



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

**Office of the Schools Division
Superintendent**

01 SEP 2023

DIVISION MEMORANDUM

No. **611**, s. 2023

**2023 DIVISION-WIDE SEARCH FOR THE MOST FUNCTIONAL
SCHOOL LIBRARY AND OUTSTANDING SCHOOL LIBRARY COORDINATOR
IN THE NEW NORMAL SET-UP OF LEARNING**

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. Pursuant to DepEd Order No. 56, s. 2011, the Department of Education Division of Negros Oriental through CID – LRMS strongly advocates the importance of revitalizing and establishing a GAD compliant 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 and Outstanding School Library will continue this 2023 taking into consideration the new set-up, its impact and contribution in the new normal education.
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 the school library coordinator 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. Outstanding School Library Coordinator – Elementary Level
 - d. Outstanding School Library Coordinator – Secondary Level



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5. Top 1 from 2018 to 2022 search are not qualified to join in this contest but will be monitored for their sustainability and improved innovations in the new normal.
6. PSDSs/District In-Charge are enjoined to give their full support and must submit their entry on or before October 20, 2023 using the link provided below.

<https://bit.ly/SLandRCSearch2022>

7. Attached are the mechanics and scoring rubrics to the said activity as Enclosure No. 1.
8. Immediate and wide dissemination of this memorandum is desired.


NERI C. OJASTRO EdD, CESE
Schools Division Superintendent

8/21/23

Enclosure No. 1 to Division Memo No. _____, s. 2023

**GUIDELINES AND MECHANIS FOR THE SEARCH FOR THE MOST FUNCTIONAL
SCHOOL LIBRARY, OUTSTANDING READING CORNERS AND SCHOOL LIBRARY
DESIGNATES IN THE NEW NORMAL OF LEARNING**

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 as of December 2022, there are 119 school libraries (61 Elementary, 58 Secondary) which is 23% of the total number of schools in our division. There are 54 ES and 54 HS are not functional and 4 ES and 7 HS are semi-functional. 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 and School Library Coordinator 2023 was conceptualized to meet the demands of the libraries in the Division in the new normal set-up of learning.

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.

III. IMPLEMENTATION

ACTIVITIES	STRATEGIES	INCLUSIVE DATES	PERSON INVOLVED
Submission of District Participants	Endorsement of District Participants through https://bit.ly/2023SLSearch	Sept. 4, 2023 to Oct. 13, 2023	PSDS School Heads
Site Validation	Actual/On-site Validation and Observation of Best Practices with MOVs	October 23, 2023 to November 17, 2023	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 and school library coordinator	December 2023 during DepEd TAPOC 2022	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 School Library Coordinator – Elementary Level
 - d. Most Outstanding School Library Coordinator – Secondary Level
3. Participating schools will be monitored and evaluated using the attached rubric and monitoring tool through the Division Monitoring and Evaluation Committee and PSDSs.
4. The library with the highest score and surpassed the given criteria shall be declared as the Most Functional School Library/Outstanding School Library Coordinator.

