



February 8, 2017

**DIVISION MEMORANDUM**

No. 58, s. 2017

**TO:** ASDS, CID and SGOD Chiefs, DEPS & PSDS's  
School Heads in both Elementary and Secondary Schools


**SUBJECT:** **2-DAY DIVISION TRAINING-WORKSHOP OF ALL SCHOOL LIBRARY  
DESIGNATE ON THE IMPORTANCE OF REVITALIZING/ESTABLISHING AND  
MAINTAINING A FUNCTION LIBRARY**

**DATE:** February 8, 2017

1. The Department of Education Division of Negros Oriental strongly advocates the importance of revitalizing and establishing a functional school library in the province by school year 2017 – 2018 at the same time recognizing the significant functions of librarians in the K to 12 Curriculum.
2. In connection to this, there will be series of Two-day (2) Training-Workshop of All School Library Designate on March 3-4, 2017 and March 10-11, 2017 for 2 clusters of districts in the division. The Training will be conducted at the Division Conference for the first batch and at the GSP Building for second batch from 8:00 in the morning to 5:00 in the afternoon. Please refer to the enclosure for the needed forms to be prepared.
3. The aim of this training- workshop are the following:
  - a. *Orient the participants on the utilization of the different Monitoring Tools to be used in evaluating and assessing libraries and*
  - b. *Discuss the importance of establishing and revitalizing a functional school library and the significant functions of librarians in the K to 12 curriculum*
4. Participants to this training-workshop are 6 Librarian Designate of the following:
  - **Central Elem. School, 1 Big Elem & 1 Medium Elem School**
  - **Main High School, 1 Big HS & 1 Medium Size High School**

First Batch: Ayungon, Bindoy1, Canlaon, Jimalalud, La Libertad1, Manjuyod1, Tayasan, Mabinay 1, Mabinay 2, Sibulan North, Sta. Catalina 1, Sta. Catalina 3, Siaton East, Siaton West2 and Zamboangita District

Second Batch: -Bindoy 2, La Libertad 2, Manjuyod 2, Mabinay 3, Mabinay 4, Amlan, San Jose, NOHS, Sibulan South, Sta. Catalina 2, Sta. Catalina 4, Siaton West 1, Bacong, Dauin, and Valencia District
5. Participants are requested to bring Laptop and Extension Wires.
6. Since the second day of the training falls on a Saturday, participants shall be granted a 1-day Service Credit per DepED Memorandum No. 53, s. 2003.
7. Travelling expenses and a registration fee of **P450.00** to defray expenses of 2 lunch, 4 snacks, materials and venue rentals chargeable against Local/School MOOE Funds subject to the usual accounting and auditing rules and regulation.
8. Please be guided accordingly.
9. Immediate and widest dissemination with this Memorandum is enjoined.

  
**SALUSTIANO T. JIMENEZ, CESO VI**  
OIC Asst. Regional Director of NRO  
Concurrent Schs. Division Superintendent

2/8/17

**FORM 2. SCHOOL LIBRARY PROFILE INTERPRETATION**  
(to be accomplished by the School Librarian)

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

Division of: Negros Oriental

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 Senior 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         |               |               |                |
|                                       | Location                 |               |               |                |
|                                       | Accessibility            |               |               |                |
|                                       | <i>Sub-total</i>         |               |               |                |
| 2. Services                           | Operating Hours          |               |               |                |
|                                       | Activities               |               |               |                |
|                                       | Services                 |               |               |                |
|                                       | Collection Access        |               |               |                |
| <i>Sub-total</i>                      |                          |               |               |                |
| 3. Administration and Human Resources | Staff Designation        |               |               |                |
| <i>Sub-total</i>                      |                          |               |               |                |
| 4. Collection Management              | Bibliographic Processing |               |               |                |
|                                       | Gen. References          |               |               |                |
|                                       | Gen. Collection          |               |               |                |
|                                       | SRMs                     |               |               |                |
|                                       | Non-Print Coll.          |               |               |                |
|                                       | Periodical Collection    | Newspapers    |               |                |
|                                       |                          | Tabloids      |               |                |
|                                       |                          | Magazines     |               |                |
|                                       |                          | Journals      |               |                |
| <i>Sub-total</i>                      |                          |               |               |                |
| 5. Acquisition                        | Book Acquisition         |               |               |                |
|                                       | Sources SL Budget        |               |               |                |
| <i>Sub-total</i>                      |                          |               |               |                |
| 6. Facilities                         | Collection Access        |               |               |                |
|                                       | Facilities               |               |               |                |
| <i>Sub-total</i>                      |                          |               |               |                |
| <b>GRAND TOTAL</b>                    |                          |               |               |                |
| <b>Functionality:</b>                 |                          |               |               |                |

Prepared By: \_\_\_\_\_

School Librarian  
Signature over Printed Name

Date Accomplished: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

LRMDS Coord. /Division Librarian  
Signature over Printed Name

### Score Equivalents:

- **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/sis/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.*

### **POINT EQUIVALENCES FOR LIBRARY FUNCTIONALITY**

#### **1. SPACE AND LOCATION**

1.1 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.

