



Republic of the Philippines
Cordillera Administrative Region
Department of Education
SCHOOLS DIVISION OFFICE- IFUGAO
Lagawe, Ifugao



OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

No. 162s 2016

To : **PSDSs, School Librarians, Elementary and Secondary School Heads**
This Division

From : **SALLY B. ULLALIM, CESO V**
Schools Division Superintendent *idlr*

Subject : **Division Search for the Most Functional School Library**

Date : **August. 26, 2016**

1. Recognizing the role of School Library in the development of the reading skills of the learners, the division office will conduct a Search for the Most Functional Library for all Secondary Schools and Central Schools for Elementary.
2. The schedule of the division search will be on the last week of October 2016. The first place winners will be the Division entries in the Regional Level Search for Most Functional Library.
3. Attached are the criteria of the search.
4. Immediate dissemination of this memorandum is desired.

SEARCH FOR MOST FUNCTIONAL LIBRARY, PUBLIC ELEMENTARY AND SECONDARY SCHOOL

CRITERIA FOR EVALUATION

	INDICATOR	POINTS	RATING
I. Administration			
A. The Librarians/ Teacher Designated Librarian plans and develops programs for the library operations	Action plan	2.5	
B. The Library services and resources are utilized.	Registration/ rm. Attendance Signed bk. card	2.5	
II. Human Resources			
5%			
A. Number of library hour service.	sched. / logbook	1	
B. Completeness of forms	Bk. Card, bk. Pocket, due slip	1	
C. Updated record and inventory of holdings/ collections	Accession Bibliographic list	1	
D. Innovations and creativity	OPAC Easy access of Holdings, others	1	
E. The librarian/ Teacher Librarian attended seminar workshops, and other continuing professional education	Travel order certificates	1	
III. Collection Management			
30%			
A. Collection Development			
1. The library acquired learning instructional resources for the last three years.	Purchase Request And Official Receipt for purchased	2	
2. The library has local history about the school, community and cordillera.		2	
3. For an enrollment of less than 1,000 students, the library should have: a) Elementary level – 3,000 book titles b) Secondary level – 5,000 book titles		2	
4. Ten percent (10%) of the holdings is Filipiniana.	Accession Record	2	
5. Twenty percent (20%) of the total collections is published within the last ten (10) years.	Card Catalog	2	
6. The library met the basic subscription of: a. One (1) title for national and local newspaper b. One (1) title of professional magazine / journal, national international	Accession Record (Improvised Or Logbook)	2	
7. Pamphlets, information files, government documents and other materials appropriate to the curriculum and interests of students were provided.	Acknowledgment For Donations	2	
8. The library has: a. Map		1	
a. 1. Geographic regional map		1	
a. 2. Special map (I e. Economic, weather, political, historical, etc.)		1	
b. Globe (2)		1	
c. Sound recordings on different types of done in the school		1	
d. CD – ROMS		1	
e. Charts, photographs, pictures and other types of graphic materials			
B. Selection and Organization			
5%			

1. The librarian, teachers, administrators and students actively Participated in the selection and acquisition of books.		List of request w/ signature	1	
2. Books were stamped and recorded.		Accession book Actual book	1	
3. Books and other resources were systematically organized according to standard system.		Labeled w/ DDC	1	
4. Card catalog were properly filed as to: author, shelf list, subject and Title/ labeled per subject for elementary		Card catalog	1	
5. Books were provided with book card, book pocket and due slip.			1	
C. Preservation and Security				
1. Damaged / mutilated books were mended and binded.		actual	5%	
2. Library has security measures for the safety of collections.			2.5	
(Ex. Baggage counter, electronics gadgets, etc.)		actual	2.5	
V. Services and utilization			30%	
A. The library is open before, during , and after classes and / or Saturday / Sunday as the need arise.		Approved sched. logbook	10	
B. Acquisition and other activities are well disseminated.		memo	5	
C. There is coordination with the faculty for the promotion Of the library.		Approved Sched. And pic.	5	
D. Orientation of students and faculty is done at the beginning of the school year.		Attendance w/ picture	10	
VI. Physical Facilities			15%	
A. The library can accommodate 10% of the total population		Floor plan	1	
B. The library has reading area.		actual	1	
C. The library is equipped with:				
Items	Number of Units	Specifications		
1. Reading Tables	15 – 25% of the enrollment		1	
2. Armless chairs	Same as above		1	
3. Librarian's Table			1	
4. Librarian's chair	Depending On the design		1	
5. Charging / Circulation Desk		Simple and functional in design with space Provided for filing of bk. Cards and ret. Bks. The table should be counter sitting height.	1	
6. Card catalog With trays	Depend on the collection		1	
7. Shelf list card			1	
8. Book Shelves Preferably -single faced - double faced			1	

Shelves Preferably -single faced -double faced -wall shelves		0.76-1.5 m (H) Height of shelves: Elem: not more than 1.5m Sec: not more than 1.8m The bottom shelf should slope back to facilitate reading			
9. Newspaper Display rack	Depending on the number of subscription titles	2 racks		1	
10. Dictionary and atlas stand	Minimum of 3	2 shelves		1	
11. Furniture For informal reading				1	
12. Bulletin board	At least 2 depending On the space	Cork or magnetic		1	
13. Equipment	(Dewey Decimal Classification (DDC), Cutter's Two/ three figure, Searslist			1	
VII. Information Technology Facilities and Services				5%	
A. The library is furnished w/					
1. Computers				3	
2. Communication services				2	
VIII. Financial Resources				5%	
A. The library is provided with funds.			Approved APP	2.5	
B. The library generated funds.			List of donor Acknowledgement Pictures	2.5	
IX. Linkages and Networking				5%	
A. The library established linkages w/ other resource Center in the community (e.g. Barangay, other Libraries where to refer students for research And other sources of information.			MOA Request Letters Logbook		
TOTAL				100%	