



Republic of the Philippines  
**Department of Education**  
 REGION V - BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

11 SEP 2023

DIVISION MEMORANDUM  
 OSDS-CID-DM-~~39~~s. 2023

**REVITALIZING SCHOOL LEARNING RESOURCE CENTERS / SCHOOL LIBRARIES  
 IN DEPED REGION V**

To: Assistant Schools Division Superintendent  
 Chiefs, CID, SGOD  
 Public Schools District Supervisors  
 Elementary and Secondary School Heads  
 All Others Concerned

1. In support to the Regional Memorandum no. 22 s. 2023 “Revitalizing School Learning Resources Centers / School Libraries in Deped Region V” the Curriculum Implementation Division through the Learning Resource Management Section will conduct Search for Most Functional Learning Resource Center / School Libraries, Best Reading Corner / Nook and Outstanding Teacher – Librarian in the division.

2. This is to recognize the significant role of librarians – designate who demonstrate innovative practices that contributed to learners reading and literacy performance. All schools are encouraged to join the search.

3. Public Schools Districts Supervisors will nominate one elementary and one secondary school top functional school library from their respective district. Each of them should submit to the Division Office one nominee for each of the following categories on or before September 29, 2023:

- a. Most Functional School LRC / Library (1 elementary, 1 secondary)
- b. Best Reading Nook / Corner (1 elementary, 1 secondary)
- c. Outstanding Teacher – Librarian (1 elementary, 1 secondary)

4. Entries shall be judged according to the following qualifications and criteria:

**A. Most Functional School Learning Resource Centers / School Library**

- All Elementary and Secondary schools are qualified to join.

Standards / Areas	Indicators	Yes / No
	1. Space should be permanent structure suitable for displays and collections with shelves and can accommodate learners / visitors. 2. There is an established schedule of users within the school year.	
Physical facilities / Set - up (15%)	3. There is an updated logbook (visitors and borrowers) for learners and teachers on the utilization of the collection of the library for the school year.	
	4. There are sufficient number of tables and chairs in	



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	the school LRC / Library.	
	5. There are available computer, printers, TV, and projector available for the clientele.	
	6. There is an internet connection for the teachers and student use for their research / library period.	
Content (30%)	7. There are collection of books references and supplementary reading materials and other learning resources.	
	8. There are copies of SLMs, CGs, TGs and other teacher resources.	
	9. There are updated inventory list of collections in the library.	
	10. There are non- print collections for the teachers and learners.	
	11. There are copies of online resources and those downloaded from the LR Portal and from the division link (provided by LR) available in the flash drive, and other external storage.	
	12. The collections of the library are properly arranged, coded for easy location.	
Services and Utilization (40%)	13. The library promotes a school wide culture of reading and learning and motivating students to visit and read for understanding and enjoyment on their own.	
	14. There are updated bulletin boards available to promote library and information services (Current Awareness)	
	15. Allows borrowing of books for the teachers and students for home and classroom use.	
	16. Conducts orientation on the use of the library and its services for students and teachers.	
	17. Presence of best practice /s and innovations related to reading and library.	
Networking and Linkages (15%)	18. Establishes linkages and networking from external and internal stakeholders / donors to intensify the collections, services and improvement of the facilities.	
TOTAL POINTS		

**B. Search for Best Reading Corner / Nook**

1. Classroom with Reading Nook or Reading Corner are qualified to join in this search.

Excellence (Artistic, literary and visual) -----	20%
Appropriateness to user's level -----	20%
Quality and Depth of Materials -----	30%
Functionality -----	30%
TOTAL -----	100%







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**C. Search for Outstanding School Librarian / Librarian – Designate**

- All Librarian – Designate are qualified to join.

Criteria	Mean of Verification	Points
<b>Professional Competence (25%)</b>		
a. Work Attitude (5%)	Background Investigation, Testimony, Interview	Communication Skills – 2 pts Presentation of Ideas – 2 pts Confidence – 1 pts
b. Technical Competence (5%)	Action Plan, Proposal, Accomplishment Report	Approved Action Plan – 1 pt. Approved Action Plan and proposal - 2 pts Approve Action Plan, proposal and Accomplishment – 2 pts
c. Academic Advancement (15%)	Transcript of Records of Certification from School	Baccalaureate Degree – 5 pts Masteral Units - 5 pts CARMA 7 pts Masteral Degree 15 pts
<b>Innovations Projects (60%)</b>	Approved Proposal and Accomplishment Report Completed Innovation outputs.	Uniqueness – 15 pts Effectiveness – 15 pts Relevance – 15 pts Impact to users – 15 pts
<b>Linkages and Networking (15%)</b>	Certificate of Recognition /Commendation/ Participation	a. Involvement in: One (1) community Projects – 3 pts Two (2) Community Projects – 5 pts Three (3) Community Projects – 7 pts Four (4) Community Projects – 10 pts b. Other related services rendered – 5 pts

5. Nominees for Outstanding Librarian should submit a 5 – minute multi – media presentation that should include the following details:

- Title of Innovation
- Objectives of the Innovation
- Highlight of the Implementation
- Impact of the Innovation to learners
- Testimonies (if needed)

6. An accompanying write – up of not more than 1000 words should also be submitted, in A4 sized bond paper (double – spaced, 12 Font Size, Bookman Old Style), duly signed by the nominee and attested by the School Head. The nominee is encouraged to discuss extensively the highlights of the innovation and its impact to





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the target users. A close-up picture of the nominee should be attached to the write-up.

7. A multi-media presentation, scanned copy of the write-up and close up picture of the nominee and scanned copy of Endorsement of the Schools Division Office Superintendent should be coursed through Ms. Peachie Roshele T. Chavez, LRMS Librarian, with email address: [peachieroshele.chavez@deped.gov.ph](mailto:peachieroshele.chavez@deped.gov.ph) on or before September 29, 2023.

8. A Division Validation Team will visit the school and the librarian designate nominee for interviews and validation of the program / innovation on October 3-5, 2023 prior to the announcement of the winners. Winning entries for Most Functional School LRC / Library to be submitted for Regional Level of the Competition.

9. An Awarding Ceremony will be held on a date to be announced in advisory.

10. Immediate and widest dissemination of this Memorandum is desired.

  
**SOCORRO V. DELA ROSA, CESO V**  
Schools Division Superintendent

Encl.:

References:

To be indicated in the Perpetual Index

Under the following subjects:

PRC/DM REVITALIZING SCHOOL LEARNING RESOURCE CENTERS/SCHOOL LIBRARIES IN DEPED REGION V/003/SEPTEMBER 11, 2023



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