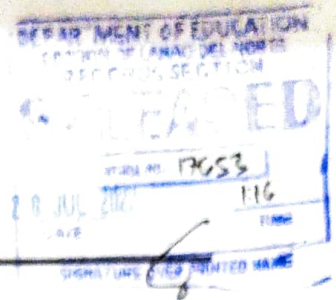




Republic of the Philippines
Department of Education
REGION X NORTHERN MINDANAO
SCHOOLS DIVISION OF LANA O DEL NORTE




July 18, 2022

DIVISION MEMORANDUM
No. 348, s. 2022

**SUBMISSION OF ACCOMPLISHED LIBRARY SURVEY FORM
GIVEN BY DEPARTMENT OF EDUCATION – CENTRAL OFFICE**

To: Public Schools District Supervisors/Coordinating School Principals
Public Elementary and Secondary School Heads
All Concerned Teachers & School Personnel
This Division

1. The field is hereby directed to answer completely the Library Survey Form that the DepEd – Central Office has provided. All concerned are advised to write completely the name of the school (school acronym must be avoided).
2. The School Head must issue a School Designation Order to the teacher who will be designated as the School Library In-Charge. His/her term of office must be indicated in the said order.
3. The submission of the accomplished Library Survey Form (hard copy), together with the School Designation Order, will be on July 21, 2022. This is to have time to consolidate all the data gathered before its submission to the Regional Office and Central Office.
4. Please download the hard copy of the Library Survey Form attached to this Division Memorandum.
5. For strict compliance.


EDILBERTO L. OPLENARIA, CESO V
Schools Division Superintendent

ATCH.: As stated
To be indicated in the Perpetual Index
Under the following subjects:

CURRICULUM

SCHOOL LIBRARY

SCHOOL LIBRARY SURVEY FORM

LRMDS

CID Chief/ iyrc



Address: Gov. A. Quibranza Prov'l. Gov't. Compound,
Pigcarangan, Tubod, Lanao del Norte
Telephone Nos.: (063)227 – 6633, (063)341 – 5109
Email Address : lanao.norte@deped.gov.ph
Website: depedldn.com

FORM 1. SCHOOL LIBRARY PROFILE

(To be accomplished by the School Librarian / School Library In-charge)

Name of School : _____

School Address : _____

Division : **LANAO DEL NORTE**

Total student enrollment (as of **June 2022**) : _____

PART A. PROFILE

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

- ☐ Primary School (**PS** – Kindergarten to Grade 3)
- ☐ Elementary School (**ELS** – Kindergarten to Grade 6)
- ☐ Junior High School (**JHS** – Grades 7 – 10)
- ☐ Junior High School with Senior High School (**JHSwSHS** – Grades 7 – 12)
- ☐ Stand Alone Senior High School (**SASHS** – Grades 11 – 12)
- ☐ Integrated School (**Integrated School** – Kindergarten to JHS / SHS)

School Library Status: ☐ With existing school library ☐ 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 is the size of your school library (in square meter)? _____ m².

1.3. 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) _____

- 1.4. 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	
Updates the Bulletin/Information Board to promote library and information services (Current Awareness).	
Conducts orientation on the use of the library and its services for students and teachers.	
Conducts regular activities that promote library and information services.	
Conducts classroom visits to promote library and information services.	
Uses social media to promote library and information services.	
Others (Please specify):	

School Library Services	
The staff provides Selective Dissemination of Information to the faculty.	
Allows borrowing of books for home use.	
Allows students to use the computer for encoding, viewing, and the like.	
Allows the students to bring books outside the library and returns within the day if not allowed for home use.	
Allows students to use the computer for internet access.	
Allows the faculty to use the computer for encoding, viewing, and the like.	
Allows the faculty to use the computer for internet access.	
The staff prepares clippings (for vertical files collection)	
The staff does the indexing.	
Others (please Specify):	

- 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.
Closed Shelf/Stack	Shelving area in a library to which only members of the library staff have access.

