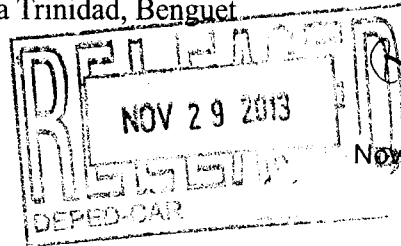
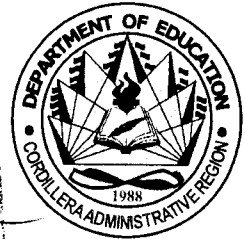




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Wangal, La Trinidad, Benguet



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REGIONAL MEMORANDUM

No. 183-2013 2013

Announcing the SEARCH FOR FUNCTIONAL LIBRARIES: PUBLIC
ELEMENTARY AND SECONDARY SCHOOLS, SY 2013-2014

TO : ALL SCHOOLS DIVISION SUPERINTENDENTS

1. The Search is aimed at improving learners' performance by providing access to learning resources.
2. Categories of the Search shall be:
 - a. Elementary Level:
 - Big School (with 500 & above enrollees)
 - Small School (with 499 & below enrollees)
 - b. Secondary Level:
 - School with Full time librarian
 - School with Part time/designated librarian
3. The Division first place winners in the different categories shall be the Division entries to the Regional Search. Division winners together with the documents and the Division Evaluation Result should be submitted on or before December 23, 2013, Attn: Special Services Division.
5. The Regional Evaluation Team shall visit the division entries for validation of documents from January to March, 2013.
6. Attached are the evaluation templates for your guidance.
7. The region shall award first to third placers in each category. They will be given a trophy, cash incentive and a Certificate of Recognition.
8. Immediate dissemination of this Memorandum is requested.


ELLEN B. DONATO, Ed. D., CESO III
Regional Director

SSD/vtl/fbb
11.21.13

Telephone Numbers:

Office of the Director IV	-422-4074	Budget and Finance Division	-422-5155	Cash Section	-309-3017	Record Section	-309-3015
Fax Machine	-422-1318	Elementary Education Division	-422-7096	Physical Facilities Unit/ICT	-309-3011	Payroll Services Unit	-424-3993
Office of the Director III	-309-3013	Non Formal Education Division	-422-5187	Regional Planning Unit	-309-1234	Special Services Division	-424-5167
Administrative Division	-422-1804	Secondary Education Division	-309-3014				
		Supply Unit	-422-2198				



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Inclosure No. 1 of Regional Memorandum No. _____ s. 2013

"SEARCH FOR FUNCTIONAL LIBRARIES, PUBLIC ELEMENTARY AND SECONDARY SCHOOL"
CRITERIA FOR EVALUATION

	INDICATOR	POINTS	RATING
I. Administration		5%	
A. The librarian/teacher-librarian plans and develops programs for the library operations.	action plan	2.5	
B. The library services & resources are utilized.	registration/ rm. attendance	2.5	
	signed bk. card		
II. Human Resources		5%	
A. Number of library hour service.	sched./logbook	1	
B. Completeness of forms	bk. card, bk. pocket, due slip	1	
C. Updated record and inventory of holdings/collections.	accession bibliographic list	1	
D. Innovations & creativity.	OPAC easy access of holdings, others	1	
E. The librarian/teacher-librarian attended seminar-workshops, conferences & other continuing professional education.	Travel Order certificate	1	
III. Collection Management		30%	
A. Collection Development			
1. The library acquired learning instructional resources for the last three years.	Purchase Request and Official Receipt for Purchased	2	
2. The library has local history about the school, community and Cordillera		2	
3. For an enrollment of less than 1000 students, the library should have: a) Elementary level - 3,000 book titles b) Secondary level - 5,000 book titles		2	
4. Ten percent (10%) of the holdings is Filipino.	Accession Record Card Catalog	2	
5. Twenty percent (20%) of the total collections is published within the last ten (10) years.		2	
6. The library met the basic subscription of: a. One (1) title for national and local newspaper b. One (1) title of professional magazine/journal, national/ international	Accession Record (Improved or Logbook)	2	
7. Pamphlets, information files, government documents and other materials appropriate to the curriculum and interests of students were provided.	Acknowledg- ment for Donations	2	
8. The library has: a. map			
a.1. Geographic regional map		1	
a.2. Special map (i.e. economic, weather, political, historical, etc.)		1	
b. Globe (2)		1	
c. Sound recordings on different types of done in the school, 10 titles		1	
d. CD-ROMs, 20 titles		1	

Telephone Numbers:

