



DIVISION MEMORANDUM

No. 062 s.2018

To : OIC-Assistant Schools Division Superintendent
Chiefs, Education Program Supervisors, CID & SGOD
Public Elementary and Secondary School Heads/Department Heads
Public Elementary and Secondary Teachers
LR Coordinators, School Librarians
All Others Concerned

From : **DR. CATHERINE F. TALAVERA, CESO VI**
OIC-Schools Division Superintendent

Subject : **SEARCH FOR BEST FUNCTIONAL LEARNING RESOURCE CENTER/S
(LRCs)/LIBRARY and MOST OUTSTANDING READING CORNER/S**

Date : March 5, 2018

The City Schools Division of Tayabas through Learning Resource Management and Development System (LRMDS) is launching the Search for Best Functional Learning Resource Center/s (LRCs)/Library and Most Outstanding Reading Corner/s (RCs). The program primarily aims to:

- establish library in every school and reading corner in every classroom;
- recognize the schools in terms of providing the learners and teachers a better access to quality learning materials through functional learning resource centers and operational reading corners;
- provide the schools with the standard policies and procedures in terms of setting up LRCs, RCs and its utilization;
- determine the availability of each school in terms of books and LMs collections, references and other instructional materials; and
- showcase the schools' best practices in the promotion of wide-scale readership initiatives through proper usage and services of LRCs and reading corners.

Relative to this, please find the mechanics for the Search for Best Functional Learning Resource Center/s (LRCs)/Library and Most Outstanding Reading Corner/s (RCs) in the Division Level.

- All 35 Public Elementary, Secondary and Stand Alone Senior HS in the DepEd-Division of Tayabas shall participate in the search.
- Categories for the Search, are the following:

a. Best Functional LRC/Library	Secondary and Stand Alone Senior HS
b. Best Functional LRC/Library	Elementary Level
c. Most Outstanding Reading Corner	Elementary Level

- School LRCs and RCs shall be monitored and evaluated based on the schedule below:

Activities	Dates	Persons Involved
a. Approval activity design and released of division memorandum	March 2018	SDS, CID
b. Visit other libraries for benchmarking	April 2018	EPS-LRMDS, Librarian Teacher-librarian, LR Coordinator School Heads
c. Conduct Orientation for setting up of LRCs/ library and modification of RCs based on the criteria	May 2018	EPS-LRMDS, Librarian Teacher-librarian, LR Coordinator School Heads
d. Provide TA for setting up of LRCs/ library	May to June 2018	EPS-LRMDS Librarian



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Activities	Dates	Persons Involved
e. Kick-Off (Start of the Contest)	July to Sept 2018	EPS-LRMDS, Librarian Judges
f. Final evaluation and deliberation	October 2018	CID Team
g. Submit results to SDS for approval	November 2018	EPS-LRMDS Librarian
h. Awarding for best functional LRC/library and most outstanding reading corner	December 2018	Award Committee

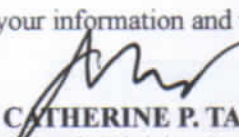
4. The composition of the monitoring and evaluation committee shall be the following:

- Chairman : Imelda C. Raymundo, CID Chief
- Co-Chairman : Generosa F. Zubieta, EPS-LRMDS
Edna E. Eclavea, Librarian II (LRMDS Administrator)
Richelle Quintero – EPS-English
Christian Bables – EPS-Filipino
- Members : All Education Program Supervisors
Teofila Ocumín, Education Program Specialist-ALS
Ermelo A. Escobinas, PDO II

5. Attached is the Criteria for Judging

6. Prizes – TBA

For your information and widest dissemination.


DR. CATHERINE P. TALAVERA, CESO VI
OIC-Schools Division Superintendent



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School Name: _____ Date Visited: _____

Name of Rater: _____ Gen. Weighted Ave.: _____

MOST OUTSTANDING CLASSROOM READING CORNER/S
GRADE LEVEL _____

CRITERIA FOR JUDGING

INSTRUCTION: Rate the areas of the library based on the criteria presented.

A. READING CORNER & ARRANGEMENT (50%)

No.	Criteria	AVERAGE
1	Well-functional, organized and maintained (30%)	
2	Have decorative posters, charts & other educational displays (5%)	
3	Have few book shelves fit for the learners, carpets or rubber mats, baskets or trays etc. (5%)	
4	Well-ventilated and fully lighted even with natural light (5%)	
5	Cleanliness (5%)	
TOTAL		

B. READING MATERIALS (25%)

No.	Criteria	AVERAGE
1	Books (Suitable and Content) (10%)	
2	Localized and Contextualized, Story books (Big and Small) (10%)	
3	Journals, Magazines, Booklets and Pamphlets etc. (5%)	
TOTAL		

C. SERVICES AND UTILIZATION (25%)

No.	Criteria	AVERAGE
1	Availability during school hours (10%)	
2	Schedule and documentation of activities (10%)	
3	Maintain logbook of users (5%)	
TOTAL		

OVER-ALL RATING

Criteria	%	AVERAGE
I. Reading Corner and Arrangement	50	
II. Reading Materials	25	
III. Services and Utilization	25	
TOTAL	100 %	

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School Name: _____ Date Visited: _____

Name of Rater: _____ Gen. Weighted Ave.: _____

**SEARCH FOR BEST FUNCTIONAL LEARNING RESOURCE
CENTER/S (LRCs)/LIBRARY**

CRITERIA FOR JUDGING

INSTRUCTION: Rate the areas of the library based on the criteria presented.

I. LIBRARY SET-UP (55%)

A. Location (25%)

No.	Criteria	AVERAGE
1	Accommodate 10% or more of the total student population (5%)	
2	Located at the heart of the school (5%)	
3	Accessible and visible to all learners and teachers (5%)	
4	Well-ventilated and fully lighted even with natural light (5%)	
5	Cleanliness (5%)	
TOTAL		

B. Furniture & Fixture (20%)

No.	Criteria	AVERAGE
1	Tables and chairs (5%)	
2	Display stands/racks or vertical Files (ex. newspaper racks) (5%)	
3	Shelves are not too high and should fit the average height of the learners (5%)	
4	Bulletin Board (ex. Current awareness, promote library and information services (5%)	
TOTAL		

C. Signing and Labelling (10%)

No.	Criteria	AVERAGE
1	Should have labelled general areas of library collections (ex. Reference, Fiction, Audiovisual etc. (5%)	
2	Signs and Signage are clear (ex. MVO, Library Rules and Regulations etc.) and Accession Record (5%)	
TOTAL		

II. Library Collections (20%)

No.	Criteria	AVERAGE
1	Updated Textbooks and General References (5%)	
2	Learning Modules, Workbooks/Skill books, Work/Activity Sheets etc (5%)	
3	Localized and Contextualized (Small and Big Books) (5%)	
4	Globes/Maps etc. (5%)	
TOTAL		



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III. Services and Utilization (15%)

No.	Criteria	AVERAGE
1	Open shelves system (5%)	
2	Availability during school hours and maintain logbook of users (5%)	
3	Computer are accessible for all users (5%)	
TOTAL		

IV. Networking and Linkages (10%)

No.	Criteria	AVERAGE
1	Deed of Donation/Memorandum of Agreement (5%)	
2	Documentation/Narrative Report of Donations/Supports/List of Stakeholders (5%)	
TOTAL		

OVER-ALL RATING

Criteria	%	AVERAGE
I. Library Set-up a. Location (25%) b. Physical Facilities (20%) c. Signing and Labelling (10%)	55%	
II. Library Collections	20%	
III. Services and Utilization	15%	
IV. Networking and Linkages	10%	
TOTAL	100 %	

 Signature Over Printed Name
 Name of Rater