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 : _____

E – mail Address : _____

Facebook Account : _____

Contact Number : _____

3.1.2. Gender : ____ Male ____ Female

3.1.3. Highest Educational Attainment:

____ Ph. D. ____ Masters ____ (College) Undergraduate Degree

3.1.4. Designation:

- ☐ Licensed Librarian, License No. _____
- ☐ Librarian (Not Licensed)
- ☐ With units in Library Science, Number of units earned _____
- ☐ Teacher – Librarian
- ☐ Others (Please Specify) _____

3.1.5. What is the appointment status?

- ☐ Permanent
- ☐ Contract of Service
- ☐ Others (Please specify): _____

3.2. Other Staff assigned in the library (if any). Please provide information asked in questions 3.1.1 – 3.1.5 in another sheet.

Name of the Staff	Designation	Highest Educ'l Attainment	Appointment Status

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	Copyright 2012–Present		Copyright 2011– Earlier		TOTAL	
	No. of Titles	No. of Copies	No. of Titles	No. of Copies	No. of Titles	No. of Copies
Almanacs						
Atlases						
Biographical Dictionaries						
Dictionaries						
Directories						
Encyclopedias						
Gazetteers						
Handbooks						
Indexes						
Manuals						
Thesaurus						
Yearbooks						
Others (Please specify)						
TOTAL						

4.2.2. GENERAL COLLECTION (Subject Area Specific References)		Copyright 2012 – Present		Copyright 2011 – Earlier		TOTAL	
Broad Subjects	Scope	No. of Titles	No. of Copies	No. of Titles	No. of Copies	No. of Titles	No. of Copies
Araling Panlipunan	• Anthropology						
	• Archaeology						
	• Economics						
	• Geography						
	• History						
	• Law						
	• Places & Travels						
	• Politics & Governance						

4.2.2. GENERAL COLLECTION (Subject Area Specific References)		Copyright 2012 – Present		Copyright 2011 – Earlier		TOTAL	
Broad Subjects	Scope	No. of Titles	No. of Copies	No. of Titles	No. of Copies	No. of Titles	No. of Copies
Araling Panlipunan	• Society & Culture						
	• Sociology • Others						
	• Others						
Arts	• Dance						
	• Drama						
	• Drawing						
	• Painting						
	• Photography						
	• Sculpture						
	• Theatre						
	• Others						
Business	Books on: • Accounting						
	• Auditing						
	• Banking						
	• Business						
	• Entrepreneurship						
	• Finance						
	• Marketing						
	• Others						
Computers/ Information Technology	Books on: • Androids						
	• Applications						
	• Computers						
	• Database						
	• Hardware						

4.2.2. GENERAL COLLECTION (Subject Area Specific References)		Copyright 2012 – Present		Copyright 2011 – Earlier		TOTAL	
Broad Subjects	Scope	No. of Titles	No. of Copies	No. of Titles	No. of Copies	No. of Titles	No. of Copies
Computers/ Information Technology	• Programming						
	• Software						
	• Others						
Edukasyon sa Pagpapakatao	• Morality						
	• Religion						
	• Values Education						
	• Others						
English & Literature	Books on:						
	• Business Communication						
	• Creative Writing						
	• Grammar						
	• Journalism						
	• Literature						
	• Oral Communication						
	• Others						
Filipino at Panitikan	Mga aklat ukol sa:						
	• Balarila						
	• Malikhaing Pagsulat						
	• Pamamahayag						

4.2.2. GENERAL COLLECTION (Subject Area Specific References)		Copyright 2012 – Present		Copyright 2011 – Earlier		TOTAL	
Broad Subjects	Scope	No. of Titles	No. of Copies	No. of Titles	No. of Copies	No. of Titles	No. of Copies
Filipino at Panitikan	• Retorika						
	• Sining ng Pakikipagtalastasan						
	• At iba pa						
Health	Books on:						
	• Diseases						
	• Drug Addiction						
	• Health						
	• Medicine						
	• Nursing						
	• Personal Hygiene						
Management	• Others						
	Books on:						
	• Leadership						
Mathematics	• Organizational Management						
	• Others						
	• Algebra						
	• Business Math						
	• Calculus						
	• Geometry						
Music	• Probability & Statistics						
	• Trigonometry						
	• Compositions						
Music	• History of Music						

4.2.2. GENERAL COLLECTION (Subject Area Specific References)		Copyright 2012 – Present		Copyright 2011 – Earlier		TOTAL	
Broad Subjects	Scope	No. of Titles	No. of Copies	No. of Titles	No. of Copies	No. of Titles	No. of Copies
Music	• Musical Instruments						
	• Songs						
	• Others						
Philosophy	Books on:						
	• Ethics						
	• Logic						
	• Philosophy						
	• Others						
Physical Education	Books on:						
	• Body Building						
	• Martial Arts						
	• Sports/Games						
	• Others						
Research	Books on:						
	• Dissertations						
	• Feasibility Studies						
	• Investigatory Projects						
	• Research						
	• Term Paper Writing						
	• Theses						
	• Thesis Writing						
	• Others						
Science	Books on:						
	• Anatomy						
	• Astronomy						

4.2.2. GENERAL COLLECTION (Subject Area Specific References)		Copyright 2012 – Present		Copyright 2011 – Earlier		TOTAL	
Broad Subjects	Scope	No. of Titles	No. of Copies	No. of Titles	No. of Copies	No. of Titles	No. of Copies
Science	• Biology						
	• Botany						
	• Chemistry						
	• Geology						
	• Metallurgy						
	• Oceanography						
	• Physics						
	• Zoology						
	• Others						
Technical Vocation/ Technology and Livelihood Education	Books on:						
	• Agriculture						
	• Architecture						
	• Automotive						
	• Carpentry / Woodworks						
	• Cookery						
	• Drafting						
	• Handicrafts						
	• Home Economics						
	• Machinery						

4.2.2. GENERAL COLLECTION (Subject Area Specific References)		Copyright 2012 – Present		Copyright 2011 – Earlier		TOTAL	
Broad Subjects	Scope	No. of Titles	No. of Copies	No. of Titles	No. of Copies	No. of Titles	No. of Copies
Technical Vocation/ Technology and Livelihood Education	• Metalcrafts						
	• Others						
Others	Please specify the subject area (You may add)						
TOTAL							

4.2.3. ADDITIONAL SUPPLEMENTARY READING MATERIALS		Copyright 2012 – Present		Copyright 2011 – Earlier		TOTAL	
		No. of Titles	No. of Copies	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		TOTAL NO. OF TITLES		Total Number of Titles
		Copyright 2012 – Present	Copyright 2011 – Earlier	
Digital File Collection	E – Book Collection (e-Pub, PDF, MS Word formats saved in DVD / Desktop, etc.)			
	CD/DVD Collection of movies, documentaries, etc.			
Braille Collection				
Microfilm Collection				
Others (Please specify)				
TOTAL				

4.2.5. PERIODICAL SUBSCRIPTION	Number of Titles Subscribed							
	Locally Published				Internationally Published			
	2022	2021	2020	2019	2022	2021	2020	2019
Journals								
Magazines								
Newspapers								
Tabloids								
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.

SCHOOL LIBRARY MEANS OF BOOK ACQUISITION	
Alumni	
DepEd (Central Office/Division/District Office)	
LGU	
MOOE	
NGO	
PTA	
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.

SOURCES OF SCHOOL LIBRARY BUDGET	
Alumni	
DepEd (Central Office/Division/District Office)	
LGU	
MOOE	
NGO	
No Budget	
PTA	
Others (Please specify)	

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. Check all that apply.

ICT Facilities	
Computer Set	
Document Camera	
DVD Player	
Internet Connection/Modem	
Photocopier	
Printer	
Printer with Scanner	
Projector	
Scanner	
Telephone	
Television	
Others (Please specify):	

Accomplished by:

Reviewed and Noted by:

Librarian/Personnel In - charge

Principal/School Head

Date Accomplished: _____

References:

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