



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

Office of the Schools Division Superintendent

January 10, 2023

DIVISION MEMORANDUM

No. 0017, s. 2023

VALIDATION OF SCHOOL LIBRARY OPERATION

To: SDO-LRMS Team
PSDSs & ACTING PSDSs
ELEMENTARY & SECOMNDARY SCHOOL HEADS
DISTRICT LR COORDINATORS
SCHOOL LIBRARY IN-CHARGE

1. In compliance to Regional Memo No.978 s.2022, this office shall conduct a validation of school library operation through the SDO-LRMS team on January 12- February 28, 2023.

SDO-LRMS VALIDATION TEAM	
EPSvr-LRMS	JOSEPHINE D. ERONICO PhD
PDO-LRMS	FIRMO A. TUBAC
DIV. LIBRARIAN II	JOCELYN T. ROTERSOS RL
ADA 6	MELODY JOY Z. RABINA

2. This activity validates submitted school library profile and in preparation for the visit of CO validators. All School Library In-Charge are required to accomplish the attached Form 1 for data gathering and to be submitted to District LR Coordinator prior to their validation schedule.
3. Schedule and list of schools for onsite validation per district is attached to this Memo. Schools within the district which are not physically evaluated shall enjoin to upload a video or PowerPoint presentation of their school library operation through this link: <https://tinyurl.com/School-Lib-MOVs>.
4. Meals, transportation and other related expenses incurred by the Validation Team during the conduct of this activity are chargeable against Division MOOE subject to COA rules and regulations.
5. For any query or clarification, please contact Jocelyn T. Rotersos, Division Librarian @09101722194.
6. This Memo serves as Travel Order.


BIANITO A. DAGATAN EdD, CESO V
Schools Division Superintendent

SDS/CID/LRMS/jde



0050 Lino Chatto Drive Barangay Cogon, Tagbilaran City, Bohol
Tel Nos.: (038) 411-2544





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SCHOOLS DIVISION OF BOHOL

SCHOOL LIBRARY VALIDATION SCHEDULE

NO.	DATE	DISTRICT	SCHOOLS TO BE PHYSICALLY VALIDATED
1	January 16, 2023	BUENAVISTA I	BUENAVISTA CES
			LUBANG HS
2		BUENAVISTA II	CANGAWA NATIONAH HIGH SCHOOL
			CANGAWA CES
3	January 17, 2023	DAGOHOY	DAGOHOY CENTRAL ELEMENTARY SCHOOL
			DAGOHOY NATIONAL HIGH SCHOOL
4		SAN MIGUEL	BUGANG NATIONAL HIGH SCHOOL
			BUGANG ES
5	January 18, 2023	GETAFE 1	CAMPAO ELEMENTARY SCHOOL
			CAMPAO ORIENTAL HIGH SCHOOL
6		GETAFE 2	GETAFE 2 CENTRAL ELEMENTARY SCHOOL
			TULANG NATIONAL HIGH SCHOOL
7		INABANGA NORTH	SAN JOSE ELEMENTARY SCHOOL
			SAN JOSE NATIONAL HIGH SCHOOL
8	January 19, 2023	INABANGA SOUTH	INABANGA SOUTH CENTRAL ELEMENTARY SCHOOL
			SOUTHERN INABANGA HIGH SCHOOL
9		CLARIN	NAHAWAN NATIONAL HIGH SCHOOL
			BUANGAN ELEMENTARY SCHOOL
10	January 20, 2023	PRES. CPG	PRES. CARLOS P. GARCIA CENTRAL E/S
			STO. ROSARIO INTEGRATED SCHOOL
			BASIAO HIGH SCHOOL
			BONBONON HIGH SCHOOL
11	January 23, 2023	BACLAYON	BACLAYON NATIONAL HIGH SCHOOL
			BACLAYON CES
12		ALBUR	ALBUR CES
			SAN ROQUE NATIONAL HIGH SCHOOL
13	January 24, 2023	DAUIS	TINAGO ELEMENTARY SCHOOL
			BIKING TVHS
14		PANGLAO	LOURDES NHS
			PANGLAO CENTRAL ELEMENTARY SCHOOL
15		LOBOC	CAMAYA-AN NATIONAL HIGH SCHOOL
			LOBOC NATIONAL HIGH SCHOOL
16	January 25, 2023	CORELLA	CORELLA CENTRAL ES
			CORELLA NATIONAL HIGH SCHOOL
17		SIKATUNA	SIKATUNA NATIONAL HIGH SCHOOL
			SIKATUNA CES
18	January 26, 2023	LOON SOUTH	LOON SOUTH CES
			LOON SOUTH NATIONAL HIGH SCHOOL

19	January 26, 2023	LOON NORTH	GOV. JACINTO BORJA NHS PONDOL ELEMENTARY SCHOOL
20	January 27, 2023	CORTES	FATIMA NHS CORTES CES
21		MARIBOJOC	BUSAO NATIONAL HIGH SCHOOL SAN ROQUE ELEMENTARY SCHOOL
22	January 30, 2023	ANTEQUERA	BANTOLINAO NATIONAL HIGH SCHOOL ANTEQUERA CES
23		SAN ISIDRO	SAN ISIDRO CENTRAL ELEM.SCHOOL SAN ISIDRO NATIONAL HIGH SCHOOL
24	February 1, 2023	BALILIHAN	CONG. PABLO MALASARTE NATIONAL HIGH SCHOOL MAGSIJA-MASLOG ES
25		CATIGBIAN	CATIGBIAN NATIONAL HIGH SCHOOL CATIGBIAN CES
26	February 2, 2023	LOAY	SENATE PRESIDENT PROTEMPORE JOSE A. CLARIN MEMORIAL SCHOOL HINAWANAN NATIONAL HIGH SCHOOL
27		LILA	LILA NHS LILA CENTRAL ELEMENTARY SCHOOL
28	February 3, 2024	TUBIGON WEST	TUBIGON WEST CENTRAL HIGH SCHOOL TUBIGON WEST NHS
29		TUBIGON EAST	TUBIGON EAST CES CAWAYANAN NATIONAL HIGH SCHOOL
30	February 6, 2023	DIMIAO	DIMIAO CENTRAL ELEMENTARY SCHOOL DIMIAO NATIONAL HIGH SCHOOL
31	February 7, 2023	CALAPE	CALAPE NHS CALAPE CES
32	February 8, 2023	SEVILLA	SEVILLA CENTRAL ELEMENTARY SCHOOL SEVILLA NATIONAL HIGH SCHOOL
33	February 13, 2023	SAGBAYAN	UBOJAN INTEGRATED SCHOOL - ES UBOJAN INTEGRATED SCHOOL - HS
34		DANAO	MAGTANGTANG ELEMENTARY SCHOOL CANTUBOD NATIONAL HIGH SCHOOL
35	February 14, 2023	TALIBON 1	SIKATUNA ELEMENTARY SCHOOL SIKATUNA NATIONAL AGRI HS
36		TALIBON 2	TALIBON II CENTRAL ELEMENTARY SCHOOL ZOSIMO A. GULLE MEMORIAL NHS
37	February 15, 2023	TRINIDAD I	TAGUM NORTE ELEMENTARY SCHOOL TAGUM SUR NATIONAL HIGH SCHOOL
38		TRINIDAD 2	HINLAYAGAN NATIONAL HIGH SCHOOL SAN ISIDRO ELEMENTARY SCHOOL
39		BIEN UNIDO	PRESIDENT CARLOS P.GARCIA TECHNICAL VOCATIONAL SCHOOL OF FISHERIES AND ARTS BIEN UNIDO CES
40	February 16, 2023	UBAY I	CAMAMBUGAN ELEMENTARY SCHOOL CAMAMBUGAN NATIONAL HIGH SCHOOL
41		UBAY II	BIABAS TRADE HIGH SCHOOL UBAY II CENTRAL ES

42	February 16, 2023	UBAY III	SAN FRANCISCO ELEMENTARY SCHOOL SAN PASCUAL NATIONAL AGRI. HS
43	February 17, 2023	ANDA	ANDA HIGH SCHOOL BADIANG NATIONAL HIGH SCHOOL CANDABONG NATIONAL HIGH SCHOOL CANDABONG ES
44	February 20, 2023	CARMEN 1	POLICRONIO S. DANO SR. HIGH SCHOOL ALEGRIA ELEMENTARY SCHOOL
45		CARMEN 2	CARMEN 2 CENTRAL ELEMENTARY SCHOOL FRANCISCO L. ADLAON HIGH SCHOOL
46		CARMEN 3	CARMEN 3 CENTRAL ELEMENTARY SCHOOL KATIPUNAN NATIONAL HIGH SCHOOL
47		BATUAN	BATUAN CENTRAL ES MAIN BATUAN NATIONAL HIGH SCHOOL
48	February 21, 2023	GARCIA-HERNANDEZ	TABUAN NATIONAL HIGH SCHOOL CANAYAON ELEMENTARY SCHOOL
49		JAGNA	CALABACITA ELEMENTARY SCHOOL CALABACITA NATIONAL HIGH SCHOOL
50	February 22, 2023	BILAR	BILAR NATIONAL HIGH SCHOOL BILAR CES
51		VALENCIA	MAYOR PABLO O. LIM MHS OMJON ELEMENTARY SCHOOL
52	February 23, 2023	DUERO	GUINSULARAN NATIONAL HIGH SCHOOL GUINSULARAN ES
53		GUINDULMAN	GUINACOT NATIONAL HIGH SCHOOL TRINIDAD ELEMENTARY SCHOOL
54	February 24, 2023	SIERRA BULLONES	SIERRA BULLONES CENTRAL ES SIERRA BULLONES TECHNICAL VOC HS
55		PILAR	PILAR TECHNICAL-VOCATIONAL HS BUENASUERTE ELEM. SCHOOL
56	February 27, 2023	ALICIA	KATIPUNAN ES LA HACIENDA NATIONAL HIGH SCHOOL
57	February 28, 2023	CANDIJAY	CANDIJAY CENTRAL ELEMENTARY SCHOOL CANDIJAY NATIONAL HIGH SCHOOL
58		MABINI	SAN ROQUE ELEMENTARY SCHOOL SAN ROQUE NATIONAL HIGH SCHOOL

FORM 1. SCHOOL LIBRARY PROFILE

Name of school: _____

(Previously: _____)

(1. No Abbreviation 2. for change of names kindly write the new name and the previous name of the school)

School address: _____

Division of: BOHOL School ID: _____

Total enrollment (as S.Y. 2022-2023): _____

PART A. PROFILE

Put a check mark (✓) on the appropriate blank before each item.

- Elementary School (ELS) Junior High School (JHS, Grades 7-10)
 Stand Alone Senior HS (SASH) Junior HS with SHS

School Library Status: Existing No school library

PART B. SCHOOL LIBRARY FUNCTIONALITY SURVEY

1. SPACE AND LOCATION

1.1 What best describes the space of your school library in terms of seating capacity?

Please check only one.

- The library can accommodate 10% or more of the total student population.
 The library can accommodate 7-9% of the total student population.
 The library can accommodate 4-6% of the total student population.
 The library can accommodate 1-3% of the total student population.
 The library can accommodate less than 1% of the total student population.

1.2 What best describes your library in terms of location? Please check only one.

- The library is in a separate building.
 The library occupies a separate room within a building.
 The library shares space with another.
 Others (please specify) _____

1.3 How accessible is the school library to the users/students? Are the library collections safe from flooding? Please check only one.

- The library *is easily* accessible from any point in the campus and is safe from flooding.
 The library *is not easily* accessible from any point in the campus but is safe from flooding. (e.g., the library is at the 5th floor of a building)
 The library *is easily* accessible from any point in the campus and is not safe from flooding.

