



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

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**Office of the Schools Division  
Superintendent**

05 NOV 2021

DIVISION MEMORANDUM

No. 903, s. 2021

**2021 LIBRARY AND INFORMATION SERVICES: CELEBRATING ACCOMPLISHMENTS,  
HIGHLIGHTING INNOVATIONS, BEST PRACTICES INCORPORATING GAD, DRRM, AND  
NDEP AND ITS IMPACT TO THE SCHOOL CLIENTELE AND STAKEHOLDERS IN THE  
NEW NORMAL**

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  
District School Library Designates  
All Others Concerned

1. Pursuant to Presidential Proclamation No. 837, s. 1991, “Declaring the Month of November 1991 and Every Year Thereafter as Library and Information Services Month” and Proclamation No. 109, s.1936, “Designating the period from November 24 to November 30 of Each Year as National Book Week”. The month-long celebration will help raise public awareness on the invaluable service that libraries and information centers provide, i.e., providing data and materials for lifelong knowledge and learning, research, and leisure.
2. In this connection, the District School Library Designate will have a one-day conference and reporting of school level activities for calendar year 2021 and during the celebration of National Book Week and the Library and Information Services (LIS) Month through MS Teams on November 29, 2021, from 8:00AM to 5:00PM. Meeting link will be sent to the NegOr SLD group chat a day before the conference.
3. This activity aims to:
  - a. provide a status report of school library operation by district;
  - b. recognize the schools in terms of providing learners and teachers a better access to quality learning materials through the active utilization of the school library/ learning resource portal;
  - c. guide and provide the schools with division standard policies on how to improve their library utilization; and
  - d. showcase schools’ best practices, teacher’s talent in promoting readership through active use of library and other alternatives to such.




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

4. Participants to this activity are the District School Library Designate of the 36 Elementary and 35 Secondary and the PSDSs of the 36 districts.
5. District School Library Designates must submit a copy, in word and pdf format with complete signatories of their Consolidated by district Annual Accomplishment Report 2021 and School Library Action Plan 2022 – 2023 and upload in the google drive given below on or before December 3, 2021.

<https://tinyurl.com/SLD-Report-2021>

6. Attached are the templates to be used for the Annual Accomplishment Report and Action Plan.
7. Immediate and wide dissemination of this memorandum is desired.

  
**SENEN PRISCILLO P. PAULIN, CESO V**  
Schools Division Superintendent  
Office of the Schools Division Superintendent  
11/5/2021



SEARCH FOR INFORMATION  
 HERE

*Portal*

## SCHOOL LIBRARY ACTION PLAN

District: \_\_\_\_\_

For CY: 2022-2023

**Objective:**

<b>ACTION STEP:</b> What needs to be done?	<b>TARGET:</b> What should I achieve after completing this step?	<b>INDICATORS:</b> What are my qualitative measures for each of my target?	<b>Resources:</b> What do I need in order to complete this step?	<b>Timeline:</b> When should this step be completed?

(SCHOOL AND DISTRICT)

**ANNUAL ACCOMPLISHMENT REPORT 2021**

**I. INTRODUCTION**

**II. SCHOOL LIBRARY STATUS**

<b>Name of School</b>	<b>Category (ES/JHS/SHS/)</b>	<b>EXISTING/NOT EXISTING</b>	<b>1room/shared</b>

**III. ACCOMPLISHMENT**

<b>ACTIVITIES</b>	<b>INDICATORS</b>	<b>DATE ACCOMPLISHED</b>	<b>REMARKS</b>

**IV. BEST PRACTICES**

**V. CONCERNS, ISSUES, GAPS AND PROBLEMS (CIGPs)**

**VI. MOVs**

**Prepared by:**

**Reviewed and Verified by:**

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**District School Library Designate**

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**Public School District Supervisor**