



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region VII, Central Visayas  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
www.depednegor.net

August 20, 2019

DIVISION MEMORANDUM  
NO. 534, s. 2019

TO: Asst. Schools Division Superintendent  
CID and SGOD Chiefs  
DESP, PSDS & DIC's  
Public School Heads both Elementary and Secondary  
All School Library Designates

**SUBJECT: DIVISION SEARCH FOR THE MOST FUNCTIONAL SCHOOL LIBRARY,  
OUTSTANDING READING CORNERS AND SCHOOL LIBRARY DESIGNATES**

1. The Department of Education Division of Negros Oriental through CID – LRS strongly advocates the importance of revitalizing and establishing a functional school library in the province by school year 2018 and onwards.
2. In this connection, the Division Search for the Most Functional School Library, Outstanding Reading Corners and School Library Designates will continue this 2019.
3. This activity aims to:
  - a. recognize the importance of library as a learning resource of the students;
  - b. recognize schools with the most functional library;
  - c. recognize the significant and influential role that a school library designate performs in the development and maintenance of school library; and
  - d. motivate and mobilize the school to set up a library as a functional and active source of knowledge among learners.
4. Categories for this search are:
  - a. Most Functional School Library –Elementary Level
  - b. Most Functional School Library –Secondary Level
  - c. Most Outstanding Reading Corner – Elementary Level
  - d. Most Outstanding Reading Corner – Secondary Level
  - e. Most Outstanding School Library Designate – Elementary Level
  - f. Most Outstanding School Library Designate – Secondary Level
5. 2018 Winners are not qualified to join in this contest but will be monitored for their sustainability.
6. Attached are the mechanics and scoring rubrics to the said activity as Enclosure No. 1.
7. Immediate and wide dissemination of this memorandum is desired.

**WILFREDA D. BONGALOS, Ph. D., CESO V**  
Schools Division Superintendent  
Negros Oriental Division

8/25/19

27 AUG 2019



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Enclosure No. 1 to Division Memo No. \_\_\_\_\_, s. 2019

**GUIDELINES AND MECHANIS FOR THE SEARCH FOR THE MOST FUNCTIONAL SCHOOL LIBRARY, OUTSTANDING READING CORNERS AND SCHOOL LIBRARY DESIGNATES**

**I. BACKGROUND AND RATIONALE**

The library is structured to effectively acquire and organize materials in line with the demands of the curriculum and the needs of both teachers and learners. Libraries exist because they are an essential part in the educative process. Library as the heart of the school aims to provide equal access to information. It equipped students with lifelong learning skills and develops the imagination, enabling them to live as responsible citizens. In the advent of the new technologist, libraries need to be brave and innovative. It must embrace digital era and must offer more than just books but resources in various forms.

Based on the submitted Library Profile of the districts, there are 66 elementary and 28 secondary schools with 1-room library, and 256 elementary and 58 secondary schools with library that is shared with principal's office, guidance, etc. Functionality of these libraries was determined through the profiling tool provided by the DepEd Central office.

Hence, this Search for the Most Functional School Library, Outstanding Reading Corners and School Library Designates 2019 was conceptualized to meet the demands of the libraries in the Division.

**II. OBJECTIVES**

This project aims:

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



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**III. IMPLEMENTATION**

ACTIVITIES	STRATEGIES	INCLUSIVE DATES	PERSON INVOLVED
Pre-assessment and District Search	Initial Evaluation of school libraries	September 2 - 20, 2019	PSDS and District Team Validators
Submission of District Qualifiers	Endorsement of District Winners to the Division Office thru: CID - LRMS	September 23 - 25, 2019	PSDS
Site Validation	Actual/On-site Validation and Observation of Best Practices with MOVs	October 3, 2019 to November 22, 2019	Division Monitoring and Evaluation Committee
Awarding of the Most Functional School Library, Outstanding Reading Corner and School Library Designate	Recognition of the best public elementary and secondary school library, outstanding reading corners and school library designate	December 2019 during DepEd Tapoc 2019	CID Chief, PSDSs, Division Monitoring and Evaluation Committee School Heads School Library Designate

**IV. MECAHNICS**

1. All public elementary and secondary schools in the Negros Oriental Division shall participate in the said search.
2. Categories for this search are the following:
  - a. Most Functional School Library -Elementary Level
  - b. Most Functional School Library -Secondary Level
  - c. Most Outstanding Reading Corner - Elementary Level
  - d. Most Outstanding Reading Corner - Secondary Level
  - e. Most Outstanding School Library Designates - Elementary Level
  - f. Most Outstanding School Library Designates - Secondary Level
3. Only school without physical library and do not have excess rooms for this purpose shall participate to the **search for the most reading corner**.
4. However, schools with both physical library and functional reading corner may participate in the two categories.