2. SERVICES

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 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.
- 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) _____

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	
1. Updates the Bulletin/Information Board to promote library and information services (Current Awareness).	<input type="checkbox"/>
2. Conducts orientation on the use of the library and its services for students and teachers.	<input type="checkbox"/>
3. Conducts regular activities that promote library and information services.	<input type="checkbox"/>
4. Conducts classroom visits to promote library and information services.	<input type="checkbox"/>
5. Uses social media to promote library and information services.	<input type="checkbox"/>
Others (Please specify):	<input type="checkbox"/>
School Library Services	
1. The staff provides Selective Dissemination of Information to the faculty.	<input type="checkbox"/>
2. Allows borrowing of books for home use.	<input type="checkbox"/>
3. Allows students to use the computer for encoding, viewing, and the like.	<input type="checkbox"/>
4. Allows the students to bring books outside the library and returns within the day if not allowed for home use.	<input type="checkbox"/>
5. Allows students to use the computer for internet access.	<input type="checkbox"/>
6. Allows the faculty to use the computer for encoding, viewing, and the like.	<input type="checkbox"/>
7. Allows the faculty to use the computer for internet access.	<input type="checkbox"/>
8. The staff prepares clippings (for vertical files collection)	<input type="checkbox"/>
9. The staff does indexing.	<input type="checkbox"/>
Others (please Specify):	<input type="checkbox"/>

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

Collection Access System		
Open Shelf/Stack	Shelving in a library to which users have unrestricted access.	<input type="checkbox"/>
Closed Shelf/Stack	Shelving area in a library to which only members of the library staff have access.	<input type="checkbox"/>

3. ADMINISTRATION AND HUMAN RESOURCES

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

3.1.1 Name of Staff: Family Name: _____
 First Name: _____
 Middle Name: _____
 Email (DepEd Email): _____
 Contact Number: _____

3.1.2 Gender: Male Female

3.1.3 Highest Educational Attainment:
 PhD Masters (College) Undergraduate Degree

3.1.4 Designation:
 Licensed Librarian, License No. _____
 Librarian (Not Licensed)
 Teacher-Librarian
 Others (Please Specify) _____

3.1.5 What is the appointment status?
 Permanent
 Contract of Service
 Others (Please specify): _____

3.1.6 If COS, what is the source of fund of the remuneration of the in charge of the library?
 MOOE
 Funded by the LGU
 Others

3.2 Other Staff assigned in the library (if any). Please provide information asked in questions 3.1.1-5 in another sheet.

Name of the Staff	Designation	Highest Educational Attainment	Appointment Status	Source of Fund for the Remuneration

4. COLLECTION MANAGEMENT

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

Bibliographic Processes		
Accessioning	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).	
Classification	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 REFERENCES	With Copyright Year within 10 years (2013-2023)		With Copyright Year Earlier than the Past 10 years (2012 below)		TOTAL	
	No. of Titles	No. of Copies	No. of Titles	No. of Copies	No. of Titles	No. of Copies
1. Encyclopedias						
2. Dictionaries						
3. Almanacs						
4. Handbooks						
5. Manuals						
4. Atlases						
5. Yearbooks						
6. Directories						
7. Thesaurus						
Others						
TOTAL						

