



Republic of the Philippines
Department of Education
REGION VI
SCHOOLS DIVISION OF SAGAY CITY

DIVISION MEMORANDUM
No. 409 s. 2024

JUL 05 2024

DIVISION SEARCH FOR THE MOST FUNCTIONAL PUBLIC ELEMENTARY AND SECONDARY SCHOOL LIBRARY & READING CENTERS S.Y. 2024-2025

To: Asst. Schools Division Superintendent
Education Program Supervisors 1
Public Schools District Supervisors
Public Elementary and Secondary School Principals

1. In adherence to the DepEd Order No. 56, s. 2011, which states that each school must have a functional library, this office through the Curriculum Implementation Division Learning Resource Management Section (CID-LRMS) announces the conduct of the Division Search for the Most Functional School Library / School Reading Center 2024 in preparation for the upcoming National Search for the Most Functional School Library.
- A. This aims to
- a. Improve learner's performance by providing access to various reading and learning resources.
 - b. Identify and recognize schools with the most functional library
 - c. Improve school library programs and services, and
 - d. Encourage schools to establish school library
- B. Categories for this search shall be:
- a. Most Functional Public School Library – Elementary Level
 - b. Most Functional Public School Library – Secondary Level
 - c. Most Outstanding School Reading Centers (Shared Library/Mini Library)
- C. Public Schools District Supervisors (PSDSs) shall lead the conduct of the initial evaluation and the official entries as follows:

School	Description	No. of Entries
Public School Library (Elementary)	School with Physical Library (either in a separate room or separate building)	1
School Reading Centers (Elementary)	Mini Library or Shared Library	1
Public School Library (Secondary)	School with Physical Library (either in a separate room or separate building)	1

2. Attached are the scoring sheet and criteria for Evaluation and Validation of the said competition which will be used for initial and final evaluation and the composition of the Search Committee.
3. Immediate and wide dissemination of this memorandum is desired.

MARSETTE D. SABBALUCA, CESO VI
Schools Division Superintendent

Encl.: As stated
Reference: None
To be indicated in the Perpetual Index
under the following subjects:

LIBRARY READING CENTER SCHOOL COMPETITION
Library Files/Functional School Library-Analee-2024-Memo
June 27, 2024





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**GUIDELINES AND MECHANICS FOR SEARCH FOR THE MOST FUNCTIONAL PUBLIC
ELEMENTARY AND SECONDARY SCHOOL LIBRARY AND READING CENTER 2024-2025**

I. BACKGROUND AND RATIONALE

The DepEd Division of Sagay City through the LRMDCL has conducted a survey last school year on the availability of school library. Result shows that out of 53 Elementary Schools, only 8 has functional library facility while 7 out of 18 secondary schools has functional library facility. The functionality of these libraries was determined through the profiling tool provided by the DepEd Central Office through the google sheets accomplished by the school head/school library coordinators of this division

With the advent of new technologies, it is undeniable that children tend to spend more time on screen playing videogames rather than reading a book. To minimize learners screen time, the library, often called the “heart of the school”, plays a vital role to improve learner’s performance by providing access to various information and an alternative space beyond the classroom where learners can learn, choose books of their interest to make them read again and again until they develop the love for books and reading.

Hence, this 2024 Division Search for the Most Functional School Library is designed to meet demands of libraries in the division.

II. OBJECTIVES

This project aims to:

- To recognize school in terms of providing learners and teachers an access to quality learning materials through active use of the school library;
- Guide and provide the schools with division standard and policies on how to improve their library utilization.
- Showcase the school’s best practices in promoting readership through active use of library and other alternatives to such.

