



November 25, 2019

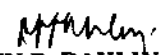
DIVISION MEMORANDUM

No. 807, s. 2019

VALIDATION AND MONITORING OF LEARNING RESOURCES

**TO: Assistant Schools Division Superintendents
CID and SGOD Chiefs
Division Education Program Supervisors
Public Schools District Supervisors/DIC's
Elementary, Junior and Senior High School Principals**

1. This Office, informs the field that the Bureau of Learning Resources (BLR) will conduct division validation and monitoring of delivered learning resources on December 3-6, 2019. Per Regional Memorandum No. **0644**, s. 2019 dated November 19, 2019.
2. The following will be validated and monitored:
 - a. Delivery of Learning Resources
 - b. Implementation of Library Hubs and School Libraries;
 - c. Gather Data on LR inventory and Consolidate MTB reports used in Schools
 - d. Retrieve Certificate of Acceptance
 - e. Visit Elementary and Secondary Schools
 - f. Conduct Focus Group Discussion
3. In line with the above scheduled activity the schools are hereby reminded to be ready and to prepare all the necessary documents, to download the monitoring tools for both text and non-text to be filled with the correct data and other forms for your perusal. (*Please refer to the enclosures.*)
4. Attached are the proposed schools to be visited. The school heads are requested to identify other teachers to participate in the FGD together with the School Property Custodian, Library Designate and School LR.
5. Immediate dissemination and compliance with this Memorandum is desired.


SENEN P. PAULIN, CESO V
Schools Division Superintendent

SPP/CID-LRMS/rra19
Validation & Monitoring
035-541-1117

25 NOV 2019



Enclosure _____

Schools with Library to be Visited during the Validation and Monitoring

District	Elementary	Junior/Senior High School
Jimalalud	Jimalalud C/ES	
Ayungon		Ayungon NHS
Bindoy	Bindoy C/ES	Demetrio L. Alviola NHS
Manjuyod	Sotero A. Singco MES	Manjuyod NHS
	Sagrada C/ES	
Mabinay	Abis C/ES	
	Samac E/S	
Amlan	Tandayag E/S	Amlan NHS
		Jantianon NHS
San Jose	Crisostomo O. Retes E/S	Crisostomo O. Retes NHS
Sibulan	San Antonio E/S	Balugo NHS
	Maslog E/S	
	Boloc-boloc E/S	
Valencia	Bong-ao E/S	Valencia NHS
		Pulangbato NHS
Bacong	Sacsac E/S	San Miguel NHS
	Bacong C/ES	Ong Che Tee-Bacong NHS
Dauin		Dauin NHS
Zamboanguita	Zamboanguita C/ES	Zamboanguita Science NHS
Siaton	Felipe Tayko M/ES	
	Maloh C/ES	
Sta. Catalina	Ambrocio M. Ramirez MC/ES	

SPP/CID-LRMS/rra19
Validation & Monitoring
035-541-1117



NOV 19 2019

Republic of the Philippines
Department of Education
CENTRAL VISAYAS REGION

Office of the Regional Director

REGIONAL MEMORANDUM

No. 0644, s. 2019

Validation and Monitoring of Learning Resources

To: Schools Division Superintendents

- 1 The Bureau of Learning Resources (BLR) will conduct validation and monitoring of delivered LRs, monitor the implementation of Library Hubs and school libraries, gather data on LR inventory and consolidated Mother Tongue reports used in schools, retrieve Certificates of Acceptance (if available), and visit elementary and secondary schools on December 3-6, 2019.
- 2 The participants to this activity are the following
 - a selected Public Schools District Supervisors (PSDS) - 6 per Division
 - b Region and Division LRMS Education Program Supervisors
 - c Division Supply Officers
- 3 All participants **MUST** attend the orientation on December 3, 2019 at the Regional Office prior to the actual conduct of monitoring and debriefing for feedback and submission of reports. In case there is no PSDS in the Division, the Central School Principal/shall attend in the said activity. Please see attached activity matrix.
- 4 Expenses incurred by the participants during the conduct of the activity such as meals and snacks (for the orientation and debriefing), transportation expenses and per diem shall be charged against the BLR funds downloaded to the region. Board and lodging, transportation in going to division offices/schools and other related expenses by the BLR representatives shall be provided by the host division/region charged to MCOE. All expenses are subject to the usual accounting and auditing rules and regulations.
- 5 Immediate dissemination of and compliance with this Memorandum is directed.

SALUSTIANO T. JIMENEZ, Ed.D., JD., CESO V
Director III
Officer-in-Charge
Office of the Regional Director

Validation and Monitoring of Learning Resources

December 3-6, 2019

Assignment of Monitoring Team

Division to be Monitored	Monitoring Team
Siquijor	Negros Oriental
Dumaguete City	Siquijor
Bayawan City	Dumaguete City
Guihulngan City	Bais City
Bais City	Guihulngan City
Tanjay City	Bayawan City
Negros Oriental	Tanjay City
Bogo City	Danao City
Danao City	Bogo City
Lapu-Lapu City	Cebu Province
Cebu Province	Lapu-Lapu City
Mandaue City	Cebu City
Cebu City	Mandaue City
Talisay City	Toledo City
Toledo City	Talisay City
Naga City	Carcar City
Carcar City	Naga City
Bohol Province	Tagbilaran City
Tagbilaran City	Bohol Province

VALIDATION AND MONITORING OF LEARNING RESOURCES

December 3-6, 2019

Program of Activities

Objectives:

1. Provide updates on the Centrally-distributed learning resources;
2. Gather feedback on the utilization of distributed learning resources; and
3. Monitor implementation of library hubs and school libraries.

Time	Day 1 -	Day 2 & 3	Day 4	Day 5
7:00 - 7:30 AM	BREAKFAST		BREAKFAST	
8:00 - 8:30 AM	Registration		MOL	
8:30 - 9:00 A.M.	Opening Program <ul style="list-style-type: none"> ▪ Philippine National Anthem ▪ Prayer ▪ Introduction of Participants ▪ Welcome Remarks ▪ Statement of Purpose ▪ Photo opportunity 		Debriefing Proper <ul style="list-style-type: none"> ▪ Findings ▪ Actions Taken ▪ Recommendations 	
9:00 - 10:00 AM	Updates and other issues on the procurement, distribution, utilization, and proper care of LRs	Actual validation and monitoring of LRs and implementation of Division Library Hubs and School Libraries		BIR Staff travel back to Manila and Regional Participants to their respective work station
10:00 - 10:15 A.M.			HEALTHY BREAK	
10:15 - 12:00 N.N.	Updates on Library Hubs and School Libraries		Continuation of Debriefing	
12:00 - 1:00 P.M.	LUNCH BREAK		LUNCH BREAK	
1:00 - 3:00 P.M.	Mechanics of Actual Monitoring		Open Forum	
			Submission of Reports	
3:00 - 3:15 P.M.	HEALTHY BREAK		HEALTHY BREAK	
3:15 - 4:00 P.M.	Open Forum		Closing Program	

QUESTIONNAIRE FORM
(Text-Based Learning Resources)

Instruction: Please response to the questions by checking the Yes/No column. Fill out "Remarks" column for comments.

Questions	Yes	No	Remarks
1. Are you aware of the subsidized distribution funds?			
2. Is the allocation enough to achieve 1:1 LR ratio?			
3. Are the delivered K to 3 LRs correct for the spoken mother tongue?			
4. Are there LRs used aside from the centrally-delivered LRs?			
5. Are the LRs brought home by the learners?			
6. What do you do if you find:			
a. physical production defects in the LRs			
b. content error/s			
c. language errors			
7. Are learners and teachers made to:			
a. pay for any lost LRs			
b. photocopy LRs			
c. replace LRs?			

Findings:

Actions Taken:

Recommendations:

Name and Signature:

Designation:

Name of School:

Date:

**REGIONAL MONITORING OF SME/TVL DELIVERIES
(ELEMENTARY SCHOOLS)**

Region : _____ Division : _____
Name of School : _____ School ID : _____
Name of School Head: _____

INSTRUCTIONS:

INSTRUCTIONS: CHECK THE APPROPRIATE BOXES OF THE DOCUMENTS PRESENTED FOR EACH PROJECT. IF NONE, PUT AN "X." ALSO CHECK THE BOX OF THE NAME OF THE SUPPLIER WHO DELIVERED THE TOOLS AND EQUIPMENT.

