

Republic of the Philippines  
Department of Education  
Region VI - Western Visayas  
**SCHOOLS DIVISION OFFICE OF KABANKALAN CITY**  
*City of Kabankalan*

DIVISION MEMORANDUM No. 233, s. 2017

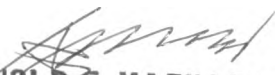
November 20, 2017

**CORRIGENDUM TO MEMORANDUM ON THE SEARCH FOR THE  
2017 PASIDUNGOG AWARDEES**

**TO: CID and SGOD Chiefs  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
School LR Coordinators**

**SUBJECT: CORRIGENDUM TO ENCLOSURE No. 2 of DIVISION MEMO No. 227  
s. 2017 (CRITERIA FOR MOST FUNCTIONAL SCHOOL LIBRARY)**

1. Hereto attached is the revised criteria for the Search for the 2017 Pasidungog Awardees for the Most Functional School Library / SLRC
2. For immediate and widest dissemination to all concerned.

  
**ARNOLD S. MAGDAET**  
ADMINISTRATIVE OFFICER I  
**ANTHONY H. LIOBET, CESO VI**  
Assistant Schools Division Superintendent  
Officer in Charge  
Office of the Schools Division Superintendent



Republic of the Philippines  
 Department of Education  
 REGION VI – WESTERN VISAYAS  
**SCHOOLS DIVISION OFFICE OF KABANKALAN CITY**  
 City of Kabankalan

Name of school: \_\_\_\_\_ District: \_\_\_\_\_  
 School address: \_\_\_\_\_  
 Name of School LR Coordinator: \_\_\_\_\_  
 Name of School Head: \_\_\_\_\_  
 Total student enrollment (as of June 2017): \_\_\_\_\_ Date validated: \_\_\_\_\_

### CRITERIA FOR MOST FUNCTIONAL SCHOOL LIBRARY / SLRC

A. PHYSICAL SET-UP- 20%	Total Points (35 points)	% Score	MOVs
<b>1. School Library/ SLRC</b>			
<b><i>1.a. Space of the library in terms of seating capacity:</i></b> 5 pts- Can accommodate 10% or more of the total student population 4 pts- Can accommodate 7-9% of the total student population 3 pts- Can accommodate 4-6% of the total student population 2 pts- Can accommodate 1-3% of the total student population 1 pt- Can accommodate less than 1% of the total student population			*Onsite Validation
<b><i>1.b. Location of the library:</i></b> 3 pts- The library is in a separate building 2 pts- The library occupies a separate room within a building 1 pt- The library shares space with another			*Onsite Validation
<b><i>1.c. Safety and accessibility of the school library collections:</i></b> 3 pts- The library is easily accessible from any point in the campus and is safe from flooding 2 pts- The library is not easily accessible from any point in the campus but is safe from flooding 1 pt- The library is easily accessible from any point in the campus and is not safe from flooding			*Onsite Validation
<b>2. Shelving and Signage</b>			
<b><i>2.a. Suitability of the shelves to the users:</i></b> 2 pts- The shelves are suitable to the height and level of users 1 pt- The shelves are not suitable to the height and level of users			*Onsite Validation
<b><i>2. b. Label general areas of collection (Learner's Material, Teachers Resources, and Gen. References etc.):</i></b> 3 pts- The collections are properly and visibly labeled 2 pts- The collections are properly but not visibly labeled 1 pt- The collections are not properly and visibly labeled			*Onsite Validation
<b><i>2.c. Library Rules and Regulations:</i></b> 3 pts- The library rules and regulations covers all areas of library services offered, is visible and placed in a strategic location.			*Onsite Validation

