



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools
Division Superintendent**

DIVISION MEMORANDUM

No. **807**, s. 2023

**2023 LIBRARY AND INFORMATION SERVICES MONTH: HARVEST OF
ACCOMPLISHMENTS: HIGHLIGHTING INNOVATIONS, BEST PRACTICES AND
SUSTAINABILITY, INTEGRATING GAD, DRRM, NDEP & SCALP AND ITS
INFLUENCE ON THE SCHOOL CLIENTELE AND STAKEHOLDERS
IN THE NEW NORMAL**

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
District School Library Designates
All Others Concerned

1. Pursuant to Presidential Proclamation No. 837, s. 1991, "Declaring the Month of November 1991 and Every Year Thereafter as Library and Information Services Month" and Proclamation No. 109, s.1936, "Designating the period from November 24 to November 30 of Each Year as National Book Week". The month-long celebration will help raise public awareness on the invaluable service that libraries and information centers provide, i.e., providing data and materials for lifelong knowledge and learning, research, and leisure.
2. In this connection, the District School Library Designates will have a one-day conference and reporting of school level activities for calendar year 2023 and during the celebration of National Book Week and the Library and Information Services (LIS) Month in a **7-10 mins video presentation on November 28, 2023 (Batch 1-Elementary)** and **November 29, 2023 (Batch 2 – Secondary)** via **MS Teams from 8:00am to 5:00pm**. Link will be sent to the concerned participants individually.



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3. This activity aims to:
 - a. provide a status report of school library operation by district;
 - b. recognize the schools in terms of providing learners and teachers a better access to quality learning materials through the active utilization of the school library/ learning resource portal;
 - c. guide and provide the schools with division standard policies on how to improve their library utilization; and
 - d. showcase schools' best practices, teacher's talent in promoting readership through active use of library and other alternatives to such.
4. Participants to this activity are the District School Library Designate of the 36 Elementary and 35 Secondary.
5. District School Library Designates must submit a copy with complete signatories of their Consolidated by district Annual Accomplishment Report 2023 and School Library Action Plan 2024 – 2025 and soft copies must be submitted in the link below.
<https://tinyurl.com/2023-SL-Accomplishment>
6. Attached are the templates to be used for the Annual Accomplishment Report and Action Plan.
7. Immediate and wide dissemination of this memorandum is desired.

NERI C. OJASTRO EdD, CESE
Schools Division Superintendent
Office of the Schools Division Superintendent

11/7/2023

NCO/MKP/JMA/NLR/LRMS-RRA-MSR-ELC



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(SCHOOL AND DISTRICT)

ANNUAL ACCOMPLISHMENT REPORT 2023

I. INTRODUCTION

II. SCHOOL LIBRARY STATUS

Name of School	Category (ES/JHS/SHS/)	EXISTING/NOT EXISTING	1room/shared

III. ACCOMPLISHMENT

ACTIVITIES	INDICATORS	DATE ACCOMPLISHED	REMARKS

IV. BEST PRACTICES

V. CONCERNS, ISSUES, GAPS AND PROBLEMS (CIGPs)

VI. MOVs

Prepared by:

Reviewed and Verified by:

District School Library Designate

Public School District Supervisor