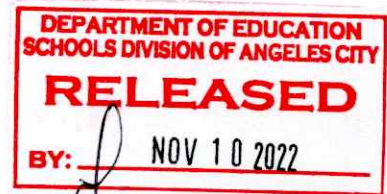Republic of the Philippines

Department of Education
Region III
Schools Division of Angeles City

10 November 2022

DIVISION MEMORANDUM
No. __410__ s. 2022

CONDUCT OF MONITORING AND EVALUATION OF LEARNING RESOURCE DEVELOPMENT CENTERS AND SCHOOL LIBRARIES NEEDS ANALYSIS

TO: Assistant Schools Division Superintendent
        OIC Chief, Curriculum Implementation Division
        Chief, School Governance and Operations Division
        Education Program Supervisors
        Public Schools District Supervisors
        School Heads of Public Elementary and Secondary Schools
   All others concerned

1. This is in relation to the Regional Memorandum No. 618 s 2022 titled *Consultative Conference on the Monitoring and Evaluation of Learning Resource Development Centers and School Libraries Needs Analysis* released on November 8, 2022.

2. The objective of this activity is to continue the conduct of monitoring and evaluation to ensure that appropriate updates shall be recognized.

3. Item 3 states: *The profiling of school libraries is valuable in the provision of technical assistance that the Central Office (CO), Regional Office (RO) and SDOs provide towards the attainment of having fully functional school libraries and library hubs nationwide. Such data would serve as baseline for both CO and respective Local Government Units (LGUs) in support of establishing these educational facilities.*

4. In this connection, the LR Team of this Division shall conduct the following activities:

DATE	ACTIVITY	PERSONS INVOLVED
November 11, 2022	Orientation on the Utilization of the tool	EPS-LR PSDSs OIC-CID Chief Librarian II PDO II
November 14, 2022	Accomplishment of the Tool	School Head
November 15-24, 2022	Onsite Validation on Learning Resource Processes in School Library	EPS-LR PSDS (in charge of the school) Librarian II PDO II

5. Enclosed are the **Form 1-School Library Profile** which will be accomplished by the school head and the **Schedule of Monitoring and Evaluation of Learning Resource Development Centers and School Libraries Needs Analysis**.

6. Immediate and wide dissemination of and compliance with this Memorandum are enjoined.

MA. IRELYN P. TAMAYO PhD, CESO V
Schools Division Superintendent

Encl.: As stated
Reference:
To be indicated in the Perpetual Index
under the following subjects:

LEARNING RESOURCES
CURRICULUM

EPS/LRMDS/November 10, 2022

FORM 1. SCHOOL LIBRARY PROFILE

Name of School   : _____

School Address   : _____

Division   : _____

Total Enrollment   : _____

PART A. PROFILE

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

____Elementary School (**ELS**)   ____Junior High School (Grades 7-10)

____Stand Alone Senior HS (**SASH**)

Integrated School:

____ELS with JHS   ____ELS with JHS & SHS   ____JHS with 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 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) _____

1.3 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	
1. Updates the Bulletin/Information Board to promote library and information services (Current Awareness).	
2. Conducts orientation on the use of the library and its services for students and teachers.	
3. Conducts regular activities that promote library and information services.	
4. Conducts classroom visits to promote library and information services.	
5. Uses social media to promote library and information services	
Others (Please specify):	
School Library Services	
1. The staff provides Selective Dissemination of Information to the faculty.	
2. Allows borrowing of books for home use.	
3. Allows students to use the computer for encoding, viewing, and the like.	
4. Allows the students to bring books outside the library and returns within the day if not allowed for home use.	
5. Allows students to use the computer for internet access.	
6. Allows the faculty to use the computer for encoding, viewing, and the like.	
7. Allows the faculty to use the computer for internet access.	
8. The staff prepares clippings (for vertical files collection).	
9. 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)
                Library In-charge
                Others (Please Specify)

        3.1.5 What is the appointment status?
                Permanent
                Contract of Service (COS)
                Others (Please specify):

        3.1.6 If COS, what is the source of fund of the remuneration of the in charge of the library?
            _____MOOE
            _____Funded by the LGU
            _____Others

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	Source of Fund for the Remuneration

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.	

