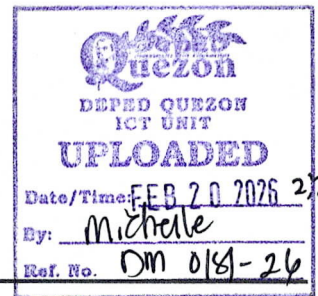




Republic of the Philippines  
**Department of Education**  
REGION IV-A - CALABARZON  
SCHOOLS DIVISION OF QUEZON PROVINCE



18 February 2026

**DIVISION MEMORANDUM**

No. 018, s. 2026

**SCHOOL LIBRARIES PROFILING**

**To: Public Schools District Supervisors  
School Heads  
School Librarians/Library-in-Charge  
All Other Concerned**

1. In reference to Regional Memorandum No. 109, s. 2026, the Department of Education CALABARZON through Curriculum and Learning Management Division is requesting to submit an updated data on school library profile. This is to ensure that proper technical assistance shall be provided in attaining fully functional school libraries and library hubs in CALABARZON. In connection, this Office requests **all** schools, **with** or **without** school libraries to accomplish Form 1- School Library Profile and School Library Needs Analysis. (These two forms are combined in one file only)
2. Schools with existing library shall accomplish the entire Form 1 and School Library Needs Analysis while those without school library shall only accomplish Part A of Form 1 and tick *No School Library* parallel to the School Library Status. Responses to this survey will be validated by SDO Personnel.
3. All schools in SDO Quezon are expected to submit and upload the accomplished forms in the correct folder (Elementary, Junior High School, High School with Senior High School, Integrated Elem & High School, Stand Alone Senior High School) following this link <https://tinyurl.com/2026QuezonAccomplishedSLP> with filenaming convention Name of School\_District\_School ID on or before February 27, 2026.
4. Forms are available in this link <https://tinyurl.com/2026QuezonSchoolLibProfiling>

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon

Contact No.s: (042) 784-0366 | (042) 784-0164 |  
(042) 784-0391 | (042) 784-0321

E-mail Address: [quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)

Website: <https://quezon.deped.gov.ph>



Republic of the Philippines  
**Department of Education**  
REGION IV-A - CALABARZON  
SCHOOLS DIVISION OF QUEZON PROVINCE

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5. For more information and inquiries, please contact Ronnjemmele A. Rivera, Division Librarian at 09063744946 or (042) 784-0366 local 175 or may visit us at DepEd Quezon Library Hub, Sitio Fori, Brgy. Talipan, Pagbilao, Quezon.
6. For your guidance and strict compliance.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent 

cid-librar02/18/2026

DEPEDQUEZON-TM-SDS-04-009-003

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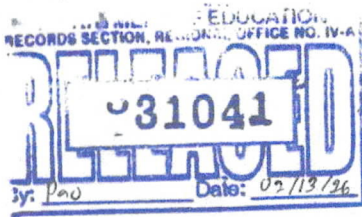


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Website: <https://quezon.deped.gov.ph>



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON

02 February 2026


**Regional Memorandum**  
No. 109 s. 2026

**SCHOOL LIBRARIES PROFILING**

To: **Schools Division Superintendents**

1. This Office, through the Curriculum and Learning Management Division, is requesting Schools Division Offices to submit an updated school libraries profiling.
2. You may access the prescribed School Library Monitoring Forms through this link: <https://tinyurl.com/2026SchoolLibsProfiling>.
3. The Submission of documents shall be on or before March 5, 2026. Accomplished forms must be uploaded to this link: <https://tinyurl.com/2026SLPAccomplishedForms>.
4. For questions, and further inquiries, you may contact CLMD-LRMS at (02) 86812114 loc. 421.
5. Immediate and widest dissemination of this Memorandum is desired

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**

 Regional Director

02/ROC11



Address: Gate 2, Karangalan Village, Cainta, Rizal  
Telephone No.: 02-8682-2114  
Email Address: region4a@deped.gov.ph  
Website: depedcalabarzon.ph



Certificate No. PHP QMS  
22 93 0085

## FORM 1. SCHOOL LIBRARY PROFILE

(To be accomplished by the School Librarian)

Name of school:

School address:

Division of:

Total student enrollment (as of February 2026):

### PART A. PROFILE

Put a check mark () on the appropriate blank before each item.

- Elementary School (ELS)                       Junior High School (JHS, Grades 7-10)  
 HS with Senior High (WSH, G7-12)        Stand Alone Senior HS (SASH)  
 Integrated Elem and HS (IEHS)

School Library Status:     Existing             No school library

### PART B. SCHOOL LIBRARY FUNCTIONALITY SURVEY

#### 1. SPACE AND LOCATION

1.1 What best describes the space of your school library in terms of seating capacity?

Please check only one.

- The library can accommodate 10% or more of the total student population.  
 The library can accommodate 7-9% of the total student population.  
 The library can accommodate 4-6% of the total student population.  
 The library can accommodate 1-3% of the total student population.  
 The library can accommodate less than 1% of the total student population.

1.2 What is the size of your school library (in square meter)?

1.3 What best describes your library in terms of location? Please check only one.

- The library is in a separate building.  
 The library occupies a separate room within a building.  
 The library shares space with another.  
 Others (please specify): \_\_\_\_\_

1.4 How accessible is the school library to the users/students? Are the library collections safe from flooding? Please check only one.

- The library *is easily* accessible from any point in the campus and is safe from flooding.  
 The library *is not easily* accessible from any point in the campus but is safe from flooding. (e.g., the library is at the 5<sup>th</sup> floor of a building)  
 The library *is easily* accessible from any point in the campus and is not safe from flooding.

**2. SERVICES**

2.1 How long does the school library operate daily to accommodate users?

- The school library operates from the start of the earliest class period *with no noon break and extends after* the last class period.
- The school library operates from the start of the earliest class *with noon break and extends after* the last class period.
- The school library operates from the start of the earliest class period *with no noon break but it closes at the end of* the last class period.
- The school library operates from the start of the earliest class period *with noon break but it closes at the end of the last class period.*
- The school library operates daily *but has no fixed operating schedules* due to the availability of the In-Charge personnel.
- Others (please specify) \_\_\_\_\_

2.2 The following are activities and services that a school library should provide. Put a check mark (☑) in the box beside the activities and services that your school library offers. Check all that apply.

<b>School Library Activities</b>	
Updates the Bulletin/Information Board to promote library and information services (Current Awareness).	
Conducts orientation on the use of the library and its services for students and teachers.	
Conducts regular activities that promote library and information services.	
Conducts classroom visits to promote library and information services.	
Uses social media to promote library and information services.	
Others (Please specify)	
<b>School Library Services</b>	
The staff provides Selective Dissemination of Information to the faculty.	
Allows borrowing of books for home use.	
Allows students to use the computer for encoding, viewing, and the like.	
Allows the students to bring books outside the library and returns within the day if not allowed for home use.	
Allows students to use the computer for internet access.	
Allows the faculty to use the computer for encoding, viewing, and the like.	
Allows the faculty to use the computer for internet access.	
The staff prepares clippings ( for vertical files collection)	

The staff does indexing.	
Others (please Specify):	

2.3 Put a check mark (☑) in the appropriate box to indicate the collection access system that your school library practices. Choose one only.

Collection Access System		
Open Shelf/Stack	Shelving in a library to which users have unrestricted access.	
Closed Shelf/Stack	Shelving area in a library to which only members of the library staff have access.	

### 3. ADMINISTRATION AND HUMAN RESOURCES

3.1 Provide the following information regarding the personnel in-charge of the library:

3.1.1 Name of Staff: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_

3.1.2 Gender: \_\_\_ Male \_\_\_ Female

3.1.3 Highest Educational Attainment:  
 \_\_\_ PhD  
 \_\_\_ Masters  
 \_\_\_ (College) Undergraduate Degree

3.1.4 Designation:  
 \_\_\_ Licensed Librarian, License No. \_\_\_\_\_  
 \_\_\_ Librarian (Not Licensed)  
 \_\_\_ Teacher-Librarian ( Library –In-Charge)  
 \_\_\_ Others (Please Specify) \_\_\_\_\_

3.1.5 What is the appointment status?  
 \_\_\_ Permanent  
 \_\_\_ Contract of Service  
 \_\_\_ Others (Please specify): \_\_\_\_\_

3.2 Other Staff assigned in the library (if any). Please provide information asked in questions 3.1.1-5 in another sheet.

Name of the Staff	Designation	Highest Educational Attainment	Appointment Status

#### 4. COLLECTION MANAGEMENT

4.1 Put a check mark (☑) in the appropriate box to indicate the bibliographic processes that your school library follows.

Bibliographic Processes		
Accessioning	The process of assigning a unique number to a bibliographic item added to a library collection.	
Cataloging	The process of creating entries for a catalog (bibliographic description, subject analysis).	
Classification	The process of dividing objects or concepts into logically hierarchical classes, subclasses, and sub-subclasses based on the characteristics they have in common and those that distinguish them.	
Labelling	The process of putting call numbers of the books.	
No Processing	The books are displayed with no further bibliographic processing.	

#### 4.2 Library Collection Inventory

4.2.1 GENERAL REFERENCES	Copyright 2016-Present		Copyright 2015-or Earlier		TOTAL	
	No. of Titles	No. of Copies	No. of Titles	No. of Copies	No. of Titles	No. of Copies
1. Encyclopedias						
2. Dictionaries						
3. Almanacs						
4. Handbooks						
5. Manuals						
4. Atlases						
5. Yearbooks						
6. Directories						
7. Thesaurus						
Others						
TOTAL						

4.2.2 GENERAL COLLECTION (Subject Area Specific References)		Copyright 2016-Present		Copyright 2015-or Earlier		TOTAL	
Broad Subjects	Scope	No. of Titles	No. of Copies	No. of Titles	No. of Copies	No. of Titles	No. of Copies
English & Literature	Books on Creative Writing, Oral Communication, Business Communication, Books on Literature, Grammar, Vocabulary, Journalism, etc.						
Filipino at Panitikan	Mga aklat ukol sa Malikhaing Pagsulat, Balarila, Retorika, Sining ng Pakikipagtalastasan, Malikhaing Pagsulat, Pamamahayag, wika at panitikan etc.						

Continuation... 4.2.2 GENERAL COLLECTION (Subject Area Specific References)		Copyright 2016-Present		Copyright 2015-or Earlier		TOTAL	
Broad Subjects	Scope	No. of Titles	No. of Copies	No. of Titles	No. of Copies	No. of Titles	No. of Copies
Science	Books on Chemistry, Biology, Physics, Astronomy, Oceanography, Botany, Geology, Metallurgy, Zoology, Anatomy, etc.						
Aral. Panlipunan	Politics & Governance, History, Places & Travels, Geography, Archeology, Economics, Sociology, Society & Culture, Law, Anthropology, etc.						
Music	Musical Instruments, Compositions, Songs, History of Music, etc.						
Arts	Painting, Drawing, Photography, Dance, Sculpture, Theatre, Drama, etc.						
Physical Education	Books on Martial Arts, Sports/Games, Body Building, etc.						
Health	Books on Health, Diseases, Personal Hygiene, Drug Addiction, Medicine, Nursing, etc.						
Edukasyon sa Pagpapahalaga	Religion, Morality, Values Education, etc.						
Mathematics	Business Math, Algebra, Trigonometry, Geometry, Calculus, Probability & Statistics,						
Business	Books on Business, Marketing, Finance, Auditing, Banking, Accounting, Entrepreneurship, etc.						
Management	Books on Organizational Management, Leadership, etc.						
Computers/ Information Tech.	Books on Computers, Software, Hardware, Apps, Androids, Database, Programming, etc.						
Research	Books on Research, Thesis Writing, Feasibility Studies, Term Paper Writing, Theses, Dissertations, Investigatory Projects, etc.						

Philosophy	Books on Philosophy, Logic, Ethics, etc.						
Technical Vocation/TLE	Books on Carpentry/Woodworks, Agriculture, Machinery, Cookery, Home Economics, Metalcrafts, Handicrafts, Automotive, Architecture, Drafting, etc.						
Others	Please specify the subject Area (You may add)						
<b>TOTAL</b>							

4.2.3 ADDITIONAL SUPPLEMENTARY READERS	Copyright 2016-Present		Copyright 2015-or Earlier		Combined Total Number of Titles
	No. of Titles	No. of Copies	No. of Titles	No. of Copies	
Biographies					
Novels					
Collections/Anthology of Short Stories					
Collection/Compilation of Poetry					
Others (Please specify)					
<b>TOTAL</b>					

4.2.4 NON-PRINT COLLECTION		Copyright 2016-Present	Copyright 2015-or Earlier	Combined Total Number of Titles
		Total No. of Titles		
Digital File Collection	E-Book Collection (in e-pub, pdf, word formats saved in DVD/Desktop, etc.)			
	CD/DVD Collection of Movies, Documentaries, etc.			
Braille Collection				
Microfilm Collection				
Others (Please specify)				
<b>TOTAL</b>				

4.2.5 PERIODICAL SUBSCRIPTION	Years Subscribed	Locally Published	Internationally Published	TOTAL NUMBER OF SUBSCRIPTIONS
		No. of Titles Subscribed	No. of Titles Subscribed	
Newspapers	Year 2025			
	Year 2024			
	Year 2023			
Tabloids	Year 2025			
	Year 2024			
	Year 2023			
Magazines	Year 2025			
	Year 2024			
	Year 2023			
Journals	Year 2025			
	Year 2024			
	Year 2023			
TOTAL				

## 5. ACQUISITION

5.1 Put a check mark (☑) on the appropriate box to indicate your school library's means for books acquisition. Check all that apply.

School Library Means of Book Acquisition	
MOOE	
LGU	
NGO	
PTA	
DepEd (Central Office/Division/District Office)	
Alumni	
Others (Please specify):	

5.2 Put a check mark (☑) on the appropriate box to indicate the source of your school library budget. Check all that apply.

Sources of School Library Budget	
No Budget	
LGU	
NGO	
PTA	
DepEd (Central Office/Division/District Office)	

Alumni	
MOOE	

**6. FACILITIES**

6.1 Put a check mark (☑) on the appropriate box to indicate collection access facility your library has/have. Check all that apply.

- OPAC (Online Public Access Catalog)  
 Card Catalog Cabinet with Catalog Cards  
 None

6.2 Put a check mark (☑) on the appropriate box to indicate ICT facilities available in your library have. Check all that apply.

ICT Facilities	
Computer Set	
Projector	
Document Camera	
DVD Player	
Photocopier	
Scanner	
Printer	
Printer with Scanner	
Telephone	
Internet Connection/Modem	
Television	
Others (Please specify):	

Accomplished By:

Reviewed and Noted By:

\_\_\_\_\_  
 Librarian/Personnel in-Charge

\_\_\_\_\_  
 Principal/School Head

References:

- RA 9155; DO 56, s. 2011
- DECS Order No. 6, 1998
- IFLA School Library Guidelines, 2<sup>nd</sup> Rev. Ed., June 2015.

## SCHOOL LIBRARY NEEDS ANALYSIS

Name of School: \_\_\_\_\_

Division: \_\_\_\_\_ Region: \_\_\_\_\_

Name of Librarian: \_\_\_\_\_ Contact Number: \_\_\_\_\_

**I. Directions:** The following survey aims to identify the extent of the needs of your school library. Rate the following aspects considering the present status of your school library using the rating scale below. Please check the appropriate box that corresponds to your answer.