2 pts- The library rules and regulations covers all areas of library services offered, is visible but not placed in a strategic location. 1 pt- The library rules and regulations does not cover all areas of library services offered.			*Library Rules and Regulations
<b>2.d. Availability of the School Learning Resource (LR) Plan:</b> 2 pts- There is a copy of the School LR Plan for SY 2017-2018 duly signed by the LR Committee (LR Coordinator/ school head/ PSDS/teachers) 1 pt- The copy of the School LR Plan for SY 2017-2018 is not available in the library			*Onsite Validation *School LR Plan
<b>2.e. Schedule of Library Operation:</b> 2 pts- There is a schedule of the library operation specified per grade level in the library 1 pt- There is a schedule of the library operation open to all grade levels			*Onsite Validation *Library Schedule
<b>2.f. Organizational Chart of the School LR Committee:</b> 2 pts- There is an organizational chart of the School LR Committee 1 pt- There is no organizational chart of the School LR Committee			*Onsite Validation *School LR Committee
<b>3. Equipment and Furniture</b>			
<b>3.a. Availability of library equipment:</b> 1 pt- Display Stands (Magazine and Periodicals Rack) are available 1 pt- There are colorful posters that encourage reading 1 pt- Library fixtures (Shelves, reading tables, reading area, discussion area, play area etc.) are available 1 pt- There is/are computers with/out internet connectivity 1 pt- Printer/scanner is available 1 pt- TV/Projector is available 1 pt- Dictionary & Atlas stand is available 1 pt- Library In-charge's Table and Chair is available 1 pt- Charging desk and circulation counter is available 1 pt- Working tables are available			*Onsite Validation
<b>Total Score (sum of 1.a. to 3.a.)</b>			

<b>B. LIBRARY COLLECTIONS AND CONTENT- 25%</b>	<b>Total Points (35 points)</b>	<b>% Score</b>	<b>MOVs</b>
<b>4. Learning Resources</b>			
<b>4.a. Availability of Activity Sheets (AS) per subject:</b> 3 pts- Eight title of AS are available 2 pts- At least 4-7 titles of AS are available 1 pt- Less than 4 titles of AS are available			*Activity Sheets

<p><b>4.b. Availability of Textbooks (TX) or Workbooks (WBk) per subject:</b>  3 pts- Eight titles of TX or WBk are available  2 pts- At least 4-7 titles of TX or WBk are available  1 pt- Less than 4 titles of TX or WBk are available</p>			*TX or WBks
<p><b>4.c. Availability of Manipulative Learning Materials (puzzles, bricks, lego, boardgames, etc.)</b>  3 pts- There are at least 3 or more different kinds of manipulatives available  2 pts-Two different manipulatives are available  1 pt- One manipulative is available</p>			* Onsite Validation
<p><b>4.d. Availability of storybooks / literary pieces (big books, storybooks, novels, pop ups, etc.)</b>  3 pts- Twenty or more titles are available  2 pts- At least 10 titles are available  1 pt- Less than 10 titles are available</p>			* Onsite Validation
<p><b>4.e Availability of globes, maps, chart, etc...</b>  1 pt- Globes/Maps are available</p>			* Onsite Validation
<p><b>4.f. Availability of Offline Digital Resources</b>  2 pts- There are 3 or more CDs, DVDs and flash drives containing soft copies of learning and teaching resources such as compositions, songs, dances, educational movies, documentaries, etc.  1 pt- Less than 3 CDs, DVDs and flash drives are available</p>			* Onsite Validation
<b>5. Teacher Resources</b>			
<p><b>5.a. Compilation of Lesson Exemplars per learning area (since 2015 &amp; up)</b>  3 pts- Compiled Lesson Exemplars of 8 areas  2 pts- Compiled Lesson Exemplars of 4 – 7 areas  1 pt- Compiled Lesson Exemplars of less than 4 areas</p>			* Lesson Exemplars
<p><b>5.b. Compilation of Teachers Guide (TG) per learning area</b>  4 pts- Compiled TGs of the 8 areas  3 pts- Compiled TGs of the 5 - 7 areas  2 pts- Compiled TGs of the 2 - 4 areas  1 pt- Compiled TG of only 1 area</p>			* TGs
<p><b>5.c. Compilation of Least Learned Skills and its Interventions (NAT-Tested Areas)</b>  4 pts- Compiled 4 or more  3 pts- Compiled 3  2 pts- Compiled 2  1 pt- Compiled 1</p>			* Least Learned Skills and Interventions Report
<p><b>5.d. Compilation of Curriculum Guides (CGs)</b>  4 pts- Compiled CGs of the 8 areas  3 pts- Compiled CGs of 5 - 7 areas  2 pts- Compiled CGs of 2 – 4 areas  1 pt- Compiled CG of only 1 area</p>			* CGs

<b>6. General References</b>			
<b>6.a. Compilation of Journals/ Magazines/ Periodicals (3 years and up)</b> 2 pts- Compiled 2 or more titles 1 pt- Compiled 1 title			* Journals
<b>6.b. Availability of encyclopedias</b> 1 pt- At least 1 set of encyclopedia is available			* Encyclopedias
<b>6.c. Availability of Dictionaries (English &amp; Filipino)</b> 2 pts- English and Filipino dictionaries are available 1 pt- Only one dictionary is available			* Dictionaries
<b>Total Score (sum of 4.a. to 6.c.)</b>			

<b>C. BIBLIOGRAPHIC RECORDS- 25%</b>	<b>Total Points (15 points)</b>	<b>% Score</b>	<b>MOVs</b>
<b>7. Status of the Collection</b>			
<b>7.a. Records of Book Inventory</b> 3 pts- 80% -100% of the books are recorded in the Book Inventory Forms 2 pts- 50% - 79% are recorded 1 pt- Less than 50% are recorded			*Total no. of collection (titles) * Book Inventory Form
<b>7.b. Number of books catalogued</b> 4 pts- 80% - 100% of the books are catalogued 3 pts- 50% - 79% are catalogued 2 pts- 20% - 49% are catalogued 1 pt- Less than 20% are catalogued			* Site Validation * Any record or documentation
<b>7.c. Accession Record</b> 3 pts- 80% - 100% of the books are properly accessioned 2 pts- 50% - 79% are properly accessioned 1 pt- Less than 50% are properly accessioned			* Accession Record
<b>7.d. Number of books donated since 3 years ago (by volume)</b> 2 pts- 50 or more books are donated 1 pt- Less than 50 books are donated			*Any record or documentation
<b>7.e. Number of books purchased for the last 3 years</b> 3 pts- Five or more titles are purchased 2 pts- Two to four titles are purchased 1 pt- Only one title is purchased			*Any record or documentation
<b>Total Score (sum of 7.a. to 7.e.)</b>			

<b>D. PROGRAMS, ACTIVITIES AND SERVICES- 30%</b>	<b>Total Points (15 points)</b>	<b>% Score</b>	<b>MOVs</b>
<b>8. Library Programs and, Activities and Services</b>			
<p><b>8.a. Number of Programs/Activities conducted (for this year only)</b>            2 pt- Organized a pupil/student club            1 pt- Holds contests, games, and activities that promotes the utilization of the library            1 pt- Updates the bulletin board to promote library and information services or current awareness            1 pt- Conducts orientation on the use of library services and its services for students and teachers            1 pt- Conducts regular activities that promote library and information services            1 pt- Conducts classroom visits to promote library information services            1 pt- Other activities (Please specify)</p>			<p>*Any record or documentation            *Interview</p>
<p><b>8.b. Borrowing of books at the Library Hub</b>            2 pts- Borrowed books twice or more at the hub            1 pt- Borrowed only once at the hub</p>			<p>*Any record or documentation</p>
<p><b>8.c. Borrowers Logbook (starting June to November 2017)</b>            5 pts- There is a record of monthly utilization/borrowing of users for 7 months            4 pts- There is a record for 5 to 6 months            3 pts- There is a record for 3 to 4 months            2 pts- There is a record for 2 months            1 pt- There is a record for only 1 month</p>			<p>*Any record or documentation            * Borrowers Logbook</p>
<b>Total Score (8.a. + 8.b. + 8.c)</b>			

### COMPUTATION OF SCORE

<i>Criteria</i>	<i>Weight</i>	<i>Points</i>	<i>Score</i>	<i>Rating</i> <small>(Score ÷ Total Pts. x 100) x % weight</small>
<b>A. PHYSICAL SET-UP</b>	<b>20%</b>	<i>35 points</i>		
1. School Library/SLRC		11 pts		
2. Shelving and Signage		14 pts		
3. Equipment and Furniture		10 pts		
		<b>Total</b>		
<b>B. LIBRARY COLLECTIONS AND CONTENT</b>	<b>25%</b>	<i>35 points</i>		
4. Learning Resources		15 pts		
5. Teacher Resources		15 pts		
6. General References		5 pts		
		<b>Total</b>		
<b>C. BIBLIOGRAPHIC RECORDS</b>	<b>25%</b>	<i>15 points</i>		
7. Status of the Collection		15 pts		
		<b>Total</b>		
<b>D. PROGRAMS, ACTIVITIES AND SERVICES</b>	<b>30%</b>	<i>15 points</i>		
8. Library Programs, Activities and Services		15 pts		
		<b>Total</b>		
<b>TOTAL</b>	<b>100%</b>			

Rated by:

\_\_\_\_\_

Name and Signature

Date rated: \_\_\_\_\_