



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

October 2, 2023

DIVISION MEMORANDUM

No. 317, s. 2023

CALL FOR SUBMISSION OF THE SCHOOL LIBRARY PROFILE FORM

To: Public Schools District Supervisor
Principals In-Charge
School Heads
School Librarians
School Library In-Charge
All Others Concerned

1. This office, through the Curriculum and Implementation Division – Learning Resources Management Section (CID-LRMS Library Hub) shall update its data on the School Library Profiling for the School Year 2023-2024. Relative to this, all schools with functional school libraries, regardless of its level of functionality (i.e. semi-functional, functional, fully-functional) shall accomplish the attached **School Library Profiling Form** from October 5 to 10, 2023 as per Regional Memorandum No. 1021, s. 2023.
2. The data that will be gathered through this profiling shall be consolidated by the Division and will be submitted to the Regional Office on or before October 13, 2023 for endorsement to the Central Office. The said data will serve as baseline in the provision of future funding and allocation of learning resources to school libraries.
3. For any query and clarification, you may reach Ms. Elvira R. Ribo, Division Librarian at elvira.ribo76@deped.gov.ph
4. Immediate dissemination of and compliance of and compliance with this Memorandum are desired.


CLAUDENCIO C. ALJIBE, JR. CESO VI
OIC, Schools Division Superintendent



FORM 1. SCHOOL LIBRARY PROFILE

(To be accomplished by the School Librarian)

Name of school: _____

School address: _____

Division: _____

Total student enrollment (as of August 2023): _____

PART A. PROFILE

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

A. Stand Alone

- Elementary
 Junior High School
 Senior High School

B. Integrated School

- Elementary with Junior HS (IEJHS)
 Elementary with Junior and Senior HS (IEJSHS)
 Junior with Senior High School (IJSHS)

C. School Library Status:

- Fully Functional (FFL) Not Functional (NFL)
 Functional (FL) No Existing Library (NEL)
 Semi-Functional (SFL)

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.

1.5 Distance (in kilometer.) to the nearest Library Hub in the Division: _____

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).	<input type="checkbox"/>
Conducts orientation on the use of the library and its services for students and teachers.	<input type="checkbox"/>
Conducts regular activities that promote library and information services.	<input type="checkbox"/>
Conducts classroom visits to promote library and information services.	<input type="checkbox"/>
Uses social media to promote library and information services.	<input type="checkbox"/>
Others (Please specify):	<input type="checkbox"/>
School Library Services	
The staff provides Selective Dissemination of Information to the faculty.	<input type="checkbox"/>
Allows borrowing of books for home use.	<input type="checkbox"/>
Allows students to use the computer for encoding, viewing, and the like.	<input type="checkbox"/>
Allows the students to bring books outside the library and returns within the day if not allowed for home use.	<input type="checkbox"/>
Allows students to use the computer for internet access.	<input type="checkbox"/>
Allows the faculty to use the computer for encoding, viewing, and the like.	<input type="checkbox"/>
Allows the faculty to use the computer for internet access.	<input type="checkbox"/>
The staff prepares clippings (for vertical files collection)	<input type="checkbox"/>
The staff does indexing.	<input type="checkbox"/>
Others (please Specify):	<input type="checkbox"/>

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.	

2.3 Availability of Online Services: ___ Yes ___ No"

If Yes, please specify the platforms/websites/databases being used:

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 Sex: ___ Male ___ Female

3.1.3 Highest Educational Attainment:

___ Doctorate [] Diploma [] CAR [] Units earned ___

___ Masters [] Diploma [] CAR [] Units earned ___

___ Undergraduate Degree (College)

3.1.4 License / Eligibility:

- Librarian (LLE)
- Teacher (LET)
- Civil Service Commission (CSC)
- Others: (please specify) _____

3.1.5 Designation:

___ School Librarian ___ School Library Coordinator

___ School Library-In-Charge ___ Teacher – Librarian

___ Others: (please specify): _____

3.1.6 Status of Appointment

___ 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 2020-Present		Copyright 2019- 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 2020-Present		Copyright 2019-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 ... 4.2.2 GENERAL COLLECTION (Subject Area Specific References)		Copyright 2020-Present		Copyright 2019-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 2020-Present		Copyright 2019-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 2020-Present	Copyright 2019-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				
Educational toys, board games, etc.				
Others (Please specify)				
TOTAL				

4.2.5 PERIODICAL SUBSCRIPTION	Years Subscribed	No. of Titles Subscribed		TOTAL NUMBER OF SUBSCRIPTIONS
		Locally Published	Internationally Published	
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.

Sources of School Library Budget		Frequency Ex: annually, every 2-5 yrs., every 10 yrs., depending upon their local budget, others (please specify)
No Budget		
Local Government Unit (LGU)		
Non-Government Organization (NGO)		
Parents-Teachers Association (PTA)		
DepEd (Central Office/Division/District Office)		
Alumni		
Maintenance and Other Operating Expenses (MOOE)		

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		Frequency Ex: annually, every 2-5 yrs., every 10 yrs., depending upon their local budget, others (please specify)
No Budget		
Local Government Unit (LGU)		
Non-Government Organization (NGO)		
Parents-Teachers Association (PTA)		
DepEd (Central Office/Division/District Office)		
Alumni		
Maintenance and Other Operating Expenses (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:

- *IFLA School Library Guidelines, 2nd Rev. Ed., June 2015.*
- *DO 56, s. 2011 Standards for Philippine Libraries*
- *RA 9155 Governance of Basic Education Act of 2001;*
- *DECS Order No. 6, 1998 Policies and Programs for School Library Development*