



Republic of the Philippines
Department of Education
Region XII
CITY SCHOOLS DIVISION OF TACURONG
City of Tacurong



DIVISION MEMORANDUM
NO. 98, s. 2017

TO: **Chief, Curriculum Implementation and
School Governance Operations Divisions
Education Program Supervisors
Cluster Heads
Elementary/Secondary School Heads
Elementary/Secondary School Library In-Charge
This Division**

FROM: **LEONARDO M. BALALA, CESE** *LM*
OIC-Schools Division Superintendent

SUBJECT: **DIVISION SEARCH FOR BEST AND MOST FUNCTIONAL SCHOOL LEARNING
RESOURCE CENTER/SCHOOL LIBRARY**

DATE: **September 14, 2017**

1. Relative to strengthening and sustaining the School Learning Resource Center/School Library implementation under Learning Resource Management System (LRMDS), the City Schools Division of Tacurong will conduct the Division Search for Best and Most Functional SLRC/School Library on October 10-13, 2017.
2. The central schools shall automatically be an entry and one identified non-central school in each cluster, while all secondary schools shall be evaluated as an automatic entry.
3. There will be a cash prize and Certificate of Recognition for First, Second and Third Placers, and Certificate of Participation to non-winners.
4. All Cluster Heads are enjoined to submit the entry on/or before September 20, 2017, attn: Delia P. Eliarda Librarian II, Library Hub,
5. Attached are the Criteria of the Search for your perusal, guidance and reference.
6. Immediate and wide dissemination of this Memorandum is desired.



DIVISION SEARCH FOR BEST AND MOST FUNCTIONAL SCHOOL LEARNING RESOURCE
CENTER/SCHOOL LIBRARY

EVALUATION CRITERIA:

I. PHYSICAL FACILITIES/SET-UP (30pts.)

A. Location: (10pts)

1. The SLRC/School library is located at the heart of the school with highly visible and accessible to all staff and learners
2. The SLRC/School Library well-lit with plenty of natural light/well ventilated
3. Equipped with internet connectivity
4. The SLRC/School library can accommodate 10% of the student population
5. The SLRC/School library is in a separate room or building

B. Shelving and Signage: (10pts.)

1. Shelves are not too high/ fit for the users
2. Label general areas of collection (Learners Materials, Teachers Resources and General/Professional References)
3. Accessioning and Classifying of materials
4. Posting Library Rules and Regulation
5. Colorful posters that encourage reading

C. Equipment: (10pts.)

The SLRC/School Library provides the following equipment, furniture and fixture:

1. Display stands
2. Computers
3. A notice board for displaying students work
4. Bulletin Board
5. Library fixtures (reading tables, chairs, activity area for elementary grade and etc.
6. Television set
7. Printer
8. Projector
9. Magazine/newspaper rack and etc.
10. Fire Extinguisher

II. COLLECTIONS/CONTENT (45pts.)

(Collection of Books, References and other IMs)

A. Learners Resources-(15pts.)

1. Activity Sheets and workbooks
2. Texts
3. Manipulatives
4. Storybook (Big books and booklets)
5. Globes/Maps

B. Teacher's Resources-(15pts.)

1. Old Lesson Plans, DLL and other Teaching guides
2. CDs/Digital Resources
3. Curriculum Guides and Teacher's constructed test
4. Teachers Action Researches
5. Least Mastered Skills with exercises

C. Professional References/General References-(15pts)

1. Magazines/Periodicals
2. Encyclopedia
3. Dictionary
4. Copy of SIP/AIP
5. Other Informative books like almanacs, manuals, atlases etc.

III. SERVICES AND UTILIZATION (20pts.)

1. Updates bulletin board to promote library and information services
2. Conducts library orientation on the use of library and its services for students and teachers.
3. Conducts regular activities that promote library and information services
4. Open shelf System
5. The SLRC/School library operates daily to accommodate users with no noon-break policy
6. The learning resources, facilities and services are effectively utilized by the learners and teachers
7. Logbook for users

IV. HUMAN RESOURCES (20pts.)

1. The School head/principal has designated in-charge to manage and supervise the SLRC/library
2. Prepared and submitted reports and other pertinent documents required by the Division LRMDs/Library Hub
3. Prepared and implemented the Action Plan//library/LR plan
4. Maintain inventory of learning resources, utilization reports, record/accession book, agreements, memorandum and advisory and other documents related to the School Learning Resource Center/library
5. Attendance to trainings/seminars/meetings called for by the Division LRMDs/Library Hub

V. LINKAGES (10pts.)

1. The SLRC/library establishes linkages both internal and external donors/ stakeholders to intensify its collection, services and improve the facilities.

TOTAL POINTS= 125 pts.