IAR – Inspection and Acceptance Report **MPL** – Master Packing List
QRTQ – Quality Receiver Test Questionnaire **DR** – Delivery Receipt

I. PROJECT: MASS PRODUCTION AND SUPPLY AND DELIVERY OF 49,623 SCIENCE AND MATHEMATICS EQUIPMENT FOR GRADES 1 TO 3 (Teachers' Kit) TO 38,689 PUBLIC ELEMENTARY SCHOOLS

School Copy of IAR **School Copy of QRTQ** **MPL** **DR**

- SCIENTIFIC PRODUCT COMPANY JV T JTF TRADING
(Contract No.: 2015-06-NSTIC(003&004)-BII-CB18-C030)
- EDUREOURCES PUBLISHING, INC. JV HANSSON PAPER PHIL CORPORATION AND SHIV DIAL SUD AND SONS
(Contract No.: 2015-06-NSTIC(003&004)-BII-CB018-C033)
- NIKKA TRADING (Contract No.: 2015-06-NSTIC(003&004)-BII-CB018-C031)
- PHILAB INDUSTRIES, INC. JV CHINA EDUCATIONAL INSTRUMENT AND EQUIPMENT CORPORATION
(Contract No.: 2015-06-NSTIC(003&004)-BII-CB018-C032)

II. PROJECT: MASS PRODUCTION AND SUPPLY AND DELIVERY OF 49,623 SCIENCE AND MATHEMATICS EQUIPMENT FOR GRADES 1 TO 3 (Teachers' Kit) TO 38,689 PUBLIC ELEMENTARY SCHOOLS (REBID)

School Copy of IAR **School Copy of QRTQ** **MPL** **DR**

- MULTIFOCUS CORPORATION JV JIANGMENN KEYI HARDWARE FURNITURE MANUFACTURE CO., LTD.
(Contract No.: 2015-06-NSTIC(003&004)-BII-CB108a-C048)
- NIKKA TRADING (Contract No.: 2015-06-NSTIC(003&004)-BII-CB018a-C049)

III. PROJECT: MASS PRODUCTION AND SUPPLY AND DELIVERY OF 33,070 SCIENCE AND MATHEMATICS EQUIPMENT FOR GRADES 4 TO 6 TO 33,070 PUBLIC ELEMENTARY SCHOOLS

School Copy of IAR **School Copy of QRTQ** **MPL** **DR**

- SCIENTIFIC PRODUCT COMPANY JV T JTF TRADING
(Contract No.: 2015-06-NSTIC(001&002)-BII-CB019-C034)
- NIKKA TRADING (Contract No.: 2015-06-NSTIC(001&002)-BII-CB019-C036)
- PHILAB INDUSTRIES, INC. JV CHINA EDUCATIONAL INSTRUMENT AND EQUIPMENT CORPORATION
(Contract No.: 2015-06-NSTIC(001&002)-BII-CB019-C035)

IV. PROJECT: MASS PRODUCTION AND SUPPLY AND DELIVERY OF 33,070 SCIENCE AND MATHEMATICS EQUIPMENT FOR GRADES 4 TO 6 TO 33,070 PUBLIC ELEMENTARY SCHOOLS (FIRST REBID)

School Copy of IAR **School Copy of QRTQ** **MPL** **DR**

- PHILAB INDUSTRIES, INC. JV CHINA EDUCATIONAL INSTRUMENT AND EQUIPMENT CORPORATION
(Contract No.: 2015-06-NSTIC(001&002)-BII-CB019a-C035)
- ATLANTIC PLASTIC & METAL CRAFT (Contract No.: 2015-06-NSTIC(001&002)-BII-CB019a-C055)
- VG ROXAS COMPANY (Contract No.: 2015-06-NSTIC(001&002)-BII-CB019a-C056)
- NIKKA TRADING JV NIKKA TRADING, INC. (Contract No.: 2015-06-NSTIC(001&002)-BII-CB019a-C057)

EDURESOURCE PUBLISHING, INC. JV HANSSON PAPER PHIL CORPORATION AND SHIV DIAL SUD AND SONS (Contract No.: 2015-06-NSTIC(001&002)-BII-CB019a-C058)

V. PROJECT: MASS PRODUCTION AND SUPPLY AND DELIVERY OF 33,070 SCIENCE AND MATHEMATICS EQUIPMENT FOR GRADES 4 TO 6 TO 33,070 PUBLIC ELEMENTARY SCHOOLS (SECOND REBID)

School Copy of IAR School Copy of QRTQ MPL DR

NIKKA TRADING (Contract No.: 2016-06-NSTIC(003&004)-BII-CB015-C021)

