Republic of the Philippines
DEPARTMENT OF EDUCATION
Zamboanga Peninsula, Region IX
DIVISION OF ZAMBOANGA DEL NORTE
Dipolog City 7100

MEMORANDUM
No 394 , s. 2016

TO: PSDSs, PRINCIPALS, SCHOOL LIBRARIAN AND LIBRARY IN-CHARGE (ELEMENTARY & SECONDARY)

FROM: **NATIVIDAD P. BAYUBAY, CESO VI**
Officer-In-Charge
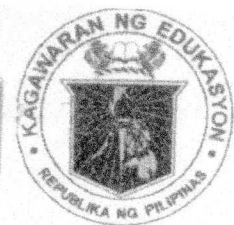Office of the Schools Division Superintendent

SUBJECT: **URGENT SUBMISSION OF PROFILING OF SCHOOL LIBRARIES**

DATE: October 6, 2016

1. In compliance with DepEd Memo no. 00159 **Re: Consultative Conference on the Monitoring and Evaluation of the Implementation of Learning Resource Centers and Library Hubs and School Library Needs Analysis** specifically the statement stipulated in paragraph 3, this office is sending to the field the templates to assess and have profiling of school libraries

2. In view of this, the PSDSs, Principals, School Librarian and Library In-Charge of Elementary and Secondary schools are directed to submit the needed reports to the Division office Attention: Evelyn C. Labad-EPS LRMDS on or before October 14, 2016.

4. Widest dissemination and compliance to this memorandum is enjoined.

Republic of the Philippines

Department of Education

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DepED
DEPARTMENT OF EDUCATION

309000

Undersecretary for Curriculum and Instruction

MEMORANDUM
DM-CI-2016-00159

TO	:	REGIONAL DIRECTORS SCHOOLS DIVISION SUPERINTENDENTS
FROM	:	DINA S. OCAMPO Undersecretary for Curriculum and Instruction
SUBJECT	:	**Consultative Conference on the Monitoring and Evaluation of the Implementation of Learning Resource Centers and Library Hubs and School Library Needs Analysis**
Date	:	September 29, 2016

1. The DepEd-Bureau of Learning Resources Quality Assurance Division will conduct a *Monitoring and Evaluation on the Implementation of Learning Resource Centers and Library Hubs and School Library Needs Analysis* through a Consultative Conference on **October 18 to 21, 2016** (inclusive of the travel time) in Davao City (venue to be announced later). The consultative conference aims to:
   a. Gather data on the status of learning resource centers, library hubs, and school libraries through a Consultative Conference;
   b. Identify the needs of school libraries with regard to library collections to serve as basis for inputs in the Call guidelines for supplementary materials;
   c. Develop/enhance knowledge of participants on how to establish/maintain functional learning resource centers through sharing of best practices, issues, and concerns; and
   d. Establish a network of public school librarians and LRMDS staff who can provide technical support for the improvement of learning resource centers and school libraries.

2. Participants in this activity shall include the **Regional Librarians** of the 18 regions and the **Division Librarians** of the 221 divisions who are requested to bring their own laptops, extension cords, and other pertinent documents. The indicative *Program of Activities* for this conference is provided for your reference.

3. In line with the activity, the following attached forms must be accomplished *in advance* to be emailed to blr.lrqad@deped.gov.ph. The accomplished forms are required to ensure the success of the said activity.
   3.1 Form 1- School Library Profile
   3.2 Form 2- School Library Profile Interpretation
   3.3 Form 3- Consolidation Form
   3.4 Form 4- Other List
   3.5 Form 5- School Library Personnel Profile
   3.6 School Library Needs Analysis

4. Participants are requested to confirm their attendance on or before **October 14, 2016** and address queries and clarification to DepEd-BLR-Quality Assurance Division (Attention: Reyangie Sandoval or Marlon Ompoc) at telephone numbers 631-9294, 634-1054, or cellphone numbers 09297961996/ 09226954065/ 09355650271.

5. Check-in time at the venue is at 2:00 p.m. on October 18 (Day 0) and the first meal to be served is dinner. Travel expenses and per diem of the participants will be charged against local funds (INSET or other allowable sources) while the accommodation and other incidental expenses during the conference shall be taken care of by the organizer.

6. For your information and strict compliance.

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

Name of school:_____

School address:_____

Division of:_____

Total student enrollment (as of June 2016):_____

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**)

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 accommodate4-6% of the total student population.

___ The library can accommodate1-3% of the total student population.

___ The library can accommodateless 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 ina separate building.

___ The library occupies a separate room within a building.

___ The library shares space with another.

___ Others (please specify)_____

1.4 How accessibleis 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 safefrom flooding. (e.g., the library is at the 5th floor of a building)

___The library *iseasily* accessible from any point in the campus and is not safefrom flooding.

2. SERVICES

Please email accomplished forms to maripil.gregorio@deped.gov.ph on or before 10-14-16

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 checkmark (✓) 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.	

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):_____

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 2005-Present		Copyright 2004- 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 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 & Literature	Books on Creative Writing, Oral Communication, Business Communication, Books on Literature, Grammar, Vocabulary, Journalism, etc.						
Filipino at Panitikan	MgaaklatukolsaMalikhaingPagsulat, Balarila, Retorika, Sining ng Pakikipagtalastasan, MalikhaingPagsulat, Pamamahayag, etc.						

