



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



CN-2023-7-11-7085

REGIONAL MEMORANDUM

ORD-2023- 655

TO : SCHOOLS DIVISION SUPERINTENDENTS

FROM : WILFREDO E. CABRAL, CESO III
Regional Director

SUBJECT : REQUEST FOR INFORMATION RELATIVE TO THE SCHOOL LIBRARY PROFILING AND INPUTS ON THE DRAFT LIBRARY HUB HANDBOOK

DATE : July 12, 2023

1. This has reference to the attached Memorandum dated June 26, 2023, from Gina O. Gonong, Undersecretary for Curriculum and Instruction and Teaching Chair, re: **Request for Information Relative to the School Library Profiling and Inputs on the Draft Library Hub Handbook**, contents of which are self-explanatory, for information and appropriate action.
2. In relation to the item no. 1 on the additional data/information relative to the School Library Profiles, please refer to the link provided <https://tinyurl.com/T3Ver2>.
3. Please see attached ANNEXES for information and guidance.
4. Immediate dissemination of this Memorandum is desired.



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Republic of the Philippines

Department of Education


OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

MEMORANDUM

DM-CT-2023-183

TO : **REGIONAL DIRECTORS**
ASSISTANT REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS

ATTENTION : **CURRICULUM MANAGEMENT DIVISION CHIEFS**
CURRICULUM IMPLEMENTATION DIVISION CHIEFS
LEARNING RESOURCES SUPERVISORS
CONCERNED LIBRARIANS

FROM : 
GINA O. GONONG
Undersecretary for Curriculum and Teaching

SUBJECT : **REQUEST FOR INFORMATION RELATIVE TO THE SCHOOL LIBRARY PROFILING AND INPUTS ON THE DRAFT LIBRARY HUB HANDBOOK**

DATE : **June 26, 2023**

In reference to the memorandum DM-CT-2023-156 dated May 24, 2023 titled Consolidation of the School Library Profiling, the Bureau of Learning Resources (BLR) is requesting for the following:

1. Additional data/information relative to the School Library Profiles (deadline on or before October 15, 2023);
2. Proposed revised School Library Monitoring and Evaluation ((M & E) Tool (deadline on or before July 15, 2023); and
3. Inputs/comments on Chapters 4 & 5 of the Library Hub Handbook 2nd Edition (Deadline on or before August 15, 2023)

Additional data/information relative to the School Library Profiles

Relative to the comments and recommendations on the data presented during the *Consultative Conference on Library Concerns* conducted on June 15, 2023, the following details are further requested by BLR:

1. Percentage (equivalent of the score) garnered in each component of the School Library Functionality such as *Space and Location, Services, Administration and Human Resource, Collection Management, Acquisition, and Facilities*. These data shall be used to identify which components of the school library need to be improved; and
2. Each school's nearest Library Hub within the Schools Division Office and the distance (in kilometer) of the school from the nearest Library Hub. This input

will be used as a reference to identify the strategic location where to possible establish a library hub. This detail need not be submitted yet but must be kept as the need arises.

In relation to the School Library Profiling, the following forms are requested to be filled out:

- a. Tables 3 to 4-A. Regional Summary of the Number of Schools (Stand-Alone and Integrated Schools) **with Individual Library** According to Library Functionality Status per Component;
- b. Table 3-4-B. Regional Summary of the Number of Schools (Integrated Schools) **with Integrated Library** According to Library Functionality Status per Component; and
- c. Table 5. List of Schools (previously, Table 3)

It is also requested that the *Regional Summary of Stand-Alone Schools Library Profiles* and *Regional Summary of Integrated Schools Library Profiles* which were annexed to Memorandum DM-CT-2023-156 "*Consolidation of the School Library Profiling*" be updated.

Kindly note that the operational definition of an integrated school for this purpose is **a school which has combined programs/levels of either elementary, junior, or senior high schools**. Each level may have an individual school ID number but bears the same name of the school and are located in one campus.

Inputs/Comments on the Chapters 4 and 5 of the Library Hub Handbook 2nd Edition

Attached are the following chapters of the draft Library Hub Handbook 2nd Edition (Annex 2) for comments and recommendations using the template provided in Annex 2.1:

3. Chapter 4: Management Teams of the Library Hub;
4. Chapter 5: Organization of Learning Resources

For submission of the requested data/information, questions and clarifications, kindly contact **Mr. Marlon G. Ompoc**, Librarian II of the BLR-Quality Assurance Division through marlon.ompoc@deped.gov.ph copy furnished blr.lrqad@deped.gov.ph or telephone numbers (02) 8631-9294 or (02) 8634-1054.

Attached: as stated

Copy furnished:

ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations