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Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

January 19, 2023

REGIONAL MEMORANDUM

No. **057**, s. 2023

VIRTUAL COORDINATION MEETING OF DIVISION AND SCHOOL LIBRARIANS

To: Schools Division Superintendents
Regional and Schools Division Librarians
Public Secondary School Heads
All Others Concerned

1. In view of the proposed Consultative Conference on the Monitoring and Evaluation of Learning Resource Development Centers and School Libraries Needs Analysis by the Bureau of Learning Resources (BLR) tentatively set in the 2nd Quarter of 2023, this Office, through the Curriculum and Learning Management Division – Learning Resource Management Section (CLMD-LRMS), shall conduct a virtual coordination meeting on January 23, 2023 at 9:00 a.m. via Google Meet.
2. The meeting aims to discuss the following:
 - a. instruction on the accomplishment of school library profile template;
 - b. updates on library hubs monitoring by the Central Office;
 - c. review of the school library standards; and
 - d. other matters
3. The participants to this activity are the registered librarians of the Department of Education – Region VIII whose names are listed in Enclosure A of this Memorandum.
4. Attached are the School Library Profile Form, School Library Profile Interpretation Form, and School Library Profile Monitoring Template, for reference.
5. Immediate dissemination of and compliance with this Memorandum are desired.

[Signature]
EVELYN R. FETALVERO, CESO IV
Regional Director



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ISO 9001:2015 Certified

DepEd Region VIII (053) 832-2997 Page 1 of 4
RECORDS SECTION, REGIONAL OFFICE NO. VIII

RELEASED
057

PROJECT LEAD

Date: 1/19/23

Enclosures: As stated

References: Letter from Bureau of Learning Resources (BLR) dated November 22, 2022

To be indicated in the Perpetual Index under the following subjects:

COORDINATION MEETING

LIBRARIANS

CLMD-LRMS-HNC

Enclosure to RM No. _____, s. 2023

LIST OF PARTICIPANTS

No	Name	Position / Designation	Office / Division
1	Hydelyn Navarra-Cinco	Regional Librarian	DepEd Regional Office VIII
2	Marichu Casuela-Verano	Division Librarian	Baybay City Division
3	Arjean Marie D. Casilan	Division Librarian	Biliran Division
4	Chona C. Montes	Division Librarian	Borongan City Division
5	Beverly C. Longcop	Division Librarian	Calbayog City Division
6	Marites B. Espino	Division Librarian	Catbalogan City Division
7	Lilian S. Palacio	Division Librarian	Eastern Samar Division
8	Bella C. Alberca	Division Librarian	Leyte Division
9	Jumarlyn P. Almosa	Division Librarian	Maasin City Division
10	Elvira R. Ribo	Division Librarian	Northern Samar Division
11	Riza Olila-Rodriguez	Division Librarian	Ormoc City Division
12	Dona Cristal Ponce	Division Librarian	Samar Division
13	Miraluna S. Climaco	Division Librarian	Southern Leyte Division
14	Susan L. Superable	Division Librarian	Tacloban City Division

No.	Name	Position	School	Division
1	Evelyn A. Delos Santos	School Librarian	Eastern Samar National Comprehensive School	Borongan City
2	Marlyn Mahinay	School Librarian	Samar National School	Catbalogan City
3	Baltazar Nicart	School Librarian	LLorente National High School	Eastern Samar
4	Emerita Rivera	School Librarian	Dolores National High School	Eastern Samar
5	Geraldine O. Macapanas	School Librarian	Giporlos National Trade School	Eastern Samar
6	John Chris L. De Paz	School Librarian	Lawaan School of Craftmanship and Home Industry	Eastern Samar
7	Keena G. Quijoy	School Librarian	Samar National Opportunity School of Agriculture	Eastern Samar
8	Rosario C. Lugapo	School Librarian	Southern Samar National Comprehensive High School	Eastern Samar
9	Urika May T. Aguillo	School Librarian	Taft National High School	Eastern Samar
10	Ma. Khyzmette Jane Avelino	School Librarian	Dr. Geronimo B. Zaldivar Memorial School of Fisheries	Leyte Division
11	Amarie Insigne	School Librarian	Leyte Agro Industrial School	Leyte Division
12	Carolina Cinco	School Librarian	Isabel National High School	Leyte Division
13	Mary Rose Abordo	School Librarian	Leyte Agro Industrial School	Leyte Division
14	Melanie Gallamos	School Librarian	Bato School of Fisheries	Leyte Division
15	Noemi De Guia	School Librarian	Hilongos National Vocational School	Leyte Division
16	Ramil Reas	School Librarian	MacArthur National High School	Leyte Division
17	Thaddeus Paul Uyson	School Librarian	Dulag National High School	Leyte Division
18	Grace C. Gorpido	School Librarian	San Antonio Agricultural and Vocational School	Northern Samar
19	Madeline O. Dampog	School Librarian	San Isidro Agro Industrial School	Northern Samar
20	Rita B. Jazmin	School Librarian	Eladio T. Balite Memorial School of Fisheries	Northern Samar
21	Rodora M. Pelito	School Librarian	Capul Agro Industrial School	Northern Samar
22	Rowina G. Macayayong	School Librarian	Sumoroy Agro Industrial School	Northern Samar
23	Teresa L. Jarito	School Librarian	Catarman National High School	Northern Samar
24	Evelyn Funcion	School Librarian	Valeriano C. Yancha Memorial Agricultural School	Samar Division
25	Leonora Real	School Librarian	Basey NHS	Samar Division
26	Ruben Sevilla	School Librarian	Clarencio Calagos Memorial School of Fisheries	Samar Division
27	Jan Art L. Adonis	School Librarian	Pintuyan National Vocational High School	Southern Leyte
28	Edna C. Llevares	School Librarian	Villa Jacinta National Vocational High School	Southern Leyte
29	Jemalyn L. Pontigon	School Librarian	Leyte National High School	Tacloban City
30	Nena L. Merellos	School Librarian	Leyte National High School	Tacloban City
31	Shubert Alberca	School Librarian	San Jose National High School	Tacloban City



Republic of the Philippines
Department of Education
BUREAU OF LEARNING RESOURCES

Office of the Director
BLR-2022-11-EC1895

November 22, 2022

EVELYN R. FETALVERO

Regional Director
DepEd Region VIII
Govt. Center, Candahug,
Palo, Leyte

Attention: **CLMD Chief and Regional Learning Resource Supervisor**

Dear **Dir. Fetalvero**:

Relative to the virtual meeting conducted last November 11, 2022, attended by the respective regional librarians, this Office created an updated version of the template for the proposed database of the school library profiles.

In line with this, BLR is humbly requesting all regional counterparts to accomplish the said template prior to the conduct of the proposed *Consultative Conference on the Monitoring and Evaluation of Learning Resource Development Centers and School Libraries Needs Analysis* tentatively set in the second quarter of the year 2023. The regional Excel file shall consist of sheets bearing the name of all the SDOs. Kindly see attached softcopy of the template.

For any query or clarification, please contact **Mr. Marlon G. Ompoc**, Librarian II of BLR-Quality Assurance Division, at telephone numbers (02) 8631-9294 and 8634-1054. Mr. Ompoc can also be reached through his email marlon.ompoc@deped.gov.ph.

Thank you in anticipation of your positive response to this request and for your continuous support to BLR activities.

Very truly yours,

ARIZ DELSON ACAY D. CAWILAN *ph*
Director IV

LRQAD-11-2022-655





DIVISION OF _____

SCHOOL LIBRARIES PROFILE
as of January 2023

No.	Name of the School	Address	School ID	School Level -ELS (Elementary) -JHS (Junior HS) -SASH (Stand-Alone SHS) -IEHS (Elem. to JHS) -IESHS (Elem to Senior HS) -ISHS (JHS to SHS)	School Size S - Small M - Medium L - Large VL - Very Large	FOR INTEGRATED SCHOOL: Does the school have separate libraries for each level (ELEM,JHS,SHS)?	If the answer is NO, leave the cell blank.	YEAR 2022 STATUS (FFL, FL, SF, NEI)	With internet?	Issues / Remarks	NOTE: to be accomplished for schools with an existing library: Year 2022 Total Number of Titles (Regardless of the Learning Area) of the Print-SLRs (Books) Existing in the Collection (DO 56, s. 2011 Standards is at least 3,000 Titles of the Basic Collection)	School Head	Contact Number/s	School Librarian / In-Charge	Contact Number/s	Times Monitored/ validated by DO/RO/CO (from 2020 - 2022)	Specific Dates
1	Bayani Integrated School (Elementary)	Bayani, Leyte	20031234														
2	Bayani Integrated School (Junior HS)																
3	Bayani Integrated School (Senior HS)																
4	Bagong Barrio National High School																
5	Silangan Elementary School																
6																	
7																	
8																	
9																	
10																	
11																	
12																	
13																	
14																	
15																	

Prepared by:

Division Librarian

Noted by:

Division LR EPS

FORM 1. SCHOOL LIBRARY PROFILE

(To be accomplished by the School Librarian)

Name of School: _____

School Address: _____

Division of: _____

Total student enrollment (as of _____): _____

PART A. PROFILE

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

- | | |
|---|--|
| <input type="checkbox"/> Elem. School; | <input type="checkbox"/> Junior HS (G7-10); |
| <input type="checkbox"/> HS with Senior High (G7-12); | <input type="checkbox"/> Stand Alone Senior HS |
| <input type="checkbox"/> Integrated Elem.-JHS | <input type="checkbox"/> Integrated Elem.-SHS |
| <input type="checkbox"/> Integrated JHS - SHS | |

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.

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).	<input type="checkbox"/>
Conducts orientation on the use of the library and its services for students and teachers.	<input type="checkbox"/>
Conducts regular activities that promote library and information services.	<input type="checkbox"/>
Conducts classroom visits to promote library and information services.	<input type="checkbox"/>
Uses social media to promote library and information services.	<input type="checkbox"/>
Others (Please specify):	<input type="checkbox"/>
School Library Services	
The staff provides Selective Dissemination of Information to the faculty.	<input type="checkbox"/>
Allows borrowing of books for home use.	<input type="checkbox"/>
Allows students to use the computer for encoding, viewing, and the like.	<input type="checkbox"/>
Allows the students to bring books outside the library and returns within the day if not allowed for home use.	<input type="checkbox"/>
Allows students to use the computer for internet access.	<input type="checkbox"/>
Allows the faculty to use the computer for encoding, viewing, and the like.	<input type="checkbox"/>
Allows the faculty to use the computer for internet access.	<input type="checkbox"/>
The staff prepares clippings (for vertical files collection)	<input type="checkbox"/>
The staff does indexing.	<input type="checkbox"/>
Others (please Specify):	<input type="checkbox"/>

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.	<input type="checkbox"/>
Closed Shelf/Stack	Shelving area in a library to which only members of the library staff have access.	<input type="checkbox"/>

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:
 Doctorate Masters Degree College Degree

3.1.4 Designation:
 Licensed Librarian, License No. _____
 Librarian (Not Licensed)
 Teacher-Librarian
 Others (Please Specify) _____

3.1.5 Appointment status
 Permanent
 Contract of Service
 Others (Please specify): _____

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 2012-Present		Copyright 2011-or Earlier		TOTAL	
	No. of Titles	No. of Copies	No. of Titles	No. of Copies	No. of Titles	No. of Copies
1. Encyclopedias						
2. Dictionaries						
3. Almanacs						
4. Handbooks						
5. Manuals						
4. Atlases						
5. Yearbooks						
6. Directories						
7. Thesaurus						
Others						
TOTAL						

4.2.2 GENERAL COLLECTION (Subject Area Specific References)		Copyright 2012-Present		Copyright 2011-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 & Literature	Books on Creative Writing, Oral Communication, Business Communication, Books on Literature, Grammar, Vocabulary, Journalism, etc.						
Filipino at Panitikan	Mga aklat ukol sa Malikhainag Pagsulat, Balarila, Retorika, Sining ng Pakikipagtalastasan, Malikhainag Pagsulat, Pamamahayag, etc.						

Continuation...

4.2.2 GENERAL COLLECTION (Subject Area Specific References)		Copyright 2012-Present		Copyright 2011-or Earlier		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.						
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 2012-Present		Copyright 2011-or Earlier		Combined Total Number of Titles
	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 2012- Present	Copyright 2011-or Earlier	Combined Total Number of Titles
		Total No. 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				

4.2.5 PERIODICAL SUBSCRIPTION	Years Subscribed	Locally Published	Internationally Published	TOTAL NUMBER OF SUBSCRIPTIONS
		No. of Titles Subscribed	No. of Titles Subscribed	
Newspapers	Year 2022			
	Year 2021			
	Year 2020			
Tabloids	Year 2022			
	Year 2021			
	Year 2020			
Magazines	Year 2022			
	Year 2021			
	Year 2020			
Journals	Year 2022			
	Year 2021			
	Year 2020			
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):	

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.

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

School Name: _____
 School Address: _____
 Division of: _____
 Total Student Enrollment (As of _____) : _____

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

- | | |
|---|--|
| <input type="checkbox"/> Elem. School; | <input type="checkbox"/> Junior HS (G7-10); |
| <input type="checkbox"/> HS with Senior High (G7-12); | <input type="checkbox"/> Stand Alone Senior HS |
| <input type="checkbox"/> Integrated Elem.-JHS | <input type="checkbox"/> Integrated Elem.-SHS |
| <input type="checkbox"/> Integrated JHS - SHS | |

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			
	<i>Sub-total</i>	11			
2. Services	Operating Hours	5			
	Activities	5			
	Services	4			
	Collection Access	2			
	<i>Sub-total</i>	16			
3. Administration and Human Resources	Staff Designation	5			
	<i>Sub-total</i>	5			
4. Collection Management	Bibliographic Processing	3			
	Gen. References	5			
	Gen. Collection	5			
	SRMs	5			
	Non-Print Coll.	5			
	Periodical Collection	Newspapers	7		
		Tabloids			
Magazines					
Journals					
	<i>Sub-total</i>	30			
5. Acquisition	Book Acquisition	7			
	Sources SL Budget	7			
	<i>Sub-total</i>	14			
6. Facilities	Collection Access	3			
	Facilities	7			
	<i>Sub-total</i>	10			
GRAND TOTAL		86	100		
Functionality:					

Prepared By: _____
 Division Librarian
 Signature over Printed Name

Date Accomplished: _____

Reviewed By: _____
 CID Chief
 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/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.

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.