V. COMPOSITION OF THE MONITORING AND EVALUATION COMMITTEE

Consultant: Dr. Nilita L. Ragay, OIC - CID Chief

Chair: Ms. Rosela R. Abiera, DEPS – LRMS

Members: Maricel S. Rasid, Librarian II

Elmar L. Cabrera, PDO II

Dr. Anna Lee A. Amores, DEPS – English

Dr. Renante A. Juanillo, DEPS – Filipino

Dr. Carmelita A. Alcala, DEPS – AP, GAD

Dennis Charl D. Andalajao, SEPS – M & E

CRITERIA			INDICATOR	REMARKS	5	4	3	2	1															
Periodicals as another source of information are available. No. of periodicals available: <table border="1" data-bbox="105 455 617 651"> <thead> <tr> <th>Periodical</th> <th>No. of titles</th> <th>Mode of Acquisition (subscription/donation)</th> </tr> </thead> <tbody> <tr> <td>Magazines</td> <td></td> <td></td> </tr> <tr> <td>Journal</td> <td></td> <td></td> </tr> <tr> <td>Newspaper</td> <td></td> <td></td> </tr> <tr> <td>Others</td> <td></td> <td></td> </tr> </tbody> </table>			Periodical	No. of titles	Mode of Acquisition (subscription/donation)	Magazines			Journal			Newspaper			Others			Updated subscription of at least 1 magazine, 1 journal or 1 newspaper for the last 3 years.						
Periodical	No. of titles	Mode of Acquisition (subscription/donation)																						
Magazines																								
Journal																								
Newspaper																								
Others																								
Acquisition Record, Accession Book/Record and List of Library Facilities and Equipment are updated.			Percent of the collection that are recorded.																					
Technical and mechanical processing of books is done before circulating the materials.			Percent of the collection with book label, property stamp, book card, color-coded, and plastic cover.																					
Organize the books using a standard classification scheme. (by subject, color coding, or DDC)			Percent of the collection that are organized using a standard classification scheme.																					
Conducted annual physical inventory of library materials.			No. of times that the inventory is conducted.																					
Utilization of STARBOOKS or Tech4Ed as additional source of information.			No. of times the STARBOOKS and/or Tech4Ed is utilized.																					
III. SERVICE (30%)																								
The library is open before, during and after classes as need arises, with OPAC and active social media platform like School Library Facebook Account, FB Page, Group Chat, Website, and YouTube Channel.			No. of hours a day the library operates as seen in the posted Library Operating Hours schedule and in any social media platform.																					
Library orientation for students and teachers is done at the beginning of the school year.			No. of times that Library Orientation is conducted to all students and teachers.																					
Presence of Library Instruction whether face-to-face or through any social media platform. (Lessons about the use of library, card catalog, parts of a book, etc.)			No. of times that Library Instruction is conducted to all students per grade level.																					
Conducts monthly activities that promote library and information services whether face-to-face or through any social media platform. (Storytelling, home reading report, etc.)			No. of times a monthly activity is conducted.																					
Updates Bulletin/Information Board to promote library and information services (Current Awareness) and is posted in any social media platform.			Updated bulletin board display is maintained and is posted in any social media platform.																					
Utilization of non-print materials in the library is evident. (Film showing, computer, etc.)			No. of times a library user used non-print materials.																					
Maximum utilization of books in the school library is evident.			No. of times a library user borrowed books.																					
Maximum utilization of Library Hub books is evident.			No. of times borrowed and utilized Library Hub books.																					

CRITERIA	INDICATOR	REMARKS	5	4	3	2	1
IV. LIBRARY STAFF (20%)							
Designation as School Library Designate is evident.	No. of years serves as School Library Designate.						
Daily library services rendered is evident.	No. of hours rendered in the library as seen in their class schedule.						
Attended seminar-workshops, conferences and other continuing professional education related to library and information services initiated by the Division Office.	No. of times attended in the seminar-workshops, conferences and other continuing professional education related to library and information services initiated by the Division Office as seen in the certificates they provided.						
Attended to non-DepEd seminar-workshops, conferences and other continuing professional education related to library and information services.	No. of times attended in the non-DepEd seminar-workshops, conferences and other continuing professional education related to library and information services as seen in the certificates they provided.						
Innovation and creativity are observed.	No. of programs/project proposal implemented.						
V. LINKAGES (10%)							
The library established linkages with other resource center in the community.	No. of linkages established, and community service conducted as shown in their accomplishment report and other documents provided.						
OVER – ALL TOTAL							

GENERAL OBSERVATION/COMMENTS:

Rated by:

Date:

Signature over Printed Name

References:

- DECS Order NO. 6, S. 1998 – Policies and Guidelines for School Library Development
- DepEd Order No. 56, s. 2011 – Standard for Philippine Libraries
- DM No. 445, S. 2017 – Guidelines and Criteria for Division Searches
- RM No. 7, s. 2017 – Monitoring and Evaluation of Learning Resources Centers, Library Hub, Mobile Libraries and School Libraries
- Varba, A. (2018). Monitoring and Evaluation of School Libraries. National Orientation on School Library Establishment, Improvement and Management (pp1-6). Makati City: DepEd, Bureau of Learning Resources.