4.2.1 General References	With Copyright Year within 10 years		With Copyright Year Earlier than the Past 10 years		Total	
	No. of Titles	No. of Copies	No. of Titles	No. of Copies	No. of Titles	No. of Copies
a. Encyclopedias						
b. Dictionaries						
c. Almanacs						
d. Handbooks						
e. Manuals						
f. Atlases						
g. Yearbooks						
h. Directories						
i. Thesaurus						
Others						
TOTAL						

4.2.2 General Collection (Learning Area Specific References)		With Copyright Year within 10 years		With Copyright Year Earlier than the Past 10 years		Total	
Broad Subjects	No. of Titles	No. of Copies	No. of Titles	No. of Copies	No. of Titles	No. of Copies	No. of Titles
a. English & Literature	Books on Creative Writing, Oral Communication, Business Communication, Books on Literature, Grammar, Vocabulary, Journalism, etc						

4.2.2 General Collection (Learning Area Specific References)		With Copyright Year within 10 years		With Copyright Year Earlier than the Past 10 years		Total	
Broad Subjects	No. of Titles	No. of Copies	No. of Titles	No. of Copies	No. of Titles	No. of Copies	No. of Titles
b. Filipino at Panitikan	Mga aklat ukol sa Malikhaing Pagsulat, Balarila, Retorika, Sining ng Pakikipagtalastasan, Malikhaing Pagsulat, Pamamahayag, etc.						
c. Science	Books on Chemistry, Biology, Physics, Astronomy, Oceanography, Botany, Geology, Metallurgy, Zoology, Anatomy, etc.						
d. Aral. Panlipunan	Politics & Governance, History, Places & Travels, Geography, Archeology, Economics, Sociology, Society & Culture, Law, Anthropology, etc.						
e. Music	Musical Instruments, Compositions, Songs, History of Music, etc.						
f. Arts	Painting, Drawing, Photography, Dance, Sculpture, Theatre, Drama, etc.						
g. Physical Education	Books on Martial Arts, Sports/Games, Body Building, etc.						
h. Health	Books on Health, Diseases, Personal Hygiene, Drug Addiction, Medicine, Nursing, etc.						
i. Edukasyon sa Pagpapakatao	Religion, Morality, Values Education, etc.						
j. Mathematics	Business Math, Algebra, Trigonometry, Geometry, Calculus, Probability & Statistics,						
k. Business	Books on Business, Marketing, Finance, Auditing, Banking, Accounting, Entrepreneurship, etc.						
l. Management	Books on Organizational Management, Leadership, etc.						
m. Computers/ Information Tech.	Books on Computers, Software, Hardware, Apps, Androids, Database, Programming, etc.						

4.2.2 General Collection (Learning Area Specific References)		With Copyright Year within 10 years		With Copyright Year Earlier than the Past 10 years		Total	
Broad Subjects	No. of Titles	No. of Copies	No. of Titles	No. of Copies	No. of Titles	No. of Copies	
n. Research	Books on Research, Thesis Writing, Feasibility Studies, Term Paper Writing, Theses, Dissertations, Investigatory Projects, etc.						
o. Philosophy	Books on Philosophy, Logic, Ethics, etc.						
p. 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	With Copyright Year within 10 years		With Copyright Year Earlier than the Past 10 years		Total	
	No. of Titles	No. of Copies	No. of Titles	No. of Copies	No. of Titles	No. of Copies
a. Biographies						
b. Novels						
c. Collections/Anthology of Short Stories						
d. Collection/Compilation of Poetry						
e. Others (Please specify)						
TOTAL						

4.2.4 Non-Print Collection	With Copyright Year within 10 years	With Copyright Year Earlier than the Past 10 years	Combined Total No. of Titles
	Total No. of Titles	Total No. of Titles	
a. Digital File Collection			
i. E-Book Collection (in e-pub, pdf, word formats saved in DVD/Desktop, etc.)			
ii. CD/DVD Collection of Movies, Documentaries, etc.			
b. Braille Collection			
c. Microfilm Collection			
d. Others (Please specify)			
TOTAL			

4.2.5 Periodical Subscription	Year Subscribed	Locally Published No. of Titles Subscribed	Internationally Published No. of Titles Subscribed	Total No. of Subscriptions
a. Newspapers	Current Year			
	Previous Year			
	Last Three Years			
b. Tabloids	Current Year			
	Previous Year			
	Last Three Years			
c. Magazines	Current Year			
	Previous Year			
	Last Three Years			
d. Journals	Current Year			
	Previous Year			
	Last Three Years			
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	Estimated Value/Cost of Acquisition from the Source
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	Budget Allocation	
	Amount	Fiscal Year
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. 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. Check all that apply.

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

Enclosure 2:

SCHEDULE OF MONITORING AND EVALUATION OF LEARNING RESOURCE DEVELOPMENT CENTERS AND SCHOOL LIBRARIES NEEDS ANALYSIS

SCHOOLS	DATE	MONITOR
NORTHVILLE 15 IS	November 15, 2022	Dennis M. Bautista Librarian II
CUTUD ES		
EPZA RESETTLEMENT ES		
BONIFACIO V. ROMERO HS		
PULUNG CACUTUD ES	November 15, 2022	Noel S. Reganit PDO II
GOV. RAFAEL L. LAZATIN IS		
SAPALIBUTAD ES		
ENRICA SANDICO ES		
JOSE P. DIZON ES	November 16, 2022	Dennis M. Bautista Librarian II
FGNMHS		
PINEDA – GUTIERREZ ES		
ABELARDO G. TINIO ES		
MINING ES	November 16, 2022	Noel S. Reganit PDO II
DON AMBROCIO MENDIOLA IS		
BELEN HOMESITE ES		
SALAPUNGAN ES		
SAN IGNACIO ES	November 17, 2022	Emily F. Sarmiento EPS-LRMDS
AC SENIOR HS		
MARISOL BLISS ES		
PULUNG BULU ES	November 17, 2022	Dennis M. Bautista Librarian II
STO. DOMINGO IS		
LEONCIA VILLAGE ES		
APUNG GUIDANG ES		
CUTCUT ES	November 17, 2022	Noel S. Reganit PDO II
MARIANO NEPOMUCENO ES		
DON PEPE HENSON ES		
PAMPANG ES		
ANGELES CITY NATIONAL HIGH SCHOOL -JHS	November 22, 2022	Dennis M. Bautista Librarian II
STO. ROSARIO ES		
LOURDES NORTHWEST ES		
STA. TERESITA ES		
CUAYAN ES	November 22, 2022	Noel S. Reganit PDO II
ANUNAS ES		

AMSIC IS		
MALABANIAS IS		
TACONDO ES	November 22, 2022	Emily F. Sarmiento
SAPANGBATO ES		EPS-LRMDS
SAPANGBATO NHS	November 23, 2022	Emily F. Sarmiento
SITIO TARGET IS		EPS-LRMDS
ANGELES ELEMENTARY SCHOOL	November 23, 2022	Noel S. Reganit
ANGELES CITY NATIONAL HS		PDO II
ANGELES CITY SCIENCE HS		
CLARO M. RECTO ICT HS		
AIR FORCE CITY ES	November 23, 2022	Dennis M. Bautista
A.G PABALAN ES		Librarian II
STA. MARIA ES		
SITIO PADER ES		
GUECO BALIBAGO ES	November 24, 2022	Dennis M. Bautista
RAFAEL L LAZATIN MHS		Librarian II
TEODORO P. TINIO ES		
VIRGEN DELOS REMEDIOS ES	November 24, 2022	Noel S. Reganit
DR. CLEMENTE N. DAYRIT ES		PDO II
DR. CLEMENTE N. DAYRIT SR.MHS		