Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO

Office of the Schools Division Superintendent

July 11, 2023

Division Memorandum
No. **589**, s. 2023

MONITORING AND EVALUATION ON THE IMPLEMENTATION OF THE SCHOOL LIBRARY AND LEARNING RESOURCE CENTER NEEDS ANALYSIS

TO: **PUBLIC SCHOOLS DISTRICT SUPERVISORS**
DISTRICT COORDINATING PRINCIPALS
ELEMENTARY AND SECONDARY SCHOOL HEADS
DISTRICT AND SECONDARY SCHOOL LR COORDINATORS
SCHOOL LIBRARIAN/LIBRARY IN-CHARGE

1. This Office is committed to fulfilling one of the Department's thrusts in developing quality basic education for Filipino learners: providing reading materials and making them available to all learners through school libraries. In this regard, the Curriculum Implementation Division (CID), Learning Resource Management and Development Section (LRMDS), ought to monitor and assess all existing school libraries in the school division.

2. This effort aims to collect verified school library data that will be relevant in the provision of budget allocation for Supplementary Learning Resources in the Bureau Learning Resources, as well as to give technical assistance aimed at attaining fully functional libraries in every school.

3. The said activity shall be facilitated by the Division Librarian-II of CID-LRMDC, School Librarian/Library In-Charge will complete Form 1-School Library Profile and Form 2-School Library Profile Interpretation. The forms must be collected by the District and Secondary School LR Coordinators and submit to Schools Division Office c/o LRMDC building.

4. Enclosed are the following
   a. Form 1-School Library Profile- https://tinyurl.com/Form1-School-Lib-Profile
   b. Form 2-School Library Profile Interpretation- https://tinyurl.com/Form2-SLPInterpretation

5. For any queries and clarification, please send message to Leah L. Baruiz at leah.baruiz@deped.gov.ph

6. Immediate dissemination of this memorandum is desired.

By the Authority of the
Schools Division Superintendent:

NORBERTO S. MANLANGIT, MPA
Administrative Officer V
Officer-In-Charge

FORM 1. SCHOOL LIBRARY PROFILE

(To be accomplished by the School Librarian/Library In-Charged)

Name of school:_____

School address:_____

Division of:_____

Total student enrollment (as of S.Y. 2023-2024):_____

PART A. PROFILE

Put a check mark (✓) on the appropriate blank before each item.

___Elementary School (**ELS**)   ___Junior High School (**JHS**, Grades 7-10)

___HS with Senior High (**WSH**, G7-12)   ___Stand Alone Senior HS (**SASH**)

___Integrated Elem and HS **(IEHS)**

School Library Status: ____Existing   ____No school library

PART B. SCHOOL LIBRARY FUNCTIONALITY SURVEY

1. SPACE AND LOCATION

1.1 What best describes the space of your school library in terms of seating capacity? Please check only one.

   ____ The library can accommodate 10% or more of the total student population.

   ____ The library can accommodate 7-9% of the total student population.

   ____ The library can accommodate 4-6% of the total student population.

   ____ The library can accommodate 1-3% of the total student population.

   ____ The library can accommodate less than 1% of the total student population.

1.2 What is the size of your school library (in square meter)?
   _____ m2.

1.3 What best describes your library in terms of location? Please check only one.

   ____ The library is in a separate building.

   ____ The library occupies a separate room within a building.

   ____ The library shares space with another.

   ____ Others (please specify)_____

1.4 How accessible is the school library to the users/students? Are the library collections safe from flooding? Please check only one.

   ____The library *is easily* accessible from any point in the campus and is safe from flooding.

   ____ The library *is not easily* accessible from any point in the campus but is safe from flooding. (e.g., the library is at the 5th floor of a building)

   ____ The library *is easily* accessible from any point in the campus and is not safe from flooding.

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2. SERVICES

2.1 How long does the school library operate daily to accommodate users?

____The school library operates from the start of the earliest class period *with no noon break and extends after* the last class period.

____The school library operates from the start of the earliest class *with noon break and extends after* the last class period.

____The school library operates from the start of the earliest class period *with no noon break but it closes at the end* of the last class period.