1.2 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.

1.3 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.*

- **(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 conducts 1 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?

| 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)  |

## 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.         |

7. Please identify ICT facilities that your library has.

| 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.                   |

## FORM 4. Other List

### PART B. SCHOOL LIBRARY FUNCTIONALITY SURVEY

#### 1. SPACE AND LOCATION

1.1 Please tally the stated sizes of the libraries using the *sample* format below.

| Sizes of School Libraries in Square Meters (sq.) |  |
|--|--|
| Elem Schools                                     |  |
| Junior HS  |  |
| Senior HS  |  |
| Stand Alone SHS                                  |  |

#### 2. SERVICES

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

| School Levels         | Other Location Accessibility |
|-----------------------|------------------------------|
| Elem Schools          | 1.<br>2.<br>3.               |
| Junior HS             | 1.<br>2.<br>3.               |
| Senior HS             | 1.<br>2.<br>3.               |
| Stand Alone Senior HS | 1.<br>2.<br>3.               |

2.2 Please state here the other activities and services stated by the respondents.

| School Library Activities and Services |                          |                        |
|--|--------------------------|------------------------|
| School Levels                          | Other Library Activities | Other Library Services |
| Elem Schools                           | 1.<br>2.<br>3.           | 1.<br>2.<br>3.         |

|                                 |                |                |
|---------------------------------|----------------|----------------|
| Junior HS                       | 1.<br>2.<br>3. | 1.<br>2.<br>3. |
| With Senior High                | 1.<br>2.<br>3. | 1.<br>2.<br>2  |
| Stand Alone Senior High Schools | 1.<br>2.<br>3. | 1.<br>2.<br>3. |

#### 4. COLLECTION MANAGEMENT

4.2.1 Based on responses, please specify below the **other** broad subjects and its scope, subjects that are not in the given categories.

| 4.2.1 GENERAL REFERENCES |       | Copyright 2005-Present |               | Copyright 2004-or Earlier |               | TOTAL         |               |
|--------------------------|-------|------------------------|---------------|---------------------------|---------------|---------------|---------------|
| Broad Subjects           | Scope | No. of Titles          | No. of Copies | No. of Titles             | No. of Copies | No. of Titles | No. of Copies |
| English                  |       |                        |               |                           |               |               |               |
|                          |       |                        |               |                           |               |               |               |
| TOTAL                    |       |                        |               |                           |               |               |               |

4.2.2 Based on responses, please specify below the **other** broad subjects and its scope, subjects that are not in the given categories.

| 4.2.2 GENERAL COLLECTION (Subject Area Specific References) |       | Copyright 2005-Present |               | Copyright 2004-or Earlier |               | TOTAL         |               |
|---|-------|------------------------|---------------|---------------------------|---------------|---------------|---------------|
| Broad Subjects  | Scope | No. of Titles          | No. of Copies | No. of Titles             | No. of Copies | No. of Titles | No. of Copies |
|   |       |                        |               |                           |               |               |               |
|   |       |                        |               |                           |               |               |               |
| TOTAL   |       |                        |               |                           |               |               |               |

4.2.3 Please specify below the **other** subjects that were answered by the respondents.

| 4.2.3 ADDITIONAL<br>SUPPLEMENTARY READERS | Copyright 2005-<br>Present |                  | Copyright 2004-or<br>Ealier |                  | Combined<br>Total Number<br>of Titles |
|---|----------------------------|------------------|-----------------------------|------------------|---------------------------------------|
|   | No. of<br>Titles           | No. of<br>Copies | No. of<br>Titles            | No. of<br>Copies |                                       |
|   |                            |                  |                             |                  |                                       |
|   |                            |                  |                             |                  |                                       |
|   |                            |                  |                             |                  |                                       |
| TOTAL                                     |                            |                  |                             |                  |                                       |

4.2.4 Please specify below the **other** non-print collection that were answered by the respondents.

| 4.2.4NON-PRINT COLLECTION | Copyright<br>2005-<br>Present | Copyright<br>2004- or<br>Earlier | Combined<br>Total<br>Number of<br>Titles |
|---------------------------|-------------------------------|----------------------------------|--|
|                           | Total No. of Titles           |                                  |  |
|                           |                               |                                  |  |
|                           |                               |                                  |  |
|                           |                               |                                  |  |
| TOTAL                     |                               |                                  |  |

## 5. ACQUISITION

### 5.1 Other School Library Means for Books Acquisition

Donations

### 5.2 Other Sources of School Library budget

Donations

## 6. FACILITIES

### 6.1 Other ICT Facilities

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