CRITERIA FOR MOST FUNCTIONAL SCHOOL LIBRARY

CRITERIA	Indicator	Percentage	MOVs
A. Physical Facilities		20%	
Can accommodate 10% of the total student population.	5 – Can accommodate 10% of the total student population 4 – Can accommodate 7-9% of the total student population 3 – Can accommodate 4-6% of the total student population. 2 – Can accommodate 1-3% of the total student population 1 – Can accommodate less than 1% of the total student population		Number of seats available
Accessible from any point of the school.	5 – The library is at the center of the campus and is very accessible from any point of the school. 4 – The library is in front of the campus and is very accessible from any point of the school. 3 – The library is in front of the campus but not easily accessible from any point of the school. 2 – The library is at the back portion of the campus and accessible from any point of the school. 1 – The library is at the back portion of the campus and is not easily accessible from any point of the school.		Site Development Plan
Well lighted and ventilated.	5 – Fully airconditioned all throughout the day and well lighted in all section of the library. 4 – Fully airconditioned only if there are library users and well lighted in all section of the library. 3 – The library is provided with at least 4 functioning lights and 4 functioning electric fans/wall fans. 2 – The library is provided with at least 4 functioning lights and 2 functioning electric fans/wall fans. 1 – The library is provided with at least 2 functioning lights and 1 functioning electric fans/wall fans.		Physical library
Properly arrange and well labelled shelves.	5 – Shelves are arranged using the DDC and with specific labels and color coding. 4 – Shelves are arranged by subject and with specific labels and color coding.		Physical library

Signages are easy to see, readable and attention grabber.	<p>3 – Shelves are arranged using the DDC or by subject with labels with no color coding.</p> <p>2 – Shelves are arranged by subject and color coding without labels on the shelves.</p> <p>1 – No system in arranging the shelves.</p> <p>5 – All signages are strategically located, readable and attention grabber.</p> <p>4 – All signages are strategically located but not readable and attention grabber.</p> <p>3 – 70% of the signages are strategically located, readable and attention grabber.</p> <p>2 – 70% of the signages are strategically located but not readable and attention grabber.</p> <p>1 – Signages are not strategically located, not readable and not attention grabber.</p>	Physical library
Equipped with facilities.	<p>5 – Presence of at least 2 computer sets, internet connection, printer, photocopier, LCD projector, TV, sound system, etc.</p> <p>4 – Presence of 1 computer set, printer, photocopier, LCD projector, TV, sound system, no internet connection.</p> <p>3 – Presence of computer set, printer, photocopier, LCD projector, TV, sound system, no internet connection.</p> <p>2 – Provided with at least 1 – 3 facilities.</p> <p>1 – No library facilities.</p>	Physical library and List/Inventory of Facilities
Equipped with functional furniture.	<p>5 – All needed furniture is provided and well functional.</p> <p>4 – 70% - 90% of the needed furniture is provided and well functional.</p> <p>3 – 50% - 60% furniture is provided and functional.</p> <p>2 – 10% - 40% needed furniture is provided and functional.</p> <p>1 – No library facilities.</p>	Physical library and List/Inventory of Furniture
Cleanliness and orderliness are maintained with proper waste disposal.	<p>5 – The entire library is clean and neat, garbage bins with label and well arrange books and furniture.</p> <p>4 – 80% - 90% of the library is clean and neat, garbage bins with label and well arrange books and furniture.</p> <p>3 – 60% - 70% of the library is clean and neat, garbage bins with label and well arrange books and furniture.</p> <p>2 – 40% - 50% of the library is clean and neat, garbage bins have no label and</p>	Physical library

