



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

August 4, 2026

DIVISION MEMORANDUM
CID-2026- 090

2026 DIVISION SEARCH FOR MOST FUNCTIONAL SCHOOL LIBRARIES

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

1. Relative to Regional Memorandum CLMD-2026-172 s. 2026, **titled the 2026 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, the School Division Office of Tacurong, through the Curriculum Implementation Division - Learning Resource Management Section (CID-LRMS), shall conduct the **2026 Division Search for the Most Functional School Libraries**.

2. 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

3.1.1 Sub categories (Small, Medium, Large and Very Large 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.

Consultants:	Carlos G. Susarno, PhD., CEO VI Assistant Schools Division Superintendent Officer In-Charge Schools Division Superintendent
	Gilbert B. Barrera, CESE Assistant Schools Division Superintendent
	Randy E. Porras Chief Education Supervisor Curriculum Implementation Division
	Mayflor D. Romualdo



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Secondary Schools	2. Rajah Mudah National High School 3. San Pablo National High School
Large Size Category Evaluators Elementary Schools Secondary Schools	Chairman: Cesar Q. Antolin Education Program Supervisor Members: Pamela C. Jamias Division Science Focal Person Joseph R. Pilotos Education Program Specialist 1. Dr. Manuel J. Griño Central School 2. Jose V. Lagon Sr. Elementary School 3. Abang Suizo Integrated School 1. San Emmanuel National High School
Very Large Size Category Evaluators Elementary Schools Secondary Schools	Chairman: Mary Ann C. Umadhay Education Program Supervisor Members: Bernard F. Antolo Education Program Supervisor-ALS Jonald S. Cadiao Education Program Specialist 1. Tacurong Pilot Elementary School 2. New Isabela Central School 3. Amado Fernandez Sr. Central School 1. Virginia F. Griño National High School

5. The Division Technical Working Committee Evaluators (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 New Lagao Elementary School will automatically be the division entry for the Sustaining Category at the Elementary level.

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

Date	Description
August 12-13, 2026	Evaluation of School Libraries



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Region XII
Schools Division Office of Tacurong City

August 14, 2026	Deliberation and Consolidation of Results
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7. See the enclosures for your reference and guidance. *Enclosure 1*: General Guidelines and Mechanics, *Enclosure 2*: Schedule of Activities, and *Enclosure 3*: Scoring Sheet
8. Immediate and wide dissemination of this memorandum is desired.

CARLOS G. SUSARNO, Ph.D., CESO VI
Assistant Schools Division Superintendent
Officer In-Charge
Office of Schools Division Superintendent

Encl: as stated
Reference: DM No. 001, s 2024/ DO. No. 56, s.2011
Allotment: none
To be included in the perpetual Index under
CONTEST LEARNING RESOURCES SCHOOL LIBRARIES

DPE/CID/DM/ DIVISION SEARCH FOR MOST FUNCTIONAL SCHOOL LIBRARIES / ___/ August 04, 2026



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SOCCSKSARGEN REGION

CLMD-

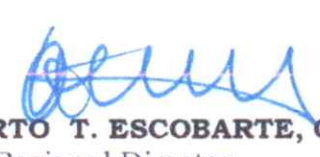
25 Jul 2026

REGIONAL MEMORANDUM
CLMD-2026-172

2026 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 **2026 Regional Search for Most Functional School Libraries** as a regional mechanism in support of 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, which sets standards for Philippine School Libraries that form part of the Regional Educational Development Plan (REDP) 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 the impact to the school community, and 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 inquiries, all concerned may contact Mr. Arturo D. Tingson, Jr. REPS-LRMDS, at arturo.tingson@deped.gov.ph or Jeanith D. Militante at jeanith.militante@deped.gov.ph.
5. Immediate and wide dissemination of this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

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- 2026 REGIONAL SEARCH FOR MOST FUNCTIONAL SCHOOL LIBRARIES
186/June 17, 2026

ROC11



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SOCCSKSARGEN REGION

Enclosure 1 to Regional Memorandum CLMD-2026-172

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 the SOCCSKSARGEN Region.
3. Only schools with physical libraries are qualified to participate in the search.

I. Rationale

The “**Search for the Most Functional Libraries**” was launched in 2024 to support the development and improvement of school libraries in SOCCSKSARGEN Region. Two categories were introduced: 1) Emerging Functional School Library (EFSL), which recognizes and rewards libraries that provide quality services, effective organization, and support for learners and teachers in both curricular and extracurricular activities; and 2) Sustaining Functional School Libraries (SFSL), which highlights the continuity, sustainability, and excellence of library operations and services over time.

II. Categories of the Search and Criteria

A. Emerging Functional School Libraries (EFSL)

A.1 Sub-categories (Small, Medium, Large, and Very Large)

Basis for determining the school size based on student population.

School Sizes	Elementary	Junior High School	Senior High School
SMALL	Less than or equal to 300	Less than or equal to 600	Less than or equal to 440
MEDIUM	301-550	601-1200	441-840
LARGE	551-800	1201-1800	841-1240
VERY LARGE	801 and above	1801 and above	1241 and above

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



Republic of the Philippines
Department of Education
 SOCCSKSARGEN REGION

- Physical Facilities - 20 points
 - Financial Resources - 5 points
 - Linkages/Partnership - 5 points
- Total: 100 points**

B. Sustaining Functional School Libraries (SLSF)

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 Library's Impact on Learners and Teachers - 20 points
 - Innovation and Best Practices - 15 points
 - Networking, Linkages, and Community Involvement - 10 points
- Total - 100 points**

Category 2. 1. Sustaining Functional School Libraries for Elementary and Secondary

Rubrics

Criteria	Description	Points	Scoring Guidelines	Rating
1. Sustained Functionality and Services	Continuity and sustainability of library services, including staffing, opening hours, access, program delivery, and responsiveness to users' needs	30 points	27-30 Comprehensive, continuous, well-documented services (<i>circulation, reference, programs, activities, ICT and educational technology related services</i>) sustained for at least 2 years	
			23-26 Functional and regular services, documented	
			19-22 The same services are continuously offered or status quo	
			15-18 The same services are offered irregularly	



Republic of the Philippines
Department of Education
 SOCCSKSARGEN REGION

			15 or below Previous services offered are not sustained	
2. Continuous Collection Development and Organization	Ongoing acquisition, evaluation, updating of collections and systematic arrangement of library materials aligned with curriculum, interests and needs of the users	25 points	23-25 Regular growth in print, non-print or digital collections, properly arranged and organized with updated records	
			20-22 New collections in print, non-print or digital forms are added and regularly updated and organized but not recorded in the accession record or acquisition list.	
			17-19 Library collections are occasionally updated; organization needs improvement	
			14-16 Minimal additional library collections; poor organization	
			14 or below No collection growth or organization happened	
3. Evidence of Impact on learners, teachers and other stakeholders	Documented positive outcomes such as improved reading habits, research skills, collaborative projects, or curriculum support through library services.	20 points	18-20 Strong, well-documented impact with varied evidence such as but no limited to surveys, projects, testimonials, school performance reports, etc. for the past 2 years	
			12-17 Moderate evidence and observable benefits	
			5-11: Minimal impact shown	
			4 or below No evidence	
4. Innovation and Best Practices	Adoption of creative approaches, innovative	15 points	14-15 Innovative and best practices regularly	



Republic of the Philippines
Department of Education
 SOCCSKSARGEN REGION

	technologies, effective instructional methods, and community-driven programs that enhance the library's value and support 21st-century learning		applied, such as worth-emulating reading or literacy programs, ICT-based innovations, enhanced library services, creative spaces, and sustained partnerships	
			9-13 Some unique methods or programs are evident	
			4-8 Limited innovation and inconsistent documents	
			0-3 No innovation or outdated practices	
Networking, Linkages and Community Involvement	Active partnerships and collaborations with other libraries in the <i>locality</i> (<i>public library, academic and school libraries</i>), PTA, NGOs, LGU, alumni, associations and private individuals in the community, stakeholders, etc. fostering support and resource sharing	10 points	9-10 Extensive, meaningful partnerships documented	
			6-8 Limited partnership with minimal contributions	
			3-5 Networking and collaboration have been initiated but no supporting documents were presented	
			2 or below No community involvement or linkages	
			TOTAL SCORE	

C. Hall of Fame Distinction Guidelines and Mechanics

I. Objective

The Hall of Fame Distinction aims to recognize school libraries that have consistently demonstrated outstanding performance in library management, resource utilization and development, and service delivery, thereby contributing to sustained improvements in learner outcomes.

II. Eligibility

1. Nominees must maintain a consistent ranking within the Top Three (3) Regional Winners for three (3) consecutive years in the Sustaining Category.
2. Only consecutive wins shall be considered; intermittent or non-consecutive awards shall not be included in the qualification criteria.



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

3. All documentation covering Year 1, Year 2, and Year 3 shall be submitted for revalidation and re-evaluation.
4. Schools are required to show improvement and effective utilization of library functions and services throughout the three-year period.

III. Evaluation Mechanics

1. **Document Review** – All submitted documents for the three-year period shall be subject to thorough validation and evaluation.
2. **Verification** – Validators ensure the authenticity of submitted records, including:
 - Accession Record
 - Utilization reports
 - Updated inventory of library resources
 - Implementation of library programs and services
 - Library Annual Accomplishment Report
 - Library Improvement Plan/Action Plan
 - Enhancement of library facilities and physical infrastructure
3. **Scoring** – Total ratings for each school library will be calculated using the rubrics below.
4. **Final Determination** – Libraries achieving consistent performance with a high level of improvement will be awarded the **Hall of Fame Distinction**.

IV. Criteria and Indicators

Criteria	Indicators	Weight (%)
1. Library Resources (30%)	- Sufficient books and learning materials available - Resources aligned with curriculum (SLRs, reference materials) - Evidence of updated materials	30
2. Library Utilization (25%)	- Frequency of library use by learners and teachers - Participation in reading programs - Use of library resources in classroom activities - Use of contextualized LRs	25
3. Library Management and Organization (20%)	- Proper shelving and cataloging (using Dewey Decimal Classification or Color Coding) - Maintenance of library inventory - Accessibility and organization of resources	20
4. Programs and Services (15%)	- Implementation of literacy programs or reading activities - Engagement in library-led activities (book fairs, competitions, storytelling) - Community involvement	15



Republic of the Philippines
Department of Education
 SOCCSKSARGEN REGION

Criteria	Indicators	Weight (%)
5. Improvement over 3 Years (10%)	- Demonstrated increase in library usage - Expansion or improvement of resources and services - Evidence of addressing previous recommendations	10
TOTAL		100

V. Scoring and Hall of Fame Distinction

Rating (%)	Hall of Fame Distinction
96–100%	Gold
90–95%	Silver
89% and below	Bronze

Notes:

- Scores shall be cumulative across the three-year period.
- Continuous improvement is required; libraries that consistently rank in the Top 3 without demonstrating growth may still receive a rating lower than Gold.

VI. Procedure for Validators

1. Receive and check the completeness of submitted documents.
2. Score each criterion using the rubric.
3. Calculate total percentage score for each nominee.
4. Classify the nominee according to the Hall of Fame Distinction table.

Name of Schools	Distinction		
	GOLD 96-100%	SILVER 90-95%	BRONZE 89% and Below

5. Submit findings to the Regional Search for Most Functional School Libraries Technical Working Committee (TWC) for final approval.

VII. Reporting

- Validators must provide a **summary report** with:
 - Score per criterion
 - Highlights of library improvements
 - Recommendations, if any

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 improvement since their last participation.



Republic of the Philippines
Department of Education
 SOCCSKSARGEN REGION

IV. Criteria for Judging

The Criteria for screening are based on the Standards for Philippine Libraries (DepEd Order No. 56, s. 2011), highlighting the different components/areas)

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 Library/Reading Program
 - Outstanding Library In-Charge/Librarian

Criteria for Outstanding Librarian/Library In-Charge

- 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.

