



Republic of the Philippines  
**Department of Education**

Region XII  
Schools Division Office of Tacurong City

September 12, 2025

DIVISION MEMORANDUM  
CID- 2025 - 121

**2025 DIVISION SEARCH FOR MOST FUNCTIONAL SCHOOL LIBRARIES**

**TO: OIC-Assistant Schools Division Superintendent**  
**Chiefs, SGOD, and CID**  
**Cluster Heads**  
**Public Elementary and Secondary School Heads**  
**Public Elementary and Secondary Schools Library In-Charge**  
This Division

1. Relative to Regional Memorandum CLMD-2025-266 s. 2025, **titled the 2025 Regional Search for the Most Functional School Libraries**, which aims to highlight the value of library operations and services, their impact on the school community, and promote the development and maintenance of quality library resources and facilities that will address learning gaps and challenges.
2. The School Division Office of Tacurong, through the Curriculum Implementation Division - Learning Resource Management Section (CID-LRMS), will conduct the 2025 Division Search for the Most Functional School Libraries. This initiative aims to support the reading enhancement program of the Department, as outlined in DM No. 001, s. 2024, and to promote the establishment of functional libraries according to D.O. No. 56, s. 2011, which sets the standards for Philippine School Libraries.
3. The search is open to all public elementary and secondary schools within the division that have physical libraries and shall be conducted under the following categories.
  - 3.1 Emerging Categories
  - 3.2 Sustaining Categories
4. To ensure the smooth conduct of the search, the Division Technical Working Committee and Evaluators (TWCE) are hereby organized.

Chairperson	Arlen Rosa G. Arquiza	Chief, CID
Co -Chairperson	Ivy P. Lamintao Delia P. Eliarda	EPS-LRMS Librarian II



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<b>Team A.</b> Elementary Evaluators (Central, West, South Cluster)  Chairman: Ronald A. Pelitro, P-II  Members: Rona L. Bred, EPS Leonora R. Po, PDO II	<b>Team B.</b> Elementary Evaluators (East, North Cluster)  Chairman: Mary Ann C. Umadhay  Members: Rona N. Tacot, EPS Joseph R. Pilotos, EPS Bernard F. Antolo, EPS	<b>Team C.</b> Secondary Evaluators  Chairman: Cesar Q. Antolin, EPS  Members: Agnes G. Muyco, EPS Randy E. Porras, EPS Jonald S. Cadio, EPSA
Consultants:	Gildo G. Mosqueda, CEO VI Schools Division Superintendent	
	Gilbert B. Barrera, CESE Assistant Schools Division Superintendent	
	Mayflor D. Romualdo Chief, SGOD	

5. The Division DTWCE will select the top three (3) school libraries in each category for both elementary and secondary schools. The First placer for each category will represent the Division in the Regional Search for the Most Functional School Libraries. In addition, the Apolinario S. Bernardo National High School will automatically the division entry for the Sustaining Category at the Secondary level.

6. The Schedule for the Division Search for the Most Functional School Libraries is as follows:

Date	Cluster
September 16, 2025	Central Cluster
	West Cluster
	South Cluster
September 17, 202	East Cluster, North Cluster and Secondary Schools
September 19, 2025	Deliberation and Consolidation of Results



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7. See the enclosures for your reference and guidance. *Enclosure 1: General and Mechanics, Enclosure 2: Schedule of Activities, and Enclosure 3: Scoring Sheet*
8. All Functional School Libraries are enjoined to participate in the said activities.
9. Immediate and wide dissemination of this Memorandum is desired.

