



Republic of the Philippines  
Department of Education  
REGION VI  
SCHOOLS DIVISION OF SAGAY CITY

Office of the Schools Division  
Superintendent

28 JAN 2020


DIVISION MEMORANDUM

No. 034 s. 2020

**SEARCH FOR THE MOST FUNCTIONAL LIBRARY & LEARNING RESOURCE CENTER (LRC) 2019-2020**

To: Asst. Schools Division Superintendent  
Education Program Supervisors 1  
Public Schools District Supervisors  
Public Elementary and Secondary School Principals

1. In line with the Department of Education's key thrusts of producing competitive, educated and skilled individuals by providing access to the most basic tool, this office announces the Division Search for the Most Functional Library/LRC 2019-2020.
2. This search aims to:
  - a. identify and recognize schools with the most functional library
  - b. improve school library programs and services, and
  - c. encourage schools in establishing school library
  - d. improve literacy rates of schools
3. Categories for this search are:
  - a. Most Functional Library – Public Elementary Level
  - b. Most Functional Library - Public Secondary Level
  - c. Most Outstanding Reading Centers – Public Elementary Level
4. Attached are the mechanics and scoring rubric to the said competition as Inclosure No. 1, Scoresheets and Scoring Rubrics as Inclosure No. 2.
5. Immediate and wide dissemination of this memorandum is desired.

  
**ARLENE G. BERMEJO, CESO VI**  
Asst. Schools Division Superintendent  
OIC-office of the Schools Division Superintendent

Encl.: As stated

Reference: None

To be indicated in the Perpetual Index  
under the following subjects:  
LIBRARY                      LRC                      SCHOOL



Address: Quezon Street, Poblacion I, Sagay City, Negros Occidental  
Telephone No: (034) 488-02-15 to 16; 722-36-78; 722-21-95

**GUIDELINES AND MECHANICS FOR SEARCH FOR THE MOST FUNCTIONAL SCHOOL LIBRARY/LRC  
2019-2020**

**I. BACKGROUND AND RATIONALE**

The DepED Division of Sagay City thru the LRMD has conducted a survey on the availability of school library. Result shows that out of 54 Elementary Schools, only 22 had a library facility/LRC and 10 out of 20 secondary schools. Functionality of these libraries was determined through the profiling tool provided by the DepED Central Office. Based on the Library Profile submitted by the schools, less than a half of the existing libraries are functional.

Hence, this Search for the Most Functional School Library was conceptualized to meet the demands of the Libraries in the Division.

**II. OBJECTIVES**

This project aims to:

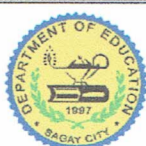
- a. to recognize school in terms of providing learners and teachers a better access to quality learning materials through active utilization of the school library;
- b. guide and provide the schools with division standard policies on how to improve their library utilization;
- c. showcase school’s best practices in promoting readership through active use of library and other alternatives to such; and
- d. Improve reading ability of learners through the utilization of materials

**III. IMPLEMENTING SCHEDULE**

<b>Activities</b>	<b>Strategies</b>	<b>Inclusive Dates</b>	<b>Persons Involved</b>
Pre-validation	Initial evaluation of school libraries/LRCs	February 6-28	Monitoring & Evaluation Committee LRMDS Section
Final validation	Progress Observation of Library Practices	March 2-6, 2020 March 9-13, 2020	LRMD Section PSDS’s
Awarding of the Most Functional School Library and LRC	Recognition of the Most Functional Public Elementary and Secondary School library and LRC	March 17, 2020 (DepED Day)	CID Chief, LRMD Section, School Heads

**IV. MECHANICS**

1. All public elementary and secondary schools in the City Schools Division of Sagay shall participate in the said Search.
2. Categories for this Search are the following:
  - a. Most Functional Library – Public Elementary Level
  - b. Most Functional Library – Public Secondary Level
  - c. Most Outstanding Reading Corner – Public Elementary Level
3. Only school without physical library and do not have excess rooms for this purpose shall participate to the search for most outstanding reading corner



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4. However, schools with both physical library and functional reading corner may participate to the two categories
5. Each school library shall be monitored and evaluated using the attached rubric and monitoring tool through the Learning Resource Management and Development Section and the PSDS's.
6. The library with the highest score attained shall be declared as the Most Functional Library/Reading Corner for the year.

#### **V. COMPOSITION OF THE MONITORING AND EVALUATION COMMITTEE**

Chair : Nenita P. Gamao, CID Chief  
Co-chair: Marlon C. Dublin, EPS-LRMD  
Members: Analee B. Alingco, Librarian II  
Mayo P. Villamor, PDO II  
Elizabeth P. Romo, EPS-English  
Bella P. Balandra, EPS-Filipino



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**2019-2020 SEARCH FOR THE MOST FUNCTIONAL SCHOOL LIBRARY**

School: \_\_\_\_\_

District: \_\_\_\_\_

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

Computation of Points						
COMPONENT		Weight per Com-ponent	Sub compo nent	Weight per sub Component	SCORE	
					Points	Percentage
1	Administration/ Management	20%	1.a	5%		
			1.b	10%		
			1.c	5%		
2	Physical & Digital Facilities	20%	2.a	5%		
			2.b	5%		
			2.c	5%		
			2.d	2.5%		
			2.e	2.5%		
3	Materials/ Collections	20%	3.a	10%		
			3.b	5%		
			3.c	5%		
4	Human Resource	20%	4.a	10%		
			4.b	10%		
5	Programs and Services	20%	5.a	5%		
			5.b	5%		
			5.c	5%		
			5.d	5%		
<i>Total</i>				100%		

1.a ,1.c	4	5.00%	1.b	4	10.00%	4	2.50%
	3	3.75%		3	7.50%	2	1.25%
	2	2.50%		2	5.00%	3	1.88%
	1	1.25%		1	2.50%	1	0.63%

**2019-2020 SEARCH FOR THE MOST FUNCTIONAL  
 LEARNING RESOURCE CENTER (LRC)**

School: \_\_\_\_\_  
 District: \_\_\_\_\_

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

Computation of Points					
COMPONENT	Weight per Com-ponent	Sub compo- nent	Weight per sub Component	SCORE	
				Points	Percentage
1	20%	1.a	5%		
		1.b	10%		
		1.c	5%		
2	20%	2.a	5%		
		2.b	5%		
		2.c	5%		
		2.d	2.5%		
		2.e	2.5%		
3	20%	3.a	10%		
		3.b	5%		
		3.c	5%		
4	20%	4.a	10%		
		4.b	10%		
5	20%	5.a	5%		
		5.b	5%		
		5.c	5%		
		5.d	5%		
Total			100%		

1.a ,1.c	4	5.00%	1.b	4	10.00%	4	2.50%
	3	3.75%		3	7.50%	2	1.25%
	2	2.50%		2	5.00%	3	1.88%
	1	1.25%		1	2.50%	1	0.63%

**2019-2010 SCORING RUBRIC FOR THE SEARCH FOR THE MOST FUNCTIONAL SCHOOL LIBRARY**

COMPONENT	4 EXEMPLARY	3 PROFICIENT	2 BASIC	1		SCORE
				DEFICIENT		
1 ADMINISTRATION/MANAGEMENT						
a. The Library Strategic Plan is included in the School Improvement Plan (D.O.# 75, s. 2008)	The Library Strategic Plan included in the SIP is a 5 year Strategic Development plan. It has the following features: a. Library's Mission Statement b. Library's purpose c. Values d. KRA e. Objectives f. Metrics g. Budget allocation h. Person's involved i. Action plan j. Strategy impact	The school's Library Strategic Development plan features the following: a. Library's Mission Statement b. Library's purpose c. Values d. KRA e. Objectives f. Metrics g. Budget allocation h. Person's involved	The school's Library Strategic Development plan features the following: a. Library's Mission Statement b. Library's purpose c. Values d. KRA e. Objectives f. Metrics	The school's Library Strategic Development plan features a very limited component.		
b. Budget Allocation	The Library is provided with regular budget allocation from the following source but not limited to: a. MOOE b. Canteen c. IGP d. PTA e. Donations f. Grants	The Library is provided with regular budget allocation from the following source but not limited to: a. MOOE b. Canteen c. IGP d. PTA	The Library is provided with regular budget allocation from the following source but not limited to: a. MOOE b. Canteen c. IGP	The Library is provided with a minimal budget that allows only for replacement of lost or damaged resources.		

COMPONENT	4	3	2	1	SCORE
	EXEMPLARY	PROFICIENT	BASIC	DEFICIENT	
<b>1 ADMINISTRATION/ MANAGEMENT</b> c. Availability of written acquisition or collection development plan	Develops an acquisition plan that features the following: a. Resources to be acquired every year thru: - donations (of at least 50 cps a year) - grants (of at least 5,000.00 pesos a year) - book shower (of at least 100 cps /yr) - Purchased (National or Local Government Fund) b. Basis of acquisition - Teachers/Faculty Request according to their need. - Pupils/Student request c. Evident of the ff . but not limited to: - file of requisition letter - Acquisition List - Status Orders	Develops an acquisition plan that features the following: a. Resources to be acquired every year thru: - donations (of at least 50 cps a year) - grants (of at least 5,000.00 pesos a year) - book shower (of at least 100 cps/yr) - Purchased (National or Local Government Fund) b. Basis of acquisition - Teachers/Faculty Request according to their need. - Pupils/Student request c. Evident of the ff . but not limited to: - file of requisition letter - Acquisition List - Status Orders	Develops an acquisition plan that features the following: a. Resources to be acquired every year thru: - donations (of at least 10 cps a year) - grants (of at least 2,000.00 pesos a year) - book shower (of at least 50 cps/yr) - Purchased (National or Local Government Fund) b. Basis of acquisition - Teachers/Faculty request according to their need. - Pupils/Student request c. Evident of the ff but not limited to: - file of requisition letter - Acquisition List - Status Orders	Develops an acquisition plan that features the following: a. Resources to be acquired every year thru: - donations (of at least 5 cps / year) - grants (of at least 1,000.00 pesos a year) - book shower (of at least 25 copies a year) - Purchased (National or Local Government Fund) No evidence and basis for acquisition	
<b>2. PHYSICAL AND DIGITAL FACILITIES</b> a Provision and utilization of Library spaces	<b>EXEMPLARY</b> The space is enough to accommodate a variety of simultaneous learning activities such as: a. Shelving area b. Reading area c. Research area d. Activity area e. Study area f. Lecture area	<b>PROFICIENT</b> The space is enough with designated areas for at least four (4) out of five (6) areas to work simultaneously in the library on a variety of learning activities.	<b>BASIC</b> The space is enough with designated areas for at least three (3) out of five (6) areas to work simultaneously in the library on a variety of learning activities.	<b>DEFICIENT</b> The space is enough with designated areas for at least four (4) out of five (2) areas to work simultaneously in the library on a variety of learning activities.	<b>SCORE</b>

2. PHYSICAL AND DIGITAL FACILITIES	EXEMPLARY	PROFICIENT	BASIC	DEFICIENT	SCORE
b Access to Library Services	The library service hours is the same as the opening and closing hours of the school and with no noon break. (at least 9 hrs a day)	The library service hours is from 8:00-12:00, 1:00-5:00 pm, with noon break. (at least 8 hrs a day)	The library service hours is at least 6 hours a day	The library service is less than 6 hours.	
c Provides easy access, user-friendly and student-centered environment	The Library resources are organized to provide easy-access with the following evidences but not limited to: a. On line catalog b. Card catalog c. Computers d. Bulletin Board display e. Signages f. Flyers	The Library resources are organized to provide easy-access with the following but not limited to: a. Card catalog b. Computers c. Bulletin Board display d. Signages	The Library provides easy-access facilities such as: a. Card catalog b. Bulletin Board display c. Signages	The Library provides limited access to the library materials.	
d Flexibility of Library Services	Positive procedures are in place for all routine services resulting in optimal access to the library facilities and resources. Flexibility in procedures and scheduling maximizes the availability of the school librarian's expertise & library resources.	Positive procedures for circulation and scheduling have been established and widely accepted by the school community. Procedures promote access to the library facilities and resources.	Procedures for circulation and scheduling have been established to provide access to the library facilities and resources.	Procedures for circulation and scheduling of library facilities and resources is indefinite.	
e Library Atmosphere	Is comfortable that adhere to the standards: a. well-lighted, b. well-ventilated c. free from noise d. proper shelving e. organized library collection f. Well-arranged furniture g. welcoming atmosphere	Is comfortable that adhere to at least 5 out of 7 standards	Is comfortable that adhere to at least 3 out of 7 standards	Library atmosphere is inadequate and adhere to no standards.	



COMPONENT	4 EXEMPLARY	3 PROFICIENT	2 BASIC	1 DEFICIENT	SCORE
<p>a Library Collections</p> <p>3. MATERIALS/ COLLECTION</p>	<p>The Library provides the following but not limited to:</p> <p>A. Print Resources</p> <ol style="list-style-type: none"> <li>1. General References <ul style="list-style-type: none"> <li>- Encyclopedia - Dictionary</li> <li>- Atlases - Almanac</li> <li>- Globe - Yearbook</li> <li>- Maps (<i>1 Phi; 1 World; 1 Asia</i>)</li> </ul> </li> <li>2. General collections that supports different subject areas such as Professional books for teachers, recre-ational hobby; books etc. <ul style="list-style-type: none"> <li>- (5) Local - (5) National - (5) Foreign</li> </ul> </li> <li>3. Serials (1 local/1 Nat'l) <ul style="list-style-type: none"> <li>- Magazines - Periodicals</li> </ul> </li> <li>4. Important projects of teachers/student</li> <li>5. Downloaded supplementary Materials from the LR Portal in all subject areas Grade per Level</li> </ol>	<p>The Library provides at Least:</p> <ul style="list-style-type: none"> <li>- Six (6) General References;</li> <li>- 3 professional books for teachers</li> <li>(3) Local</li> <li>(3) National</li> <li>(3) Foreign</li> </ul> <p>Magazines and Periodical (1) local (1) National</p> <p>Projects of Teachers/Students</p> <p>Downloaded files from LR Portal to</p>	<p>The Library provides at Least:</p> <ul style="list-style-type: none"> <li>- Six (4) General References;</li> <li>- 2 professional books for teachers</li> <li>(2) Local</li> <li>(2) National</li> </ul> <p>Magazines and Periodical (1) local</p> <p>Projects of Teachers/Students</p> <p>Downloaded files from LR Portal</p>	<p>The Library provides any (2) of Print Resources with at least 1 of each category</p>	
<p>b Provisions of Other Library Resources</p>	<p>The Library provides the following but not limited to:</p> <p>B. Non-Print Resources</p> <ol style="list-style-type: none"> <li>1. Online <ul style="list-style-type: none"> <li>- Internet - e-books</li> <li>- Website - e-journals</li> <li>- Computer - camera</li> <li>- Printer - multimedia</li> <li>- TV - projector</li> </ul> </li> <li>2. Off-Line <ul style="list-style-type: none"> <li>- CD Player - Digitized Materials</li> <li>- USB - Audio-Video tapes</li> <li>- CDs - Multi-Media resources</li> <li>- DVDs</li> </ul> </li> </ol>	<p>The Library provides Non print resources to at least:</p> <p>Non-print Resources</p> <ol style="list-style-type: none"> <li>1. Online <ul style="list-style-type: none"> <li>- Internet</li> <li>- Website</li> <li>- Computer</li> <li>- Printer</li> <li>- multimedia projector</li> </ul> </li> <li>2. Offline <ul style="list-style-type: none"> <li>- CDs</li> <li>- DVDs</li> <li>- USBs</li> <li>- Audio Tapes</li> <li>- CD Player</li> </ul> </li> </ol>	<p>The Library provides Non print resources to at least:</p> <p>Non-print resources</p> <ol style="list-style-type: none"> <li>1. Online <ul style="list-style-type: none"> <li>- Internet</li> <li>- Computer</li> <li>- Printer</li> </ul> </li> <li>2. Offline <ul style="list-style-type: none"> <li>- CDs</li> <li>- DVDs</li> <li>- USBs</li> <li>- Audio Tapes</li> </ul> </li> </ol>	<p>The Library provides at least any five (2) of On-line and off-line resources</p>	

COMPONENT	4 EXEMPLARY	3 PROFICIENT	2 BASIC	1 DEFICIENT	SCORE
<b>3. MATERIALS/ COLLECTION</b> c Availability of Non print Resources and other Educational Technology	The Library has varied resources such as the following but not limited to: a. online a.1 Access to LR portal/Govt. website. a.2 other educational/legitimate websites b. offline resources b.1 Digitized Instructional/ learning materials b.2 Educational/ Instructional CDs c. Manipulative c.1 Abacus c.2 Educational Games c.3 Kit	The Library has varied resources such as the following but not limited to: a. online a.1 Access to LR portal/Govt. website. b. offline resources b.1 Educational/ Instructional CDs/DVDs c. Manipulative c.1 Abacus c.2 Educational Games c.3 Kit	The Library has varied resources such as: a. offline resources b.1 Digitized Instructional/ learning materials b.2 Educational/ Instructional CDs c. Manipulative c.1 Abacus c.2 Educational Games	Availability of and access to a variety of educational technologies is limited.	
<b>4. HUMAN RESOURCES</b> a. Assignment of Librarian Designate	<b>4 EXEMPLARY</b> An exemplary model complies with the staffing ratios described for staffing guidelines based on the Philippine Standards on School Libraries : (1000=1 full time librarian) and/or one full-time librarian and one qualified support staff for library.	<b>3 PROFICIENT</b> The library has librarian-designate who works at least 6 hours.	<b>2 BASIC</b> The library has librarian-designate who works at least 4 hours.	<b>1 DEFICIENT</b> The library has librarian-designate who works less than 4 hours.	SCORE
b Leadership and professional development (incorporation of new learning theories in resource-based joint projects, teaching new technologies, utilization of LR portal)	Attended all orientation/ trainings/workshops conducted by the Division Office in the effective use of informational and technological resources such as the LRMDS Portal as tools in the teaching/ learning process. <u>90-100%</u> of teachers are already registered & utilizing resources in the LR portal.	Attended & participates in the orientation/ trainings / work-shops. <u>70-80%</u> of teachers are registered and utilizing resources in the LR Portal	Librarian occasionally takes on responsibility for professional development. <u>50-60%</u> of teachers are registered and utilizing the LR portal	Librarian takes no responsibility for teacher's registration in the LR portal and seldom attends trainings/work-shops	

COMPONENT	4 EXEMPLARY	3 PROFICIENT	2 BASIC	1 DEFICIENT	SCORE
<b>5. PROGRAMS &amp; SERVICES</b> a. School Library Programs and Activities/Best Practices	Library conducted the following programs/ activities but not limited to: a. Library Orientation during opening of classes b. Reading Programs c. National Book Week Celebration d. Library Advocacy e. Information Literacy f. Library Hour g. Drop-everything and Read (DEAR)	Library conducted the following programs/ activities: a. Library Orientation b. Reading Programs c. National Book Week Celebration d. Library Advocacy/ Information Literacy	Library conducted the following programs/ activities: Library Orientation Reading Programs Celebrates National Book Week	Library conducted the following programs/ activities: Reading Programs Celebrates National Book	
b. Faculty/ Teachers & Librarian collaboration	Evidence of the teachers and librarians' collaboration on designing and teaching the lesson such as but not limited to: - Conference note - School Memo/Letter - Schedule of students/organization visit - Log book/Attendance Sheet - Log Book of Utilization - Reportorial (Narratives & pictures)	Evidence of the teachers and librarian's collaboration on designing and teaching the lesson to at least four (4) evidences.	Evidence of the teachers and librarian's collaboration on designing and teaching the lesson to at least four (3) evidences.	Evidence of the teachers and librarian's collaboration on designing and teaching the lesson to at least four (2) evidences	
c. Utilization of Library Hub Resources	The school librarians borrow books from the Library Hub 3 times a month for 10 months A separate log book for borrowing to and from the Library Hub. Utilization is evident through but not limited to: Borrower's log sheet.	The school librarians borrow books from the Library Hub on the following frequency 2 times a month for 10 months A separate log book for borrowing bins of books to and from the Library Hub. Utilization is evident through a Borrower's log sheet.	The school librarians borrow books from the Library Hub on the following frequency once month for 10 months A separate log book for borrowing bins of books to and from the Library Hub.	The school librarians borrow books from the Library Hub every quarter Utilization is evident through Borrower's log sheet.	
d. Reading assessment and literacy program development support and Implementation	100% of Learners are Independent readers according to their levels. (Phil-IRI Result)	At least 80% of Learners are Independent readers according to their levels. (Phil-IRI Result)	60% of Learners are Independent readers according to their levels. (Phil-IRI Result)	40% of Learners are Independent readers according to their levels. (Phil-IRI Result)	

Evaluated by:

Signature Over printed Name

**2019-2020 SCORING RUBRIC FOR THE SEARCH FOR THE MOST FUNCTIONAL SCHOOL LEARNING RESOURCE CENTER (LRC)**

COMPONENT	4	3	2	1	SCORE
	EXEMPLARY	PROFICIENT	BASIC	DEFICIENT	
1 ADMINISTRATION/MANAGEMENT					
a. The <b>LEARNING RESOURCE CENTER</b> Strategic Plan is included in the School Improvement Plan (D.O.# 75, s.2008)	The LRC Strategic Plan is included in the SIP is a 3 year Strategic Development plan. It has the following features: a. LRC Mission Statement b. LRC purpose c. Values d. KRA e. Objectives f. Metrics g. Budget allocation h. Person's involved i. Action plan j. Strategy impact	The school's LRC Strategic Development plan features the following : a. LRC Mission Statement b. LRC purpose c. Values d. KRA e. Objectives f. Metrics g. Budget allocation h. Person's involved	The school's LRC Strategic Development plan features the following : a. LRC Mission Statement b. Library's purpose c. Values d. KRA e. Objectives f. Metrics	The school's LRC Strategic Development plan features a very limited component.	
b. Budget Allocation	The LRC is provided with regular budget allocation from the following source but not limited to: a. MOOE b. Canteen c. IGP d. PTA e. Donations	The LRC is provided with regular budget allocation from the following source but not limited to: a. MOOE b. Canteen c. IGP d. PTA	The LRC is provided with regular budget allocation from the following source but not limited to: a. MOOE b. Canteen c. IGP	The LRC is provided with a minimal budget that allows only for replacement of lost or damaged resources.	

COMPONENT	4	3	2	1	SCORE
<b>1 ADMINISTRATION/ MANAGEMENT</b> c. Availability of written acquisition plan	<b>EXEMPLARY</b> Develops an acquisition plan that features the following: a. Resources to be acquired every year thru: - donations (of at least 50 cps a year) - grants (of at least <b>2,000.00</b> pesos a year) - book shower (of at least <b>30 cps /yr</b> ) - Purchased (National or Local Government Fund) b. Basis of acquisition - Teachers/Faculty Request according to their need. - Pupils/Student request c. Evident of the ff . but not limited to: - file of requisition letter - Acquisition List - Status Orders	<b>PROFICIENT</b> Develops an acquisition plan that features the following: a. Resources to be acquired every year thru: - donations (of at least <b>20 cps a year</b> ) - grants (of at least <b>1,000.00</b> pesos a year) - book shower (of at least 50 cps/yr) - Purchased (National or Local Government Fund) b. Basis of acquisition - Teachers/Faculty Request according to their need. - Pupils/Student request c. Evident of the ff . but not limited to: - file of requisition letter - Acquisition List - Status Orders	<b>BASIC</b> Develops an acquisition plan that features the following: a. Resources to be acquired every year thru: - donations (of at least 10 cps a year) - grants (of at least <b>500.00</b> pesos a year) - book shower (of at least 25 cps/yr) - Purchased (National or Local Government Fund) b. Basis of acquisition - Teachers/Faculty request according to their need. - Pupils/Student request c. Evident of the ff but not limited to: - file of requisition letter - Acquisition List - Status Orders	<b>DEFICIENT</b> Develops an acquisition plan that features the following: a. Resources to be acquired every year thru: - donations (of at least 5 cps / year) - grants (of at least <b>300.00</b> pesos a year) - book shower (of at least 20 copies a year) - Purchased (National or Local Government Fund) No evidence and basis for acquisition	
<b>2. PHYSICAL AND DIGITAL FACILITIES</b> a Provision and utilization of LRC	<b>EXEMPLARY</b> The space is enough to accommodate a variety of simultaneous learning activities such as: a. Shelving area b. Reading area c. Study area Have at least a seating capacity of 5% of the total enrolment	<b>PROFICIENT</b> The space is enough with designated areas for at least two (2) out of three (3) areas to work simultaneously in the library on a variety of learning activities. Have at least a seating capacity of 3% of the total enrolment	<b>BASIC</b> The space is enough with designated areas for at least one (1) area Have at least a seating capacity of 2% of the total enrolment	<b>DEFICIENT</b> The space is not enough with designated areas Have at least a seating capacity of 1% of the total enrolment	<b>SCORE</b>

2. PHYSICAL AND DIGITAL FACILITIES	EXEMPLARY	PROFICIENT	BASIC	DEFICIENT	SCORE
b Access to LRC Services	The LRC service hours is the same as the opening and closing hours of the school. (at least 6 hrs a day)	The LRC service hours is at least 4 hrs a day	The LRC service hours is at least 3 hours a day	The LRC service is less than 2 hours.	
c Provides easy access, user-friendly and student-centered environment	The LRC resources are organized to provide easy-access with the following evidences but not limited to: a. Bulletin Board display b. Accession/List of LRC Resources c. Card Catalogue (at least any of the cards (Title Card, Author Card, Subject)	The LRC resources are organized to provide easy-access with the following but not limited to: a. Bulletin Board display b. List of LRC Resources c. Card Catalog (Title Card)	The LRC provides easy-access facilities such as: a. Bulletin Board display b. Labels c. Book Catalogue	The LRC provides limited access to the library materials.	
d LRC Atmosphere	Is comfortable that adhere to the indicators: a. well-lighted, b. well-ventilated c. free from noise d. proper shelving e. organized LRC collection	Is comfortable that adhere to at least 4 out of 5 indicators	Is comfortable that adhere to at least 3 out of 5 indicators	Library atmosphere is inadequate and adhere to no standards.	

COMPONENT	4	3	2		SCORE
			BASIC	1	
3. MATERIALS/ COLLECTION	EXEMPLARY	PROFICIENT	DEFICIENT		
a	<p>The LRC provides the following but not limited to:</p> <p>A. Print Resources</p> <p>1. General References</p> <ul style="list-style-type: none"> <li>- Encyclopedia - Dictionary</li> <li>- Atlas - Almanac</li> <li>- Globe -</li> <li>- Philippine Map</li> </ul> <p>2. At least <b>200</b> copies of Supplementary Reading Materials</p> <p>3. Display of Locally developed learning Resources</p> <p>4 Downloaded supplementary Materials from the LR Portal in all subject areas per grade Level</p>	<p>The LRC provides at Least:</p> <ul style="list-style-type: none"> <li>- At least <b>4</b> General References</li> <li>- At least <b>100</b> copies of Supplementary Reading Materials</li> <li>- Magazines and Periodical (1) local</li> <li>- Display of locally developed learning resources</li> <li>Downloaded files from LR Portal to</li> </ul>	<p>The LRC provides at Least:</p> <ul style="list-style-type: none"> <li>- Six (3) General References;</li> <li>- At least 70 copies of Supplementary Reading Materials</li> <li>- Display of localized reading materials</li> </ul>	<p>The LRC provides any (2) of Print Resources with at least 1 of each category</p>	
b.	<p>Availability of Non print Resources and other Educational Technology</p> <p>The LRC has varied resources such as the following but not limited to:</p> <p>a. Digitized Learning Resources</p> <ul style="list-style-type: none"> <li>a.1 copies of LMs, TGs uploaded from the Portal</li> <li>a.2 Digitized Instructional/ learning materials</li> <li>b.2 Educational/ Instructional CDs</li> </ul> <p>b. Manipulatives</p> <ul style="list-style-type: none"> <li>c.1 Abacus</li> <li>c.2 Educational Games</li> <li>c.3 Kit</li> <li>c.4 Realia</li> </ul>	<p>The LRC has varied resources such as the following but not limited to:</p> <p>a. Digitized Learning Resources</p> <ul style="list-style-type: none"> <li>a.1 copies of LMs, TGs uploaded from the Portal</li> <li>a.2 Digitized Instructional/ learning materials</li> <li>b.2 Educational/ Instructional CDs</li> </ul> <p>b. Manipulatives</p> <ul style="list-style-type: none"> <li>c.1 Abacus</li> <li>c.2 Educational Games</li> <li>c.3 Toys</li> </ul>	<p>The LRC has varied resources such as:</p> <ul style="list-style-type: none"> <li>a. Digitized Learning Resources</li> <li>a.1 copies of LMs, TGs uploaded from the Portal</li> <li>a.2 Digitized Instructional/ learning materials</li> <li>b. Manipulatives</li> <li>c.1 Abacus</li> <li>c.2 Educational Games</li> </ul>	<p>Availability of and access to a variety of educational technologies is limited.</p>	