VI. PROJECT: MASS PRODUCTION AND SUPPLY AND DELIVERY OF 33,070 SCIENCE AND MATHEMATICS EQUIPMENT FOR GRADES 4 TO 6 TO 33,070 PUBLIC ELEMENTARY SCHOOLS (NEGOTIATED PROCUREMENT)

School Copy of IAR School Copy of QRTQ MPL DR

NIKKA TRADING (Contract No.: 2016-11-NSTIC(003&004AMP026)-BII-NP2FB105-C045)

VII. PROJECT: MASS PRODUCTION AND SUPPLY AND DELIVERY OF 33,070 SCIENCE AND MATHEMATICS EQUIPMENT FOR GRADES 4 TO 6 TO 33,070 PUBLIC ELEMENTARY SCHOOLS (SAVINGS)

School Copy of IAR School Copy of QRTQ MPL DR

EDURESOURCE PUBLISHING, INC JV ARIHANT INDUSTRIES
(Contract No.: 2016-07-NSTIC(006&007)-BII-CB022-C034)

MULTIFOCUS CORPORATION JV LUOYANG LIGHT (GROUP) OFFICE FURNITURE CO., LTD.
(Contract No.: 2016-07-NSTIC(006&007)-BII-CB022-C035)

NIKKA TRADING (Contract No.: 2016-07-NSTIC(006&007)-BII-CB022-C036)

S & S ENTERPRISES (Contract No.: 2016-07-NSTIC(006&007)-BII-CB022-C037)

VIII. PROJECT: MASS PRODUCTION AND SUPPLY AND DELIVERY OF 33,070 SCIENCE AND MATHEMATICS EQUIPMENT FOR GRADES 4 TO 6 TO 33,070 PUBLIC ELEMENTARY SCHOOLS (SAVINGS)

School Copy of IAR School Copy of QRTQ MPL DR

ANDSDNS EDUCATIONAL RESOURCES, INC. JV LABOTRIX GROUP, LTD
(2017-07-BLR2(002)-BV-CB017-C045)

BF CORPORATION (2017-07-BLR2(002)-BV-CB017-C046)

IX. REMARKS

NAME OF MONITOR	
Signature over printed name / Position / Designation	Date
NAME OF PERSONNEL MONITORED	
Signature over printed name / Position / Designation	Date

SCHOOL LIBRARY MONITORING FORM

FORM 1. SCHOOL LIBRARY PROFILE

Name of School : _____
School Address : _____
Schools Division : _____
Total School Enrollment: _____

PART A. PROFILE

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

- Elementary School (ELS) Junior High School (JHS, Grades 7-10)
 HS with Senior High (WSH, G7-12) Stand Alone Senior HS (SASH)

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 the 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 is the size of your school library (in square meter)?

_____ m².

1.3 What best describes the 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) _____

1.4 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 before 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 provides. 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. 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 3.1.1-6 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 the 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 Library Collection Inventory

4.2.1 General References	Copyright 2009-Present		Copyright 2008-or Earlier		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						
Dthers						
TOTAL						

4.2.2 General Collection (Subject Area Specific References)		Copyright 2009-Present		Copyright 2008-or Earlier		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 (Subject Area Specific References)		Copyright 2009-Present		Copyright 2008-or Earlier		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.						
4.2.2 General Collection (Subject Area Specific References)		Copyright 2009-Present		Copyright 2008-or Earlier		Total	
Broad Subjects	Scope	No. of Titles	No. of Copies	No. of Titles	No. of Copies	No. of Titles	No. of Copies
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 Drganizational Management, Leadership, etc.						
m. Computers/ information Tech.	Books on Computers, Software, Hardware, Apps, Androids, Database, Programming, etc.						

4.2.2 General Collection (Subject Area Specific References)		Copyright 2009-Present		Copyright 2008-or Earlier		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	Copyright 2009-Present		Copyright 2008-or Earlier		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	Copyright 2009-Present	Copyright 2008-or Earlier	Combined Total
	Total No. of Titles	Total No. of Titles	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	Internationally Published	Total No. of Subscriptions
		No. of Titles Subscribed	No. of Titles Subscribed	
a. Newspapers	Year 2019			
	Year 2018			
	Year 2016			
b. Tabloids	Year 2019			
	Year 2018			
	Year 2016			
c. Magazines	Year 2019			
	Year 2018			
	Year 2016			
d. Journals	Year 2019			
	Year 2018			
	Year 2016			
TOTAL				

5. Acquisition

5.1 Put a check mark (✓) on the appropriate box to indicate the 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
MOOE	
a. LGU	
b. NGO	
c. PTA	
d. DepEd (Central Office/Division/District Office)	
e. Alumni	
f. Others (Please specify):	

5.2 Put a check mark (✓) on the appropriate box to indicate the source of the school library budget. Check all that apply.