III. IMPLEMENTING SCHEDULE

Activities	Strategies	Inclusive Dates	Persons Involved
Planning	Consultative Meeting	July, 2024	CID Chief, PSDS’s, LRMS Staff
Search for Most Functional Library	Memorandum dissemination/Library Orientation	August 5, 2024	LRMD Section
Pre-assessment	Initial evaluation of school libraries	August 19-23, 2024	PSDSs
Submission of Entries		August 27, 2024	PSDSs
Monitoring and Evaluation	Progress Observation	September 2024 to February 2025	Division Search Committee
Final Validation		Feb. 26-March 1, 2025	
Awarding of Winners	Recognition of the Most Functional public elementary and secondary school library Most Outstanding Reading Center	March 2024 during ADHEA	PRAISE Committee
Awarding of Library-In-charge/Library Coordinators of winning Schools		October during Teacher’s Day...	PRAISE Committee



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IV. MECHANICS

1. Open to all public elementary and secondary schools in the City Schools Division of Sagay.
2. Categories for this Search are the following:
 - a. Most Functional Library – Public Elementary Level
 - b. Most Functional Library – Public Secondary Level
 - c. Most Outstanding Reading Corner – (Shared Library/Mini Library)
3. Only school without physical library and do not have excess rooms for this purpose shall participate to the search for most outstanding reading corner.
4. However, schools with shared libraries or functional reading center may participate in separate categories.
5. Each school library shall be monitored and evaluated using the attached rubric and monitoring tool and criteria.
6. The school library with the highest score attained shall be declared as the Most Functional Public Elementary/Secondary School Library/School Reading Center of the year.
7. Winners will receive a Certificate and a Cash Prize.

V. COMPOSITION OF THE MONITORING AND EVALUATION COMMITTEE

Overall Chairman: Marsette D. Sabbaluca, CESO VI, SDS

Co-Chairmen : Mark Anthony J. Tan, PhD, ASDS

Nenita P. Gamao, CID Chief

Members: Marlon C. Dublin, EPS-LRMD

Analee B. Alingco, Librarian II

Mayo P. Villamor, PDO II



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VI. SCORING SHEET

SCORING SHEET

DIVISION SEARCH FOR THE MOST FUNCTIONAL PUBLIC ELEMENTARY AND
SECONDARY SCHOOL LIBRARIES AND SCHOOL READING CENTERS 2024-2025

CRITERIA	Indicator	Points	Rating
I. PHYSICAL SET-UP AND FACILITIES (20 POINTS)			
1. The library is accessible to teachers and students	Actual location of the Library	1 pt.	
2. The library can accommodate 10 % of the enrolment	Total population x 10% = _____ (seating capacity)	2 pts	
3. The library has an adequate size to give space for the collection of books and nonprint resources, display areas, staff works areas and library desk	Physical Plan/Floor plan If yes = 1pt If No. = 0.5 pt.	1pt.	
4. The library provides atmosphere conducive to reading and writing		1 pt	
5. The library has an appropriate room temperature (e.g airconditioning, electric fans) to ensure good working condition as well as preservation of the collection		1 pt	
6. The library is well-lighted		1 pt	
7. The library is equipped with the following comfortable, functional and properly spaced furniture and electronic equipment		1 pt	
a. Reading tables and chairs can accommodate 10% of total population		2	
b. Vertical clippings and filing steel cabinet		0.5	
c. Single/double faced bookshelf		1	
d. Bulletin Board with Organization Chart		1	
e. Magazine/newspapers display rack		0.5	
f. Librarian's desk and chairs		1 pt	
g. Librarian's work table and chair		1 pt	
h. Computer units with printer and table (for librarian and client)		1 pt	
i. Dictionary stand		0.5	
j. Charging desk		0.5	
k. Storage cabinets		0.5	
l. Card catalog cabinet/Online Public Access Catalog (OPAC)		1 pt	
m. Air-conditioning/Electric Fans		1 pt	
n. television		0.5	
o. LCD Projector with screen		1 pt	
II. LIBRARY COLLECTIONS		(30 pts.)	
a. Books and Periodicals (Print Resources)			