	<p>books and furniture are not well arrange.</p> <p>1 – 10% - 30% of the library is clean and neat, garbage bins have no label and books and furniture are not well arrange.</p>		
<p>B. LIBRARY COLLECTION, MANAGEMENT AND ORGANIZATION</p> <p>Books of different areas of discipline are provided.</p> <p>Periodicals as another source of information are available.</p> <p>Acquisition Record, Accession Book/Record and List of Library Facilities and Equipment are updated.</p> <p>Technical and mechanical processing of books is done before circulating the materials.</p>	<p>5 – Presence of 10 or more titles per subject area.</p> <p>4 – Presence of 7-9 titles per subject area.</p> <p>3 – Presence of 4-6 titles per subject area.</p> <p>2 – Presence of at least 1-3 titles per subject area.</p> <p>1 – Not all subject area is provided with references.</p> <p>5 – With updated subscription of 2 or more magazine, journal and newspaper for the last 3 years.</p> <p>4 – With updated subscription of at least 1 magazine, 1 journal and 1 newspaper for the last 2 to 3 years.</p> <p>3 – With updated subscription of at least 1 magazine and 1 newspaper for the last 2 to 3 years</p> <p>2 – With updated subscription of at least 1 newspaper, journal or magazine within the year.</p> <p>1 – No periodical subscription is available.</p> <p>5 – 90%-100% of the collection are recorded in the Acquisition Record, Accession Book/Record and List of Library Facilities and Equipment.</p> <p>4 – 70%-80% of the collection are recorded in the Acquisition Record, Accession Book/Record and List of Library Facilities and Equipment.</p> <p>3 – 50%-60% of the collection are recorded in the Acquisition Record, Accession Book/Record and List of Library Facilities and Equipment.</p> <p>2 – 10%-40% of the collection are recorded in the Acquisition Record, Accession Book/Record and List of Library Facilities and Equipment.</p> <p>1 – All records are not updated or no record at all.</p> <p>5 – 90%-100% of the collection are with label, property stamp, color coded, book card and plastic cover before circulating.</p> <p>4 – 70%-80% of the collection are with label, property stamp, color coded,</p>	(20%)	<p>List of Library Holdings and Accession Record</p> <p>List of Periodicals and Proof of Subscription</p> <p>Acquisition Record, Accession Book/Record and List of Library Facilities and Equipment</p> <p>Sample books and Borrowers Record</p>

<p>Organize the books using a standard classification scheme.</p> <p>Conducted annual physical inventory of library materials.</p> <p>Utilization of STARBOOKS or Tech4Ed as additional source of information.</p>	<p>book card and plastic cover before circulating.</p> <p>3 – 50%-60% of the collection are with label, property stamp, color coded, book card and plastic cover before circulating.</p> <p>2 – 10%-40% of the collection are with label, property stamp, color coded, book card and plastic cover before circulating.</p> <p>1 – No technical and mechanical processing of books is done before circulating the materials.</p> <p>5 – 90%-100% of the collection are organized using a standard classification scheme.</p> <p>4 – 70%-80% of the collection are organized using a standard classification scheme.</p> <p>3 – 50%-60% of the collection are organized using a standard classification scheme.</p> <p>2 – 10%-40% of the collection are organized using a standard classification scheme.</p> <p>1 – Collection are not organized using a standard classification scheme.</p> <p>5 – Conducted physical inventory of library materials annually for the past 3 years.</p> <p>4 – Conducted physical inventory of library materials twice for the past 3 years.</p> <p>3 – Conducted physical inventory of library materials once for the past 3 years.</p> <p>2 – Conducted physical inventory of library materials once since the library operated.</p> <p>1 – No physical inventory is conducted for the past 3 years.</p> <p>5 – STARBOOKS and/or Tech4Ed is utilize year-round for the past 3 years.</p> <p>4 – STARBOOKS and/or Tech4Ed is utilize year-round for the past 2 years.</p> <p>3 – STARBOOKS and/or Tech4Ed is utilize year-round within the year.</p> <p>2 – STARBOOKS and/or Tech4Ed is utilize once for the past 3 years.</p> <p>1 – No STARBOOKS and/or Tech4Ed is provided.</p>		<p>Physical Library, Books</p> <p>Inventory Report</p> <p>Computer set with installed software, Accomplishment Report and Logbook of users.</p>
<p>C. SERVICE</p> <p>The library is open before, during and after classes as need arises.</p>	<p>5 – The library is open before, during and after classes as need arises.</p> <p>4 – The library is open from 6 to 8 hours from Monday to Friday.</p>	<p>(30%)</p>	<p>Posted Library Operating Hours</p>