Office of the Director IV	-422-1318	Budget and Finance Division	-422-5155	Cash Section	-309-3017	Record Section	-309-301
Fax Machine	-422-4074	Elementary Education Division	-422-7096	Physical Facilities Unit/ICT	-309-3011	Payroll Services Unit	-424-399
Office of the Director III	-309-3013	Alternative Learning System	-422-5187	Regional Planning Unit	-309-1234	Special Services Division	-424-516
Administrative Division	-422-1804	Secondary Education Division	-309-3014	Supply Unit	-422-2198	Commission on Audit	-4227434



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Inclosure No. 2 of Regional Memorandum No. _____ s. 2013

CRITERIA	INDICATOR	POINTS	RATING
e. Charts, photographs, pictures and other types of graphic materials, 50 titles	Approved PR Acknowledgment	1	
B. Selection and Organization		5%	
1. The librarian, teachers, administrators and students actively participated in the selection and acquisition of books.	list of request w/ signature	1	
2. Books were stamped and recorded.	accession bk. actual book	1	
3. Books & other resources were systematically organized according to standard system.	labeled w/ DDC	1	
4. Card catalog were properly filed as to: author, shelflist, subject and title.	Card Catalog	1	
5. Books were provided w/ book card, book pocket & due slip.		1	
C. Preservation and Security		5%	
1. Damaged/mutilated books were mended and binded.	actual	2.5	
2. Library has security measures for the safety of collections. (Ex. Baggage counter, electronic gadgets, etc.)	actual	2.5	
V. Services and Utilization		30%	
A. The library is open before, during and after classes and/or Saturday/Sunday as the need arise.	approved sched. logbook	5	
B. Acquisition and other activities are well disseminated.	memo	5	
C. There is coordination with the faculty for the promotion of the library.	approved sched. & pic.	5	
D. Orientation of students and faculty is done at the beginning of the school year.	attendance w/ picture	5	
VI. Physical Facilities		15%	
A. The library can accommodate 10% of the total population.	floor plan	1	
B. The library has reading area	actual	1	
C. The library is equipped with:			
Items	Number of Units	Specifications	
1. Reading Tables	15-25% of the enrollment	Elem: 0.71 m (H) x 0.91 m (L) Sec: 0.75 m (H) x 0.90 m (W) x 1.8 m (L)	1
2. Armless Chairs	Same as above	37 cm (W), 43.5 cm (D) height of back rest-43 cm Total height: 89 cm	1
3. Librarian's Table		1.22 m (W), x 0.66 m x (L) 0.76 m (H)	1
4. Librarian's Chair	Depending on the design	47 cm (W), 43.5 cm (D), height of back rest-43 cm Total height: 89 cm	1
5. Charging/ Circulation Desk		simple & functional in design w/ space provided for filing of bk. cards & ret. bks. The table should be counter sitting height.	1

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Inclosure No. 3 of Regional Memorandum No. _____ s. 2013

6. Card cata- log with trays	Depend on the collection	w/ handle label holder & rod w/ 36 trays 0.90 m (W) 1.18 m (H) 0.45 m (D)		1	
7. Shelf list Card				1	
8. Book shelves preferably -single faced -double faced -wall shelves		30 m (D) x 1.3 m (W) x 0.76- 1.5 m (H) Height of shelves: Elem: not more than 1.5 m Sec: not more than 1.8 m The bottom shelf shld slope back to facilitate reading		1	
9. Newspa- per display rack	Depending on the number of subs- cription titles	10 rungs, 0.30 x 0.40 m in size		1	
10. Dictionary & atlas stand	Minimum of 3	Slope top w/ 3 shelves		1	
11. Furniture for Inform- mal reading		Sofa set & bean bags		1	
12. Bulletin board	At least 2 depend- ing on the space	Cork or magnetic 2 40 (L) x 1.20 m (W)		1	
13. Equipment	(Dewey Decimal Classification (DDC), Cutter's Two/ Three Figure, Searslist			1	
VII. Information Technology Facilities and Services				5%	
A. The library is furnished with:					
1) Computers				3	
2) Communication Services				2	
VIII. Financial Resources				5%	
A. The library is provided with funds.			approved APP	2.5	
B. The library generated funds.			List of donor Acknowledgment pictures	2.5	
IX. Linkages and Networking				5%	
A. The library established linkages with other resource center in the community (e.g. barangay, other libraries where to refer students for research & other sources of information.			MOA Request Letters Logbook		
Total				100%	

Prepared by:

FELIX B. BADIVAL
Librarian II

Noted:

VIRGINIA T. LUPIAN, Ed. D.
Chief, Special Services Division

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