  
**GILDO G. MOSQUEDA, CEO VI**  
Schools Division Superintendent

Encl: as Stated

Reference: DM No. 001, s. 2024/ D.O. No. 56, s.2011

Allotment: none

To be included in the perpetual Index under

**CONTEST      LEARNING RESOURCES      FUNCTIONAL      SCHOOL LIBRARIES**

IPL/DPE/CID/DM/ DIVISION SEARCH FOR MOST FUNCTIONAL SCHOOL LIBRARIES / /\_\_\_/ September 11, 2025



**Address:** Alunan Highway, Poblacion, Tacurong City 9800  
**Telephone Numbers:** (064)-200-6316; 0919-065-6425  
**Email:** tacurong.city@deped.gov.ph



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02 Sept 2025

REGIONAL MEMORANDUM  
CLMD-2025-266

**2025 REGIONAL SEARCH FOR MOST FUNCTIONAL SCHOOL LIBRARIES**

To: Schools Division Superintendents

1. The Department of Education – SOCCSKSARGEN Region through the Curriculum and Learning Management Division (CLMD) announces the conduct of the **2025 Regional Search for Most Functional School Libraries** as a regional mechanism in support to the call for reading enhancement program of the Department through DM No. 001, s.2024 and the establishment of functional libraries through DO No. 56, s. 2011, that sets standards for Philippine School Libraries which form part of the Regional Educational Development Plan (RDEP) 2023-2028.
2. This initiative aims to raise awareness to improve library services and literacy skills in this evolving educational landscape of the department. This innovation also seeks to highlight the value of library operations, services, and its impact to the school community, encourage the development and maintenance of quality library resources and facilities that will address learning gaps and challenges.
3. See Enclosures for reference & guidance:  
Enclosure 1: General Guidelines and Mechanics  
Enclosure 2: Schedule of Activities  
Enclosure 3: Scoring Sheet
4. For more information and inquiry, all concerned may contact Mr. Arturo D. Tingson, Jr. REPS-LRMDS at [arturo.tingson@deped.gov.ph](mailto:arturo.tingson@deped.gov.ph) or Jeanith D. Militante at [jeanith.militante@deped.gov.ph](mailto:jeanith.militante@deped.gov.ph).
5. Immediate and wide dissemination of this Memorandum is desired.

Digitally signed by  
Rocafort Carlito Dalisay  
Adobe Acrobat Reader  
version: 2023.006.20380

**CARLITO D. ROCAFORT**  
Director IV

Encl: As stated  
Reference: DM No. 001, s.2024; DO 56, s. 2011  
Allotment: None  
To be indicated in the Perpetual Index  
under the following subjects:

CONTESTS  
LEARNING RESOURCES

ADTJR/ CLMD /RM – 2025 REGIONAL SEARCH FOR MOST FUNCTIONAL SCHOOL LIBRARIES  
281/SEPTEMBER 1, 2025



Prime Regional Government Center, Brgy. Carpenter Hill, City of Koronadal  
Telephone Nos.: (083) 2288825/ (083) 2281893  
Email Address: [region12@deped.gov.ph](mailto:region12@deped.gov.ph)  
Website: [depedroxii.org](http://depedroxii.org)





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Enclosure 1 to Regional Memorandum CLMD-2025-266

**GENERAL GUIDELINES**

1. The Search for the Most Functional School Libraries is hereby made official through the regional memorandum disseminated to Schools Division Offices.
2. The competition is open to all public elementary and secondary school libraries in Region SOCCSKSARGEN.
3. Only schools with physical libraries are qualified to participate in the search.

**I. Rationale**

The **“Search for the Most Functional Libraries”** was launched last year (2024) to help develop and improve school libraries in the SOCCSKSARGEN Region. This year, two categories are being introduced: 1) Emerging Functional School Library - to recognize and reward libraries that provide quality services, organization, and support for both learners and teachers in their curricular and extracurricular activities; and 2) Sustaining Functional School Libraries - to highlight the continuity and sustainability of library operations and services.

**II. Categories of the Search and Criteria**

**A. Emerging Functional School Libraries**

A.1 Sub-categories

A.1.1 Elementary School

A.1.2 Secondary School

A.2 Guidelines

A.2.1 Open to schools joining the search for the first time.

A.2.2 Focuses on newly established school libraries striving to meet the minimum standards.

A.2.3 Have already been established but have not received any awards or recognition from the previous Search for Most Functional School Libraries set by the Regional Office.

A.3 Criteria

- Administration/Human Resources - 10 points
- Library Collection and Management - 35 points
- Library Services and Utilization - 25 points
- Physical Facilities - 20 points
- Financial Resources - 5 points
- Linkages/Partnership - 5 points

**Total: 100 points**



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**B. Sustaining Functional School Libraries**

B.1 Sub-categories

B.1.1 Elementary School

B.1.2 Secondary School

B.2 Guidelines

B.2.1 Open to schools that have already participated in the previous search.

B.2.2 Have been awarded or have already received recognition from the previous Search for Most Functional School Libraries set by the Regional Office.

B.2.3 Recognizes and implements efforts to sustain, improve, and innovate in library services after their initial participation and validation by the Regional Evaluators.

B.3 Criteria

Sustained Functionality and Services	- 30 points
Continuous Collection Development and Organization	- 25 points
Evidence of Impact on Learners and Teachers	- 20 points
Innovation and Best Practices	- 15 points
Networking, Linkages, and Community Involvement	- 10 points

**Total – 100 points**

**III. Eligibility Requirements**

1. The library must be a recognized school library within the division.
2. The library must have a librarian or designated library in-charge.
3. The library must be functional and accessible to learners and teachers.
4. For the **Sustaining Functional School Library Category**, schools must show evidence of continuity and improvements from the time they last joined.

**IV. Criteria for Judging**

The Criteria for screening is based on the Standards for Philippine Libraries (DepEd Order No. 56, s2011) highlighting the different components/areas)



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**V. Recognition and Awards**

- Special Awards for **Category 1: Emerging Functional School Libraries**
- The school library/ies that will garner the highest ratings/ scores in the following areas/components will receive a Special Award:
  - Library Collections
  - Services and Operations
  - Library Physical Facilities
  - Linkages and Partnership
- Special Awards for **Category 2: Sustaining Functional School Libraries**
- The school libraries that will garner the highest ratings/scores in the following areas/components will receive a Special Award:
  - Most Innovative Practice
  - Best Reading Program and Outcome
  - Outstanding Library In-Charge/Librarian

**Criteria for Outstanding Librarian**

- 1. Library Management and Services – 30 points**
  1. He/She organizes and maintains the library properly.
  2. He/She provides accessible and regular services to teachers, learners and other stakeholders.
- 2. Collection Development and Organization – 20 points**
  1. He/She ensures that books and learning resources (print, non-print and/or digital copies) are updated, organized, and usable.
- 3. Support to Teaching and Learning – 20 points**
  1. He/She assists teachers in instructional needs.
  2. He/She assists in providing reading programs, activities, information literacy, or other learning support.
- 4. Innovation and Creativity – 15 points**
  1. He/She uses creative strategies, ICT facilities, social media, planned activities or programs to make the library more inviting and engaging.
- 5. Professionalism and Commitment – 15 points**
  1. He/She shows dedication, teamwork, and responsibility as a school librarian or library in-charge and capacitate himself/herself to grow personally and professionally.



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**Rubrics for Outstanding Librarian**

Criteria	Exemplary (5)	Proficient (4)	Developing (3)	Needs TA and Improvement (2-1)
Library Management and Services (30 pts)	The library is well-organized, clean, accessible; Its services are regular and responsive to the school community.	The library is organized with minor gaps; Its services are available most of the time.	The library is partly organized; Its services are irregular.	The library is disorganized; Its services rarely available.
Library Collections and Organization (20 pts)	The collection is available, organized, and well-arranged; The books and other learning resources ( <i>print, non-print and digital copies</i> ) are actively utilized.	The collection is available but not fully organized; moderate usage.	Limited collections; Not well-organized; usage is low.	The collection is not available; No traces of utilization.
Support to Teaching and Learning (20 pts)	Regularly collaborates with teachers, conducts programs, and supports the teaching-learning process.	Supports teachers and assists the learners occasionally; conducted some reading or library programs.	Minimal support to teaching; conducted library activities as needed.	No support to teachers and learners; no programs conducted.
Innovation and Creativity (15 pts)	Consistently introduces innovative/ICT-based or creative activities for learners, teachers and other stakeholders.	Occasionally introduces new/creative activities.	Rarely applies new ideas; relies on traditional practices only.	No attempt at innovation or creativity.
Professionalism and Commitment (15 pts)	Highly committed, dependable,	Committed most of the time,	Shows average commitment, requires	Shows commitment; have not