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a.1. The library has an adequate number of references' materials (10 years back) which support the curriculum	ELEMENTARY 3000 titles & above = 5 pts. 1500-2999 titles = 4 pts 1000-1499 = 3 pts. 500-999 = 2 pts. 1-499 = 1 pt SECONDARY 5000 titles & above = 5 pts. 4000-4999 = 4 pts. 3000-3999 = 3 pts. 2000-2999 = 2 pts. 1-1999 = 1 pt.	5 pts.	
a.2. The library has regular subscription to newspapers, periodicals, magazines and pamphlets in English, Filipino and in the vernacular.	ELEMENTARY & SECONDARY *2 Newspaper (Engl. & Fil. /Ilokano/Pang.) + 2 magazines + 2 journal = 3 pts. *1 Newspaper (Engl. & Fil. /Ilokano/Pang.) + 1 Journal/Magazine = 2 pts. *Just one (either of the three) = 1 pt.	3 pts	
a.3. The library has an adequate general reference books of recent edition which includes set of encyclopedias, dictionaries, atlases, almanacs, yearbooks, etc.	ELEMENTARY & SECONDARY 5 types of gen. ref. = 3 pts. 3-4 types of gen. ref. = 2pts. 1-2 types of gen. ref. = 1 pt <i>*Different tittles of the dictionary or any type of gen. ref. book shall be counted as 1 type only.</i>	3 pts	
a.4. The library has an adequate professional books of 8 years back or recent edition in the different subject areas to teachers 'references.	251 titles & above = 2 pts. 1-250 = 1 pt.	2 pts.	
a.5. The library has fiction books for leisure reading.	501 titles & above = 3 pts. 251-500 titles = 2 pts. 1-250 titles = 1 pt.	3 pts.	
a.6. The library has a separate Filipiniana Section for Filipiniana books.	251 titles & above = 2 pts. 1-250 titles = 1 pt.	2 pts.	
a.7. The library has librarian's tools for cataloguing and classifying of books.	Complete DDC, Cutter's table, sears list = 2 pts.	2 pts.	



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	Only 1 = 1 pt.		
b. Non-Print Resources <i>* Should be part of the Library Collection</i>			
b.1. Maps	2 maps or more = 1 pt. 1 map = 0.5 pt.	1 pt.	
b.2. Globes	2 globes or more = 1 pt. 1 globe = 0.5 pt.	1 pt.	
b.3. Charts	15 or more = 1 pt. 1-14 = 0.5 pt.	1 pt.	
b.4. Posters	15 or more = 1 pt. 1-14 = 0.5 pt.	1 pt.	
b.5. Flash Cards	15 or more = 1 pt. 1-14 = 0.5 pt.	1 pt.	
b.6. Kits (example: Rubiks cubes, building blocks, molding clay, ABCD blocks)	5 or more = 1 pt. 1-4 = 0.5 pt.	1 pt.	
b.7. Pictures (School activities, past school heads, pictures of Phil. Presidents, etc.)	16 or more = 1 pt. 1-15 = 0.5 pt.	1 pt.	
b.8. CDs, DVDs & other electronic resources	100 titles & above = 1 pt. 1-99 titles = 0.5 pt.	1 pt.	
b.9. Slide deck and other interactive learning resources	100 titles & above = 1 pt. 1-99 = 0.5 pt.	1 pt.	
b.10. Game boards (Chess, scrabble, etc.)	3 or more = 1 pt. 1-2 = 0.5 pt.	1 pt.	
III. ORGANIZATION AND MAINTENANCE OF HOLDINGS		(15 pts.)	
1. Accession books are maintained and updated	Accession record/books, actual material	1 pt.	
2. Books are properly stamped with ownership.	Actual material	1 pt.	
3. The library has a functional card catalogue or Library System with author, title, subject card for each book in the collection.	Sample 5 books 5 correct entries = 2 pts. 2-4 correct entries = 1.5 pts. 1 correct entry = 1 pt.	2 pts.	
4. Books are properly classified and catalogued under Dewey Decimal Classification System (DDC).	Basis for evaluation: (accession record, book labels, card catalogs-shelf list) Sample 5 books 5 correct entries = 5 pts. 4 correct entries = 4 pts. 3 correct entries = 3 pts. 2 correct entries = 2 pts. 1 correct entries = 1 pt.	5 pts.	
5. Shelf-list cards are maintained & updated.	Actual	1 pt.	
6. Books are properly labeled at the spine.	Actual material	1 pt.	
7. Books are carded with book pockets, book cards and date due slips/barcode.	Actual material	1 pt.	