Continuation... 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
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.						
EdukasyonsaPa gpapahalaga	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 2005-Present		Copyright 2004-or 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 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				

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 2016			
	Year 2015			
	Year 2014			
Tabloids	Year 2016			
	Year 2015			
	Year 2014			
Magazines	Year 2016			
	Year 2015			
	Year 2014			
Journals	Year 2016			
	Year 2015			
	Year 2014			
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 indicatecollection 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.*

SCHOOL LIBRARY NEEDS ANALYSIS

Name of School:_____

Division:_____ Region:_____

Name of Librarian:_____ Contact Number:_____

I. Directions: The following survey aims to identify the extent of the needs of your school library. Rate the following aspects considering the present status of your school library using the rating scale below. Please check the appropriate box that corresponds to your answer.

5- Highly Needed; 4- Needed; 3- Somewhat Needed; 2- Not Sure ; 1-Not Needed

ITEMS	5	4	3	2	1
A. SCHOOL LIBRARY SPACE AND LOCATION					
1. The school library needs to expand in order to accommodate at least 10% seating capacity of the student population.					
2. The school library needs to be separated from another office because they share a common room.					
3. The school library needs to be relocated to be accessible from any point of the campus.					
4. The school library needs to be relocated to make sure it is safe from flooding.					
B. SERVICES					
1. The school library needs to open from the start of the earliest class and needs to extend beyond the last class period.					
2. The library needs to operate on a regular schedule.					
3. The school library needs to update the Bulletin/Information Board to promote library and information services.					
4. The school library needs to conduct orientation on the use of the library and its services for students and teachers.					
5. The school library needs to conduct monthly activities that promote library and information services.					
6. The school library needs to conduct classroom visits to promote library and information services.					
7. The school library needs to use social media to promote library and information services.					
8. The school library needs to allow borrowing of books for home use.					
9. The school library needs to allow students to use the computer for encoding, viewing, and the like.					
10. The school library needs computer and internet access for students' and teachers' use.					
11. The school library staff needs to prepare clippings for vertical file collection.					
12. The school library staff needs to do indexing.					
13. The school library needs to practice open shelf/stack shelving to allow unrestricted access of the users.					

ITEMS	5	4	3	2	1
C. LIBRARIAN					
1. The school library needs to have a full-time licensed librarian.					
2. The librarian needs training on the following bibliographic processes:					
a. Accessioning					
b. Cataloging					
c. Classification					
d. Labeling					
D. LIBRARY COLLECTION					
1. The school library needs the following general references:					
a. Encyclopedias					
b. Dictionaries					
c. Almanacs					
d. Handbooks					
e. Manuals					
f. Atlases					
g. Yearbooks					
h. Directories					
i. Thesaurus					
2. The school library needs the following learning area specific references:					
a. English & Literature					
b. Filipino at Panitikan					
c. Science					
d. Araling Panlipunan					
e. Music					
f. Arts					
g. Physical Education					
h. Health					
i. Edukasyon sa Pagpapahalaga					
j. Mathematics					
k. Business					
l. Management					
m. Computers/ Information Tech.					
n. Research					
o. Philosophy					
p. Technical Vocation/TLE					
3. The school library needs the following additional supplementary readers:					
a. Biographies					
b. Novels					
c. Collections/Anthology of Short Stories					
d. Collection/Compilation of Poetry					
4. The school library needs the following digital file collection:					
a. E-Book Collection (in e-pub, pdf, word formats saved in DVD/Desktop, etc.)					
b. CD/DVD Collection					

ITEMS	5	4	3	2	1
c. Periodical Subscription					
c.1 Broadsheet Newspaper					
c.2 Tabloid Newspaper					
c.3 Magazines					
c.4 Journals					
E. BOOK ACQUISITION					
1. The school library needs to acquire books and other collections using the allocated funds .					
2. The school library needs to acquire books and other collections tapping LGU funding.					
3. The school library needs to acquire books and other collections from the donations either from the PTA or other NGOs.					
4. The school library needs to acquire books and other collections given by the DepEd Central Office, Regional Office of Division Office.					
5. The school library needs to have specific annual budget.					
F. FACILITY					
1. The school library needs the following access facility:					
a. Online Public Access Catalog (OPAC)					
b. Card Catalog Cabinet with Catalog Cards					
2. The school library needs the following equipment:					
a. Computer Set					
b. Projector					
c. Document Camera					
d. DVD Player					
e. Photocopier					
f. Scanner					
g. Printer					
h. Printer with Scanner					
i. Telephone					
j. Internet Connection/Modem					
k. Television					

II. Directions: Rank the following school library aspects that need improvement in order of importance. Write **1** for the aspect that needs foremost improvement attention, **2** for the next and so on.

_____School Library Space and Location

_____Services

_____Librarian

_____Library Collection

_____Book Acquisition

_____Facility

****

Thank you for your cooperation.

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	50, 65, 45
Junior HS	56, 70, 55
Senior HS	65, 55, 60, 45
Stand Alone SHS	48, 66, 58

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. 2. 3.
Junior HS	1. 2. 3.
	1. 2. 3.
Stand Alone Senior HS	1. 2. 3.

PLEASE EMAIL ACCOMPLISHED FORM TO:

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. 2. 3.	1. 2. 3.
Junior HS	1. 2. 3.	1. 2. 3.
With Senior High	1. 2. 3.	1. 2. 2
Stand Alone Senior High Schools	1. 2. 3.	1. 2. 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
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.

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

5. ACQUISITION

5.1 Other School Library Means for Books Acquisition

5.2 Other Sources of School Library budget

6. FACILITIES
6.1 Other ICT Facilities