



Republic of the Philippines
Department of Education
Region X – Northern Mindanao

DIVISION OF TANGUB CITY

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DEPED DIVISION OFFICE TANGUB CITY
CITY OF TANGUB
RELEASED
DATE: 9-30-19

DIVISION MEMORANDUM
No. 264 s. 2019

SEARCH FOR BEST ORGANIZED SCHOOL LIBRARY AND SEARCH FOR MOST RESOURCEFUL SCHOOL IN THE UTILIZATION OF LIBRARY HUB RESOURCES

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

- This Division will conduct Search for **Best Organized School Library** and search for **Most Resourceful School in the Utilization of Library Hub Resources**.
- The search is open to all Secondary and Elementary Schools.
- The objectives of the searches are to:
 - assess the organization of school library;
 - evaluate the teacher-librarians / library in charge capacity to manage a school library;
 - determine the extent of utilization of Library Hub Resources and School Library resources and services; and
 - recognize the outstanding performance of school library and teacher- librarians / library in charge based on identified indicators in the attainment of the program objectives.
- The search shall have two categories:

| | |
|---|--|
| School Library Category | = those schools with existing library |
| Best School Classroom Mini-Library | = those schools who don't have a space yet for library / library room. |
- The search will be conducted on November 21 & 22, 2019.
- The evaluators are Librarian II, Library Hub Staff, and Officers of Tangub City Division Librarians & Teacher-librarians Organization.
- The winners will receive a Certificate of Recognition and a school library supplies and materials as prize.

Best Organized School Library/Best School Classroom Mini-Library Prizes:

| Best School Library Proposed Prize | | | Best School Classroom Mini-Library Proposed Prize | | |
|------------------------------------|--------|--|---|--------|--|
| First Place | 600.00 | worth of School Library Supplies and Materials | First Place | 600.00 | worth of School Library Supplies and Materials |
| Second Place | 450.00 | | Second Place | 450.00 | |
| Third Place | 300.00 | | Third Place | 300.00 | |

Most Resourceful School in the Utilization of Library Hub Resources Prizes:

| Proposed Prize | |
|----------------|-----------------------------------|
| First Place | Heating and ventilation materials |
| Second Place | |
| Third Place | |

- The Search will be conducted by District.



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9. Expenses in the said searches prizes is charged to HRTD funds. (AC-19-6270-HRTD-072) and (AC-19-6270-HRTD-077)
10. The following is the set of criteria:

| CRITERIA | | PERCENTAGE |
|--|-----|-------------------|
| 1. MANAGEMENT OF THE LIBRARY | | 60% |
| a. School Librarian/Teacher-librarian and his/her competencies | | 10% |
| * Trained Librarian/Teacher-librarian | 10% | |
| * 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% |
| * Cataloguing / Classifying Library Resources | 10% | |
| * Repair of torn / damaged books | 5% | |
| e. Utilization of Library Hub Books / Resources | 15% | 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% |

11. Wide and immediate dissemination of this memorandum is desired.

JEAN G. VELOSO
Schools Division Superintendent