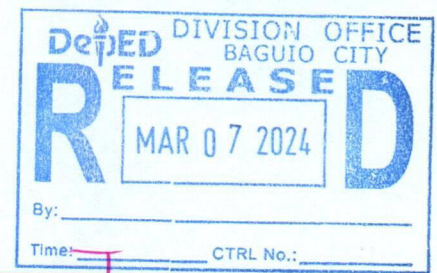




Republic of the Philippines  
Department of Education  
CORDILLERA ADMINISTRATIVE REGION  
SCHOOLS DIVISION OF BAGUIO CITY



March 07, 2024

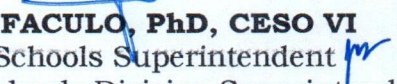
**SCHOOLS DIVISION MEMORANDUM**

No. 158-2024

**SCHOOL LIBRARIES PROFILING**

To: CID Chief Education Supervisor  
Education Program Supervisors  
Public Schools District Supervisors  
Public School Heads  
CID - LRMS Staff  
School LRMS Coordinators  
Teachers and other LRMS Implementers  
All Others Concerned

1. In reference to DM-CT-2023-156 dated May 24, 2023, and DM-CT-2023-183 dated June 26, 2023, from the Office of the Undersecretary for Curriculum and Teaching entitled "Consolidation of School Library Profiling for Inputs on the Draft of the Library Hub Handbook", the School Division Office of Baguio City requests information from schools regarding their implementation of the usage of school libraries and library hubs.
2. The objectives for information gathering are the following:
  - a. Gather information regarding the status and functionality of school libraries and library hubs in the Schools Division of Baguio City.
  - b. The gathered information will be used for the proposed revised School Library Monitoring and Evaluation (M & E) Tool and the Library Hub handbook 2nd Edition to be written by the Central Office.
3. For guidance in the entry of information for the School Library Profiling, please refer to Annex A: School Library Profiling Form attached to this memorandum.
4. After reviewing the guide on Annex A, enter the information on the following link: <https://tinyurl.com/BgoSchoolLibraryProfile>. The gathering of data shall be until March 13, 2024 to give ample time for data collation.
5. Immediate and wide dissemination of this memorandum is highly appreciated.

  
**SORAYA T. FACULO, PhD, CESO VI**  
Assistant Schools Superintendent  
OIC-Office of the Schools Division Superintendent



## SCHOOL LIBRARY MONITORING FORM

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)?

\_\_\_\_\_ m<sup>2</sup>.

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 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 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						
Others						
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 Organizational 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 2023			
	Year 2021			
	Year 2019			
b. Tabloids	Year 2023			
	Year 2021			
	Year 2019			
c. Magazines	Year 2023			
	Year 2021			
	Year 2019			
d. Journals	Year 2023			
	Year 2021			
	Year 2019			
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. MOOE		



## 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 TOTAL		86		
<b>Functionality:</b>				

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

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

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 indicates "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 information services.</li> </ul>	<b>Emerging</b>
<b>Not Functional (NFL)</b>	<ul style="list-style-type: none"> <li>If ratings in any of the component/s is/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? Are the library collections safe from flooding?	The school library <i>is easily</i> accessible from any point in the campus and <i>is safe</i> from flooding.	3
		The school library <i>is not easily</i> accessible from any point in the campus but <i>is safe</i> from flooding.	2
		The school library <i>is easily</i> accessible from any point in the campus and <i>is not safe</i> 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	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 a. <i>Gen. References</i> b. <i>Gen. Collection</i> c. <i>Non-Print Collection</i> d. <i>SRMs</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	
		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, 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: MOOE, LGU, NGO, PTA, DepEd, Alumni others		
	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: 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
	6. Facilities	6.1 Which collection access facility does your library have?	If the library has both OPAC and Card Catalog Cabinet.
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