<p>Library orientation for students and teachers is done at the beginning of the school year.</p>	<p>3 – The library operates 4 to 5 hours a day from Monday to Friday. 2 – The library operates 2 to 3 hours a day from Monday to Friday. 1 – The library operates 1 hour or less a day from Monday to Friday.</p> <p>5 – Conducted Library Orientation to all students and teachers at the beginning of the school year for 3 consecutive years. 4 – Conducted Library Orientation to all students and teachers at the beginning of the school year for 2 consecutive years. 3 – Conducted Library Orientation to all students and teachers at the beginning of the school year for twice for the past 3 years. 2 – Conducted Library Orientation to all students and teachers at the beginning of the school year for once for the past 3 years. 1 – No Library Orientation is conducted for the past 3 years.</p>	<p>Quarterly Report, Calendar of Activities, Action Plan</p>
<p>Presence of Library Instruction.</p>	<p>5 – Conducted Library Instruction to all students per grade level at least once a year for 3 consecutive years. 4 – Conducted Library Instruction to all students per grade level at least once a year for 2 consecutive years. 3 – Conducted Library Instruction to all students per grade level twice for the past 3 years. 2 – Conducted Library Instruction to all students per grade level once for the past 3 years. 1 – No Library Instruction is conducted for the past 3 years.</p>	<p>Quarterly Report, Calendar of Activities, Action Plan</p>
<p>Conducts monthly activities that promote library and information services whether face-to-face or through any social media platform.</p>	<p>5 – Conducted monthly activities that promote library and information services for 3 consecutive years. 4 – Conducted monthly activities that promote library and information services for 2 consecutive years. 3 – Conducted 8 to 10 activities in a year that promote library and information services for the past 3 years. 2 – Conducted 4 to 7 activities in a year that promote library and information services for the past 3 years. 1 – Conducted less than 3 activities in a year that promote library and information services for the past 3 year</p>	<p>Quarterly Report, Calendar of Activities, Action Plan, any social media platform</p>

<p>Updates Bulletin/Information Board to promote library and information services (Current Awareness) and is posted in any social media platform.</p> <p>Utilization of books in the school library is evident.</p> <p>Maximum utilization of Library Hub books is evident.</p>	<p>5 – Bulletin board is updated every month for 3 consecutive years. 4 – Bulletin board is updated every month for 2 consecutive years. 3 – Bulletin board is updated every quarter for the past 3 years. 2 – Bulletin board is updated once or twice a year for the past 3 years. 1 – No bulletin board display.</p> <p>5 – Library users borrowed books at least once a month for 3 consecutive years. 4 – Library users borrowed books at least once a month for 2 consecutive years. 3 – Library users borrowed books 6 to 10 times in a year for the past 3 years. 2 – Library users borrowed books 1 to 5 times in a year for the past 3 years. 1 – No evidence of borrowing of books for the past 3 years.</p> <p>5 – Borrowed and utilized Library Hub books 5 to 9 times in a year for 3 consecutive years. 4 – Borrowed and utilized Library Hub books 1 to 4 times in a year for 3 consecutive years. 3 – Borrowed and utilized Library Hub books 7 to 12 times for the past 3 years. 2 – Borrowed and utilized Library Hub books 1 to 6 times for the past 3 years. 1 – No evidence of borrowing of library hub books for the past 3 years.</p>		<p>Quarterly Report, Calendar of Activities, Action Plan, Bulletin Board, any social media platform</p> <p>Borrowers Logbook, Library Card and Quarterly Report.</p> <p>Borrowers Record (issued by the Lib. Hub Personnel) Borrowers Logbook (school level), Quarterly Report</p>
<p>D. LIBRARY STAFF</p> <p>Designation as School Library Designate is evident.</p> <p>Daily library services rendered is evident.</p>	<p>5 – Serves as a School Library Designate for 6 years and more. 4 – Serves as a School Library Designate for 4 to 5 years. 3 – Serves as a School Library Designate for 3 years. 2 – Serves as a School Library Designate for 1 to 2 years. 1 – Serves as a School Library Designate less than 1 year.</p> <p>5 – Render library services for 5 to 8 hours per day. 4 – Render library services for 3 to 4 hours per day. 3 – Render library services for at least 2 hours per day. 2 – Render library services for at least 1 hour per day.</p>	<p>(20%)</p>	<p>Designation Letter</p> <p>Class Schedule, Library Operating Schedule</p>

Attended seminar-workshops, conferences and other continuing professional education related to library and information services initiated by the Division Office.

- 1 – Render library services less than an hour per day.
- 5 – Attended all the seminar-workshops, conferences and other continuing professional education related to library and information services initiated by the Division Office for 3 consecutive years.
- 4 – Attended twice in the seminar-workshops, conferences and other continuing professional education related to library and information services initiated by the Division Office for 3 consecutive years.
- 3 – Attended once in the seminar-workshops, conferences and other continuing professional education related to library and information services initiated by the Division Office for 3 consecutive years.
- 2 – Attended 1 to 2 times in the seminar-workshops, conferences and other continuing professional education related to library and information services initiated by the Division Office for the past 3 years.
- 1 – No seminar-workshops, conferences and other continuing professional education related to library and information services initiated by the Division Office have attended for the past 3 years.

Certificates,
Travel Order

Attended to non-DepEd seminar-workshops, conferences and other continuing professional education related to library and information services.

- 5 – Attended to all non-DepEd seminar-workshops, conferences and other continuing professional education related to library and information services for 3 consecutive years.
- 4 – Attended twice to non-DepEd seminar-workshops, conferences and other continuing professional education related to library and information services for 3 consecutive years.
- 3 – Attended once to non-DepEd seminar-workshops, conferences and other continuing professional education related to library and information services for 3 consecutive years.
- 2 – Attended 1 to 2 times in the non-DepEd seminar-workshops, conferences and other continuing professional education related to library and information services for the past 3 years.
- 1 – No seminar-workshops, conferences and other continuing professional education related to library and information services initiated by the


Certificates,
Travel Order

<p>Innovation and creativity are observed.</p>	<p>non-DepEd have attended for the past 3 years.</p> <p>5 – Initiated and implemented at least 2 projects or programs related to library and information services for 3 consecutive years.</p> <p>4 – Initiated and implemented at least 1 project or program related to library and information services for 3 consecutive years.</p> <p>3 – Initiated and implemented at least 1 project or program related to library and information services for 2 consecutive years.</p> <p>2 – Initiated and implemented at least 1 project or program related to library and information services for the past 3 years.</p> <p>1 – No evidence of innovation or creativity implemented related to library and information services for the past 3 years.</p>		<p>Project/Program proposal with implementation MOVs, and Letter of Acceptance</p>
<p>E. LINKAGES</p> <p>The library established linkages with other resource center in the community.</p>	<p>5 – Has established linkages to parent, club or organization and with community service once a year for 3 consecutive years.</p> <p>4 – Has established linkages to parent, club or organization and with community service once a year for 2 consecutive years.</p> <p>3 – Has established linkages to parent, club or organization and with community service once a year for the past 3 years.</p> <p>2 – Has established linkages to parent, club or organization but no community service for the past 3 years.</p> <p>1 – No linkages have established for the past 3 years.</p>	<p>(10%)</p>	<p>Accomplishment Report, MOA or MOU</p>

Prepared by:


MARICEL S. RASID, RL
 Division Librarian II


ELMAR L. CABRERA
 PDO – LRMDS


ROSELA R. ABIERA
 DEPS – LR Manager

Recommending Approval:


NILITA L. RAGAY EdD
 OIC-ASDS/ CID-Chief

Approved by:


NERI C. OJASTOR EdD, CESE
 Schools Division Superintendent