Sources of School Library Budget	Budget Allocation	
	Amount	Fiscal Year
a. LGU		
b. NGO		
c. PTA		
d. DepEd (Central Office/Division/District Office)		
e. Alumni		
f. MDDE		

6. Facilities

6.1 Put a check mark (✓) on the appropriate box to indicate collection access facility the 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	
a. Computer Set	
b. Projector	
c. Document Camera	
d. DVD Player	
e. Photocopier	
f. Scanner	
g. Printer	
h. Printer with Scanner	
i. Telephone	
j. Internet Connection/Modem	
k. Television	
Others (Please specify):	

FORM 2. SCHOOL LIBRARY PROFILE INTERPRETATION

School Name : _____ School Address : _____
 Division : _____ Total School Enrollment : _____

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

____ Elem. School; _____ Junior HS (G7-10);
 ____ HS with Senior High (G7-12); _____ Stand Alone Senior HS

Directions: Using the Library Profile (Form 1) accomplished by the School Librarian, rate the school library on the following components using the attached point equivalents for Library Functionality. To complete the rating, divide the score earned by the sub-total for each component then multiply by 100.

Components	Indicators	Perfect Score	Scores Earned	Rating	
1. Space & Location	Seating Capacity	5			
	Location	3			
	Accessibility	3			
<i>Sub-total</i>		11			
2. Services	Operating Hours	5			
	Activities	5			
	Services	4			
	Collection Access	2			
<i>Sub-total</i>		16			
3. Administration and Human Resources	Staff Designation	5			
<i>Sub-total</i>		5			
4. Collection Management	Bibliographic Processing	3			
	Gen. References	5			
	Gen. Collection	5			
	SRMs	5			
	Non-Print Coll.	5			
	Periodical Collection	Newspapers	7		
		Tabloids			
Magazines					
Journals					
<i>Sub-total</i>		30			
5. Acquisition	Book Acquisition	7			
	Sources SL Budget	7			
<i>Sub-total</i>		14			
6. Facilities	Collection Access	3			
	Facilities	7			
<i>Sub-total</i>		10			
GRAND TDAL		86			
Functionality:					

Prepared By: _____ Date Accomplished: _____
 Signature over Printed Name of Monitor

Score Equivalents:

Description	Indicators/Criteria/Standards	Equivalent Transitional Growth Stage
Fully Functional (FFL)	<ul style="list-style-type: none"> If ratings in all components are 80% and above. The school library indicates "best practice/s." 	Leading
Functional (FL)	<ul style="list-style-type: none"> If ratings in all components are not less than 70%. The school library is able to reach the standard and is continually making progress. 	Established
Semi Functional (SFL)	<ul style="list-style-type: none"> If rating/s in any of the component/s is/are not less than 50%. The school library is making progress in providing information services. 	Emerging
Not Functional (NFL)	<ul style="list-style-type: none"> If ratings in any of the component/s is/are 49% and below. The library meets below the minimum requirement established for school library and Information services. 	---

POINT EQUIVALENCES FOR LIBRARY FUNCTIONALITY

Components	Items	Indicators/Criteria/Standards	Points
1. Space and Allocation	1.1 What best describes the space of your school library in terms of seating capacity?	The library accommodates 10% or more of the total student population.	5
		The library accommodates 7-9% of the total student population.	4
		The library accommodates 4-6% of the total student population.	3
		The library accommodates 1-3% of the total student population.	2
		The library accommodates less than 1% of the total student population.	1
	1.2 What best describes your school library in terms of location	The school library is in a separate building.	3
		The school library occupies a separate room within a building.	2
		The school library shares space with others.	1
	1.3 How accessible is the school library to the users/ students? Are the library collections safe from flooding?	The school library <i>is easily</i> accessible from any point in the campus and is safe from flooding.	3
		The school library <i>is not easily</i> accessible from any point in the campus but is safe from flooding.	2
The school library <i>is easily</i> accessible from any point in the campus and is not safe from flooding.		1	

Components	Items	Indicators/Criteria/Standards	Points
2. Services	2.1 How long does the library operate daily to accommodate users?	The library operates from before the start of the earliest class period with no noon break and extends after the last period of classes.	5
		The library operates from the start of the earliest class with noon break and extends after the last period of classes.	4
		The 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.	3
		The library operates from the start of the earliest class period with noon break but it closes at the end of the last class period.	2
		The library operates daily but has no fixed operating schedules due to the availability of the In-Charge personnel or as specified in "others."	1
	2.2 Please identify the following activities your school library provides.	The library conducts 3 or more activities	5
		The library conducts 2 activities.	4
		The library conducts 1 activities.	3
		The library conducts other activity.	2
		No activity conducted.	1
	2.3 Please identify the following services your school library provides.	The library provides 4 or more services.	4
		The library provides 3 services.	3
		The library provides 2 services.	2
		The library provides only 1 service.	1
	2.4 Access System	Open Shelf/Stack	2
		Closed Shelf/Stack	1
	3. Administration and Human Resources	3.1 Staff Designation	The library has a full-time Librarian
The library has a Teacher-Librarian			3
4. Collection Management	4.1 What best describes your school library's bibliographic processing?	All the bibliographic processes are being done.	3
		Only one/some of the bibliographic processes is/are being done.	2
		None of the bibliographic processes is being done.	1
	4.2 Library Collection Inventory a. Gen. References b. Gen. Collection c. Non-Print Collection d. SRMs	If 20% or more of the total collection (titles) are published within the last 10 years	5
		If 10-19% of the total collection (titles) are published within the last 10 years	4
		If 5-9% of the total collection (titles) are published within the last 10 years	3
		If 2-4% of the total collection (titles) are published within the last 10 years	2
		If 1% or less of the total collection (titles) are published within the last 10 years	1

Components	Items	Indicators/Criteria/Standards	Points
	4.3 Periodical Collection Inventory a. Newspapers b. Tabloids c. Magazines d. Journals	3 or more subscriptions in Year 2016 (regardless of type of periodical)	7
		if 2 subscriptions in Year 2016 (regardless of type of periodical)	6
		If only 1 subscription in Year 2016 (regardless of type of periodical)	5
		if latest subscription was on year 2015, 2 subscriptions regardless of type of periodical)	4
		if latest subscription was on year 2015, 1 subscription regardless of type of periodical)	3
		If latest subscription was on year 2014, 2 subscriptions regardless of type of periodical)	2
		if latest subscription was on year 2014, 1 subscription regardless of type of periodical)	1
5. Acquisition	5.1 Please identify your library's means for book acquisition.	All of the following: MOOE, LGU, NGO, PTA, DepEd, Alumni others	7
		All of the following: MDOE, LGU, PTA	6
		One or two of the following: MOOE, LGU, NGO, PTA, DepEd, Alumni others	5
		School MOOE + one or more of the following: NGO, DepEd, Others	4
		Only School MOOE	3
		One or more of the following: NGO, DepEd (non-School MOOE), others	2
		One: NGO, DepEd (non-School MOOE), others	1
	5.2 What is the source of your school library budget?	All of the following: MDOE, LGU, NGO, PTA, DepEd, Alumni others	7
		All of the following: MOOE, LGU, PTA	6
		One or two of the following: MOOE, LGU, NGO, PTA, DepEd, Alumni others	5
		School MOOE + one or more of the following: NGD, DepEd, Others	4
		Only School MOOE	3
		One or more of the following: NGO, DepEd (non-School MOOE), others	2
		One: NGO, DepEd (non-School MOOE), others	1
6. Facilities	6.1 Which collection access facility does your library have?	If the library has both OPAC and Card Catalog Cabinet.	3
		If the library has OPAC but no Card Catalog Cabinet.	2
		If the library uses only Card Catalog Cabinet.	1
	6.2 Please identify ICT facilities that your library has	Computer with internet connection + 5 other facilities	7
		Computer with internet connection + 4 other facilities	6
		Computer with internet connection + 3 other facilities	5
		Computer without internet connection + 2 other facilities	4
		Computer without internet connection + 1 other facility	3
		No computer but has other facilities.	2
No computer and has one other facility.	1		