Rubrics for Outstanding Librarian/Library In-Charge

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, and accessible; Its	The library is organized with minor gaps; Its services are	The library is partly organized; Its	The library is disorganized; Its services are



Republic of the Philippines
Department of Education
 SOCCSKSARGEN REGION

	services are regular and responsive to the school community.	available most of the time.	services are irregular.	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, shows initiative, and works well with teachers, learners and other stakeholders; attends seminar/training/orientation (<i>virtual</i>	Committed most of the time, dependable with minor lapses; attends seminar/training/orientation (<i>virtual or f2f</i>) to enhance skills and knowledge on library	Shows average commitment, requires supervision; attends seminar/training/orientation (<i>virtual or f2f</i>) to enhance skills and knowledge on library management and services.	Shows commitment; have not attended any seminar/training/orientation (<i>virtual or f2f</i>) to enhance skills and knowledge on library management and services.



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	or f2f) to enhance skills and knowledge on library management and services.	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 in 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
 - 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 at 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.



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

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
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. Invited Judges
- 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.



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

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 conducted 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 results of the Search for Most Functional School Libraries shall be published and issued through a regional memorandum. 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.



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

Enclosure 2 to Regional Memorandum CLMD-2026-172

Schedule of Activities

DATES	ACTIVITY	PERSONS INVOLVED
January 23, 2026	Planning & Review of the Mechanics and Guidelines of the search for most functional school libraries	RO librarian and SDO Librarians
June 17, 2026	Draft Memo and additional Guidelines and Mechanics	RO EPS and SDO librarians
June 19, 2026	Finalization of Guidelines and Mechanics	RO Librarian and SDO Librarians
June 23, 2026	Quality Assurance	RO EPS, SDO LR EPS, SDO Librarian
July 23, 2026	Virtual Orientation of the Enhanced Guidelines, mechanics and criteria	RO EPS, RO Librarian
July 28, 2026	Dissemination of Information/Memo	RO-EPS, SDO-EPS-LR, RO Librarian, SDO Librarians
August 3-14, 2026	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
August 20-21, 2026	Submission of entries for the Search	EPS-LR, RO Librarian, SDO Librarians, RO TAS and ADAS
August 24-Sept. 15, 2026	RO Validation and Judging	RO Team, TWG
Sept. 21, 2026	Virtual Meeting with RO Team and TWG for their task	RO Team, TWG
September 10-11, 2026	Capability Building for the School Library in-charge	RO LR personnel, SDO Librarians, and school library in-charge
September 23, 2026 onwards	Preparation of materials, awards, certificates, and others for the Search	RO Team, TWG
October 30-31, 2026	Awarding for the Most Functional School Libraries	RO LR Personnel, LREs, Librarians, school library in-charge



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

Enclosure 3 to Regional Memorandum CLMD-2026-172

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)

F. 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	
	TOTAL SCORE			



Republic of the Philippines
Department of Education
 SOCCSKSARGEN REGION

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)	



Republic of the Philippines
Department of Education
 SOCCSKSARGEN REGION

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	
TOTAL SCORE				

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		
c. Use of Library Materials	Has initiated 5 activities that strengthened the utilization of school library	5	Attendance Logbook, Borrower's logbook, etc.	



Republic of the Philippines
Department of Education
 SOCCSKSARGEN REGION

Criteria	Indicators	Points	Documents Needed for Verification	Actual Score
	among learners and teachers			
	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		
	Conducts school library orientation/guidance once every school year	1		
g. Announcem	Has updated library bulletin board display	2	Bulletin board display, etc	



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

Criteria	Indicators	Points	Documents Needed for Verification	Actual Score
ents and Promotions				
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	
e. Room Temperature	Appropriate temperature	1	Ventilation	
f. Lighting	Well-lighted	1	Observation	



Republic of the Philippines
Department of Education
 SOCCSKSARGEN REGION

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



Republic of the Philippines
Department of Education
 SOCCSKSARGEN REGION

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	
TOTAL SCORE				

VI. LINKAGES/PARTNERSHIPS (5 points)

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				

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)	
TOTAL: (100 points)	

Rated by:

 Signature over Printed Name

Date:
