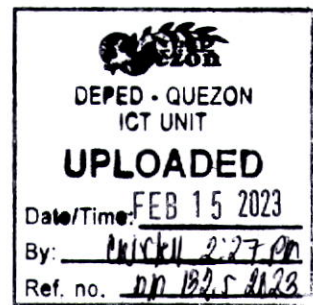Republic of the Philippines
## Department of Education
REGION IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

14 February 2023

**DIVISION MEMORANDUM**
**DM No. 132, s. 2023**

### PROFILING OF SCHOOL LIBRARIES

To: **Public Schools District Supervisors**
**School Heads**
**School Librarians/Teacher-Librarians/Library-In-Charge**
**Learning Resource Coordinators**
**All Other Concerned**

---

1. In reference to Regional Memorandum No. 77, s. 2023, the Department of Education Bureau of Learning Resources is requesting to update data on school library profiles to ensure that proper technical assistance shall be provided in attaining fully functional school libraries and library hubs nationwide. In connection, this Office requests **all** schools, **with** or **without** school libraries to accomplish Form 1 - School Library Profile and School Library Need Analysis. (Note: These two forms are combined in one file only).

2. Schools with existing library shall accomplish Form 1 and School Library Needs Analysis while those schools 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, Integrated Elem & High School, Stand Alone Senior High School*) following this link **tinyurl.com/QuezonSchoolLibraryProfile** with filenaming convention **Name of School_District_School ID** on or before February 24, 2023.

DEPEDQUEZON-TM-SDS-04-009-003

*"Creating Possibilities, Inspiring Innovations"*
**Address:** Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
**Trunkline #:** (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
**Email Address:** quezon@deped.gov.ph
**Website:** www.depedquezon.com.ph

4. Form is available at DepED Quezon's website (depedquezon.com.ph), download section, ISO Template under Curriculum Implementation Division-Library Hub external forms.

5. For more information and inqueries, please contact Mr. Ronnjemmele A. Rivera, Division Librarian at 09063744946 or (042) 784-0366 local 175 or may visit us at DepEd Quezon Library Hub, Brgy. Talipan, Pagbilao, Quezon.

6. For your guidance and strict compliance.

**ELIAS A. ALICAYA JR., EdD**
Assistant Schools Division Superintendent
Officer-In-Charge
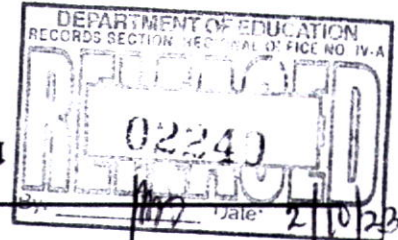Office of the Schools Division Superintendent

*"Creating Possibilities, Inspiring Innovations"*
**Address:** Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
**Trunkline #:** (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
**Email Address:** quezon@deped.gov.ph
**Website:** www.depedquezon.com.ph

08 February 2023

**Regional Memorandum**

*No. 77 s.2023*

# PROFILING OF THE SCHOOL LIBRARIES

To    **Schools Division Superintendents**

1. In reference to BLR-2022-10-EC1729, the Department of Education-Bureau of Learning Resources is requesting to update data of school library profiles.

2. This aims to ensure the appropriate updates in providing of technical assistance of Central Office (CO), Regional Offices, and SDOs towards the attainment of having fully functional school libraries and library hubs nationwide. Such data would serve as a baseline for both CO and respective Local Government Units (LGUs) in support of establishing these educational facilities.

3. Submission of documents shall be on or before March 31, 2023. You may access the prescribed School Library and Library Hub Monitoring Forms through this link: *http://bit.ly/3JQvUMZ*.

4. For clarifications and queries, you may contact Marlon G. Ompoc, Librarian II of the BLR-Quality Assurance Division at telephone numbers (02) 8631-9294 or 8634-1054 and email addresses blr.lrqad@deped.gov.ph and marlon.ompoc@deped.gov.ph, or Dianne Catherine Teves-Antonio, Education Program Supervisor, CLMD at (02) 8681-7249 local 420.

5. Immediate dissemination of this Memorandum is desired.

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

*Cc: 02/ROC2*

**Address:** Gate 2, Karangalan Village, Cainta, Rizal
**Telephone Nos.:** 02-8682-5773/8684-4914/8647-7487
**Email Address:** region4a@deped.gov.ph
**Website:** depedcalabarzon.ph

CLMD-RM-2023-77

# 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 2023):_____

## 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**)

___IEHS (Integrated Elem. and High School)

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)?

    _____ m2.

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 5th 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.

| School Library Activities | |
| --- | --- |
| 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): | |
| **School Library Services** | |
| 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): | |
| *Note: Use another sheet for others* | |

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 2011-Present | | Copyright 2010- 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 2011-Present | | Copyright 2010- 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, etc. | | | | | | |

| Continuation...<br>4.2.2 GENERAL COLLECTION (Subject Area Specific References) | | Copyright 2011-Present | | Copyright 2010-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) | | | | | | |
| TOTAL | | | | | | | |

| 4.2.3 ADDITIONAL SUPPLEMENTARY READERS | Copyright 2011-Present | | Copyright 2010-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) | | | | | |
| TOTAL | | | | | |

| 4.2.4 NON-PRINT COLLECTION | | Copyright 2011-Present | Copyright 2010-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) | | | | |
| TOTAL | | | | |

| 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 2022 | | | |
| | Year 2021 | | | |
| | Year 2020 | | | |

| | | | | |
|---|---|---|---|---|
| Tabloids | Year 2022 | | | |
| | Year 2021 | | | |
| | Year 2020 | | | |
| Magazines | Year 2022 | | | |
| | Year 2021 | | | |
| | Year 2020 | | | |
| Journals | Year 2022 | | | |
| | Year 2021 | | | |
| | Year 2020 | | | |
| 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, 2nd 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 |
|---|---|---|---|---|---|
| **A. SCHOOL LIBRARY SPACE AND LOCATION** | | | | | |
| 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. SERVICES** | | | | | |
| 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 |
|---|---|---|---|---|---|
| **C. LIBRARIAN** | | | | | |
| 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 | | | | | |
| **D. LIBRARY COLLECTION** | | | | | |
| 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 | | | | | |
| **E. BOOK ACQUISITION** | | | | | |
| 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. | | | | | |
| **F. FACILITY** | | | | | |
| 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.**