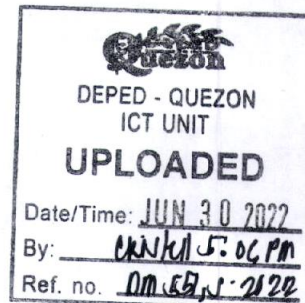




Republic of the Philippines  
**Department of Education**  
REGION IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



29 June 2022

**DIVISION MEMORANDUM**

DM No. 55, s. 2022

**UPDATING THE PROFILE OF ELEMENTARY AND SECONDARY SCHOOL LIBRARIES/  
LEARNING RESOURCE CENTERS**

**To: Public Schools District Supervisors  
School Heads  
School Librarians  
Learning Resource Coordinators  
All Other Concerned**

1. The Schools Division of Quezon will be updating its data on school libraries and learning resource centers. To get the complete data among schools, all public elementary and secondary schools regardless of its status are advised to accomplish the attached Learning Resource/Library Profile Form. This is to determine the list of schools with existing school libraries & learning resource centers, its status, personnel in-charge, and needs as basis for the forthcoming technical assistance in the management of school libraries and learning centers.
2. Template is available at [depedquezon.com.ph](http://depedquezon.com.ph), Download section, ISO Template under Curriculum Implementation Division-Library Hub internal forms, with document control number DEPEDQUEZON-CID-LIB-04-012-003.
3. Submission of the accomplished form must be uploaded to this link <https://tinyurl.com/LRSchoolLibraryProfiling> on or before July 8, 2022.
4. For more information/inquiries, please contact Mr. Ronnjemmele A. Rivera, Division Librarian at 09063744946 or visit us at DepEd Quezon Library Hub, Brgy. Talipan, Pagbilao, Quezon.
5. For your guidance and strict compliance.

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

librar06/29/2022

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**LEARNING RESOURCE/LIBRARY PROFILE FORM**  
(To be accomplished by the learning resource/librarian in-charge)

District: \_\_\_\_\_  
Name of school: \_\_\_\_\_  
School address: \_\_\_\_\_  
Total No. of enrollment (as of \_\_\_\_\_) : \_\_\_\_\_

**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)

School Library Status:  Existing       No school library  
Learning Center/s:  Existing       None      Specify (Learning area, if any)  
\_\_\_\_\_

**PART B. LEARNING RESOURCE CENTER/SCHOOL LIBRARY FUNCTIONALITY SURVEY**

**1. SPACE AND LOCATION**

1.1 What best describes the space of your learning resource center/school library in terms of seating capacity? Please check only one.

Learning Resource Center	School Library
<input type="checkbox"/> The learning resource center can accommodate 10% or more of the total student population.	<input type="checkbox"/> The library can accommodate 10% or more of the total student population.
<input type="checkbox"/> The learning resource center can accommodate 7-9% of the total student population.	<input type="checkbox"/> The library can accommodate 7-9% of the total student population.
<input type="checkbox"/> The learning resource center can accommodate 4-6% of the total student population.	<input type="checkbox"/> The library can accommodate 4-6% of the total student population.
<input type="checkbox"/> The learning resource center can accommodate 1-3% of the total student population.	<input type="checkbox"/> The library can accommodate 1-3% of the total student population.
<input type="checkbox"/> The learning resource center can accommodate less than 1% of the total student population.	<input type="checkbox"/> The library can accommodate less than 1% of the total student population.

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1.2 What is the size of your learning resource center/school library (in square meter)?

Learning Resource Center: \_\_\_\_\_ m<sup>2</sup>

School Library: \_\_\_\_\_ m<sup>2</sup>

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

Learning Resource Center	School Library
<input type="checkbox"/> The learning resource center is in a separate building.	<input type="checkbox"/> The library is in a separate building.
<input type="checkbox"/> The learning resource center occupies a separate room within a building.	<input type="checkbox"/> The library occupies a separate room within a building.
<input type="checkbox"/> The learning resource center shares space with another.	<input type="checkbox"/> The library shares space with another.
<input type="checkbox"/> Others (please specify) _____	<input type="checkbox"/> Others (please specify) _____

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

Learning Resource Center	School Library
<input type="checkbox"/> The learning resource center <i>is easily</i> accessible from any point in the campus and is safe from flooding.	<input type="checkbox"/> The library <i>is easily</i> accessible from any point in the campus and is safe from flooding.
<input type="checkbox"/> The learning resource center <i>is not easily</i> 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).	<input type="checkbox"/> The library <i>is not easily</i> 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).
<input type="checkbox"/> The learning resource center <i>is easily</i> accessible from any point in the campus and is not safe from flooding.	<input type="checkbox"/> The library <i>is easily</i> accessible from any point in the campus and is not safe from flooding.

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**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 checkmark (✓) 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):	

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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 learning resource center/school library:

1.1 Learning Resource Center	1.2 School Library
Name of Staff: _____ Email: _____ Contact Number: _____ Gender: ___ Male ___ Female	Name of Staff: _____ Email: _____ Contact Number: _____ Gender: ___ Male ___ Female
Highest Educational Attainment: ___ PhD ___ Master ___ (College) Undergraduate Degree	Highest Educational Attainment: ___ PhD ___ Masters ___ (College) Undergraduate Degree
Designation: _____	Designation ___ Licensed Librarian ___ License No. _____ ___ Librarian (Not License) ___ Teacher-Librarian ___ Other (Please Specify) _____
What is the appointment status? ___ Permanent ___ Contract of Service ___ Others (Please specify): _____	What is the appointment status? ___ Permanent ___ Contract of Service ___ Others (Please specify): _____

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3.2 Other Staff assigned in the learning resource center/school library (if any).

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 2012 - Present		Copyright 2011 and below		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						
<b>TOTAL</b>						

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4.2.2 GENERAL COLLECTION (Subject Area Specific References)		Copyright 2012-Present		Copyright 2011 and below		TOTAL	
Broad Subjects	Scope	No. of Titles	No. of Copies	No. of Titles	No. of Copies	No. of Titles	No. of Copies
a. English & Literature	Books on Creative Writing, Oral Communication, Business Communication, Books on Literature, Grammar, Vocabulary, Journalism, etc.						
b. Filipino at Panitikan	Mga aklat ukol sa Malikhaing Pagsulat, Balarila, Retorika, Sining ng Pakikipagtalastasan, Malikhaing Pagsulat, Pamamahayag, etc.						
c. Science	Books on Chemistry, Biology, Physics, Astronomy, Oceanography, Botany, Geology, Metallurgy, Zoology, Anatomy, etc.						
d. Araling Panlipunan	Politics & Governance, History, Places & Travels, Geography, Archeology, Economics, Sociology, Society & Culture, Law, Anthropology, etc.						
e. Music	Musical Instruments, Compositions, Songs, History of Music, etc.						
f. Arts	Painting, Drawing, Photography, Dance, Sculpture, Theatre, Drama, etc.						
g. Physical Education	Books on Martial Arts, Sports/Games, Body Building, etc.						
h. Health	Books on Health, Diseases, Personal Hygiene, Drug Addiction, Medicine, Nursing, etc.						
i. Edukasyon sa Pagpapahalaga	Religion, Morality, Values Education, etc.						
j. Mathematics	Business Math, Algebra, Trigonometry, Geometry,						

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	Calculus, Probability & Statistics,						
k. Business	Books on Business, Marketing, Finance, Auditing, Banking, Accounting, Entrepreneurship, etc.						
l. Management	Books on Organizational Management, Leadership, etc.						
m. Computers/ Information Tech.	Books on Computers, Software, Hardware, Apps, Androids, Database, Programming, etc.						
n. Research	Books on Research, Thesis Writing, Feasibility Studies, Term Paper Writing, Theses, Dissertations, Investigatory Projects, etc.						
o. Philosophy	Books on Philosophy, Logic, Ethics, etc.						
p. 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 MATERIALS	Copyright 2012-Present		Copyright 2011 and below		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					

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4.2.4 NON-PRINT COLLECTION		Copyright 2012-Present	Copyright 2011 and below	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	
a. Newspapers	Year 2022			
	Year 2021			
	Year 2020			
b. Tabloids	Year 2022			
	Year 2021			
	Year 2020			
c. Magazines	Year 2022			
	Year 2021			
	Year 2020			
d. Journals	Year 2022			
	Year 2021			
	Year 2020			
TOTAL				

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**5. ACQUISITION**

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

Learning Resource Means of Book Acquisition		School Library Means of Book Acquisition	
MOOE	<input type="checkbox"/>	MOOE	<input type="checkbox"/>
LGU	<input type="checkbox"/>	LGU	<input type="checkbox"/>
NGO	<input type="checkbox"/>	NGO	<input type="checkbox"/>
PTA	<input type="checkbox"/>	PTA	<input type="checkbox"/>
DepEd (Central Office/Division/District Office)	<input type="checkbox"/>	DepEd (Central Office/Division/District Office)	<input type="checkbox"/>
Alumni	<input type="checkbox"/>	Alumni	<input type="checkbox"/>
Others (Please specify): _____	<input type="checkbox"/>	Others (Please specify): _____	<input type="checkbox"/>

5.1 Put a check mark (✓) on the appropriate box to indicate the source of your learning resource center/school library budget. Check all that apply.

Sources of Learning Resource Budget		Sources of School Library Budget	
No Budget	<input type="checkbox"/>	No Budget	<input type="checkbox"/>
LGU	<input type="checkbox"/>	LGU	<input type="checkbox"/>
NGO	<input type="checkbox"/>	NGO	<input type="checkbox"/>
PTA	<input type="checkbox"/>	PTA	<input type="checkbox"/>
DepEd (Central Office/Division/District Office)	<input type="checkbox"/>	DepEd (Central Office/Division/District Office)	<input type="checkbox"/>
Alumni	<input type="checkbox"/>	Alumni	<input type="checkbox"/>
MOOE	<input type="checkbox"/>	MOOE	<input type="checkbox"/>

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**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 learning resource center/school library have. Check all that apply.

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

Accomplished by:

Reviewed and Noted by:

\_\_\_\_\_  
Learning Resource/Librarian in-charge

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

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