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8. To ensure maximum use, books are repaired and rebound.	Actual material	1 pt.	
9. Periodical clippings are updated.	Actual material	1 pt.	
10. Journals and magazines are indexed and bound.	Actual material	1 pt.	
IV. SERVICES		(20 pts.)	
1. There is internet access in the library.	Internet services provided	3 pts.	
2. There is a card catalog/Online Public Access Catalog System in the library.	Actual material	2 pts.	
3. There is evidence of the maximum productive use of the library materials by students and faculty. <i>*proof/evidence= 2 years back up to recent</i>	Attendance Logbook of Teachers and Students and Borrower's logbook of Teachers and Students	1 pt.	
4. The library maintains regular and adequate hours of service on class and non-class days.	Schedule of library hours, logbook	1 pt.	
5. Open-shelf system is adopted.	Physical set-up	1 pt.	
6. The staff provides library orientation and guidance in the use of library non-class days.	Narrative report, picture and attendance	1 pt.	
7. Regular announcements are made about new acquisition, library guides, publications and other promotional activities.	Bulletin board display = 1 pt. No bulletin board = 0 pt.	1 pt.	
8. The library has a written policies and procedure; and action plans.	Posted rules and regulations	3 pts.	
9. The library staff weeds out/ disposed unusable materials regularly.	Report and list of weeded materials	1 pt.	
10. The school library supports Library Reading Program in which specific library work is scheduled once or twice a month by class and grade level to be handled by the reading teacher.	Report, scheduled of specific library work, pictures, attendance	1 pt.	
11. The Library has a regular Outreach Programs such Saturday Mobile Library, Barangay/Purok Pabasa	Weekly = 3 pts Twice a month = 2 pts Once a month = 1 pt	3 pts	
12. The library regularly borrows books from the Library Hub to be distributed to the learners to support their lesson & help developed and improve reading skills.	Monthly = 2pts Every 2 months = 1 pt Quarterly = 0.5 pt Not at all = 0 pt	2 pts.	
V. STAFFING		(5 pts.)	
1. Manpower			
1.a A full-time licensed librarian administers the library	PRC License of Librarian = 3 pts.	3 pts.	



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	Teacher-Librarian (Designation signed by the School Head) = 2 pts. Library Aide = 1 pt		
2. Opportunities are provided for professional growth of the library staff.	Certificate of Attendance/Authority to Travel/Travel Order Attended trainings for the last 3 yrs. 5 trainings on Division Level = 2 pts. 3-4 trainings = 1.5 pts. 1-2 trainings = 1 pt.	2 pts.	
VI. FUNDING		(5pts.)	
1. The school library should have an annual budget which is at least 5% of the institutional yearly budget.	Logbook of library expenditures, Appoved APP, SIP, Work and Financial plan, liquidation reports. Validation of procured library materials/equipment.	5 pts.	
VII. LINKAGES		(5pts.)	
1. The school library should have partnerships, linkages, etc.	MOA, request letters, logbook for the last 5 years = 5 pts. 4 years = 4 pts. 3 years = 3 pts. 2 years = 2 pts. 1 year & below = 1 pt.	5 pts	
TOTAL :		100 pts.	

EVALUATOR: _____
CONFORME: _____
