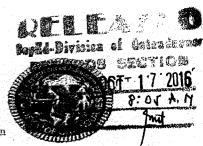


#### Republic of the Philippines Department of Education Region V(Bicol)

#### N OF CATANDU

Virac, Catanduanes

Einsil Add: <u>catanduanes@dened.upv.phycatanduanesdiv15@dmail.com</u> Website: <u>www.depedrovcatanduanes.com</u> Tel No.: (052)811-40-63



October 14, 2016

### **DIVISION MEMORANDUM**

No. <u>114</u>, s. 2016

To

Public Schools District Supervisor

Secondary School Heads

From

SOCORRO V. DELA ROSA, CESO VI

Schools Division Superintendent

Date

October 14, 2016

RE

Submission of Status Report on School Library

- 1. Please submit your Status Report on School Library using the attached template as a requirement for Consultative Conference on the Monitoring and Evaluation of the Implementation of Learning Resource Centers and Library Hubs and Library Needs Analysis on November 8-11, 2016 in Davao City per DepEd Memorandum CI-2016-010245.
- 2. Hardcopy and softcopy should be submitted to Peachie Roshele T. Chavez at LRMDC, Division Office on or before October 25, 2016. For softcopy, please email to peachieroshele.chavez@deped.gov.ph.
- 3. For immediate dissemination and compliance.

### FORM 1. SCHOOL LIBRARY PROFILE (To be accomplished by the School Librarian)

Name of school: School address:	y are builded three conjugations
School address:	The Person State of the Control of t
Total student enrollment (as of June 2016)	
PART A. PROFILE	
Put a check mark (✓) on the appropriate bl	ank before each item.
Elementary School (ELS) HS with Senior High (WSH, G7-12)	Junior High School (JHS, Grades 7-10 Stand Alone Senior HS (SASH)
School Library Status:Existing	No school library
PART B. SCHOOL LIBRARY FUNCTION	
1. SPACE AND LOCATION	
<ul> <li>1.1 What best describes the space of your capacity? Please check only one.  The library can accommodate 1! population.  The library can accommodate 7: The library can accommodate 4 The library can accommodate 1 The library can accommodate 1 The library can accommodate 1 population.</li> </ul>	0% or more of the total student -9% of the total student population6% of the total student population3% of the total student population
1.2 What is the size of your school library (	(in square meter)?
STAZ	
1.3 What best describes your library in term	is of location? Please check only one
The library is in a separate buildi The library occupies a separate i The library shares space with an Others (please specify)	room within a building.
1.4 How accessible is the school library to to collections safe from flooding? Please c	he users/students? Are the library heck only one.
The library is not easily accessible safe from flooding. (e.g., the library	om any point in the campus and is safe le from any point in the campus but is ry is at the 5th floor of a building) om any point in the campus and is not

2.		***	RI	24	r	***	~
4.	- 3	1	W. 1	71	۱.,	Z.,	-

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
v	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.
METER SATE	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)
	The state of the s

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): .

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

		- oc one only	1.
Open Shelf/Stack Closed Shelf/Stack	access in a library to	o which users have	estricted
3. ADMINISTRATIO	the library staff have a	ary to which only memb ccess.	pers of

# 3. ADMINISTRATION AND HUMAN RESOURCES

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

3 4 4	
3.1.1 Name of Staff: Email:	
Contact	and colory designation and appearance to the color of the
Joind Cl Nilmh	Annual street, Fr. or or other street, and the
Contact Number:  3.1.2 Gender: Male Female	
Female	- The state of the
3.1.3 Highest Educational Attainment:  PhD	
Mastern	
(College) Undergraduate Degree	
3.1.4 Designation:	
Lines Lines	
Licensed Librarian, License No.  Librarian (Not Licensed)	
Teach	and the state of the second of
Others (Please Specify)	
	The same to the same to the same same to the same same same same same same same sam
3.1.5 What is the appointment status?	
Permanent Permanent status?	
Contract of Service	
Others (Please specify)	
Other Staff assigned in the library de	
guestian assigned in the library de	

3.2 Other Staff assigned in the library (if any). Please provide information asked

Name of the Sta	another sheet.	Provide Information	asked
, 010,014	Designation	Highest Appoint Educational Statu Attainment Statu	ment
		- Administra	
		The state of the s	

### 4. COLLECTION MANAGEMENT

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

<u>.</u>	Bibliographic Processes					
Accessionin g	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).					
Classificatio n	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		Copyright 2005-Present		Copyright 2004- or Earlier		ſAL.
REFERENCES	No of Titles	No. of Copies	No. of Titles	No. of Copies	No. of Titles	No. of Copies
Encyclopedias						
2. Dictionaries						
3. Almanacs						
4. Handbooks						
5. Manuals						
4. Atlases						
5. Yearbooks						
6. Directories					,	
7. Thesaurus		•				2.7
Others						
TOTAL.						

4.2.2 GENERAL ( References	COLLECTION (Subject Area Specific		yright Present		ht 2004- arlier	TO	TAL
Broad Subjects	Scope	No. of Titles	No. of Copie s	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 Panifikan	Mga aklat ukol sa Malikhaing Pagsulat, Balarila, Retorika, Sining ng Pakikipagtalastasan, Malikhaing Pagsulat,						

Pamamahayag, etc.

	Continuation 4.2.2 GENERA Reference	L COLLECTION (Subject Area Specific es)	Cop 2005-1	yright Present	2	opyright 004-or Earlier	T	OTAL
Aral. Panlipunan Aral. Panlipunan Aral. Panlipunan Aral. Panlipunan Aral. Panlipunan  Music Musica Instruments, Compositions, Songs, History of Music, etc.  Panting, Drawing, Photography, Dance, Sculpture, Law, Anthropology, etc.  Musica Musica Instruments, Compositions, Songs, History of Music, etc.  Arts Panting, Drawing, Photography, Dance, Sculpture, Theatre, Drama, etc.  Physical Books on Martial Arts, Spons/Games, Body Building, etc.  Books on Health, Diseases, Personal Hygene, Drug Addiction, Medicine, Nursing, etc.  Edukasyon sa Pagpapahalaga Religion, Morality, Values Education, etc.  Business Math, Algebra, Engonometry, Geometry, Calculus, Probability & Stalistics.  Business Math, Algebra, Engonometry, Geometry, Calculus, Probability & Stalistics.  Books on Business, Marketing, Finence, Audiling, Banking, Accounting, Entrepreneurship, etc.  Management Books on Organizational Management, Ladership, etc.  Books on Computers, Software, Hardware, Apps, Androids, Database, Programming, etc.  Books on Research, Thesis Writing, Feasibility Studies, Term Paper Writing, Theses, Dissertations, Investigatory Projects, etc.  Philosophy Books on Philosophy, Logic, Ethres, etc.  Books on Carpentry/Woodworks Agriculture, Machinery, Cookery, Home Books on Carpentry/Woodworks, Audimotive, Architecture, Drailing, etc.  Others	Broad Subjects	S Scope		Copie		) 7101 131	of	No. of Copie:
Aral. Panlipunan Economics, Sociology, Society & Culture, Law, Anthropology, etc.  Musical Instruments, Compositions, Songs, History of Music, etc.  Arts Painting, Drawing, Photography, Dance, Socipture, Theatre, Drama, etc.  Physical Books on Martial Arts, Sports/Games, Body Education Building, etc.  Books on Health, Diseases, Personal Hygiene, Drug Addiction, Medicirie, Nursing, etc.  Edukasyon sa Pagpapahalaga Religion, Morality, Values Education, etc.  Business Math, Algebra, Trigonometry, Geomatry, Calculus, Probability & Statistics,  Business Business Business, Marketing, Finance, Auditing, Banking, Accounting, Entrepreneutship, etc.  Computers/ Books on Organizational Management, Leadership, etc.  Computers/ Books on Computers, Software, Hardware, Apps, Androids, Database, Programming, etc.  Books on Research, Thesis Writing, Feasibility Studies, Term Paper Writing, Theses, Dissertations, Investigatory Projects, etc.  Books on Philosophy, Logic, Ethros, etc.  Books on Carpentry/Woodworks  Books on Carpentry/Woodworks Agriculture, Machinery, Cookery, Home Economics, Metalcrafts, Hundicrafts, Automotive, Architecture, Drafting, etc.	Science	Geology, Metallurgy, Zoology, Anatomy						
Arts Painting, Drawing, Photography, Dance, Sculpture, Theatre, Drama, etc.  Physical Education Books on Martial Arts, Spons/Games, Body Building, etc.  Books on Health, Diseases, Personal Hygiene, Drug Addiction, Medicine, Nursing, etc.  Edukasyon sa Pagpapahalaga Refligion, Morality, Values Education, etc.  Business Math, Algebra, Ingonometry, Geomatry, Calculus, Probability & Statistics Statistics Business Books on Business, Marketing, Finance, Auditing, Banking, Accounting, Entrepreneurship, etc.  Books on Computers, Software, Hardware, Icadership, etc.  Books on Computers, Software, Hardware, Apps, Androids, Database, Programming, etc.  Books on Research, Thesis Writing, Feasibility Studies, Term Paper Writing, Theses, Dissertations, Investigatory Projects, etc.  Books on Philosophy, Logic, Ethics, etc.  Books on Carpentry/Woodworks Agriculture, Machinery, Cookery, Home Economics, Metalorafts, Handicrafts, Automotive, Architecture, Drafting, etc.  Please specify the subject Area (You may)	Aral. Panlipunan	Economics, Sociology, Society & Culture, Law, Anthropology, etc.	i					
Physical Books on Martial Arts, Spons/Games, Body Building, etc.  Books on Health, Diseases, Personal Hygiene, Drug Addiction, Medicine, Nursing, etc.  Edukasyon sa Pagpapahalaga  Religion, Morality, Values Education, etc.  Business Math, Algebra, Trigonometry, Geometry, Calculus, Probability & Statistics, Bocks on Business, Marketing, Finance, Auditing, Banking, Accounting, Entrepreneutship, etc.  Management Books on Organizational Management, Leadership, etc.  Computers/ Information Apps, Androids, Database, Programming, etc.  Books on Research, Thesis Writing, Feasibility Studies, Term Paper Writing, Theses, Dissertations, Investigatory Projects, etc.  Philosophy Books on Philosophy, Logic, Ethics, etc.  Books on Carpentry/Woodworks, Agriculture, Machinery, Cookery, Home Economics, Metalcrafts, Flandicrafts, Automotive, Architecture, Drafting, etc.	Music	mistory of Music, etc.						
Education Building, etc.  Books on Health, Diseases, Personal Hygiene, Drug Addiction, Medicine, Nursing, etc.  Edukasyon sa Pagpapahalaga  Religion, Morality, Values Education, etc.  Business Math, Algebra, Trigonometry, Geometry, Calculus, Probability & Statistics, Statistics, Bocks on Business, Marketing, Finance, Auditing, Banking, Accounting, Entrepreneurship, etc.  Management Books on Organizational Management, Leadership, etc.  Computers/ Information Apps, Androids, Database, Programming, etc.  Books on Research, Thesis Writing, Feasibility Studies, Term Paper Writing, Theses, Dissertations, Investigatory Projects, etc.  Philosophy Books on Philosophy, Logic, Ethics, etc.  Books on Carpentry/Woodworks, Agriculture, Machinery, Cookery, Home Economics, Metalcrafts, Handicrafts, Auhomotive, Architecture, Drafting, etc.  Others Please specify the subject Area (You may)	-	Sculpture, Theatre, Drama, etc.						
Hygiene, Drug Addiction, Medicine, Nursing, etc.  Edukasyon sa Pagpapahalaga Religion, Morality, Values Education, etc.  Business Math, Algebra, Trigonometry, Geomatry, Calculus, Probability & Statistics Bocks on Business, Marketing, Finance, Auditing, Banking, Accounting, Entrepreneutship, etc.  Management Books on Organizational Management, Leadership, etc.  Computers/ Information Fech. Books on Computers, Software, Hardware, Apps, Androids, Database, Pragramming, etc. Books on Research, Thesis Writing, Feasibility Studies, Term Paper Writing, Theses, Dissertations, Investigatory Projects, etc.  Books on Philosophy, Logic, Ethics, etc.  Books on Carpentry/Woodworks Agriculture, Machinery, Cookery, Home Economics, Metalcrafts, Handicrafts, Automotive, Architecture, Drafting, etc.  Others  Please specify the subject Area (You may)		Donaing, etc.				<del> </del>		
