March 5, 2024

REGIONAL MEMORANDUM
No. **2 4 9**   s. 2024

CALL FOR SUBMISSION OF INVENTORY OF FUNCTIONAL SCHOOL LIBRARY

To: Schools Division Superintendents
       All Others Concerned

1.   In reference to DM-CT-2023-183 dated June 26, 2023, this Office, through the Curriculum and Learning Management Division – Learning Resource Management Section (CLMD-LRMS), hereby requests the Division offices to submit an updated list of functional school libraries on or before March 12, 2024.

2.   The School Library Profile Form shall be used in collecting the data, and shall be recorded in the templates found in Annex 1 of this Memorandum.

3.   For queries and other relevant information, please contact Ms. Hydeyn N. Cinco, Regional Librarian through hydelyn.cinco@deped.gov.ph.

4.   Immediate dissemination of and strict compliance with this Memorandum are desired.

EVELYN R. FETALVERO CESO IV
Regional Director
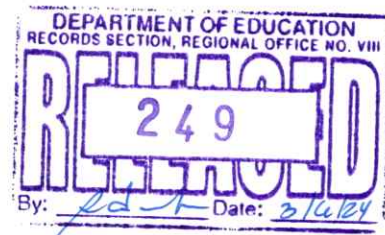
Enclosure: As stated
Reference: As stated
To be indicated in the Perpetual Index under the following subjects:

INVENTORY   PROFILING   SCHOOL LIBRARY

CLMD-LRMS-HNC
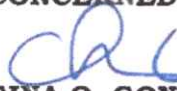
DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE NO. VIII
RELEASED
2 4 9
By: _____ Date: 3/6/24

Address: Government Center, Candahug, Palo, Leyte
Telephone No.: (053) 832-5738
Email Address: region8@deped.gov.ph
Website: region8.deped.gov.ph

Page 1 of 1

MEMORANDUM
DM-CT-2023- 183

TO	:	**REGIONAL DIRECTORS**
		ASSISTANT REGIONAL DIRECTORS
		SCHOOLS DIVISION SUPERINTENDENTS
ATTENTION	:	**CURRICULUM MANAGEMENT DIVISION CHIEFS**
		CURRICULUM IMPLEMENTATION DIVISION CHIEFS
		LEARNING RESOURCES SUPERVISORS
		CONCERNED LIBRARIANS
FROM	:	**GINA O. GONONG**
		Undersecretary for Curriculum and Teaching
SUBJECT	:	**REQUEST FOR INFORMATION RELATIVE TO THE SCHOOL LIBRARY PROFILING AND INPUTS ON THE DRAFT LIBRARY HUB HANDBOOK**
DATE	:	**June 26, 2023**

In reference to the memorandum DM-CT-2023-156 dated May 24, 2023 titled *Consolidation of the School Library Profiling*, the Bureau of Learning Resources (BLR) is requesting for the following:

1. Additional data/information relative to the School Library Profiles (deadline on or before October 15, 2023);
2. Proposed revised School Library Monitoring and Evaluation ((M & E) Tool (deadline on or before July 15, 2023); and
3. Inputs/comments on Chapters 4 & 5 of the Library Hub Handbook 2nd Edition (Deadline on or before August 15, 2023)

Additional data/information relative to the School Library Profiles
Relative to the comments and recommendations on the data presented during the *Consultative Conference on Library Concerns* conducted on June 15, 2023, the following details are further requested by BLR:

1. Percentage (equivalent of the score) garnered in each component of the School Library Functionality such as *Space and Location, Services, Administration and Human Resource, Collection Management, Acquisition, and Facilities.* These data shall be used to identify which components of the school library need to be improved; and
2. Each school's nearest Library Hub within the Schools Division Office and the distance (in kilometer) of the school from the nearest Library Hub. This input

will be used as a reference to identify the strategic location where to possible establish a library hub. This detail need not be submitted yet but must be kept as the need arises.

In relation to the School Library Profiling, the following forms are requested to be filled out:

a. Tables 3 to 4-A. Regional Summary of the Number of Schools (Stand-Alone and Integrated Schools) **with Individual Library** According to Library Functionality Status per Component;

b. Table 3-4-B. Regional Summary of the Number of Schools (Integrated Schools) **with Integrated Library** According to Library Functionality Status per Component; and

c. Table 5. List of Schools (previously, Table 3)

It is also requested that the *Regional Summary of Stand-Alone Schools Library Profiles* and *Regional Summary of Integrated Schools Library Profiles* which were annexed to Memorandum DM-CT-2023-156 *"Consolidation of the School Library Profiling"* be updated.

Kindly note that the operational definition of an integrated school for this purpose is **a school which has combined programs/levels of either elementary, junior, or senior high schools**. Each level may have an individual school ID number but bears the same name of the school and are located in one campus.

Inputs/Comments on the Chapters 4 and 5 of the Library Hub Handbook 2ⁿᵈ Edition

Attached are the following chapters of the draft Library Hub Handbook 2ⁿᵈ Edition (Annex 2) for comments and recommendations using the template provided in Annex 2.1:

3. Chapter 4: Management Teams of the Library Hub;
4. Chapter 5: Organization of Learning Resources

For submission of the requested data/information, questions and clarifications, kindly contact **Mr. Marlon G. Ompoc**, Librarian II of the BLR-Quality Assurance Division through marlon.ompoc@deped.gov.ph copy furnished blr.lrqad@deped.gov.ph or telephone numbers (02) 8631-9294 or (02) 8634-1054.

Attached: as stated

Copy furnished:

ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations

Table 3-A. Regional Summary of the Number of Schools, Stand-Alone Schools and Integrated Schools with Individual Library According to Library Functionality Status per Component

School Levels (Stand-Alone and Integrated Schools with Individual Library)	Percentages Garnered	Number of Schools According to Percentages Garnered on the School Library Components					
		Space and Location	Services	Admin and Human Resource	Collection Mgt.	Acquisition	Facilities
Elementary	Fully-Functional (80% to 100%)						
	Functional (70% to 79%)						
	Semi-Functional (50% to 69%)						
	Not-Functional (49% and below)						
Junior High School	Fully-Functional (80% to 100%)						
	Functional (70% to 79%)						
	Semi-Functional (50% to 69%)						
	Not-Functional (49% and below)						
Senior High School	Fully-Functional (80% to 100%)						
	Functional (70% to 79%)						
	Semi-Functional (50% to 69%)						
	Not-Functional (49% and below)						

Table 3-B. Regional Summary of Integrated Schools with Integrated Library According to Library Functionality Status per Component

Integrated Schools with Integrated Library	Percentages Garnered	Number of Schools According to Percentages Garnered on the School Library Components					
		Space and Location	Services	Admin and Human Resource	Collection Mgt.	Acquisition	Facilities
Integrated Elementary and Junior High Schools	Fully-Functional (80% to 100%)						
	Functional (70% to 79%)						
	Semi-Functional (50% to 69%)						
	Not-Functional (49% and below)						
Integrated Elementary, Junior and Senior High Schools	Fully-Functional (80% to 100%)						
	Functional (70% to 79%)						
	Semi-Functional (50% to 69%)						
	Not-Functional (49% and below)						
Integrated Junior and Senior High Schools	Fully-Functional (80% to 100%)						
	Functional (70% to 79%)						
	Semi-Functional (50% to 69%)						
	Not-Functional (49% and below)						

Table 4-A. Schools Division Summary of the Number of Schools, Stand-Alone Schools and Integrated Schools with Individual Library According to Library Functionality Status per Component

Region No.___	School Levels (Stand-Alone and Integrated Schools with Individual Library)	Percentages per Library Functionality Component	Number of Schools According to Percentages Garnered on the School Library Components					
			Space and Location	Services	Admin and Human Resource	Collection Mgt.	Acquisition	Facilities
SDO 1	Elementary	Fully-Functional (80% to 100%)						
		Functional (70% to 79%))						
		Semi-Functional (50% to 69%)						
		Not-Functional (49% and below)						
	Junior High School	Fully-Functional (80% to 100%)						
		Functional (70% to 79%))						
		Semi-Functional (50% to 69%)						
		Not-Functional (49% and below)						
	Senior High School	Fully-Functional (80% to 100%)						
		Functional (70% to 79%))						
		Semi-Functional (50% to 69%)						
		Not-Functional (49% and below)						

Table 4-B. Schools Division Summary of Integrated Schools with Integrated Library According to Library Functionality Status per Component

RO ___	Integrated Schools with Integrated Library	Percentages Garnered	Number of Schools According to Percentages Garnered on the School Library Components					
			Space and Location	Services	Admin and Human Resource	Collection Mgt.	Acquisition	Facilities
	Integrated Elementary and Junior High Schools	Fully-Functional (80% to 100%)						
		Functional (70% to 79%))						
		Semi-Functional (50% to 69%)						
		Not-Functional (49% and below)						
SDO 1	Integrated Elementary, Junior and Senior High Schools	Fully-Functional (80% to 100%)						
		Functional (70% to 79%))						
		Semi-Functional (50% to 69%)						
		Not-Functional (49% and below)						
	Integrated Junior and Senior High Schools	Fully-Functional (80% to 100%)						
		Functional (70% to 79%))						
		Semi-Functional (50% to 69%)						
		Not-Functional (49% and below)						

Table 5. List of Schools (Please scan and attach in the report)

The respective SDOs shall follow the below sequence in listing the schools. The headings in each row are the following:

A. Stand-Alone Elementary Schools
B. Stand-Alone Junior High Schools
C. Stand-Alone Senior High Schools
D. Integrated Elementary and Junior High Schools with Individual Library
E. Integrated Elementary and Junior High Schools with Integrated Library
F. Integrated Elementary and Junior High Schools -No Existing Library
G. Integrated Elementary, Junior, and Senior High Schools with Individual Library
H. Integrated Elementary, Junior, and Senior High Schools with Integrated Library
I. Integrated Elementary, Junior, and Senior High Schools –No Existing Library
J. Integrated Junior and Senior High Schools with Individual Library
K. Integrated Junior and Senior High Schools with Integrated Library
L. Integrated Junior and Senior High Schools–No Existing Library

No.	Name of the School	Address	ID Number	School Size	Functionality Status	Scores (Percentages garnered) on the School Library Components						Total No. of Titles of the Existing SLRs	Library Internet connectivity	Remark
						Space and Location	Services	Admin and Human Resource	Collection Mgt.	Acquisition	Facilities			

FORM 1. SCHOOL LIBRARY PROFILE
(To be accomplished by the School Librarian)

Name of school:_____

School address:_____

Division:_____

Total student enrollment (as of January 2024):_____

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

A. Stand Alone	B. Integrated School
_____ Elementary	_____ Elementary with Junior HS (IEJHS)
_____ Junior High School	_____ Elementary with Junior and Senior HS (IEJSHS)
_____ Senior High School	_____ Junior with Senior High School (IJSHS)

C. School Library Status:

_____ Fully Functional (FFL)	_____ Not Functional (NFL)
_____ Functional (FL)	_____ No Existing Library (NEL)
_____ Semi-Functional (SFL)	

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.

1.5 Distance (in kilometer.) to the nearest Library Hub in the Division: _____

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.	
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.	

2.3 Availability of Online Services: _____ Yes _____No"

If Yes, please specify the platforms/websites/databases being used:
_____

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 Sex: _____Male _____Female

3.1.3 Highest Educational Attainment:
_____ Doctorate [ ] Diploma [ ] CAR [ ] Units earned _____
_____ Masters [ ] Diploma [ ] CAR [ ] Units earned _____
_____ Undergraduate Degree (College)

3.1.4 License / Eligibility:
- Librarian (LLE)
- Teacher (LET)
- Civil Service Commission (CSC)
- Others: (please specify) _____

3.1.5 Designation:
_____ School Librarian _____ School Library Coordinator
_____ School Library-In-Charge _____ Teacher – Librarian

_____ Others: (please specify):_____

3.1.6 Status of Appointment
_____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 2020-Present		Copyright 2019- 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 2020-Present		Copyright 2019- 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 Malikhaing Pagsulat, Balarila, Retorika, Sining ng Pakikipagtalastasan, Malikhaing Pagsulat, Pamamahayag, etc.						

Continuation... 4.2.2 GENERAL COLLECTION (Subject Area Specific References)		Copyright 2020-Present		Copyright 2019- 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 2020-Present		Copyright 2019-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 2020-Present	Copyright 2019-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				
Educational toys, board games, etc.				
Others (Please specify)				
TOTAL				

4.2.5 PERIODICAL SUBSCRIPTION	Years Subscribed	No. of Titles Subscribed		TOTAL NUMBER OF SUBSCRIPTIONS
		Locally Published	Internationally Published	
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.

Sources of School Library Budget		Frequency Ex: annually, every 2-5 yrs., every 10 yrs., depending upon their local budget, others (please specify)
No Budget		
Local Government Unit (LGU)		
Non-Government Organization (NGO)		
Parents-Teachers Association (PTA)		
DepEd (Central Office/Division/District Office)		
Alumni		
Maintenance and Other Operating Expenses (MOOE)		

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		Frequency Ex: annually, every 2-5 yrs., every 10 yrs., depending upon their local budget, others (please specify)
No Budget		
Local Government Unit (LGU)		
Non-Government Organization (NGO)		
Parents-Teachers Association (PTA)		
DepEd (Central Office/Division/District Office)		
Alumni		
Maintenance and Other Operating Expenses (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:

- *IFLA School Library Guidelines, 2nd Rev. Ed., June 2015.*
- *DO 56, s. 2011 Standards for Philippine Libraries*
- *RA 9155 Governance of Basic Education Act of 2001;*
- *DECS Order No. 6, 1998 Policies and Programs for School Library Development*