____The school library operates from the start of the earliest class period *with noon break but it closes at the end of the last class period.*

____The school library operates daily *but has no fixed operating schedules* due to the availability of the In-Charge personnel.

____Others (please specify) _____

2.2 The following are activities and services that a school library should provide. Put a check mark (✓) in the box beside the activities and services that your school library offers. Check all that apply.

School Library Activities	
Updates the Bulletin/Information Board to promote library and information services (Current Awareness).	
Conducts orientation on the use of the library and its services for students and teachers.	
Conducts regular activities that promote library and information services.	
Conducts classroom visits to promote library and information services.	
Uses social media to promote library and information services.	
Others (Please specify):	
School Library Services	
The staff provides Selective Dissemination of Information to the faculty.	
Allows borrowing of books for home use.	
Allows students to use the computer for encoding, viewing, and the like.	
Allows the students to bring books outside the library and returns within the day if not allowed for home use.	
Allows students to use the computer for internet access.	
Allows the faculty to use the computer for encoding, viewing, and the like.	
Allows the faculty to use the computer for internet access.	

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The staff prepares clippings (for vertical files collection)	
The staff does indexing.	
Others (please Specify):	

2.3 Put a check mark (✓) in the appropriate box to indicate the collection access system that your school library practices. Choose one only.

Collection Access System		
Open Shelf/Stack	Shelving in a library to which users have unrestricted access.	
Closed Shelf/Stack	Shelving area in a library to which only members of the library staff have access.	

3. ADMINISTRATION AND HUMAN RESOURCES

3 .1 Provide the following information regarding the personnel in-charge of the library:

      3.1.1 Name of Staff :_____
              Email:_____
              Contact Number: _____

      3.1.2 Gender: ____Male   ____Female

      3.1.3 Highest Educational Attainment:
              ____PhD
              ____Masters
              ____(College) Undergraduate Degree

      3.1.4 Designation:
              _____Licensed Librarian, License No._____
              _____ Librarian (Not Licensed)
              _____Teacher-Librarian
              _____Others (Please Specify) _____

      3.1.5 What is the appointment status?
              _____Permanent
              _____Contract of Service
              _____Others (Please specify):_____

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3.2 Other Staff assigned in the library (if any). Please provide information asked in questions 3.1.1-5 in another sheet.

Name of the Staff	Designation	Highest Educational Attainment	Appointment Status

4. COLLECTION MANAGEMENT

4.1 Put a check mark (✓) in the appropriate box to indicate the bibliographic processes that your school library follows.

Bibliographic Processes		
Accessioning	The process of assigning a unique number to a bibliographic item added to a library collection.	
Cataloging	The process of creating entries for a catalog (bibliographic description, subject analysis).	
Classification	The process of dividing objects or concepts into logically hierarchical classes, subclasses, and sub-subclasses based on the characteristics they have in common and those that distinguish them.	
Labelling	The process of putting call numbers of the books.	
No Processing	The books are displayed with no further bibliographic processing.	

4.2 Library Collection Inventory

4.2.1 GENERAL REFERENCES	Copyright 2015-Present		Copyright 2014 and below		TOTAL	
	No. of Titles	No. of Copies/ Vol.	No. of Titles	No. of Copies/ Vol.	No. of Titles	No. of Copies/Vol.
1. Encyclopedias						
2. Dictionaries						
3. Almanacs						
4. Handbooks						
5. Manuals						
4. Atlases						
5. Yearbooks						
6. Directories						
7. Thesaurus						
Others						
TOTAL						

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4.2.2 GENERAL COLLECTION (Subject Area Specific References)		Copyright 2015-Present		Copyright 2014 and below		TOTAL	
Broad Subjects	Scope	No. of Titles	No. of Copies	No. of Titles	No. of Copies	No. of Titles	No. of Copies
English & Literature	Books on Creative Writing, Oral Communication, Business Communication, Books on Literature, Grammar, Vocabulary, Journalism, etc.						
Filipino at Panitikan	Mga aklat ukol sa Malikhaing Pagsulat, Balarila, Retorika, Sining ng Pakikipagtalastasan, Malikhaing Pagsulat, Pamamahayag, etc.						