Edukasyon sa Pagpapahalaga Religion, Morality, Values Education, etc.  Business Math, Algebra, Trigonometry, Geomatry, Calculus, Probability & Statistics.  Books on Business, Marketing, Finance, Auditing, Banking, Accounting, Entrepreneutship, etc.  Books on Organizational Management, Leadership, etc.  Books on Computers, Software, Hardware, Apps, Androids, Database, Programming, etc.  Books on Research, Thesis Writing, Feasibility Studies, Term Paper Writing, Theses, Dissertations, Investigatory Projects, etc.  Books on Philosophy, Logic, Ethres, etc.  Books on Philosophy, Logic, Ethres, etc.  Books on Carpentry/Woodworks Agriculture, Machinery, Cookery, Horne Economics, Metalcrafts, Handicrafts, Automotive, Architecture, Drafting, etc.  Please specify the subject Area (You may)	Health	Hygiene, Drug Addiction, Martinian			The plant on the control of			
Statistics, Books on Business, Marketing, Finance, Auditing, Banking, Accounting, Entrepreneutship, etc.  Management Books on Organizational Management, Leadership, etc.  Books on Computers, Software, Hardware, Apps, Androids, Database, Programming, etc. Books on Research, Thesis Writing, Feasibility Studies, Term Paper Writing, Theses, Dissertations, Investigatory Projects, etc.  Books on Philosophy, Logic, Ethics, etc.  Books on Philosophy, Logic, Ethics, etc.  Books on Carpentry/Woodworks, Agriculture, Machinery, Cookery, Home Economics, Metalcrafts, Handicrafts, Automotive, Architecture, Drafting, etc.  Others Please specify the subject Area (You may)	Edukasyon sa Pagpapahalaga	Religion, Morality, Values Education, etc.						
Andring, Banking, Accounting, Entrepreneutship, etc.  Books on Organizational Management, Leadership, etc.  Books on Computers, Software, Hardware, Apps, Androids, Database, Programming, etc.  Books on Research, Thesis Writing, Feasibility Studies, Term Paper Writing, Theses, Dissertations, Investigatory Projects, etc.  Books on Philosophy, Logic, Ethics, etc.  Books on Carpentry/Woodworks Agriculture, Machinery, Cookery, Home Economics, Metalcrafts, Handicrafts, Automotive, Architecture, Drafting, etc.  Please specify the subject Area (You may)	Mathematics	Statistics,						
Computers/ Information Fech.  Books on Computers, Software, Hardware, Apps. Androids, Database, Programming, etc.  Books on Research, Thesis Writing, Feasibility Studies, Term Paper Writing, Theses, Dissertations, Investigatory Projects, etc.  Philosophy Books on Philosophy, Logic, Ethics, etc.  Books on Carpentry/Woodworks, Agriculture, Machinery, Cookery, Home Economics, Metalorafts, Handicrafts, Automotive, Architecture, Drafting, etc.  Please specify the subject Area (You may)	Business	Additing, Banking, Accounting						
Apps, Androids, Database, Programming, etc.  Books on Research, Thesis Writing, Feasibility Studies, Term Paper Writing, Theses, Dissertations, Investigatory Projects, etc.  Books on Philosophy, Logic, Ethics, etc.  Books on Philosophy, Logic, Ethics, etc.  Books on Carpentry/Woodworks, Agriculture, Machinery, Cookery, Home Economics, Metalcrafts, Handicrafts, Automotive, Architecture, Drafting, etc.  Please specify the subject Area (You may		Books on Organizational Management, Leadership, etc.				-		
Research Peasibility Studies, Term Paper Writing, Theses, Dissertations, Investigatory Projects, etc.  Philosophy Books on Philosophy, Logic, Ethics, etc.  Books on Carpentry/Woodworks echnical Agriculture, Machinery, Cookery, Home focation/TLE Economics, Metalcrafts, Handicrafts, Automotive, Architecture, Drafting, etc.  Please specify the subject Area (You may	nformation	etc. Programming,						
Philosophy Books on Philosophy, Logic, Ethics, etc.  Books on Carpentry/Woodworks. Agriculture, Machinery, Cookery, Home Economics, Metalcrafts, Flandicrafts, Automotive, Architecture, Drafting, etc.  Please specify the subject Area (You may	Research	Theses, Dissertations Investigatory						
Books on Carpentry/Woodworks Agriculture, Machinery, Cookery, Home Cocation/TLE Economics, Metalcrafts, Handicrafts, Automotive, Architecture, Drafting, etc.  Please specify the subject Area (You may	hilosophy	The state of the s						
Others Please specify the subject Area (You may	echnical ocation/TLE	Books on Carpentry/Woodworks. Agriculture, Machinery, Cookery, Home Economics, Metalcrafts, Handicrafts, Automotive, Architecture, Drafting, etc.						
	Others	Please specify the subject Area (You may						

4.2.3 ADDITIONAL		ht 2005- sent	Copyright or E	Combine d Total	
SUPPLEMENTARY READERS	No. of Titles	No. of Copies	No. of Titles	No. of Coples	Number of Titles
Biographies		Angenedar sames ,		-	
Novels			-		
Collections/Anthology of Short Stories					
Collection/Compilation of Poetry	AMERICAN ST. STANK SHIP. THE REPORTED BY				
Others (Please specify)			•		
Section 1 - control to be proported and confidence of a confidence of a control foreign for the first to the control of the co					
TOTAL					

4.	2.4 NON-PRINT COLLECTION	Copyright 2005- Present	Copyright 2004-or Earlier	Combine d Total Number
Digital File	E-Book Collection (in e-pub, pdf, word formats saved in DVD/Desktop, etc.)	Total No.	of Titles	of Titles
Collectio n	CD/DVD Collection of Movies, Documentaries, etc.			and the state of t
Braille Coll	ection			rationalism spin a transmiss analogical strains
Microfilm C	***************************************			
Others (Ple	ase specify)			-
•	TOTAL			

:

4.2.5	Years	Locally Published	Internationally Published	TOTAL NUMBER
PERIODICAL SUBSCRIPTION	Subscribed	No. of Titles Subscribed	No. of Titles Subscribed	OF SUBSCRIPTIONS
	Year 2016			•
Newspapers	Year 2015	4		
	Year 2014			
	Year 2016			*
Tabloids	Year 2015			
	Year 2014			•
•	Year 2016			
Magazines	Year 2015			
	Year 2014			
	Year 2016			anni an an i an
Journals	Year 2015			
	Year 2014			alakaning opt a somethy has der become appropriate of versus pays high continuous. Versus and
TOT	AL			

### 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 Li	brary Means of Boo	k Acquisition	
MOOE	ungangang anggan anta ababa - an mgamus - mgamus mgamus mahabahan mbabahan mbabahan	The second secon	 1
LGU	A Company of the Comp		
NGO	erendigi same est en graph de en en en de de de service signification de comparation de designifications (cell	. Соверши подов брат прите подов, что в торо в тот положения достроинероду в войствения 10 г. в. н. н. образов В	
PTA	Manage Seat Principle 1 - Manager 11 - Manager 12 - Manag		
DepEd (Central Office/Division	on/District Office)		
Alumní			
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.

Source	s of School Library E	Judget
No Budget	antigen e en manera e en parte e l'aggres de manifestame que en arreptate de parte administrat de me métadorism	
LGU	The second secon	
NGO	ik i same samban banke. Tekhir di diriki dika dikan dikan dikanan sama diku menusi bana sama sama menunggi	
PTA	and a formulate page of a symmetric design of page to a manufacturate of the transport of the page of the design of the page o	

epEd (Cen Iumni	tral Office/Division/District Office)		
IOOE			
. FACILITI	ES .		
6.1 Put a	check mark (<) on the appropriate box to indicat	e collection a	acc
facility	your library has/have. Check all that apply.		
	PAC (Online Public Access Catalog)		
	ard Catalog Cabinet with Catalog Cards		
Nc	ne	. *	
0.00	about mark ( ( ) on the conversions have to indicate	a ICT facilitie	Q.
6.2Put a	check mark ( $\checkmark$ ) on the appropriate box to indicate ble in your library have. Check all that apply	5 10 Lacintie	
Rvalls	ine in your initiary have. Offeck as 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):		
	a designation of the second se		
ccomplishe	d By: Reviewed and	Noted By:	
ccomplishe	d By: Reviewed and	Noted By:	

### References:

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

### FORM 4. Other List

## PART B. SCHOOL LIBRARY FUNCTIONALITY SURVEY

### 1. SPACE AND LOCATION

1.1Please tally the stated sizes of the libraries using the sample format below.

Elem Schools	of School Librarie 50, 65, 45	s iii Square M	eters (sq.	)
Junior HS	56, 70, 55			
Senior HS				*
Stand Alone	65, 55, 60, 45			
SHS	48, 66, 58	Allendare the association in particular association, destinated as obtained to the	-	

### 2. SERVICES

2.1 How accessible is the school library to the users/ students? Are the library

Elem Schools 3.  Junior HS 3.  1. 2. 3.  1. 2. 3.  Stand Alone 1.	School Levels	Other Location Accessibility
Junior HS 2. 3. 1. 2. 3. 3. Stand Alone 1.	Elem Schools	
2. 3. Stand Alone 1.	Junior HS	2.
Stand Alone 1.	•	2.
	Stand Alone Senior HS	

#### FORM 4. Other List

### PART B. SCHOOL LIBRARY FUNCTIONALITY SURVEY

### 1. SPACE AND LOCATION

1.1Please tally the stated sizes of the libraries using the sample format below.

50, 65, 45	
56, 70, 55	- 3
65, 55, 60, 45	
48, 66, 58	TO THE STATE OF TH
	56, 70, 55 65, 55, 60, 45

#### 2. SERVICES

2.1 How accessible is the school library to the users/ students? Are the library collections safe from flooding?

	The state of the s
School Levels	Other Location Accessibility
Elem Schools	1. 2. 3.
Junior HS	1. 2. 3.
	1. 2. 3.
Stand Alone Senior HS	1. 2. 3.

2.2 Please state here the other activities and services stated by the respondents.

School Levels	Other Library	Activities	and Services	-
	1.		Other Libi	ary Services
Elem Schools	2. 3.		1. 2. 3.	
Junior HS	1. 2. 3.	12	1.	
Vith Senior 1 ligh 2.		1. 2.		
tand Alone 1. enior High · 2. Schools 3		1.		
ochools 3	. ,	2.	•	

## 4. COLLECTION MANAGEMENT

4.2.1 Based on responses, please specify below the other broad subjects and its scope, subjects that are not in the given categories.

Broad Subjects		The second secon	2005-	yright Present	Copyright	2004-	TOTAL
	Sco	pe ·	No. of Titles	No. of	or Earl	ier	TOTAL
		The second secon	- lues	s	TOM .	Not of No.	Copi
	TOTAL					Titles	3
	TOTAL						

4.2.2 Based on responses, please specify below the other broad subjects and its scope, subjects that are not in the given categories.

References)	CTION (Subject Are	ea Specific		ld subjects and its s	cope,
Broad Subjects	Scope	Company of the decision of the party of the	Copyright 2005-Prese No. of No.	of No. ( )	- OTAL
			Titles Cop.	Titles Copies	No. No. of Copies Titles
	TOTAL	The second secon			

	4.2.3 Please spoots	
	specify below the other subjects the	lat were on-
,	4.2.3 Please specify below the other subjects th	were answered by the respondents.