COMPONENT	4 EXEMPLARY	3 PROFICIENT	2 BASIC	1 DEFICIENT	SCORE
<b>4. HUMAN RESOURCES</b>					
a. Assignment of LRC Coordinator/ Designate	The LRC Manager has designation who works at least 6 hours.	The LRC Manager has designation who works at least 4 hours.	The LRC manager has designation who works at least 2 hours.	The LRC manager has designation who works less than 2 hours.	
b. Leadership and professional development (incorporation of new learning theories in resource-based joint projects, teaching new technologies, utilization of LR portal)	Attended all orientation/ trainings/workshops conducted by the Division Office in the effective use of informational and technological resources such as the LRMDS Portal as tools in the teaching/ learning process. <u>90-100%</u> of teachers are already registered & utilizing resources in the LR portal.	Attended & participates in the orientation/ trainings / work-shops. <u>70-80%</u> of teachers are registered and utilizing resources in the LR Portal	Librarian occasionally takes on responsibility for professional development. <u>50-60%</u> of teachers are registered and utilizing the LR portal	Librarian takes no responsibility for teacher's registration in the LR portal and seldom attends trainings/work-shops	

COMPONENT	4 EXEMPLARY	3 PROFICIENT	2 BASIC	1 DEFICIENT	SCORE
<b>5. PROGRAMS &amp; SERVICES</b>					
a. School LRC Programs and Activities/Best Practices	LRC conducted the following programs/ activities but not limited to: a. LRC Orientation during opening of classes b. Reading Programs c. National Book Week Celebration d. Drop-everything and Read (DEAR)	LRC conducted the following programs/ activities: a. Reading Advocacy b. Reading Programs c. National Book Week Celebration	LRC conducted the following programs/ activities: Reading Programs Celebrates National Book Week	LRC conducted the following programs/ activities: At least one best practices	



b Faculty/ Teachers & LRC in-charge collaboration	Evidence of the teachers and LRC in-charge collaboration on designing and teaching the lesson such as but not limited to: - Conference note - School Memo/Letter - Log book/Attendance Sheet - Log Book of Utilization - Reportorial (Narratives & pictures)	Evidence of the teachers and LRC in-charge collaboration on designing and teaching the lesson to at least four (3) evidences.	Evidence of the teachers and LRC collaboration on designing and teaching the lesson to at least four (2) evidences.	Evidence of the teachers and Lrc collaboration on designing and teaching the lesson to at least four (1) evidences	
c Utilization of Library Hub Resources	The school LRC manager borrow books from the Library Hub 4 times a year/per quarter  A separate log book for borrowing to and from the Library Hub.  Utilization is evident through but not limited to: Borrower's log sheet.	The school LRC Manager borrow books from the Library Hub on the following frequency 2 times a year  A separate log book for borrowing bins of books to and from the Library Hub.  Utilization is evident through a Borrower's log sheet.	The school LRC manager borrow books from the Library Hub only 1 in a year  A separate log book for borrowing bins of books to and from the Library Hub.	Non utilization of books from library hub	
d Reading assessment and literacy program development support and Implementation	100% of Learners are Independent readers according to their levels. (Phil-IRI Result) Record actual result for the past 3 years	At least 80% of Learners are Independent readers according to their levels. (Phil-IRI Result)	60% of Learners are Independent readers according to their levels. (Phil-IRI Result)	40% of Learners are Independent readers according to their levels. (Phil-IRI Result)	

Evaluated by:

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Signature Over printed Name