Continuation… 4.2.2 GENERAL COLLECTION (Subject Area Specific References)		Copyright 2015-Present		Copyright 2014 and below		TOTAL	
Broad Subjects	Scope	No. of Titles	No. of Copies	No. of Titles	No. of Copies	No. of Titles	No. of Copies
Science	Books on Chemistry, Biology, Physics, Astronomy, Oceanography, Botany, Geology, Metallurgy, Zoology, Anatomy, etc.						
Aral. Panlipunan	Politics & Governance, History, Places & Travels, Geography, Archeology, Economics, Sociology, Society & Culture, Law, Anthropology, etc.						
Music	Musical Instruments, Compositions, Songs, History of Music, etc.						
Arts	Painting, Drawing, Photography, Dance, Sculpture, Theatre, Drama, etc.						
Physical Education	Books on Martial Arts, Sports/Games, Body Building, etc.						
Health	Books on Health, Diseases, Personal Hygiene, Drug Addiction, Medicine, Nursing, etc.						
Edukasyon sa Pagpapahalaga	Religion, Morality, Values Education, etc.						
Mathematics	Business Math, Algebra, Trigonometry, Geometry, Calculus, Probability & Statistics,						
Business	Books on Business, Marketing, Finance, Auditing, Banking, Accounting, Entrepreneurship, etc.						
Management	Books on Organizational Management, Leadership, etc.						
Computers/ Information Tech.	Books on Computers, Software, Hardware, Apps, Androids, Database, Programming, etc.						
Research	Books on Research, Thesis Writing, Feasibility Studies, Term Paper Writing, Theses, Dissertations, Investigatory Projects, etc.						

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Philosophy	Books on Philosophy, Logic, Ethics, etc.							
Technical Vocation/TLE	Books on Carpentry/Woodworks, Agriculture, Machinery, Cookery, Home Economics, Metalcrafts, Handicrafts, Automotive, Architecture, Drafting, etc.							
Others	Please specify the subject Area (You may add)							
TOTAL								

4.2.3 ADDITIONAL SUPPLEMENTARY READERS	Copyright 2015-Present		Copyright 2014 and below		TOTAL	
	No. of Titles	No. of Copies	No. of Titles	No. of Copies	No. of Titles	No. of Copies
Biographies						
Novels						
Collections/Anthology of Short Stories						
Collection/Compilation of Poetry						
Others (Please specify)						
TOTAL						

4.2.4 NON-PRINT COLLECTION		Copyright 2005-Present	Copyright 2004-or Earlier	Combined Total Number of Titles
		Total No. of Titles		of Titles
Digital File Collection	E-Book Collection (in e-pub, pdf, word formats saved in DVD/Desktop, etc.)			
	CD/DVD Collection of Movies, Documentaries, etc.			
Braille Collection				
Microfilm Collection				
Others (Please specify)				
TOTAL				

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4.2.5 PERIODICAL SUBSCRIPTION	Years Subscribed	Locally Published No. of Titles Subscribed	Internationally Published No. of Titles Subscribed	TOTAL NUMBER OF SUBSCRIPTIONS
Newspapers	Year 2023			
	Year 2022			
	Year 2021			
Tabloids	Year 2023			
	Year 2022			
	Year 2021			
Magazines	Year 2023			
	Year 2022			
	Year 2021			
Journals	Year 2023			
	Year 2022			
	Year 2021			
TOTAL				

5. ACQUISITION

5.1 Put a check mark (✓) on the appropriate box to indicate your school library's means for books acquisition. Check all that apply.

School Library Means of Book Acquisition	
MOOE	
LGU	
NGO	
PTA	
DepEd (Central Office/Division/District Office)	
Alumni	
Others (Please specify):	

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5.2 Put a check mark (✓) on the appropriate box to indicate the source of your school library budget. Check all that apply.

Sources of School Library Budget	
No Budget	
LGU	
NGO	
PTA	
DepEd (Central Office/Division/District Office)	
Alumni	
MOOE	

6. FACILITIES

6.1 Put a check mark (✓) on the appropriate box to indicate collection access facility your library has/have. Check all that apply.

___OPAC (Online Public Access Catalog)
___Card Catalog Cabinet with Catalog Cards
___None

6.2 Put a check mark (✓) on the appropriate box to indicate ICT facilities available in your library have. Check all that apply.

ICT Facilities	
Computer Set	
Projector	
Document Camera	
DVD Player	
Photocopier	
Scanner	
Printer	
Printer with Scanner	
Telephone	
Internet Connection/Modem	
Television	
Others (Please specify):	

Accomplished By: Reviewed and Noted By:

_____   _____
Librarian/Personnel in-Charge   Principal/School Head

References:
- *RA 9155; DO 56, s. 2011*
- *DECS Order No. 6, 1998*
- *IFLA School Library Guidelines, 2nd Rev. Ed., June 2015.*

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FORM 2. SCHOOL LIBRARY PROFILE INTERPRETATION
(To be accomplished by the School Librarian/Library In-Charged)

School Name: _____

School Address: _____

Division Of: _____

Total Student Enrollment (As of June 2016):_____

Put a check mark (☐) on the appropriate blank before each item.

    ____Elem. School;   ____Junior HS (G7-10);

    ____HS with Senior High (G7-12);   ____Stand Alone Senor HS

Directions: Using the Library Profile (Form 1) accomplished by the School Librarian, rate the school library on the following components using the attached point equivalents for Library Functionality. To complete the rating, divide the score earned by the sub-total for each component then multiply by 100.

Components	Indicators	Perfect Score	Scores Earned	Interpretation
1. Space & Location	Seating Capacity	5		
	Location	3		
	Accessibility	3		
	Sub-total	11		
2. Services	Operating Hours	5		
	Activities	5		
	Services	4		
	Collection Access	2		
	Sub-total	16		
3. Administration and Human Resources	Staff Designation	5		
	Sub-total	5		
4. Collection Management	Bibliographic Processing	3		
	Gen. References	5		
	Gen. Collection	5		
	SRMs	5		
	Non-Print Coll.	5		
	Newspapers			

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	Periodical Collection	Tabloids			
		Magazines			
		Journals	7		
	Sub-total		30		
5. Acquisition	Book Acquisition		7		
	Sources SL Budget		7		
	Sub-total		14		
6. Facilities	Collection Access		3		
	Facilities		7		
	Sub-total		10		
	GRAND TOTAL		86	100	

Functionality:

Prepared By:

_____
School Librarian/Library In-Charged
Signature over Printed Name

Date Accomplished: _____

Reviewed By:

_____
Division Librarian-II
Signature over Printed Name

Verified By:

_____
LRMDS-Manager
Signature over Printed Name

<u>Score Equivalents:</u>

- **Fully Functional (FFL)** *If ratings in all components are 80% and above. The school library indicates "best practice/s."*
- **Functional (FL)** *If ratings in all components are not less than 70%. The school library is able to reach the standard and is continually making progress.*
- **Semi Functional (SFL)** *If rating/s in any of the component/s is/are not less than 50%. The school library is making progress in providing information services.*
- **Not Functional (NFL)** *If ratings in any of the component/s is/are 49% and below. The library meets below the minimum requirement established for school library and Information services.*

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POINT EQUIVALENCES FOR LIBRARY FUNCTIONALITY

1. SPACE AND LOCATION (Please encircle the appropriate answer)

I.1 What best describes the space of your school library in terms of seating capacity?

- **(5 points).** The library accommodates 10% or more of the total student population.
- **(4 points).** The library accommodates 7-9% of the total student population.
- **(3 points).** The library accommodates 4-6% of the total student population.
- **(2 point).** The library accommodates 1-3% of the total student population.
- **(1 point).** The library accommodates less than 1% of the total student population.

I.2 What best describes your school library in terms of location?

- **(3 points).** The school library is in a separate building.
- **(2points).** The school library occupies a separate room within a building.
- **(1 point).** The school library shares space with others.

I.3 How accessible is the school library to the users/students? Are the library collections safe from flooding?

- **(3 points).** The school library *is easily* accessible from any point in the campus and is safe from flooding.
- **(2 points).** The school library *is not easily* accessible from any point in the campus but is safe from flooding.
- **(1 point).** The school library *is easily* accessible from any point in the campus and is not safe from flooding.

2. SERVICES

2.1 How long does the library operate daily to accommodate users?
- **(5 points)** The library operates from the start of the earliest class period *with no noon break and extends after* the last period of classes.
- **(4 points)** The library operates from the start of the earliest class *with noon break and extends after* the last period of classes.
- **(3 points)** The library operates from the start of the earliest class period *with no noon break but it closes at the end of the last class period.*
- **(2 points)** The library operates from the start of the earliest class period *with noon break but it closes at the end of the last class period.*

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- **(1 point)** The library operates daily *but has no fixed operating schedules* due to the availability of the In-Charge personnel or as specified in "others."

2.2 Please identify the following activities and services your school library provides.

Equivalent Points	Criteria for Library Activities
5	The library conducts 3 or more activities.
3	The library conducts 2 activities.
2	The library conducts1 activities.
1	The library conducts other activity.
0	No activity conducted.

Equivalent Points	Criteria for Library Services
4	the library provides 4 or more services
3	the library provides 3 services
2	the library provides 2 services
1	the library provides only 1 service

2.3 Access System

Equivalent Points	Collection Access Systems
2	Open Shelf/Stack
1	Closed Shelf/Stack

3. ADMINISTRATION AND HUMAN RESOURCES

Equivalent Points	3.1 Staff Designation
5	The library has a full-time Librarian.
3	The library has a Teacher-Librarian.

4. COLLECTION MANAGEMENT

4.1 What best describes your school library's bibliographic processing?

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Equivalent Points	Criteria
3	All the bibliographic processes are being done.
2	Only one/some of the bibliographic processes is/are being done.
1	None of the bibliographic processes is being done.

4.2 Library Collection Inventory

4.2.1 Gen. References, 4.2.2 Gen. Collection, 4.2.3 Non-Print Collection, 4.2.4 SRMs

Equivalent Points	Standards
5	If 20% or more of the total collection (titles) are published within the last 10 years
4	If 10-19% of the total collection (titles) are published within the last 10 years
3	If 5-9% of the total collection (titles) are published within the last 10 years
2	If 2-4% of the total collection (titles) are published within the last 10 years
1	If 1% or less of the total collection (titles) are published within the last 10 years

4.2.5 Periodical Collection

Equivalent Points	Scoring for Newspapers, Tabloids, Magazine & Journals
7	3 or more subscriptions in Year 2016 (regardless of type of periodical)
6	if 2 subscriptions in Year 2016 (regardless of type of periodical)
5	If only 1 subscription in Year 2016 (regardless of type of periodical)
4	if latest subscription was on year 2015, 2 subscriptions regardless of type of periodical)
3	if latest subscription was on year 2015, 1 subscription regardless of type of periodical)
2	if latest subscription was on year 2014, 2 subscriptions regardless of type of periodical)
1	if latest subscription was on year 2014, 1 subscription regardless of type of periodical)

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5. ACQUISITION

5.1 Please identify your library's means for book acquisition.

Equivalent Points	Criteria
7	MOOE, LGU, NGO, PTA, DepEd, Alumni others
6	MOOE, LGU, PTA
5	either/both of MOOE, LGU, PTA, Alumni
4	MOOE + either/both of NGO, DepEd, Others
3	MOOE
2	either both of NGO, DepEd, Others
1	either NGO, DepEd, or Others

5.2 What is the source of your school library budget?

Equivalent Points	Sources of School Library Budget
7	MOOE, LGU, NGO, PTA, DepEd, Alumni, others
6	MOOE, LGU, PTA
5	either/both of MOOE, LGU, PTA, Alumni
4	MOOE + either/both of NGO, DepEd, Others
3	MOOE
2	either both of NGO, DepEd, Others
1	either NGO, DepEd, or Others

6. FACILITIES

6.1 Which collection access facility does your library have?

Equivalent Points	Criteria
3	If the library has both OPAC and Card Catalog Cabinet.
2	If the library has OPAC but no Card Catalog Cabinet.
1	If the library uses only Card Catalog Cabinet.
0	If NONE

7. Please identify ICT facilities that your library has.

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Equivalent Points	Criteria
7	Computer with internet connection + 5 other facilities
6	Computer with internet connection + 4 other facilities
5	Computer with internet connection + 3 other facilities
4	Computer without internet connection + 2 other facilities
3	Computer without internet connection + 1 other facility
2	No computer but has other facilities.
1	No computer and has one other facility.

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