub books 5 to 9 times in a year for 3 consecutive years.</p> <p>4 – Borrowed and utilized Library Hub books 1 to 4 times in a year for 3 consecutive years.</p> <p>3 – Borrowed and utilized Library Hub books 7 to 12 times for the past 3 years.</p> <p>2 – Borrowed and utilized Library Hub books 1 to 6 times for the past 3 years.</p> <p>1 – No evidence of borrowing of library hub books for the past 3 years.</p>		<p>Borrowers Logbook, Library Card and Quarterly Report.</p> <p>Borrowers Record (issued by the Lib. Hub Personnel) Borrowers Logbook (school level), Quarterly Report</p>
<p>D. LIBRARY STAFF</p> <p>Designation as School Library Designate is evident.</p> <p>Daily library services rendered is evident through any social media platform.</p> <p>Library orientation for students and teachers is done at the beginning of the school year through social media platform.</p>	<p>5 – Serves as a School Library Designate for 6 years and more.</p> <p>4 – Serves as a School Library Designate for 4 to 5 years.</p> <p>3 – Serves as a School Library Designate for 3 years.</p> <p>2 – Serves as a School Library Designate for 1 to 2 years.</p> <p>1 – Serves as a School Library Designate less than 1 year.</p> <p>5 – Render library services for 5 to 8 hours per day.</p> <p>4 – Render library services for 3 to 4 hours per day.</p> <p>3 – Render library services for at least 2 hours per day.</p> <p>2 – Render library services for at least 1 hour per day.</p> <p>1 – Render library services less than an hour per day.</p> <p>5 – Conducted Library Orientation to all students and teachers at the beginning of the school year through social media platform for 3 consecutive years.</p> <p>4 – Conducted Library Orientation to all students and teachers at the beginning of the school through social media platform year for 2 consecutive years.</p>	<p>(20%)</p>	<p>Designation Letter</p> <p>Class Schedule, Library Operating Schedule, Active social media platform</p> <p>Quarterly Report, Calendar of Activities, Action Plan, Active social media platform</p>

	<p>3 – Conducted Library Orientation to all students and teachers at the beginning of the school year through social media platform for twice for the past 3 years.</p> <p>2 – Conducted Library Orientation to all students and teachers at the beginning of the school year through social media platform for once for the past 3 years.</p> <p>1 – No Library Orientation is conducted for the past 3 years.</p>		
<p>E. LINKAGES</p> <p>The library established linkages with other resource center in the community.</p>	<p>5 – Has established linkages to parent, club or organization and with community service once a year for 3 consecutive years.</p> <p>4 – Has established linkages to parent, club or organization and with community service once a year for 2 consecutive years.</p> <p>3 – Has established linkages to parent, club or organization and with community service once a year for the past 3 years.</p> <p>2 – Has established linkages to parent, club or organization but no community service for the past 3 years.</p> <p>1 – No linkages have established for the past 3 years.</p>	(10%)	Accomplishment Report, MOA or MOU

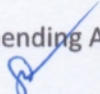
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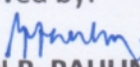

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