



Republic of the Philippines

Department of Education

REGION IV- A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

07 October 2026

DIVISION MEMORANDUM

No. 661 s. 2026

CONDUCT OF THE 36TH LIBRARY AND INFORMATION SERVICES (LIS) MONTH CELEBRATION

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. In line with **Proclamation No. 837, s. 1991**, declaring the month of November of every year as **Library and Information Services Month**, the Division Library, under the Learning Resource Management Section (LRMS) of the Curriculum Implementation Division (CID), shall lead the conduct of the **36th Library and Information Services (LIS) Month and 92nd National Book Week Celebration**.

The celebration will highlights the vital role of libraries, books, reading, and information resources in supporting quality teaching and learning, promoting information literacy, strengthening the culture of reading, and fostering lifelong learning among learners and school personnel.

The celebration shall also support the observance of the **National Book Week**, with the theme **"Basa, Salin, Daloy,"** which emphasizes the importance of reading (*basa*), translation (*salin*), and the continuous flow and transmission of knowledge (*daloy*).

Through this joint celebration, schools are encouraged to strengthen their library and reading programs, maximize available print and digital resources, provide meaningful reading experiences to learners, and showcase effective and innovative practices in library and reading space management.

2. The celebration aims to:

- a. Promote a strong reading culture and appreciation of books and information resources among learners and school personnel.
- b. Strengthen the development and effective use of accessible, inclusive, and learner-friendly libraries and reading corners.
- c. Recognize and encourage collaboration among schools, parents, and stakeholders in sustaining meaningful reading and library programs.

3. The **LIS Month and National Book Week Celebration** shall be highlighted by the following activities:

- a. Category 1 – Most Functional Library
- b. Category 2 – Most Functional Reading Corner
- c. School-Based Reading and National Book Week Activities

Schools are encouraged to conduct appropriate activities such as storytelling, book reading, read-aloud sessions, book talks, book discussions, literary activities, book character presentations, reading challenges, book displays, book donation and sharing activities, and other activities that promote reading and appreciation of books.

Attached are the Guidelines and Mechanics for the contest.

4. **Deadline for submission** of entries is **on or before November 21, 2026**. Entries must be uploaded together with the accomplished **Entry Form** and **Parent Consent Form** (if applicable) via this link <https://tinyurl.com/libmonth2026>.

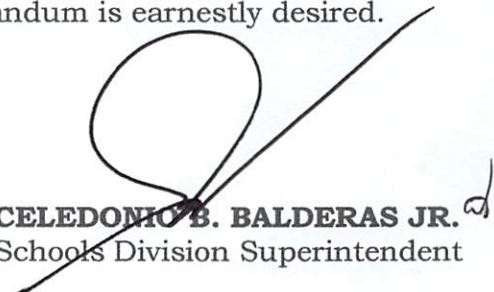
5. The activity shall run from October to November 2025, with the specific details below:

Activity	Date
Issuance of Division Memorandum	October 06, 2026
Submission of Entries	November 09, 2026
Documentary Evaluation	November 11-13, 2026
On-site Validation	November 16-19, 2026
School-Reading and National Book Week Activities	October 05 – November 27, 2026
Consolidation of Results	November 20, 2026
Announcement of Winners	November 27, 2026

Any changes in the schedule shall be communicated through an appropriate Division issuance.

6. For further inquiries and clarifications, kindly contact **Ms. Edna E. Eclavea**, Librarian II, at edna.eclavea@deped.gov.ph, **Mr. Ermelo A. Escobiñas**, PDO II, at ermelo.escobiñas@deped.gov.ph and **Mrs. Generosa F. Zubieta**, EPS-LRMDS, at generosa.zubieta@deped.gov.ph.

7. Immediate dissemination of this memorandum is earnestly desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated

Reference: Proclamation No. 837, s. 1991

To be indicated in the Perpetual Index
under the following subjects:

LIBRARY AND INFORMATION SERVICES MONTH
NATIONAL BOOK WEEK

CID/LRMDS- conduct of the 36th library and information services (lis) month celebration
CIDB2M6F-003804/October 07, 2026

Enclosure 1

GENERAL GUIDELINES AND MECHANICS

1. Participation

All public elementary and secondary schools in the Schools Division are encouraged to participate in the celebration.

2. Competition Categories

The competition shall consist of two (2) categories:

1. **Most Functional Library**
2. **Most Functional Reading Corner**

3. Number of Entries

Each school shall be allowed to submit **one (1) official entry per category**.

For the **Most Functional Reading Corner** category, schools with more than one reading corner shall select only **one (1) reading corner** to represent the school.

4. Eligibility of Entries

The library or reading corner submitted must:

- a. be an existing and functional facility within the school;
- b. be accessible to learners and teachers;
- c. be utilized in support of reading, teaching, learning, and information-related activities; and
- d. comply with the prescribed documentary requirements and evaluation criteria.

The evaluation shall focus not only on the physical appearance of the facility but, more importantly, on its **functionality, accessibility, utilization, resource management, learner engagement, innovation, and sustainability**.

A. Category 1 – Most Functional Library

1. Eligibility

All public elementary and secondary schools may participate in this category.

Each school shall submit **one (1) official library entry**.

2. Evaluation Criteria

Criteria	Percentage
Library Management and Organization	20%
Collection and Information Resources	20%
Accessibility and Utilization	20%
Programs, Activities, and Learner Engagement	15%
Physical Facilities, Safety, and Learning Environment	10%
Innovation and Use of Technology	10%
Sustainability and Stakeholder Support	5%
TOTAL	100%

3. Areas for Consideration

The evaluation shall consider:

- a. organization and management of library resources;
- b. adequacy, relevance, diversity, and accessibility of print and digital resources;
- c. actual utilization of the library by learners and teachers;
- d. implementation of reading, literacy, information literacy, and library-related programs;
- e. availability of appropriate furniture, facilities, lighting, ventilation, safety measures, and conducive learning spaces;
- f. appropriate integration of technology and digital information resources;
- g. innovations and initiatives that improve library services; and
- h. sustainability and support from school personnel, parents, stakeholders, and other partners.

B. Category 2 – Most Functional Reading Corner

1. Eligibility

All public elementary and secondary schools may participate in this category.

Each school shall submit **one (1) official Reading Corner entry**.

If a school has more than one reading corner, only **one (1) reading corner** shall be selected and submitted as the school's official entry.

2. Evaluation Criteria

Criteria	Percentage
Functionality and Accessibility	20%
Quality and Relevance of Reading Materials	20%
Organization and Learning Environment	15%
Learner Engagement and Utilization	20%
Creativity and Innovation	10%
Reading Programs and Activities	10%
Sustainability and Stakeholder Support	5%
TOTAL	100%

3. Areas for Consideration

The evaluation shall consider:

- a. accessibility and regular utilization of the reading corner;
- b. availability of age-appropriate, relevant, diverse, and engaging reading materials;
- c. organization, cleanliness, comfort, safety, and attractiveness of the reading space;
- d. evidence of learner participation and engagement;
- e. creativity and innovation in the design and utilization of the reading corner;
- f. conduct of reading activities such as storytelling, read-aloud sessions, book discussions, peer reading, and other literacy-related activities; and
- g. sustainability and support from teachers, school personnel, parents, learners, and other stakeholders.

4. Documentary Requirements

Each participating school shall submit the following:

- a. duly accomplished **Official Entry Form** signed by the School Head;
- b. brief **Profile/Description of the Library or Reading Corner**;
- c. photo documentation showing the facility, resources, different areas, and actual utilization;
- d. documentation of library, reading, literacy, and information-related activities;

- e. inventory/list of available library or reading resources, as applicable;
- f. evidence of learner participation and utilization, such as attendance records, activity documentation, photographs, or accomplishment reports; and
- g. other supporting documents that may be required by the Division Library/LRMS.

All documents shall be properly labeled and submitted in the prescribed format within the specified period.

5. Evaluation and Validation

A **Division Evaluation Committee** shall be constituted to evaluate and validate all entries.

The Committee shall conduct the evaluation through documentary review and/or onsite validation.

The evaluation shall be based strictly on the approved criteria and on documented and verifiable evidence.

The Committee shall ensure fairness, transparency, consistency, and confidentiality throughout the evaluation process.

In case of a tie, the following shall be considered successively:

- a. higher score in **Functionality and Utilization**;
- b. higher score in **Learner Engagement and Programs/Activities**; and
- c. higher score in **Resource Management and Accessibility**.

If the tie remains, the Division Evaluation Committee shall resolve the matter based on the approved guidelines and available evidence.

C. National Book Week and School-Based Reading Activities

As part of the **LIS Month and National Book Week Celebration**, all schools are encouraged to conduct meaningful and age-appropriate reading and book-related activities.

The activities may include:

- a. storytelling and read-aloud sessions;
- b. book talks and book discussions;
- c. book character presentation;
- d. poetry and other literary activities;
- e. book displays and exhibits;
- f. reading challenges;
- g. book donation and book-sharing activities;
- h. reading buddy or peer-reading activities;
- i. author/reader interaction or virtual book talks, when feasible; and

- j. other innovative activities aligned with the objectives and theme of the National Book Week.

Schools are encouraged to document their activities and include the documentation in their school accomplishment reports.