DIVISION MEMORANDUM
No.__150__,s. 2017

To: All Public Elementary School Heads
      Public Secondary School Heads
      This Division

From: ALLAN G. FARNAZO, Ph.D. CESO IV.
      Regional Director, Concurrent SDS

Subject: SEARCH FOR BEST LEARNING RESOURCE CENTER/ SCHOOL LIBRARY

Date: May 17, 2017

1. Pursuant to the DepEd Order No. 6, s. 1998 and DepEd Order No. 56, s. 2011, each Elementary and Secondary School must have a functional Learning Resource Center / School Library.

2. Relative thereto a Division wide Search for Best Learning Resource / School Library this school year 2017-2018. The activity aims to verify and encourage the establishment of school learning resource center/ school library in every school.

3. To give enough time for each school, the final evaluation will be on November 13-17, 2017 and the awarding will be on December during the Division Teachers day celebration.

4. Attached are the criteria for the search.

5. For strict compliance and be guided accordingly..

Criteria for the Selection of Best School Learning Resource Center

I. **Organization, Management and Maintenance of Library Holdings (40%)**

1. LRC maintains written policies and procedural manuals.
2. Library is included in school development plan.
3. Team of children librarians are trained and help run the LRC.
4. Fiction books are assigned author numbers using Cutter's List of Author Numbers.
5. Non- fiction is classified according to the Dewey Decimal Classification System.
6. Book club or library club run on a regular basis.
7. Provisions are made for regular updating, general care and upkeep of library materials.
8. There is an accessible and adequate research system (updated catalogs, vertical files, etc.

II. **Collection (20%)**

1. The reading materials and references in print and non-print formats are easily accessible.
2. Provide bibliographic list of general book collection.
3. Recommends titles of books to support the needs of the students.
4. There is a separate library budget.
5. Library has a range of non-book resources.

III. **Services and Use (30%)**

1. School uses nearest library service.
2. LRC is accessible all day.
3. LRC is open before and after class hours.
4. LRC has internet access for children in the library.
5. Each class visits the LRC regularly for project work, research and there is a planned integrated programme of support for developing independent learning skills.
6. Classes visit regularly to choose books for recreational reading.
7. Reading for pleasure promoted in school.
8. Children can borrow books from the LRC.
9. There is evidence of productive use of the LRC materials by students and faculty.

IV. Physical Facilities (10%)

1. LRC is attractive and welcoming.
2. Shelving/Furniture is age appropriate.

3. Books are displayed attractively to promote reading.
4. The library provides an atmosphere conducive to reading and study.
5. LRC signs are clear and simple.
6. The library is well lighted and properly ventilated.
7. The furniture and facilities are functionally and aesthetically arranged.

CRITERIA FOR THE SELECTION OF BEST SCHOOL LEARNING RESOURCE CENTER

School	Documents Displayed (40%)	Quality of Displayed Items (20%)	Functionality (25%)	Physical Arrangement (15%)	Plus Factor (Max of 5)	Total	Rank
	Organizational Structure with picture – 2 %	Evaluated/Quality Assured LRs – 10%	LRMDS Journal – 6%	Balance	ICT equipment		
	School LR Plan – 3%	Proof of Evaluation - 10%	Record of evidence of Learning Portal usage – 4%	Harmony	Internet		
	Narrative Report – 3%		Record of evidence of SLRC usage – 5%	Labelling	Production equipment		
	Complete CGs – 7%		Report of the utilization of LRs in the classroom – 10%				
	Complete TGs – 7%						
	Complete LMs – 7%						
	Teacher-made LRs – 7%						
	Other IM's – 4% Special Programs, ALS, SPED, OHS, ALIVE, or Other Related IM's						

EVALUATORS: