



Republic of the Philippines
Department of Education
Region X – Northern Mindanao
LANAO DEL NORTE DIVISION
Gov. A. Quibranza Prov'l. Gov't. Compound
Pigcarangan, Tubod, Lanao del Norte



October 9, 2018

DIVISION MEMORANDUM

No. 416

s. 2018

**2018 DIVISION SEARCH FOR THE MOST FUNCTIONAL SCHOOL
LRMDS CENTER, SCHOOL LIBRARY, LR PORTAL USERS AND BEST
STORYBOOK WRITERS**

**TO: Public Schools District Supervisors
Secondary School Principals / Sec. School In-Charge
Elementary School Principals / Elem. School In-Charge
School LRMDS Team / School Librarians
Teachers**

FROM: ROY ANGELO E. GAZO
Schools Division Superintendent

1. The Department of Education ((DepEd) – Division of Lanao del Norte through the Learning Resource Management and Development Section (LRMDS), announces for the **2018 DIVISION SEARCH FOR THE MOST FUNCTIONAL SCHOOL LRMDS CENTER, SCHOOL LIBRARY, LR PORTAL USERS AND BEST STORYBOOK WRITERS**
2. The Search aims to : a) promote the vision, systems and functions of LRMDS in the school setting; b) forge grand alliance with public and private organizations; c) maximize the use of LR Portal; d) development of localized, indigenous and translated resource materials; and e) strengthen and recognize the LR Portal users.
3. The Search Guidelines are as follows:
 - a. Submission of entry to the search must be accompanied by a duly Accomplished Entry Form (Enclosure 1).
 - b. All entries must be duly endorsed by the concerned Public Schools District Supervisor, the same shall be addressed to:

Myrna Lyn M. Marohom, Ph.D.
Chief, Education Program Supervisor
Curriculum Implementation Division (CID)
Attention: **Connie A. Emborong, Ph.D.**
EPSVR / LRMDS Manager
DepEd – Division of Lanao del Norte
Pigcarangan, Tubod, Lanao del Norte

c. All information presented by the Writer /Developer/Illustrators in any of his/her localized developed/redeveloped/contextualized resource materials (print and non-print) shall be his/her liability in any issues that may arise with regards to the originality and authenticity of the resource materials that are available inside the School LRMDs Center. Citation and giving credit to the original source must be properly observed. Plagiarism of any kind will result in disqualification.

d. The functional School LRMDs Center will be evaluated following the indicators and corresponding percentage point system stated below.

| No | Search Indicators | 100 % | Evaluation Point System | | | | |
|----|--|----------|-------------------------|---|---|---|---|
| | | | 1 | 2 | 3 | 4 | 5 |
| 1 | School LRMDs Center (Library) Building / Room | 15% | | | | | |
| 2 | Approved Enhanced School Improvement Plan incorporating Access and Provision of Resource Materials for Teachers and Learners | 5% | | | | | |
| 3 | At least three (3) or more functional computers with internet connection and use to access the LRMDs Web Portal | 3% | | | | | |
| 4 | Photocopy Machine (use for printing and reproduction of resource materials) | 3% | | | | | |
| 5 | Storage for LRs e-copy (DVD/CD/Flash Drives and External) | 3% | | | | | |
| 6 | School LRMDs Inventory Reports (categorized by learning area and by Grade Level) | 10% | | | | | |
| 7 | School Library Utilization Reports & Inventory Reports | 5% | | | | | |
| 8 | Registration in the LR Portal | 3% | | | | | |
| 9 | Downloaded LRs from the LR Portal | 7% | | | | | |
| 10 | Evidence of School Principals/EPs/PSDs's class observation to teacher using the LRs downloaded from the LR Portal | 10% | | | | | |
| 10 | School developed, redeveloped, contextualized, Indigenized and Translated Learning Resources (categorized by Learning Area and by Grade Level) | 15% | | | | | |
| 11 | Directory of Personnel with Development Skills / Learning Resource Skills (Writer/Editors/Illustrators) | 5% | | | | | |
| 12 | Documentation of LRMDs meetings and activities | 5% | | | | | |
| 13 | Solicitations, Resource Mobilization and Partnership with Public and Private Institutions | 10% | | | | | |

e. The School Library will be evaluated following the indicators and corresponding percentage point system stated below.

| CRITERIA | PERCENTAGE |
|-----------------------------------|-------------|
| I. COLLECTION ORGANIZATION | 55 % |
| A. Book Arrival's Record | 5 % |
| B. Accession Record | 5 % |
| C. Catalog: | |
| 1. Call Number | 5 % |
| 2. Card Catalog: | |
| a. Librarian's Catalog: | |
| a.1. Script | 5 % |
| a.2. Shelf – List | 5 % |
| b. Public Catalog: | |
| b.1. Author Catalog | 5 % |
| b.2. Title Catalog | 5 % |
| b.3. Subject Catalog | 5 % |
| D. Periodical Index | |
| 1. Newspaper Articles | 5 % |
| 2. Magazine Articles | 5 % |
| E. Pamphlets | 5 % |
| II. COLLECTION MANAGEMENT | 40 % |
| A. Circulation | |
| 1. Borrow | 5 % |
| a. Teachers | |
| b. Staff | |
| c. Students / Pupils | |
| d. Off – campus Researchers | |
| 1. Unreturn | 5 % |
| a. Teachers | |
| b. Staff | |
| c. Students / Pupils | |
| d. Off – campus Researchers | |
| 2. Lost | 5 % |
| a. Teachers | |
| b. Staff | |
| c. Students / Pupils | |
| d. Off – campus Researchers | |
| B. Entrance Statistics | |

| | |
|---|--------------|
| 1. Daily | 5 % |
| 2. Weekly | 5 % |
| 3. Monthly | 5 % |
| 4. Annual | 2 % |
| C. Monthly Report | 5 % |
| D. Collection Inventory | 3 % |
| III. CLEANLINESS and ORDERLINESS | 5 % |
| TOTAL | 100 % |

f. The search is open to all public schools of this division following the set categories (LRMDS Center & School Library:

| Levels | Category |
|---------------|-----------------------------------|
| I - | Secondary Schools (Large) |
| II - | Secondary Schools (Small) |
| III - | Elementary Schools (Large) |
| IV - | Elementary Schools (Small) |
| V - | Primary Schools |

g. Search indicators for the Most Functional LR Portal user with best practice in utilizing the LR Portal shall include elementary teachers, secondary teachers, kindergarten teachers, ALS teachers and SHS teachers).

| Search Indicators | Percentage |
|--|-------------------|
| No. of Classroom Observation/s using the downloaded LRs from the LR Portal | 20% |
| No. of Downloaded Learning Resources from the LR Portal | 20% |
| No. of Teacher-Developed Learning Resources | 10% |
| Best Practice Report in utilizing the LR Portal | 30% |
| School Personnel LR Portal Registration | 20% |

h. Search indicators for the Best Storybook Writer will follow DepEd Memo 125 s. 2018.

i. Deadline of submission of entry will be on November 29, 2018, while the search evaluation will be conducted on December 5-7, 2018. Attached is the Search Entry Form...

j. The search Evaluators are Education Program Supervisors/ Education Program Specialists and LRMDS Staff. The decision of the Evaluators is final and irrevocable.

4. The winner will be announced through a Division Memorandum after the completion of the evaluation while the awarding ceremony will be done during the annual Division Teachers Day Celebration on December 14, 2018.

5. Immediate dissemination of this Memorandum is desired.

Enclosure No. 1: Search Entry Form

School Letter Head

ENTRY FORM

☐ **MOST FUNCTIONAL SCHOOL LRMDs CENTER**

☐ **MOST FUNCTIONAL SCHOOL LIBRARY**

☐ **MOST FUNCTIONAL LR PORTAL USERS** (ELEMENTARY TEACHER, SECONDARY TEACHER, KINDERGARTEN TEACHER, ALS TEACHER AND SHS TEACHER)

☐ **BEST STORYBOOK WRITER** (per DepEd Memorandum No. 125 s. 2018)

SCHOOL:

ADDRESS:

SCHOOL PRINCIPAL:

DISTRICT:

EMAIL ADDRESS:

CONTACT NUMBER/S:

School Principal's Signature Over Printed Name

ENDORSEMENT

This is to recommend _____ as official entry/as one of the entries of District _____ to the **MOST FUNCTIONAL SCHOOL LRMDs CENTER, SCHOOL LIBRARY AND LR PORTAL USERS**

Issued this ____ day of _____, 2018 at _____, Lanao del Norte

Public Schools District Supervisor's Signature Over Printed Name

Enclosure 2: Search Evaluation Committee

Chairman: Myrna Lyn M. Marohom, Ph.D., - Chief, CID

Co-Chairman: Connie A. Emborong, Ph.D. - LRMDs Manager

Members:

Angelito D. Barazona, EPSvr

Maria Eva S. Edon, EPSvr

Joselito B. Epe, PSDS

Lydia D. Linggolinggo, PSDS

Emma M. Labunog, PSDS

Arlene C. Carbonera, PSDS

Myles M. Sayre, PDO II

Jocelyn R. Camiguing, Librarian