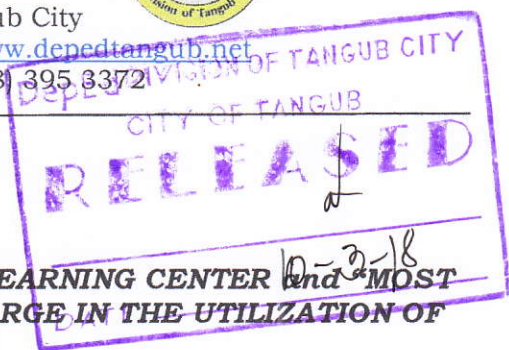




Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF TANGUB CITY



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DIVISION MEMORANDUM
No. 259 s. 2018

SEARCH FOR BEST ORGANIZED SCHOOL LIBRARY / LEARNING CENTER and MOST INGENIOUS TEACHER-LIBRARIANS / LIBRARY IN CHARGE IN THE UTILIZATION OF LIBRARY HUB STUFFS”

**TO : Chief Curriculum Implementation Division
Chief School Governance and Operations Division
Elementary & Secondary School Principals, School Heads, TICs
Elementary & Secondary Teacher-Librarians / Library In Charge
This Division**

1. This Division is conducting its First Search for **Best Organized School Library / Learning Center** and search for **“Most Ingenious Teacher-librarians / Library In Charge in the Utilization of Library Hub Stuffs”**.
2. The search is open to all Secondary and Elementary Schools.
3. The objectives of the searches are to:
 - a) assess the organization of school library / learning center;
 - b) evaluate the teacher-librarians / library in charge capacity to manage a school library;
 - b) determine the extent of utilization of Library Hub Resources and School Library resources and services; and
 - c) recognize the outstanding performance of school library and teacher- librarians / library in charge based on identified indicators in the attainment of the program objectives.
4. The search shall have two categories: Secondary and Central Schools for Schools with School Library and Best Classroom Mini-Library for those schools who don't have a space for library / library room.
5. Participants / Entry per school should be prepared of the following:
 - a. Management of the Library
 - b. Functionality
 - c. Physical Facilities Maintenance

6. The following is the schedule of the visit for the search

	District	Date
6.1	Southwest includes secondary schools	1 st week of November 2018
6.2	South includes secondary schools	2 nd week of November 2018
6.3	North includes secondary schools	3 rd week of November 2018
6.4	Central includes secondary schools	4 th week of November 2018

7. The evaluators are LRMSD Supervisor, PDO II, Librarian II, Library Hub Staff.
8. The winners will receive a Certificate of Recognition, can be used for IPCRF and a small amount as a prize.

SECONDARY	PROPOSED PRIZE	CENTRAL SCHOOLS	PROPOSED PRIZE	MINI-LIBRARY	PROPOSED PRIZE
First Place	P 700.00	First Place	P 700.00	First Place	P 700.00
Second Place	500.00	Second Place	500.00	Second Place	500.00
Third Place	300.00	Third Place	300.00	Third Place	300.00



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SECONDARY TEACHER-LIBRARIANS / LIBRARY IN CHARGE	PROPOSED PRIZE	ELEMENTARY TEACHER-LIBRARIANS / LIBRARY IN CHARGE	PROPOSED PRIZE
First Place	P 700.00	First Place	P 700.00
Second Place	500.00	Second Place	500.00
Third Place	300.00	Third Place	300.00

9. The following is the set of criteria:

CRITERIA		PERCENTAGE
1. MANAGEMENT OF THE LIBRARY		60%
a. School Librarian and his/her competencies		10%
* Licensed Librarian	10%	
* Trained Teacher-librarian	8%	
* Not trained Library In Charge	5%	
b. Recording Systems		15%
* Completeness	3%	
* Accuracy	3%	
* Up-to-dateness	3%	
* Presentation and Filing	6%	
c. Operational schedule		5%
d. Organization and Maintenance of the Library Resources		15%
* Repair of torn / damaged books		
* Cataloguing / Classifying Library Resources	5%	
e. Utilization of Library Hub Books / Resources	10%	15%
2. FUNCTIONALITY		20%
a. School Library Activities with the use of LibHub Resources		10%
b. No. of Users		10%
* 50% of expected clientele	10%	
* 11%-49% of expected clientele	8%	
* 1%-10% of expected clientele	6%	
3. PHYSICAL FACILITIES MAINTENANCE		20%
a. Cleanliness and orderliness of the library		10%
b. IT Component and Connectivity		5%
c. Support facilities		5%
* Activity area	3%	
* Conference area / space	2%	
TOTAL		100%

10. All secondary and central schools are required to have your school library, to those small schools with no room for school library must select the best school classroom mini-library as your entry.
11. Wide and immediate dissemination of this memorandum is desired.

JEAN G. VELOSO
Schools Division Superintendent

JGV/bmt/10022018