4.2.2 GENERAL COLLECTION (Subject Area Specific References) (NOTE: for References like MAPEH if counted under Music do not repeat the counting to other fields of MAPEH also with MATHEMATICS and BUSINESS)		With Copyright Year within 10 years (2013-2023)		With Copyright Year Earlier than the Past 10 years (2012 below)		TOTAL	
Broad Subjects	Scope	No. of Titles	No. of Copies	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 Panitikan	Mga aklat ukol sa Malikhaing Pagsulat, Balarila, Retorika, Sining ng Pakikipagtalastasan, Malikhaing Pagsulat, Pamamahayag, etc.						
Science	Books on Chemistry, Biology, Physics, Astronomy, Oceanography, Botany, Geology, Metallurgy, Zoology, Anatomy, etc.						
Aral. Panlipunan	Politics & Governance, History, Places & Travels, Geography, Archeology, Economics, Sociology, Society & Culture, Law, Anthropology, etc.						
Music	Musical Instruments, Compositions, Songs, History of Music, etc.						
Arts	Painting, Drawing, Photography, Dance, Sculpture, Theatre, Drama, etc.						
Physical Education	Books on Martial Arts, Sports/Games, Body Building, etc.						
Health	Books on Health, Diseases, Personal Hygiene, Drug Addiction, Medicine, Nursing, etc.						
Edukasyon sa Pagpapakatao	Religion, Morality, Values Education, etc.						
Mathematics	Business Math, Algebra, Trigonometry, Geometry, Calculus, Probability & Statistics,						
Business	Books on Business, Marketing, Finance, Auditing, Banking, Accounting, Entrepreneurship, etc.						
Management	Books on Organizational Management, Leadership, etc.						
Computers/ Information Tech.	Books on Computers, Software, Hardware, Apps, Androids, Database, Programming, etc.						
Research	Books on Research, Thesis Writing, Feasibility Studies, Term Paper Writing, Theses, Dissertations, Investigatory Projects, etc.						
Philosophy	Books on Philosophy, Logic, Ethics, etc.						
Technical Vocation/TLE	Books on Carpentry/Woodworks, Agriculture, Machinery, Cookery, Home Economics, Metalcrafts, Handicrafts, Automotive, Architecture, Drafting, etc.						
Others	Please specify the subject Area (You may add)						
TOTAL							

4.2.3 ADDITIONAL SUPPLEMENTARY READERS	With Copyright Year within 10 years (2013-2023)		With Copyright Year Earlier than the Past 10 years (2012 below)		Combined Total Number of Titles
	No. of Titles	No. of Copies	No. of Titles	No. of Copies	
Biographies					
Novels					
Collections/Anthology of Short Stories					
Collection/Compilation of Poetry					
Others (Please specify)					
TOTAL					

4.2.4 NON-PRINT COLLECTION	With Copyright Year within 10 years (2013-2023)	With Copyright Year Earlier than the Past 10 years (2012 below)	Combined Total Number of Titles
	Total No. of Titles		
1. Digital File Collection			
1.1 E-Book Collection (in e-pub, pdf, word formats saved in DVD/Desktop, etc.)			
1.2 CD/DVD Collection of Movies, Documentaries, etc.			
2. Braille Collection			
3. Microfilm Collection			
4. Others (Please specify)			
TOTAL			

4.2.5 PERIODICAL SUBSCRIPTION	Years Subscribed	Locally Published	Internationally Published	TOTAL NUMBER OF SUBSCRIPTIONS
		No. of Titles Subscribed	No. of Titles Subscribed	
a. Newspapers	Current Year			
	Previous Year			
	Last Three Years			
b. Tabloids	Current Year			
	Previous Year			
	Last Three Years			
c. Magazines	Current Year			
	Previous Year			
	Last Three Years			
d. Journals	Current Year			
	Previous Year			
	Last Three Years			
TOTAL				

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. (refer to School Principal)

School Library Means of Book Acquisition	Estimated Value/Cost of Acquisition from the Source
LGU	
NGO	
PTA	
DepEd (Central Office/Division/District Office)	
Alumni	
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. (refer to School Principal)

Sources of School Library Budget	Budget Allocation	
	Amount	Fiscal Year
No Budget		
LGU		
NGO		
PTA		
DepEd (Central Office/Division/District Office)		
Alumni		
MOOE		

6. FACILITIES

6.1 Put a check mark (✓) on the appropriate box to indicate collection access facility your library has/have. Check all that apply.

OPAC (Online Public Access Catalog)

Card Catalog Cabinet with Catalog Cards

None

6.2 Put a check mark (✓) on the appropriate box to indicate ICT facilities available in your library have. Check all 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):	

Accomplished by:

*Designated School Library in-Charge
(Signature over Printed Name)*

Reviewed and Noted by:

*Principal/School Head
(Signature over Printed Name)*

Validated by:

*Validator
(Signature over Printed Name)*

Date: _____

References:

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