4.2.3 ADDITIONAL SUPPLEMENTARY	Copyrig Pre	ht 2005- sent	Copyrigi	nt 2004-or	Combin		
READERS	No. of Titles	No. of Copies	No. of Titles	No. of Copies	d Total Number of Titles		
TOTAL							

4.2.4 Please specify below the other non-print collection that were answered by the respondents.

4.2.4 NON-PRINT COLLECTION	Copyright	<del></del>	
TONT COLLECTION	2005- Present	Copyright 2004-or	Combine d Total
	Total No.	Earlier of Titles	Number of Titles
: TOTAL			

5.	ACQUISITION

the subject of the contract of the subject of the s
the street of the state of the

egend for <u>Library Functionality Status</u>: FFL (Fully Functional Library); FL (Functional Library); SFL (Semi-Functional Library); NFL (Semi-Functional Library); NFL Not Functional Library Contact Number SASH (Stand Alone Senior High School) Email Address Professional License # 15 librarian FORM 5. SCHOOL LIBRARY PERSONNEL DIRECTORY Name of Library In-Charge Schools Division Superintendent: email add. email add... email add. Status / Contact No. Schoo / Level Contact No. Contact No.\_ - Elem Schools, School Address otal Number of Existing Schools. Division: tegional Librarian: RMDS Supervisor: Vivision Librarian: legion;

Functionality Status Code Schools (ELS) Schools (JHS) High Schools  Fully Functional Libraries FFL  Semi-Functional Libraries SFL  Semi-Functional Libraries SFL	TANKE O	
FL.	医甲基磺胺 电电路	Grand ·
10( 9H 6-1	(WHS) Schools (SASH)	
T-4 94' - 1		
the second secon		
Not Functional Libraries NFL		
Fotal		

### SCHOOL LIBRARY NEEDS ANALYSIS

Nam	e of School:					
Divisi	on:Region:					
Name	of Librarian:Contact Number:					
- Harry 62 (gr-	ctions: The following survey aims to identify the extent of the needs of llowing aspects considering the present status of your school library using the appropriate box that corresponds to your answer.	ng the	e ratij	ng sc	irary. ale b	Rate elow
	5- Highly Needed; 4- Needed; 3- Somewhat: Needed; 2- Not Sure;	1-Not	Need	led		
	TEMS	75	4	3	T 2	11
	HOOL LIBRARY SPACE AND LOCATION				1	1
1	10% seating capacity of the student population.			ļ.		1
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.	T	-			ļ
4.						ļ
B. SEI	RVICES					F
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.					44.4
3.	The school library needs to update the Bulletin/Information Board to promote library and information services.				*	
. A.	The school library needs to conduct prientation 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.		$\overline{}$			
8.	The school library needs to allow borrowing of books for home use.	-				
	one school library needs to allow students to use the computer for encoding, viewing, and the like			1		
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.		4.			
13.	The school library needs to practice open shelf/stack shelving to allow			}		=

