



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
Schools Division of negros oriental

Office of the Schools Division  
Superintendent

5 JAN 2023

DIVISION MEMORANDUM  
No. 09, s. 2023

**MONITORING AND EVALUATION OF LEARNING RESOURCES DEVELOPMENT  
CENTERS AND NEEDS ANALYSIS**

To: Assistant Schools Division Superintendent  
Chief, CID and SGOD  
Division Program Supervisors  
Public School Districts Supervisors/Districts-In-Charge  
Public Elementary and Secondary School Heads  
All Others Concerned

1. This office announces the conduct of Division Monthly Monitoring of Learning Resources Development Centers (LRDC) using the tool provided by the Bureau of Learning Resources (BLR) attached in the **RM No. 0978, s. 2022, RE: Consultative Conference on the Monitoring and Evaluation of Learning Resources Development Centers and Needs Analysis** for the Calendar Year 2023 to ensure that appropriate updates shall be recognized.
2. Furthermore, the profiling of school libraries is valuable in the provision of technical assistance that the Central Office (CO), Regional Office (RO), and Schools Division Offices (SDOs) provide toward the attainment of having fully functional school libraries nationwide. Such data would serve as baseline for CO and respective Local Government Units (LGUs) to support establishing these educational resources.
3. In this connection, all School Library-in-charge with or without School Library are required to fill out the **Form I: SCHOOL LIBRARY PROFILE**. Accomplished forms with complete data shall be scanned and uploaded in the google drive below on or before **February 3, 2023**.  
<https://tinyurl.com/form-1-school-library-profile>
4. Immediate dissemination of, and compliance with this memorandum are directed.

By the Authority of the Schools Division Superintendent:

**MARCELO K. PALISPIS EdD, JD**  
Asst. Schools Division Superintendent  
Office In-Charge

1/5/23



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

NOV 7 2022

REGIONAL MEMORANDUM

No. **0978**, s. 2022

**CONSULTATIVE CONFERENCE ON THE MONITORING AND EVALUATION OF  
LEARNING RESOURCES DEVELOPMENT CENTERS AND NEEDS ANALYSIS**

To: Schools Division Superintendents  
Assistant Schools Division Superintendents  
All Others Concerned

1. Attached is a letter from the office of Atty Ariz Delson Acay D. Cawilan, Director IV of the Bureau of Learning Resources (BLR) informing the field about the proposed conduct of a **Consultative Conference on the Monitoring and Evaluation of Learning Resources Development Centers and Needs Analysis** in the second quarter of the calendar year 2023. During this conference, one of the objectives is to finalize data on school library profiles nationwide based on the attached monitoring tools.
2. In this connection, Division Librarians are requested to continue the monitoring and evaluation to ensure that appropriate updates shall be recognized. The profiling of school libraries is valuable in the provision of technical assistance that the Central Office (CO), Regional Office (RO), and Schools Division Offices (SDOs) provide toward the attainment of having fully functional school libraries and library hubs nationwide. Such data would serve as a baseline for CO and respective Local Government Units (LGUs) to support establishing these educational facilities.
3. For any query or clarification, please contact Jan Negapatan, Regional Librarian @ (032)319-1873 or 09457623193.
4. Immediate dissemination of, and compliance with this memorandum are directed.

fr:

**SALUSTIANO T. JIMENEZ JD, EdD, CSO V**  
Director IV  
Regional Director





Republic of the Philippines  
**Department of Education**  
BUREAU OF LEARNING RESOURCES

Office of the Director  
BLR-2022-10-EC1729

October 28, 2022

**DR. SALUSTIANO T. JIMENEZ**

Regional Director  
DepEd Regional Office VII  
Sudlon, Lahug, Cebu City

Attention: **DR. MARIA JESUSA C. DESPOJO**  
CLMD Chief

Dear **Dir. Jimenez**:

The Bureau of Learning Resources (BLR) proposes to conduct a **Consultative Conference on the Monitoring and Evaluation of Learning Resource Development Centers and School Libraries Needs Analysis** in the second quarter of the year 2023. During this conference, one of the objectives is to finalize data of school library profiles nationwide based on the attached monitoring tools.

Currently, BLR's database on the said school library profiles is shared with the regional librarians by which respective Schools Division Offices (SDOs) updated their data, gathered during the previous years of monitoring and evaluation. Unfortunately, there are no latest updates neither increase of information observed in the database up to this present year.

In this connection, this Office is humbly requesting your Office to continue the said monitoring and evaluation to ensure that appropriate updates shall be recognized. The profiling of school libraries is valuable in the provision of technical assistance that the Central Office (CO), Regional Offices (ROs), and SDOs provide towards the attainment of having fully functional school libraries and library hubs nationwide. Such data would serve as a baseline for both CO and respective Local Government Units (LGUs) in support of establishing these educational facilities.

For any query or clarification, please contact **Mr. Marlon G. Ompoc**, Librarian II of the BLR-Quality Assurance Division at telephone numbers (02) 8631-9294 or 8634-1054 and email addresses [blr.lrqad@deped.gov.ph](mailto:blr.lrqad@deped.gov.ph) and [marlon.ompoc@deped.gov.ph](mailto:marlon.ompoc@deped.gov.ph). We will appreciate your positive response to this request and we commend you for your continuous support to BLR activities.

Very truly yours,

**ARIZ DELSON ACAY D. CAWILAN**  
Director IV

LRQAD-10-2022-588





Department of Education  
**BUREAU OF LEARNING RESOURCES**

**VALIDATION TOOL FOR LEARNING RESOURCE PROCESSES IN SCHOOL LIBRARY**

**Directions:**

Please check the appropriate description that best reflects your observations on each activity enumerated below regarding the learning resource processes and requirements expected in a school library.

Your observations should be based on your ocular inspection, interview with the librarian/teacher-in charge in the library, teachers and school head, and presentation of tangible evidences.

The meaning of the descriptions are as follows:

- ✓ **VERY EVIDENT**- the activity is regularly done and there is an obvious manifestation that the activity is habitually done. Thus, the activity becomes a standard.
- ✓ **SLIGHTLY EVIDENT**- the activity is sometimes done and has manifestation that the activity is conducted in some instances. Thus, the activity is not an observed standard.
- ✓ **NOT EVIDENT** - the activity is not observed because it is not done.

| ACTIVITIES   | Very Evident | Slightly Evident | Not Evident | Remarks (Other Details/ Observations) |
|--|--------------|------------------|-------------|---------------------------------------|
| <b>A. Space and Location</b>   |              |                  |             |                                       |
| 1. A separate space/area is designated for the school library.                                   |              |                  |             |                                       |
| 2. The school library is appropriately labeled and can be easily identified as a school library. |              |                  |             |                                       |
| 3. The school library is accessible to the learners.   |              |                  |             |                                       |
| 4. The school library has space to accommodate at least 10% of the school population.            |              |                  |             |                                       |

| ACTIVITIES   | Very Evident | Slightly Evident | Not Evident | Remarks (Other Details/ Observations) |
|--|--------------|------------------|-------------|---------------------------------------|
| <b>B. Services and School Library Collection</b>   |              |                  |             |                                       |
| 1. The school library operates before the opening of the first class period and after the last class period. |              |                  |             |                                       |
| 2. The school library has a bulletin board to promote the school library services.                           |              |                  |             |                                       |



|   |  |  |  |  |
|---|--|--|--|--|
| 3. The school library promotes library services.  |  |  |  |  |
| 4. School library collection is properly arranged in shelves and are labeled with call numbers.   |  |  |  |  |
| 5. School library collection are cataloged/classified based on the Dewey Decimal Classification (DDC).  |  |  |  |  |
| 6. The school library has variety of titles in its library collection (e.g. general references, fictional materials, learning area references, audio/video collection, periodicals, etc.) |  |  |  |  |
| 6. The school library collection is updated.  |  |  |  |  |
| 7. The school library allows the borrowing of books for home use.   |  |  |  |  |
| 8. The school library has computer set/s with internet access and are utilized by the learners and teachers.  |  |  |  |  |

| ACTIVITIES  | Very Evident | Slightly Evident | Not Evident | Remarks (Other Details/ Observations) |
|---|--------------|------------------|-------------|---------------------------------------|
| <b>C. School Library Staff</b>  |              |                  |             |                                       |
| 1. There is a full-time librarian in the school library.  |              |                  |             |                                       |
| 2. A teacher is designated as in charge of the school library.  |              |                  |             |                                       |
| 3. The librarian/teacher-in charge of the school library is knowledgeable in the processes of library operations. |              |                  |             |                                       |

| ACTIVITIES  | Very Evident | Slightly Evident | Not Evident | Remarks (Other Details/ Observations) |
|---|--------------|------------------|-------------|---------------------------------------|
| <b>D. Support and Continuous Improvement</b>                                      |              |                  |             |                                       |
| 1. School library improvement is integrated in the School Improvement Plan (SIP). |              |                  |             |                                       |
| 2. Budget is allocated for the school library operations.                         |              |                  |             |                                       |
| 3. School library has regular acquisition of library collection.                  |              |                  |             |                                       |

**Other Comments:**

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**Accomplished by:**

**Name of School Visited:**

\_\_\_\_\_  
**Name of Validator**

**FORM 1. SCHOOL LIBRARY PROFILE**

Name of School : \_\_\_\_\_  
 School Address : \_\_\_\_\_  
 Division : \_\_\_\_\_  
 Total Enrollment : \_\_\_\_\_

**PART A. PROFILE**

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

Elementary School (ELS)                       Junior High School (Grades 7-10)  
 Stand Alone Senior HS (SASH)  
 Integrated School:  
 ELS with JHS     ELS with JHS & SHS     JHS with SHS

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 your 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 best describes your 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) \_\_\_\_\_

1.3 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 5<sup>th</sup> 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 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 should provide. Put a check mark (☐) in the box beside the activities and services that your school library offers. Check all that apply.

| <b>School Library Activities</b>  |                          |
|---|--------------------------|
| 1. Updates the Bulletin/Information Board to promote library and information services (Current Awareness).        | <input type="checkbox"/> |
| 2. Conducts orientation on the use of the library and its services for students and teachers.                     | <input type="checkbox"/> |
| 3. Conducts regular activities that promote library and information services.                                     | <input type="checkbox"/> |
| 4. Conducts classroom visits to promote library and information services.   | <input type="checkbox"/> |
| 5. Uses social media to promote library and information services  | <input type="checkbox"/> |
| Others (Please specify):  | <input type="checkbox"/> |
| <b>School Library Services</b>  |                          |
| 1. The staff provides Selective Dissemination of Information to the faculty.                                      | <input type="checkbox"/> |
| 2. Allows borrowing of books for home use.  | <input type="checkbox"/> |
| 3. Allows students to use the computer for encoding, viewing, and the like.                                       | <input type="checkbox"/> |
| 4. Allows the students to bring books outside the library and returns within the day if not allowed for home use. | <input type="checkbox"/> |
| 5. Allows students to use the computer for internet access.   | <input type="checkbox"/> |
| 6. Allows the faculty to use the computer for encoding, viewing, and the like.                                    | <input type="checkbox"/> |
| 7. Allows the faculty to use the computer for internet access.  | <input type="checkbox"/> |
| 8. The staff prepares clippings ( for vertical files collection).   | <input type="checkbox"/> |
| 9. The staff does indexing.   | <input type="checkbox"/> |
| Others (please Specify):  | <input type="checkbox"/> |

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

3.1 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 3.1.1-5 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 your 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 | With Copyright Year within 10 years |               | With Copyright Year Earlier than the Past 10 years |               | 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             |                                     |               |  |               |               |               |
| Others                   |                                     |               |  |               |               |               |
| TOTAL                    |                                     |               |  |               |               |               |

| 4.2.2 General Collection (Learning Area Specific References) |  | With Copyright Year within 10 years |               | With Copyright Year Earlier than the Past 10 years |               | 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 (Learning Area Specific References) |   | With Copyright Year within 10 years |               | With Copyright Year Earlier than the Past 10 years |               | 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.  |                                     |               |  |               |               |               |
| 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 Organizational Management, Leadership, etc.  |                                     |               |  |               |               |               |
| m. Computers/ Information Tech.                              | Books on Computers, Software, Hardware, Apps, Androids, Database, Programming, etc.   |                                     |               |  |               |               |               |



| 4.2.2 General Collection (Learning Area Specific References) |   | With Copyright Year within 10 years |               | With Copyright Year Earlier than the Past 10 years |               | 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    |  | With Copyright Year within 10 years |               | With Copyright Year Earlier than the Past 10 years |               | 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  |  | With Copyright Year within 10 years | With Copyright Year Earlier than the Past 10 years | Combined Total No. of Titles |
|---|--|-------------------------------------|--|------------------------------|
|   |  | Total No. of Titles                 | Total 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                 | Current Year     |                          |                           |                            |
|                               | Previous Year    |                          |                           |                            |
|                               | Last Three Years |                          |                           |                            |
| b. Tabloids                   | Current Year     |                          |                           |                            |
|                               | Previous Year    |                          |                           |                            |
|                               | Last Three Years |                          |                           |                            |
| c. Magazines                  | Current Year     |                          |                           |                            |
|                               | Previous Year    |                          |                           |                            |
|                               | Last Three Years |                          |                           |                            |
| d. Journals                   | Current Year     |                          |                           |                            |
|                               | Previous Year    |                          |                           |                            |
|                               | Last Three Years |                          |                           |                            |
| TOTAL                         |                  |                          |                           |                            |

## 5. Acquisition

5.1 Put a check mark (☐) on the appropriate box to indicate your 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 |
|---|---|
| LGU   |   |
| NGO   |   |
| PTA   |   |
| DepEd (Central Office/Division/District Office) |   |
| Alumni  |   |
| Others (Please specify):                        |   |



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

| Sources of School Library Budget                | Budget Allocation |             |
|---|-------------------|-------------|
|   | Amount            | Fiscal Year |
| No Budget                                       |                   |             |
| LGU   |                   |             |
| NGO   |                   |             |
| PTA   |                   |             |
| DepEd (Central Office/Division/District Office) |                   |             |
| Alumni  |                   |             |
| MOOE  |                   |             |