5- Highly Needed; 4- Needed; 3- Somewhat Needed; 2- Not Sure ; 1-Not Needed

ITEMS	5	4	3	2	1
<b>A. SCHOOL LIBRARY SPACE AND LOCATION</b>					
1. The school library needs to expand in order to accommodate at least 10% seating capacity of the student population.					
2. The school library needs to be separated from another office because they share a common room.					
3. The school library needs to be relocated to be accessible from any point of the campus.					
4. The school library needs to be relocated to make sure it is safe from flooding.					
<b>B. SERVICES</b>					
1. The school library needs to open from the start of the earliest class and needs to extend beyond the last class period.					
2. The library needs to operate on a regular schedule.					
3. The school library needs to update the Bulletin/Information Board to promote library and information services.					
4. The school library needs to conduct orientation on the use of the library and its services for students and teachers.					
5. The school library needs to conduct monthly activities that promote library and information services.					
6. The school library needs to conduct classroom visits to promote library and information services.					
7. The school library needs to use social media to promote library and information services.					
8. The school library needs to allow borrowing of books for home use.					
9. The school library needs to allow students to use the computer for encoding, viewing, and the like.					
10. The school library needs computer and internet access for students' and teachers' use.					
11. The school library staff needs to prepare clippings for vertical file collection.					
12. The school library staff needs to do indexing.					
13. The school library needs to practice open shelf/stack shelving to allow unrestricted access of the users.					

ITEMS	5	4	3	2	1
<b>C. LIBRARIAN</b>					
1. The school library needs to have a full-time licensed librarian.					
2. The librarian needs training on the following bibliographic processes:					
a. Accessioning					
b. Cataloging					
c. Classification					
d. Labeling					
<b>D. LIBRARY COLLECTION</b>					
1. The school library needs the following general references:					
a. Encyclopedias					
b. Dictionaries					
c. Almanacs					
d. Handbooks					
e. Manuals					
f. Atlases					
g. Yearbooks					
h. Directories					
i. Thesaurus					
2. The school library needs the following learning area specific references:					
a. English & Literature					
b. Filipino at Panitikan					
c. Science					
d. Araling Panlipunan					
e. Music					
f. Arts					
g. Physical Education					
h. Health					
i. Edukasyon sa Pagpapahalaga					
j. Mathematics					
k. Business					
l. Management					
m. Computers/ Information Tech.					
n. Research					
o. Philosophy					
p. Technical Vocation/TLE					
3. The school library needs the following additional supplementary readers:					
a. Biographies					
b. Novels					
c. Collections/Anthology of Short Stories					
d. Collection/Compilation of Poetry					
4. The school library needs the following digital file collection:					
a. E-Book Collection (in e-pub, pdf, word formats saved in DVD/Desktop, etc.)					
b. CD/DVD Collection					

ITEMS	5	4	3	2	1
c. Periodical Subscription					
c.1 Broadsheet Newspaper					
c.2 Tabloid Newspaper					
c.3 Magazines					
c.4 Journals					
<b>E. BOOK ACQUISITION</b>					
1. The school library needs to acquire books and other collections using the allocated funds .					
2. The school library needs to acquire books and other collections tapping LGU funding.					
3. The school library needs to acquire books and other collections from the donations either from the PTA or other NGOs.					
4. The school library needs to acquire books and other collections given by the DepEd Central Office, Regional Office of Division Office.					
5. The school library needs to have specific annual budget.					
<b>F. FACILITY</b>					
1. The school library needs the following access facility:					
a. Online Public Access Catalog (OPAC)					
b. Card Catalog Cabinet with Catalog Cards					
2. The school library needs the following equipment:					
a. Computer Set					
b. Projector					
c. Document Camera					
d. DVD Player					
e. Photocopier					
f. Scanner					
g. Printer					
h. Printer with Scanner					
i. Telephone					
j. Internet Connection/Modem					
k. Television					

**II. Directions:** Rank the following school library aspects that need improvement in order of importance. Write **1** for the aspect that needs foremost improvement attention, **2** for the next and so on.

- \_\_\_\_\_ School Library Space and Location
- \_\_\_\_\_ Services
- \_\_\_\_\_ Librarian
- \_\_\_\_\_ Library Collection
- \_\_\_\_\_ Book Acquisition
- \_\_\_\_\_ Facility

\*\*\*\*

**Thank you for your cooperation.**