CLIBRAGIAN	ITEMS		5	1	1	-,
1. The school libra	In constitution		13	<u> </u>	3	4.
2. The librarian ne	ary needs to have a full-time licensed li	brarjan	<del> </del>	<del> </del> -	<u> </u>	
a. Accessionin	reds to have a full-time licensed li reds training on the following bibliogra g	Dhic processes			1000	1_
b. Cataloging	<u>8</u>	F vecases.				L.
. c. Classification				1111		
d. Labeling	<u>)                                      </u>		53,01 to			
D. LIBRARY COLLECTION			1			
1. The school is	300 8 886					
a East-line at	y needs the following general references					
b. Dictionaries	is	E3.		•		
c Almanacs						
d. Handbooks		1				•
e. Manuals		<u>-</u>			1	
	<u> </u>				Sec.	
g. Yearbooks	2 Hr.	<u></u>				•
h. Directories				T		
i. Thesaurus					~ <b>!</b> ~	
2. The school library i	needs the following learning area spec			7	-i-	
references: .	secure reasons area spec	ific		1-	+	
a. English & Litera	ature	<u> </u>	-	1	1	
<ul> <li>Filiping at Panit</li> </ul>	ikan			+	+	_
c. Science				<del></del>	+-	4
d. Araling Panlipur	nan in		1-	+-	+-	4
e. Music	- 1 A A A A A A A A A A A A A A A A A A		1-			4
f. Arts	1 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1		1	+	}	+
g. Physical Educati	ion		1-		<del> </del>	+
Health			1-		<b>Ļ</b>	+-
i. Edukasyon sa Pa	agpanahalaga		1-2-	1	<b>}</b> —∴	4.
	- <u>арирапанада</u>			<del>  -</del>	<b> </b>	<b>-</b>
k. Business				-		ļ
I. Management			-			<u> </u>
m. Computers/Inform	nation Test					
	nation Tech.	4		$\dashv$		
o. Philosophy			$\dashv$			
p. Technical Vocation	OTIE .		3-1			
3. The school library need	ds the following additional supplemen		-			
readers:	as the following additional supplement	tary ;			-4	
a. Biographies				1:	1	
b. Novels		<del></del>	-4-		[_	
c. Collections/Antholo				_ _		
			- j	41	1	
				_		
a. E-Book Collection	s the following digital file collection: n e-pub, pdf, word formats saved in	<del></del>	4.			
UVU/Desktop etc \	"", "O' o formats saved in	=+++	1.			
b. CD/DVD Collection		11	1	1	1	
			1			

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		v					
	The second secon					.*	
	c. Periodical Subscripti	ITEMS					.,
	- L. I Droadsheat No.		<del></del>		4	3	2
	TOUIUIU Newsnan	er :	200	+	+		
	CA low				f	$\dashv$	4
- E. BO	JK ACOUNCITION					-+	$\dashv$
	The school library needs to	O acquire has t		44	-I		
2.	The school library needs to the allocated funds.		er collections using	itti	-+	4	
- <b>-</b> 1	tanning to the cost of the eds to	acquire books		1/ 1	ŀ	1	
3.	The school library needs to the donations either from the school library needs to the school library needs.		-' conections = =			7	+
4.	the donations either from the school library needs to	he PTA or other Nos	r collections from	4-4	-4-	1_	
	by the or	acquire knows		11	1	1	1 1
5. F. FACILI	by the DepEd Central Office The school library needs to I TY	, Regional Office of Divis	ion Office	I I		+-	+-4
1 7 AGE	he set	lave specific annual buo	get	++	4		11
3	Online Publish	following access facility		$\vdash$	4-	↓	
	tell (1 Catalana and a catalana and			- 44	+-	$\vdash$	$\vdash \downarrow$
	ie school library	n Catalog Cards		-1			
b.	Computer Set Projector	onowing equipment.		-+-	+		
<u> </u>	Document Camera				1-1	$\dashv$	-4%
d,	DVD Player		$\downarrow$		$\Box \uparrow$	+	$\dashv$
e. f.	Photocopier	T	7.7				7
8	Scanner . Printer			+	4	-4-	1
- in_	Printer with Scanoe			コー			$\dashv$
	relephone	<b></b>		- 1			+
k. j	nternet Connection/Moden elevision	;		+4	$-\!\!\perp$		J.
	Dienziou			1+		4	
					; -	13-	4
II. Directions:	Rank the following school up						J
write I for the	aspect that needs foremost	orary aspects that need	improvement in a				
	Rank the following school life aspect that needs foremostSchool library s	improvement attention	. 2 for the next and	raer of i	nporta	ince.	
	School Library So:	ice and Location		· 30 Un.			
	이 보고하실 이 맛으로 한빛들으로 바꾸었습니 이루를 받아왔는데 이겨를 못하셨다.	, cocation		è			
	Librarian						
	Library Collection  Book Acquisition						
	Facility						
	- ki	・1、ことでは、1、そのでは、1、1、1、1、1、1、1、1、1、1、1、1、1、1、1、1、1、1、1	aas ahaan in dii keessa Dale of Dale i		1998 (See 6)		
[발표] 역 경기 등에 발표한 대표하였다. 발표] 이 기기 등을 위하는 기계를 받았다.		****					