### 6. Facilities

6.1 Put a check mark (☐) on the appropriate box to indicate collection access facility your 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            | Cost/Value | Year Acquired |
|---------------------------|------------|---------------|
| Computer Set              |            |               |
| Projector                 |            |               |
| Document Camera           |            |               |
| DVD Player                |            |               |
| Photocopier               |            |               |
| Scanner                   |            |               |
| Printer                   |            |               |
| Printer with Scanner      |            |               |
| Telephone                 |            |               |
| Internet Connection/Modem |            |               |
| Television                |            |               |
| Others (Please specify):  |            |               |

**FORM 2. SCHOOL LIBRARY PROFILE INTERPRETATION**  
(to be accomplished by the Monitor)

School Name : \_\_\_\_\_ School Address : \_\_\_\_\_  
 Division : \_\_\_\_\_ Total Student Enrollment : \_\_\_\_\_

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

- Elementary School (ELS)  Junior High School (JHS Grades 7-10)  
 Stand Alone Senior HS (SASH)  
 Integrated School:  
 ELS with JHS  ELS with JHS & SHS  JHS with SHS

Directions: Using the Library Profile (Form 1) accomplished by the Monitor, rate the school library on the following components using the attached point equivalents for Library Functionality. To compute 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            |               |        |  |
| <b>GRAND TOTAL</b>                    |                          | 86            | 100           |        |  |
| <b>Functionality:</b>                 |                          |               |               |        |  |

Prepared By: \_\_\_\_\_  
 Monitor  
 Signature over Printed Name

Date Accomplished: \_\_\_\_\_



Reviewed By: \_\_\_\_\_  
 Chief Education Program Specialist, CLMD  
 Signature over Printed Name

**Score Equivalents:**

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

**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?                       | 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      |

|   |  |   |               |
|---|--|---|---------------|
|   | Are the library collections safe from flooding?                            | The school library <i>is easily</i> accessible from any point in the campus and is not safe from flooding.                                      | 1             |
| <b>Components</b>   | <b>Items</b>   | <b>Indicators/Criteria/Standards</b>  | <b>Points</b> |
| 2. Services   | 2.1 How long does the library operate daily to accommodate users?          | The library operates from 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 activity.  | 3             |
|   |  | The library conducts other activity.  | 2             |
|   |  | No activity conducted.  | 0             |
|   | 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   | 5             |
|   |  | 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<br>a. <i>Gen. References</i>              | 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   |               |



|  |  |   |   |
|--|--|---|---|
|  | b. <i>Gen. Collection</i>                  | If 2-4% of the total collection (titles) are published within the last 10 years       | 2 |
|  | c. <i>Non-Print Collection</i>             | If 1% or less of the total collection (titles) are published within the last 10 years | 1 |
|  | d. <i>Additional Supplementary Readers</i> |   |   |

| Components   | Items  | Indicators/Criteria/Standards  | Points   |  |
|--|--|--|--|--|
|  | 4.3 Periodical Collection Inventory<br>a. <i>Newspapers</i><br>b. <i>Tabloids</i><br>c. <i>Magazines</i><br>d. <i>Journals</i> | 3 or more subscriptions in current year (regardless of type of periodical)                         | 7  |  |
|  |  | if 2 subscriptions in current year (regardless of type of periodical)                              | 6  |  |
|  |  | If only 1 subscription in current year (regardless of type of periodical)                          | 5  |  |
|  |  | if latest subscription was in the previous year (2 subscriptions regardless of type of periodical) | 4  |  |
|  |  | if latest subscription was in the previous year (1 subscription regardless of type of periodical)  | 3  |  |
|  |  | if latest subscription was three years ago (2 subscriptions regardless of type of periodical)      | 2  |  |
|  |  | if latest subscription was three years ago (1 subscription regardless of type of periodical)       | 1  |  |
|  |  | 5. Acquisition   | 5.1 Please identify your library's means for book acquisition. | Any three (3) of the following: LGU, NGO, PTA, DepEd, Alumni, others |
| Any two (2) of the following: LGU, NGO, PTA, DepEd, Alumni, others | 5  |  |  |  |
| Only one (1) of the following: LGU, NGO, PTA, DepEd, Alumni others | 3  |  |  |  |
| None   | 0  |  |  |  |
| 5.2 What is the source of your school library budget?              | Any three (3) of the following: MOOE, LGU, NGO, PTA, DepEd, Alumni, others   |  | 7  |  |
|  | Any two (2) of the following: MOOE, LGU, NGO, PTA, DepEd, Alumni, others   |  | 5  |  |
|  | Only one (1) of the following: MOOE, LGU, NGO, PTA, DepEd, Alumni others   |  | 3  |  |
|  | None   |  | 0  |  |
| 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  |  |  |  |