



DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
P-6, Casisang, Malaybalay City

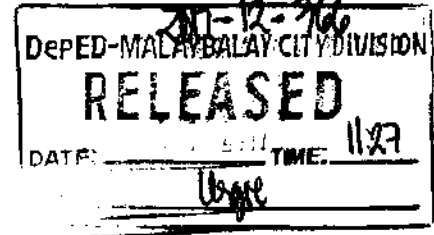
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DIVISION MEMORANDUM

No. 676 s. 2017

TO: **Chief Education Supervisors-CID and SGOD
Public Schools District Supervisors
Elementary and Secondary School Heads
School LRMS Coordinators
School Designated Teacher-Librarians**



From: 
EDILBERTO L. OPLENARIA, CESO VI
OIC-Schools Division Superintendent

SUBJECT: **2017-2018 SEARCH FOR MOST FUNCTIONAL SCHOOL LIBRARY FOR
PUBLIC ELEMENTARY AND SECONDARY EXISTING SCHOOL
LIBRARIES**

Date: December 8, 2017

1. Pursuant to DepEd Order No. 56, s. 2011 re *Standards of Philippine Libraries* to be adopted by all libraries nationwide and to ensure the full adoption and implementation of LRMS as embodied in DepEd Order No. 76, s. 2011, the field is hereby informed that the Learning Resource Management Section under the Curriculum Implementation Division will conduct an evaluation for the Existing School Libraries managed by teacher-librarian on **January 8-26, 2018**. Schools with no existing libraries shall prepare their classroom reading corners as classroom libraries for another separate search for Best Classroom Library on a schedule to be announced later.
2. All Public Schools District Supervisors are directed to conduct an evaluation in their respective district (non-central school only) to select an entry for the Division level. Moreover, PSDSs are required to submit the results of the evaluation, narrative report of each Library with pictures of Library, Committee and Evaluators on or before January 12, 2018 to this office, Attention: **Purisima J. Yap, EPS-LRMS**.
3. Central Schools and Secondary Schools shall be evaluated at the Division level.
4. The Schedule for the conduct of the evaluation is attached herewith as Enclosure no.1.

5. There would be a winner as Most Functional School Library in each category which will be carefully adjudged based on the attached criteria (Enclosure no.2)
6. For information and guidance.

Encl.: As stated

Copy furnished: *Records Unit*
CID-LRMDS

To be posted in the Division website

Enclosure No. 1

SCHEDULE OF THE CONDUCT OF EVALUATION OF SCHOOL LIBRARIES

Category	Date	Evaluators
Non-Central Schools (District Level)	January 8-12, 2018	PSDS of respective district 1 School Head
Non-Central Schools (Division Level)	January 15-19, 2018	LRMDS Manager, PDO II, Librarian II
Central Schools and Secondary Schools (Division Level)	January 22-26, 2018	LRMDS Manager, PDO II, Librarian II

CRITERIA FOR THE SEARCH FOR THE MOST FUNCTIONAL SCHOOL LIBRARY

Name of school: _____

Total student enrolment (as of June 2017): _____

Name of Librarian _____

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

- Elementary School
 Junior High School
 Senior High School

- | | | |
|-------------|--|------|
| I. | Organization, Management and Maintenance of Library Holding (35%) | (3%) |
| | 1. Library maintains written policies and policies and procedural manuals. | (5%) |
| | 2. Library is included in school development plan. | (2%) |
| | 3. Team of children librarians are trained and help run the Library. | (3%) |
| | 4. Book club or library club run on a regular basis. | (6%) |
| | 5. Provisions are made for regular updating, general care and upkeep of library Materials. | (4%) |
| | 6. There is an accessible and adequate research system (updated catalog, Vertical files, etc.) | (5%) |
| | 7. Library maintains the Bulletin/Information Board to promote library and information services. | (7%) |
| | 8. The Library conducts orientation on the use of the library and its services for students and teachers. | (7%) |
| II. | Collection (20%) | (7%) |
| | 1. The reading materials and references in print and non-print formats are easily accessible. | (5%) |
| | 2. Provide bibliographic list of general book collection. | (2%) |
| | 3. Fiction books are assigned author numbers using Cutter's List of Author Number. | (2%) |
| | 4. Recommends titles of books to support the needs of the students. | (2%) |
| | 5. There is a separate library budget. | (2%) |
| | 6. Library has a range of non-book resources. | (2%) |
| | 7. Non-fiction is classified according to the Dewey Decimal Classification System. | (2%) |
| III. | Services and Use (30%) | (3%) |
| | 1. School uses nearest library service. | (4%) |
| | 2. Library is accessible all day. | (4%) |
| | 3. Library open before and after class hours. | (2%) |
| | 4. Library has internet access for children in the library. | (3%) |
| | 5. Each class visits the Library regularly for project work, research and there is a planned integrate programmed of support for developing independent learning skills. | (2%) |
| | 6. Classes visit regularly to choose books for recreational reading. | (4%) |
| | 7. Reading for pleasure promoted in school. | (6%) |
| | 8. There is evidence of productive use of the library materials by students and faculty. | (2%) |
| | 9. Library allows borrowing of books outside the library. | (2%) |
| IV. | Physical Facilities (15%) | (2%) |
| | 1. Library is attractive and welcoming. | (1%) |
| | 2. Shelving/Furniture is age appropriate. | (2%) |
| | 3. Books are displayed attractively to promote reading. | (4%) |
| | 4. The library provides an atmosphere conducive to reading and study. | (3%) |
| | 5. Library signs are clear and simple. | (2%) |
| | 6. The library is well lighted and properly ventilated. | (1%) |
| | 7. The furniture and facilities are functionally and aesthetically arranged. | (1%) |