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	shows initiative, and works well with teachers, learners and other stakeholders; attends seminar/training/orientation ( <i>virtual or f2f</i> ) to enhance skills and knowledge on library management and services.	dependable with minor lapses; attends seminar/training/orientation ( <i>virtual or f2f</i> ) to enhance skills and knowledge on library management and services.	supervision; attends seminar/training/orientation ( <i>virtual or f2f</i> ) to enhance skills and knowledge on library management and services.	attended any seminar/training/orientation ( <i>virtual or f2f</i> ) to enhance skills and knowledge on library management and services.
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## VI. Procedure for the Search

### A. Division Screening

- The Division Technical Working Committee (TWC), as approved by the Division Management Committee, has the autonomy to conduct activities relevant to this level of the competition (e.g., orientation program, library visit, conduct of district-level screening submission/identification of entries, and declaration of winners).
- The Division Evaluators (DE), as facilitated by the Division TWC, shall select the best entries for each Category.
- In case of a tie, the head of the Division Evaluators shall determine the winners to represent the Division to the Regional Search for the Most Functional School Libraries.
- Selected entries/winners in the Division level shall submit the required documents, evidence, and means of verification (MOV) in softcopy and upload to the official Google drive provided by the Division TWC, and one (1) printed copy of the required documents, evidence, and means of verification (MOV). (Note: refer to Documentation Submission)

### B. Transmittal to the Regional Technical Working Committee

- The Division TWC shall prepare the following for official transmittal. (*refer to Documentation Submission*):

One (1) printed copy of the School Information

One (1) printed copy of Library Information



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Photos and other documentary evidence that will support the narrative.

Three-minute-video presentation

- Transmittal to the Regional Office shall be in person or through the courier service available, with a date reflecting the deadline.
- All entries shall be accepted from 8:00 a.m. to 5:00 p.m. on the last day of submission (deadline)

**C. Judging at the Regional Level**

- Only one (1) entry per Category officially endorsed by the Division TWC is considered an official entry of the SDO in the Regional level of competition.
- The Regional TWC shall screen the entries in terms of compliance with the guidelines and mechanics of the competition.
- The Regional Evaluators, as facilitated by the Regional TWC, shall validate the entries through conducting the on-site judging/validation on the scheduled dates.
- The Regional Evaluators shall select and award the top three (3) school libraries per category.
- The Regional Technical Working Committee will consolidate the results and prepare the list of winners.
- The winners will be declared during the Awarding Ceremony to be scheduled.

**D. Document Submission**

Qualified entries will submit one (1) printed copy of detailed documentation on the following areas in narrative form:

**a. School Information**

1. School history
2. Enrolment
3. Number of Teachers
4. School offerings for special programs (if applicable)
5. Significant achievements, awards, and recognition
6. Linkages and partnerships with stakeholders
7. Others

**b. Library Information**

1. Library history



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2. Status of administration/human resources
3. Library collections and their management
4. Services and utilization
5. Physical facilities
6. Financial resources
7. Linkages and networking
8. Others

- c. Photos and other documentary evidence that will support the narrative.
- d. Maximum of three-minute video presentation depicting the different areas of the school library.

**E. Composition of Region Technical Working Committee and Regional Evaluators**

- The Regional Technical Working Committee (TWC) shall be composed of the following:
  - a. Regional Librarian
  - b. RO-TAS (CLMD)
  - c. RO-ADAS (CLMD)
- The Regional Evaluators shall be composed of the following:
  - a. REPS-LRMS
  - b. Identified RO EPS
  - c. RO Librarian

**F. On-Site Judging and Deliberation**

- a. The Regional Evaluators shall conduct an on-site judging to the qualified entries for the Search.
- b. The Regional Evaluators shall use the criteria for the Search for the Most Functional School Libraries.
- c. Rubrics and indicators shall be used in the criteria for judging.
- d. The scoring/rating will be based on the criteria and shall be evidence-based.
- e. Deliberation among members of the Regional Screening Committee shall be conducted to promote fairness, transparency, and integrity of the results.
- f. The LR personnel of the host division shall inhibit and shall not participate during the on-site judging and deliberation.



