



Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN
Arch. G.M. Reyes Street, Kalibo, Aklan



March 12, 2019

DIVISION MEMORANDUM

No. 88, s. 2019

DIVISION SEARCH FOR THE MOST FUNCTIONAL PUBLIC SCHOOL LIBRARY

To: Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
School Heads of Public Elementary and Secondary Schools
Other Personnel Concerned

1. This is to announce the Division Search for the Most Functional Public School Library under the initiative of the Learning Resource Management and Development Section.
2. The search aims to:
 - recognize the importance of school libraries as integral parts in the education system;
 - encourage the existing school libraries to improve their services and to become fully functional;
 - comply with DepEd Order No.56 s. 2011 "Standards for Philippine Libraries" and Division Memorandum No.257 s.2018 "Reiteration of DECS ORDER No.6, s.1998 "Policies and Programs for School Library Development";
 - ensure the vision and mission of the Library Work Plan are aligned with the School Improvement Plan (SIP); and
 - award a school in keeping up with the vision of providing quality resource materials through its library in terms of accessibility, services, collection management, personnel and the extent of implementation.
3. Categories for this search are:
 - Most Functional Public School Library- Elementary Level
 - Most Functional Public School Library- Secondary Level

"May katawhayan ag kalipayan sa among mga escuelahan."

4. Please see attached schedule, guidelines and criteria of the contest.
5. Immediate dissemination of this memorandum is desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:



JOSE NIRO R. NILLASCA

Education Program Supervisor
OIC-Office of the Asst. Schools Division Superintendent
In-Charge of the Division

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IMPLEMENTATION SCHEDULE AND GUIDELINES ON MOST FUNCTIONAL PUBLIC SCHOOL LIBRARY

A. IMPLEMENTATION SCHEDULE

Activities	Strategies	Date	Persons Involved
District Search for Most Functional Public School Library	Initial assessment of qualified public school library	June 2019	PSDS, school Heads, District LR Coordinators
Submission of documents	On-site visit to school libraries	June 2019	LRMD section, PSDS, District LR Coordinators
On-site Validation	On-site visit to public school library	July 2019	LRMD section, EPS, District LR Coordinators
Awarding of the Most Functional Public School Library	Recognition of the best school library	September 2019	CID Chief, PSDS, School Heads, LRMD section

B. GUIDELINES

1. All Public Elementary and Secondary Schools with existing school libraries in the Division of Aklan shall participate in the said search.
2. Categories for this search are the following:
 - Most Functional School Library- Public Elementary Level
 - Most Functional School Library- Secondary Level
3. All districts shall conduct District Search for the Most Functional School Libraries.
4. All districts shall select their Top 3 Winners but only their First Place will join the Division Search.
5. The district winner shall submit right after the contest to the Division LR Office following requirements:
 - a. List of library holdings
 - b. Schedule of librarian
 - c. Pictures of programs and activities in the library
 - d. Copy of School Improvement Plan (SIP)

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6.	District	School	Name of PSDS	CP#	Name of School Head	CP#	Name of School Librarian	CP#	Score	Rank
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Each district entry shall be subjected to on-site validation using a monitoring tool through the Learning Resource Management and Development section and the District LR Coordinators.

7. The library with the highest score attained for each category shall be declared as the Most Functional Public School Library.
8. Announcement and Awarding of Winners will be presented during the Aklan Literature and Arts Teachers Convention (AklatCon) on September 2019.

C. SEARCH CRITERIA

1. ADMINISTRATION (20%)

- vision and mission in the Library Work Plan are aligned with the School Improvement Plan (SIP)
- 5- 10% budget is allotted for the development of the library's collection, facilities, programs and services.

2. ACCESSIBILITY (10%)

- the library can accommodate 10% or more of the total student population
- the library has a separate room or building
- the library has a reliable internet connection
- the library has an established schedule for users

3. SAFETY AND SECURITY (15%)

- the library has a functional fire extinguisher equipment, located in an accessible area
- emergency measures and procedures are posted
- standard electrical installation as certified by a licensed electrician
- visitor Monitoring/ Logbook (last 2 years)

4. PHYSICAL FACILITIES & EQUIPMENT (20%)

- adequate ventilation
- tables and chairs are in good condition
- shelves for storing books and other materials
- adequate lighting
- functioning computer
- functioning printer
- presence of TV monitor
- presence of video player
- presence of overhead projector w/ screen

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5. COLLECTION (20%)

- books are copyrighted within the last 10 years
- availability of references or supplementary materials
- journal/magazines/periodical subscriptions
- copies of videos produced by teachers in DVD or VCD
- copies of localized materials produced by teachers by grade level & subject area, properly shelved
- EIC- Education Information Communication materials

6. PROGRAMS AND ACTIVITIES (15%)

- integration of information literacy program
- reading and literacy program
- best practices
- annual Action Plan (last 2 years)
- caters reading classes
- caters teachers & student's library orientation
- accommodates showcasing- related programs, e.g. SHS culminating activity, etc.

7. SUSTAINABILITY

- Linkages and funding support

Enclosure: as stated

Reference: DepEd Order No.56 s. 2011, Division Memorandum No.257 s.2018

Allotment: 3 (DECS 50, s.1997)

To be indicated in the Perpetual Index
under the following subjects:

CONTESTS LIBRARY PROJECT

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