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5. Participating schools will be monitored and evaluated using the attached rubric and monitoring tool through the Division Monitoring and Evaluation Committee and PSDSSs.
6. The library with the highest score and surpassed the given criteria shall be declared as the Most Functional School Library/Outstanding Reading Corner/Outstanding School Library Designate.

**V. COMPOSITION OF THE MONITORING AND EVALUATION COMMITTEE**

Consultant: Dr. Erlinda N. Calumpang, CID Chief  
Chair: Ms. Rosela R. Abiera, DEPS – LRMD  
Members: Maricel S. Rasid, Librarian II  
Dr. Anna Lee A. Amores, DEPS – English  
Dr. Renante A. Juanillo, DEPS – Filipino  
Dr. Juliet J. Tuala, DEPS – MG, MTB – MLE  
Dr. Carmelita A. Alcala, DEPS – AP, GAD  
Dr. Nonale Q. Resoor, DEPS – Math  
Dennis Charl D. Andalajao, SEPS – M & E



Republic of the Philippines  
 Department of Education  
**LIBRARY HUB**  
 DIVISION OF NEGROS ORIENTAL  
 Dumaguete City



### CRITERIA FOR MOST FUNCTIONAL SCHOOL LIBRARY

School: \_\_\_\_\_  
 School Head: \_\_\_\_\_

District: \_\_\_\_\_  
 Sch. Lib. Designate: \_\_\_\_\_

**Rubrics:**

5 – Excellent      4 – Very Good      3 – Good      2 – Fair      1 – Needs Improvement

**Instruction: Please tick the number that best reflects your evaluation.**

	5	4	3	2	1
<b>A. PHYSICAL FACILITIES</b>					
Cleanliness and orderliness					
Ventilation and lighting					
General arrangement / set-up					
Library facilities for library (ex. Tables, chairs, shelves, counter, etc.)					
Library signages					
<b>B. LIBRARY COLLECTION, MANAGEMENT AND ORGANIZATION</b>					
Books of different areas of discipline					
Technical and mechanical processing (book label, property stamp, book card, plastic cover)					
Book repair (for damaged or retrieval of books)					
Zero % of loss of books					
Periodicals (magazines, newspaper, journals, newsletters, etc.)					
Acquisition Record (Accession book/record)					
Arrangement and classification of library books (by subject, color coding, etc.)					
List of library holdings/material holdings (records of books/facilities/properties)					
<b>C. SERVICE</b>					
User's logbook & other records (guest book, etc.)					
Library statistics of books (total number of borrowed books by teachers and students per month)					
Library statistics of users (total number of library visitors per month)					
Utilizes non-print materials (film showing & computer if available)					
Presence of Library Instruction program (storytelling, home reading report, lessons about the use of library, card catalog, etc.)					
Library activity program (book lovers club)					
Maximum utilization of Library Hub Books (Circulation of lib hub books)					
<b>D. LIBRARY STAFF</b>					
Designation of Library In-charge					
Accessibility of School Library Designate with the clientele					
Conducts orientation to teachers and students					
<b>E. LINKAGES</b>					
Parent support					
Club/Organization support					
Community Service (ALS, barangay affairs, youth organizations)					
<b>OVER – ALL TOTAL</b>					

**Rated by:**

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 Department of Education  
**LIBRARY HUB**  
 DIVISION OF NEGROS ORIENTAL  
 Dumaguete City



**CRITERIA FOR OUTSTANDING READING CORNER**

School: \_\_\_\_\_  
 School Head: \_\_\_\_\_

District: \_\_\_\_\_  
 Sch. Lib. Designate: \_\_\_\_\_

**Rubrics:**

**5 – Excellent      4 – Very Good      3 – Good      2 – Fair      1 – Needs Improvement**

**Instruction: Please tick the number that best reflects your evaluation.**

	5	4	3	2	1
<b>A. PHYSICAL FACILITIES</b>					
Cleanliness and orderliness					
Ventilation and lighting					
General arrangement / set-up					
Signages					
<b>B. COLLECTION, MANAGEMENT AND ORGANIZATION</b>					
Books of different areas of discipline					
Technical and mechanical processing (book label, property stamp, book card, plastic cover)					
Book repair (for damaged or retrieval of books)					
Zero % of loss of books					
Acquisition Record (Accession book/record)					
<b>C. SERVICE</b>					
User's logbook & other records (guest book, etc.)					
Activities (storytelling, etc.)					
<b>D. STAFF</b>					
Designation of In-charge					
Accessibility of In-charge with the clientele					
<b>OVER – ALL TOTAL</b>					

**Rated by:**

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