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**G. Scoring and Ranking**

1. The overall rating of the qualified school libraries shall depend on the points earned per area or component based on the criteria.
2. Should there be a tie in the overall rating, the Regional Screening Committee shall conduct a thorough deliberation based on the presented documents and evidence that will serve as basis for the final declaration of the winners.
3. The school libraries that will garner the top three highest score/rating shall be declared as the Third, Second and the Most Functional School Libraries per Category.

**H. Awarding and Recognition**

1. The announcement of winners will be done during the Awarding Ceremony.
2. A plaque of recognition shall be awarded to the winning school.
3. Certificate of Recognition/Participation shall be awarded/given to the school head/school librarian or the library in charge.

**I. Reporting and Dissemination**

Official result of the Search shall be published and issued through a regional memorandum and will be posted to the official DepEd SOX website. Likewise, the best practices and success stories of all entries to the regional level search shown through promotional videos shall be shared to inspire other schools to establish their own libraries.



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Enclosure 2 to Regional Memorandum CLMD-2025-266

**Schedule of Activities**

DATES	ACTIVITY	PERSONS INVOLVED
August 29, 2025	Planning & Review the Mechanics and Guidelines of the search for most functional school libraries	RO-EPS, RO librarian, and SDO Librarians
September 2, 2025	Quality Assurance and Finalization of Guidelines and Mechanics	RO EPS and SDO librarians, QAD
September 8, 2025	Dissemination of Information/Memo	RO EPS, RO Librarian
September 10, 2025	Virtual Orientation of the Enhanced Guidelines, mechanics and criteria	RO-EPS, SDO-EPS-LR, RO Librarian, SDO Librarians
September 16-19, 2025	Conduct of Division-level Search for the Most Functional School Libraries, Outstanding Librarians/Library In-Charge	SDO-EPS-LR, Division Librarians, School Librarians/Library In-Charge, School Heads
October 3, 2025	Submission of entries for the Search	EPS-LR, RO Librarian, SDO Librarians, RO TAS and ADAS
October 13-17, 2025	RO Validation and Judging	RO Team, TWG
November 3-7, 2025	Preparation of materials, awards, certificates, and others for the Search and GTA Winners	RO Team, TWG
November 19-20, 2025	Orientation of Librarian/Library In-Charge	RO-REPS, SDO-EPS-LR, RO Librarian, SDO Librarians, Awardees
November 21, 2025	Awarding for the Most Functional School Libraries and Gawad Teodora Awards	



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Enclosure 3A to Regional Memorandum CLMD-2025-266

**SCORING SHEET**

*Regional Search for the Emerging Functional School Libraries 2025*

School Name: \_\_\_\_\_ Category: \_\_\_\_\_  
 School Address: \_\_\_\_\_ Enrollment: \_\_\_\_\_  
 School Librarian: \_\_\_\_\_ No. of Teachers: \_\_\_\_\_  
 School Head: \_\_\_\_\_ Date: \_\_\_\_\_

**I. ADMINISTRATION/HUMAN RESOURCES (10 points)**

Criteria	Indicators	Points	Documents Needed for Verification	Actual Score
a. Staffing	Full-time licensed librarian	5	Updated PRC ID, Service Records, other related documents	
	Teacher-librarian with library science degree	4	Updated PRC ID, Service Records, Diploma, Special Order, other related documents	
	Library in-charge	3	Updated PRC ID, Service Records, Diploma, Special Order, other related documents	
	Library Aid/Library Assistant	2	MOA, Certification, other related documents	
b. Adequate Library Staff	1 librarian/assistant per 500 students	2	Certification, Enrollment data	
c. Professional Growth	Attended 5 or more trainings in last 3 years (International/National level/Division Level)	3	Certificates of Appearance, Travel Orders	
	Attended 3-4 trainings in last 3 years (International/National level/Division Level)	2	Certificates of Appearance, Travel Orders	
	Attended 1-2 trainings in last 3 years (International/National level/Division Level)	1	Certificates of Appearance, Travel Orders	
<b>TOTAL SCORE</b>				



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**II. LIBRARY COLLECTION AND MANAGEMENT (35 points)**

Criteria	Indicators	Points	Documents Needed for Verification	Actual Score
a. Reference Materials (10 years back)	Elementary: 3000+ titles / Secondary: 5000+ titles	5	Inventory lists, OPAC, e-copy of collections	
	Elementary: 1500-2999 titles / Secondary: 4000-4999 titles	4		
	Elementary: 1000-1499 titles / Secondary: 3000-3999 titles	3		
	Elementary: 500-999 titles / Secondary: 2000-2999 titles	2		
	Elementary: 1-499 titles / Secondary: 1-1999 titles	1		
b. Subscription to Newspapers, Periodicals	2 or more subscriptions to periodical materials	2	Downloaded articles, arranged by subject	
	Only 1 subscription to periodical material	1		
c. General reference books	3 or more types of general reference books	2	Actual items	
	1-2 types of general reference books	1		
d. Fiction books	251 or more titles	2	List or record of titles of Fiction books	
	1-250 titles	1		
e. Filipiniana books	251+ titles	2	List or record of titles of Filipiniana books	
	1-250 titles	1		
f. Librarian's Tools for cataloging and classifying books	Complete DDC set, Cutter's table, Sear's List of Subject Headings	1	Actual copies/soft copies of Complete DDC set, Cutter's table, Sear's List of Subject Headings	
g. Non-Print Resources	Maps	1	Actual items	
	Globes	1	Actual items	
	Charts	1	Actual items	
	Posters	1	Actual items	
	Flash Cards	1	Actual items	
		1	Kits (e.g., Rubik's cube, building blocks, molding clay)	
		1	Pictures (school activities, past school heads, pictures of Philippine Presidents)	



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Criteria	Indicators	Points	Documents Needed for Verification	Actual Score
		1	Slide decks and other interactive learning resources	
	Game boards (chess, scrabble, etc.)	1	Actual items	
h. Organization and Maintenance	Accession books maintained and updated	1	Accession book, OPAC, electronic record	
	Books properly stamped and ownership	1	Actual items	
	Functional card catalog or library system	2	Actual items	
	Books classified and cataloged under DDC (sample 3 books):		Accession record, book labels, card catalog-shelf list	
	3 correct entries	3		
	2 correct entries	2		
	1 correct entry	1		
	Books properly labeled at the spine	1	Actual items	
	Books carded with book pockets, book cards, and date due slips/barcode	1	Actual items	
	Books repaired and rebound to ensure maximum use	1	Actual items	
	Periodical clippings updated	1	Actual items	
	Journals and magazines indexed and bound	1	Actual items	
<b>TOTAL SCORE</b>				

**III. LIBRARY SERVICES AND UTILIZATION (25 points)**

Criteria	Indicators	Points	Documents Needed for Verification	Actual Score
a. Internet Access	Internet service provided	2	Internet service contract, bills, etc.	
b. Card Catalog/OPAC System	Has OPAC	3	Actual card catalog, OPAC system, filing system, etc.	
	Has card catalog (without OPAC system)	2		
	Has a filing system (without card catalog/OPAC system)	1		



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Criteria	Indicators	Points	Documents Needed for Verification	Actual Score
c. Use of Library Materials	Has initiated 5 activities that strengthened the utilization of school library among learners and teachers	5	Attendance Logbook, Borrower's logbook, etc.	
	Has initiated 4 activities that strengthened the utilization of school library among learners and teachers	4		
	Has initiated 3 activities that strengthened the utilization of school library among learners and teachers	3		
	Has initiated 2 activities that strengthened the utilization of school library among learners and teachers	2		
	Has initiated 1 activity that strengthened the utilization of school library among learners and teachers	1		
d. Regular and Adequate Hours of Service	Open from 8:00 a.m. to 5:00 p.m. with no-noon break	3	Schedule of Library	
	Open from 8:00 a.m. to 5:00 p.m. with noon break	2		
	Opening of the school library depends on the availability of the School Librarian/Teacher-Librarian/Library In-Charge	1		
e. Open-Shelf System	Open-shelf system adopted	2	Physical setup	
	Open-shelf system is not adopted	1		
f. Library Orientation and Guidance	Conducts school library orientation/guidance every month	3	Narrative Report, pictures, attendance, etc.	
	Conducts school library orientation/guidance once every quarter/semester	2		



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Criteria	Indicators	Points	Documents Needed for Verification	Actual Score
	Conducts school library orientation/guidance once every school year	1		
g. Announcements and Promotions	Has updated library bulletin board display	2	Bulletin board display, etc	
h. Weeding Out Unusable Materials	Regular weeding out	1	Report, list of weeded materials	
i. Library Reading Program	Initiated 5 library reading activities/programs in support to the school's reading advocacies	5	Approved project proposal, pictures, attendance logbook, etc.	
	Initiated 4 library reading activities/programs in support to the school's reading advocacies	4		
	Initiated 3 library reading activities/programs in support to the school's reading advocacies	3		
	Initiated 2 library reading activities/programs in support to the school's reading advocacies	2		
	Initiated 1 library reading activity/program in support to the school's reading advocacies	1		
TOTAL SCORE				

**IV. PHYSICAL FACILITIES (20 points)**

Criteria	Indicators	Points	Documents Needed for Verification	Actual Score
a. Accessibility	Library is accessible to teachers and students	1	Actual location	
b. Accommodation	Can accommodate 10% of enrollment	1	Total population x 10%	
c. Adequate Size	Adequate space for collections, displays	1	Physical Plan, floor plan	
d. Reading Environment	Conducive atmosphere	1	Physical setup	



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Criteria	Indicators	Points	Documents Needed for Verification	Actual Score
e. Room Temperature	Appropriate temperature	1	Ventilation	
f. Lighting	Well-lighted	1	Observation	
g. Reading Tables and Chairs	Availability	1	Actual items	
h. Vertical Clippings and Filing Cabinet	Availability	1	Actual items	
i. Bookshelves	Availability	1	Actual items	
j. Bulletin Board	Availability	1	Actual items	
k. Magazine and Newspaper Display Rack	Availability	1	Actual items	
l. Librarian's Desk and Chair	Availability	1	Actual items	
m. Librarian's Working Table and Chair	Availability	1	Actual items	
n. Computer Units with Printer and Table	Availability	1	Actual items	
o. Dictionary Stand	Availability	1	Actual items	
p. Charging Desk	Availability	1	Actual items	
q. Storage Cabinets	Availability	1	Actual items	
r. Card Catalog Cabinet/OP AC	Availability	1	Actual items	



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Criteria	Indicators	Points	Documents Needed for Verification	Actual Score
s. Air-conditioning /Electric Fans	Availability	1	Actual items	
t. Television	Availability	1	Actual items	
<b>TOTAL SCORE</b>				

**V. FINANCIAL RESOURCES (5 points)**

Criteria	Indicators	Points	Documents Needed for Verification	Actual Score
Annual Budget	At least 5% of the institutional yearly budget	5	Logbook of expenditures, APP, SIP, WFP	
<b>TOTAL SCORE</b>				

**VI. LINKAGES/PARTNERSHIPS (5 points)**

Criteria	Indicators	Points	Documents Needed for Verification	Actual Score
Partnerships and Linkages	5 years of partnership, linkages	5	Memorandum of Agreement, pictures, etc.	
	4 years of partnership, linkages	4		
	3 years of partnership, linkages	3		
	2 years of partnership, linkages	2		
	1 year and below of partnership, linkages	1		
TOTAL SCORE				



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SOCCSKSARGEN REGION

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**SUMMARY OF POINTS**

AREA/COMPONENT	SCORE
I. Administration/Human Resources (10 points)	
II. Library Collection and Management (35 points)	
III. Library Services and Utilization (25 points)	
IV. Physical Facilities (20 points)	
V. Financial Resources (5 points)	
VI. Linkages / Partnerships (5 points)	
<b>TOTAL: (100 points)</b>	

**Rated by:**

\_\_\_\_\_  
Signature over Printed Name

**Date:**

\_\_\_\_\_