



Republic of the Philippines
Department of Education
Region II – Cagayan Valley
Schools Division of Nueva Vizcaya

14 October 2024

DIVISION MEMORANDUM

No. 449, s. 2024

**ACTIVITIES, MECHANICS, AND GUIDELINES FOR THE CONDUCT OF
THE 3RD DIVISION LEARNING RESOURCE (LR) FESTIVAL CUM 2024
LR SCOPING, AWARDING CEREMONIES FOR THE GAWAD TEODORA
ALONSO, GAWAD AKLATAN, LIBRARY AND INFORMATION SERVICES
MONTH (LIS), NATIONAL BOOK WEEK (NBW), AND LET'S READ
PM WINNERS**

TO: Assistant Schools Division Superintendent
Curriculum Implementation Division Chief
School Governance and Operations Division Chief
Education Program Supervisors
Public Schools District Supervisors/Districts-in-Charge
Public and Private School Heads/ Principals
All others concerned

1. This Schools Division Office, through the Curriculum Implementation Division – Learning Resource Management Section (CID-LRMS), releases the official activities, mechanics, and guidelines for the conduct of the **3rd Division Learning Resource (LR) Festival cum 2024 LR Scoping, Awarding Ceremonies for the Gawad Teodora Alonso, Gawad Aklatan, Library and Information Services (LIS) Month, National Book Week (NBW), and LET'S READ PM winners.**
2. The DSOW shall be held on October 28, 2024 (1:00 PM) at the SDO LRMD, Bayombong, Nueva Vizcaya. (*Refer to Enclosure 03 for the list of attendees*).
3. The validation of libraries shall be conducted on November 04-06, 2024. The CID Chief Education Supervisor, Education Program Supervisors, and LRMS personnel shall compose the Validation Teams. (*Please refer to Enclosure 02 for the evaluation criteria, schedule of validation, validation teams, and list of libraries to be validated per team*).
4. Activities for the National LIS Month and National Book Week include:

| Activities | Date | Venue |
|---|--|--------|
| a. Book-face Photo Contest (for Junior High School learners) | Online Submission: October 31, 2024 (12:00 MN) | Online |
| b. Book-face Photo Contest | | LRMDC |



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| | | |
|---|--|---------------------------|
| (for Senior High School learners) | Judging: November 07, 2024 | |
| c. Piling Magbasa, Piliin ang Pilipinas' Advocacy Video Contest (for Grade 9 and 10) | | |
| d. Book Trailer Contest "Showcasing your Favorite Reads" (for Grade 7 and 8) | | |
| e. Pinoy Book Character Parade (for Grade 5 or Grade 6 learners) | Online Registration: October 31, 2024 Contest Proper: November 08, 2024 (8:00-11:30 AM) | SDO Conference Hall |
| f. Reading-in-Tandem Contest (for Senior High School Teacher/ Learners) | Online Registration: October 31, 2024 Contest Proper: November 08, 2024 (1:30-4:30 PM) | SDO Conference Hall |
| g. Simultaneous Storytelling | November 22, 2024 | Library Hubs |
| h. LR Scoping for Libraries/ Bookfair | November 25, 2024 | SDO Conference Hall |
| i. LR Exhibit | Setting-up of exhibits: November 24, 2024 (PM) Exhibit Proper: November 25-26, 2024 | SDO Conference Hall |
| Awarding Ceremonies | November 26, 2024 (8:30 AM) | SDO Conference Hall |

5. Specific mechanics and guidelines for the 3rd Division LR Festival activities are enclosed herewith. (*Refer to Enclosure No. 01*).
6. LIS Month and NBW winners are advised to wear school uniforms during the awarding ceremonies while the GTA, Gawad Aklatan, and LET'S READ PM winners are advised to wear Filipiniana attire.
7. Travelling and incidental expenses of the participants shall be charged to the school and/ or local funds while the technical working group's



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charged to the 2024 PSEF and other local funds subject to the usual accounting and auditing rules and regulations.

8. Immediate dissemination of this memorandum is desired.

ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent

Encl.: As Stated

References: Division Memorandum No. 249, s.2024
Regional Memorandum No. 341, s. 2023

To be included in the perpetual index
Under the following subjects:

CONTESTS
GAWAD AKLATAN
GAWAD TEODORA ALONSO
LEARNING RESOURCE FESTIVAL
LIBRARY AND INFORMATION SERVICES MONTH
NATIONAL BOOK WEEK



CID/LRMS/beg/ccc



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A. Mechanics, Guidelines, and Criteria for the Book-Face Photo Contest

This contest aims to showcase the creativity of Filipino learners using books and other types of learning resources as artistic objects, foster the love for reading, and promote the School Library and Library Hub collections.

1. There shall be two categories for this contest.
2. This is open to all public and private Junior HS and Senior HS learners of SDO Nueva Vizcaya.
3. Individual or group entries will be accepted. Only one entry will be accepted per category (Junior High School and Senior High School).
4. Contestants will pick books or other types of learning resources that have a human face, object, and/ or any part of the body in its cover.
5. Contestants will take a photo using the book cover to augment any part of his/ her/ their body/ies or face/s or use the objects of the cover.
6. Entries shall be uploaded through: https://bit.ly/BookFacePhotoContest_LISM2024 until **October 31, 2024**.
7. Book face entries shall be posted on the SDO LRMS Facebook page on November 4, 2024.
8. Contestant/s and/ or parents/ guardians are encouraged to tag, share, and mention friends or followers to garner votes.
9. Entries with the MOST NUMBER of HEART reactions shall be awarded as Netizen's Choice.
10. TOP THREE entries per category shall be selected by a panel of judges on November 07, 2024, using the following criteria:

| Criteria | Percentage |
|--------------------------|------------|
| Originality | 30 % |
| Social Media Interaction | 20 % |
| Creativity | 50 % |
| TOTAL | 100 % |

11. The TOP THREE winners per category shall be awarded on November 26, 2024, during the 2024 Gawad Aklatan cum LIS Month Culminating Activity at the SDO Conference Hall, Bayombong, Nueva Vizcaya.
12. Prizes of the winners include:
 - a. Champion – 1500.00 + customized medal + certificate of recognition
 - b. 1st Runner-up – 1000.00 + customized medal + certificate of recognition
 - c. 2nd Runner-up - 500.00 + customized medal + certificate of recognition



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B. Mechanics, Guidelines, and Criteria for the Pinoy Book Character Contest

The purpose of this contest is to provide an opportunity for the learners to promote the excitement and love for reading. This is a fun way to educate the public that reading is a worthwhile and enjoyable way to spend their free time. The contest showcases the characters from the Filipino children's storybooks found in the school libraries or library hubs.

1. This is open to all Grade 5 or Grade 6 public and private school learners of SDO Nueva Vizcaya.
2. Each District shall send one (1) learner and one (1) coach as their district representative to the Division Level. Districts may conduct an elimination round on their level in compliance with DepEd Order Nos. 003 & 008 s. 2024.
3. Character represented may come from Filipino book or books authored by Filipino writers (comic books, novels, fiction books, storybooks, etc.)
4. Props should not include sharp objects, pyro dynamics (e.g.: fireworks), and costumes should not be revealing.
5. Contestants must prepare a short introduction, not longer than one (1) minute, that includes the name of their character, the book they are from, and an iconic line of their character—given that it does not include vulgar words.
6. The character's introduction may utilize either English or Filipino as a medium.
7. The adviser/coach must accomplish the online registration form thru: https://bit.ly/PinoyBookCharacterContest_LISM2024 on or before **October 31, 2024 (Friday)**.
8. The contestant's number will be based on draw lots before the start of the contest.
9. Punctuality is a must. Assembly time will be at 8:30AM at the SDO Conference Hall, Bayombong, Nueva Vizcaya, on November 08, 2024.
10. Any non-compliance with the preceding rules will result in disqualification.
11. The decision of the panel of judges is FINAL AND IRREVOCABLE.
12. TOP THREE entries shall be selected by a panel of judges using the following criteria:

| Criteria | Percentage |
|--|------------|
| Creativity and artistic impression (resourcefulness and overall aesthetic of costume and makeup) | 50 % |
| Delivery of Character Introduction (facial expression and projection) | 30 % |
| Audience Impact (during the parade and the presentation) | 20 % |
| TOTAL | 100% |

13. The **TOP THREE** winners shall be awarded on November 26, 2024, during the 2024 Gawad Aklatan cum LIS Month Culminating Activity at the SDO Conference Hall, Bayombong, Nueva Vizcaya.

13. Prizes of the winners include:

- a. Champion – 1500.00 + customized medal + certificate of recognition
- b. 1st Runner-up – 1000.00 + customized medal + certificate of recognition
- c. 2nd Runner-up- 500.00 + customized medal + certificate of recognition



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C. Mechanics, Guidelines, and Criteria for the *Piliing Magbasa, Piliin ang Pilipinas* Advocacy Video Contest

The theme of the contest is “Piliing Magbasa, Piliin ang Pilipinas,” which encourages participants to create advocacy videos that promote love of reading and the appreciation of Filipino culture, history, and identity.

1. The contest is open to all Junior High School, particularly **Grade 9-10** from private and public schools in the division.
2. There shall be one contestant from each district.
3. Videos should be a maximum of 3 minutes long. The video can be created in any film-making technique including live-action, animation, or mixed media. Output should be in **MP4 format** with a resolution of at least **1080p**, to be submitted to the LRMS email address (sdnvlrms@deped.gov.ph) until **October 31, 2024** (12:00 MN).
4. Videos can be in any Filipino language or dialect, but non-Filipino languages should have a Filipino subtitle.
5. The video must not contain inappropriate content, including but not limited to explicit language, violent or graphic images, or offensive music. All content must be appropriate for a general audience.
6. The **official music background** to be used will be the ‘**Piliin Mo ang Pilipinas**’ by **Angeline Quinto**.
7. The criteria for judging will be as follows:

| Criteria | Description | Percentage |
|----------------------------|--|------------|
| Adherence to Theme | <ul style="list-style-type: none">• How well does the video align with the theme of the contest?• Does it effectively communicate the message, “If you choose to read, you choose the Philippines?” | 40% |
| Creativity and Originality | <ul style="list-style-type: none">• How unique and inventive is the video?• Does it showcase a fresh perspective on the importance of reading in Filipino culture? | 30% |
| Quality Production | <ul style="list-style-type: none">• Consider the technical aspects of the video, including the quality of visuals, sound, editing, and overall presentation. | 20% |
| Overall Impact | <ul style="list-style-type: none">• What is the video’s overall effect on the viewer?• Does it leave lasting impression and inspire a love for reading and Filipino culture? | 10% |

8. The **TOP THREE** winners shall be awarded on November 26, 2024, during the 2024 Gawad Aklatan cum LIS Month Culminating Activity at the SDO Conference Hall, Bayombong, Nueva Vizcaya
9. The winners will receive the following prizes.
 - a. Champion – 1500.00 + customized medal + certificate of recognition
 - b. 1st Runner-up – 1000.00 + customized medal + certificate of recognition
 - c. 2nd Runner-up- 500.00 + customized medal + certificate of recognition



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D. Mechanics, Guidelines, and Criteria for the Book Trailer Contest “Showcasing your Best Reads”

The competition aims to create engaging and creative book trailers that capture the essence, themes and excitement of a book. The goal is to encourage reading, promote literary works and enhance the appreciation of books among various audiences. Participants can create trailers for any book of their choice, preferably a published work that has inspired them.

Mechanics and Criteria

1. The contest is open to all Junior High Schools particularly Grade 7-8 from private and public schools in the Region.
2. There shall be one contestant from each SDO.
3. Videos should be maximum of 3 minutes long. The video content can be created in any film-making technique including live-action, animation, or mixed media. Outputs should be in MP4 format with a resolution of at least 1080p, to be submitted to the LRMS email address (sdnvlrms@deped.gov.ph) until **October 31, 2024** (12:00 MN).
4. Videos can be in any Filipino language or dialect, but non-Filipino languages should have Filipino subtitles.
5. The trailer must provide an overview or highlight the key elements of the book, such as its plot, themes, characters, or atmosphere, without giving away spoilers.
6. Participants must use royalty-free music, images, and other media or provide proof of permission for copyrighted material. The trailer should respect the intellectual property of the book’s author and publisher.
7. The criteria for judging will be as follows:

| Criteria | Description | Percentage |
|----------------------------|---|------------|
| Creativity and Originality | <ul style="list-style-type: none">• How unique and inventive is the trailer?• Does it showcase the participant’s creativity in a fresh and engaging way? | 40% |
| Relevance to the Book | <ul style="list-style-type: none">• How well does the trailer represent the book?• Are the key elements like the plot, character, and themes effectively communicated? | 30% |
| Quality Production | <ul style="list-style-type: none">• How well Is the trailer produced?• Consider the quality of visuals, sound, and overall presentation. | 20% |
| Overall Impact | <ul style="list-style-type: none">• What is the trailer’s overall effect on the viewer?• Does it make them excited for their efforts and contributions. | 10% |

8. The **TOP THREE** winners shall be awarded on November 26, 2024, during the 2024 Gawad Aklatan cum LIS Month Culminating Activity at the SDO Conference Hall, Bayombong, Nueva Vizcaya
9. The winners will receive the following prizes.
 - a. Champion – 1500.00 + customized medal + certificate of recognition
 - b. 1st Runner-up – 1000.00 + customized medal + certificate of recognition
 - c. 2nd Runner-up - 500.00 + customized medal + certificate of recognition



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The Reading-in-Tandem Contest is a creative and collaborative competition that pairs teachers and students from Grade 11-12 to deliver captivating stories in multiple languages. This contest aims to promote storytelling skills, creativity, linguistic diversity, and local language.

1. The contest is open to all Grade 11-12 private and public schools in SDO Nueva Vizcaya
2. Participants shall consist of one (1) teacher and one (1) learner from Grade 11 or 12. The coach must accomplish the online registration form thru: **https://bit.ly/ReadinginTandemContest_LISM2024** until October 31, 2024 (Friday)
3. Only the books published by Let's Read Asia (**www.letsreadasia.org**) shall be used by the participants.
4. The story will be read either in English or Filipino by one of them, after which the other member of the team will relay it with their local language of their choice.
5. The participants are allowed to do revisions on the story; however, the main thought must remain to comply with the time limit.
6. The participants are allowed to use props and costumes.
7. A specific time limit (e.g., 5-8 minutes) will be set for each participant during the contest proper on November 08, 2024 (1:30 PM) at the DepEd SDO Conference Hall, Bayombong, Nueva Vizcaya.
8. The criteria for judging will be as follows:

| Criteria | Percentage |
|--|------------|
| Action (animated, appealing to the audience) | 20 % |
| Voice Projection | 20 % |
| Interactions | 20 % |
| Face Projections | 15 % |
| Translation | 15 % |
| Audience Impact | 10 % |
| TOTAL | 100 % |

9. The **TOP THREE** winners shall be awarded on November 26, 2024, during the 2024 Gawad Aklatan cum LIS Month Culminating Activity at the DepEd SDO Conference Hall, Bayombong, Nueva Vizcaya.
10. The division winners will receive the following prizes:
Champion – 1500.00 + customized medals + certificate of recognition
1st Runner-up – 1000.00 + customized medals + certificate of recognition
2nd Runner-up - 500.00 + customized medals + certificate of recognition



F. Mechanics and Guidelines for the Learning Resource (LR) Exhibit



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1. Each District shall put-up an LR exhibit showcasing the school/ district developed learning resources, innovations, best practices, and projects including the operations and services of functional and fully functional libraries within each district.
2. A dedicated place with an equal area per District shall be allotted at the SDO Conference Hall and Lobby on November 24, 2024, ready for the LR Exhibit on November 25-26, 2024.
3. A (2ft x 5ft) tarpaulin with standee shall be used by all the functional and fully functional libraries, validated by the Curriculum Implementation Division (CID), to showcase their library services, operations, and best practices.
4. Regional LR Personnel will select the booths to be awarded as:
 - a. Most Inclusive Learning Resource Exhibit
 - b. Most Creative Learning Resource Exhibit
 - c. Most Innovative Learning Resource Exhibit
 - d. Champion – Best Learning Resource Exhibit
 - e. 1st Runner-up - Learning Resource Exhibit
 - f. 2nd Runner-up - Learning Resource Exhibit
 - g. 3rd Runner-up - Learning Resource Exhibit
 - h. 4th Runner-up - Learning Resource Exhibit

G. Scoping of Supplementary Learning Resources (SLRs) for School Libraries and Library Hubs

1. The school librarians, librarians-in-charge/ library coordinators, and hub librarians of the validated schools with libraries shall attend the one-day scoping of SLRs at SDO Conference Hall, on November 25, 2024. *Please refer to enclosure 2 of this memorandum.*
2. An orientation on *how to use the scoping tools and how to accomplish the Pre-Priority List of SLRs* shall be conducted first before the scoping activity.
3. There shall be selected publishers to be invited to exhibit their available SLRs for libraries.
4. The participants are advised to bring any available measuring tool (tape measure, ruler, etc.), laptop, and other writing materials.
5. The scoping tools can be accessed thru: <https://bit.ly/ScopingToolsSLRs>
6. Each participant must submit the accomplished scoping tools and pre-priority list before the end of the activity.

H. Awarding of LET'S READ PM Implementers

1. The Curriculum Implementation Division (CID) lauds the notable accomplishments of the LET'S READ PM implementing schools.
2. This activity will recognize the Top Five (5) best implementing schools during the 3rd Division LR Festival at SDO Conference Hall, Bayombong, Nueva Vizcaya, on November 26, 2024 (8:00AM).
3. The winners shall be announced through a separate memorandum.

I. Simultaneous Storytelling Sessions

1. The Hub Librarians of the four (4) Library Hubs of SDO Nueva Vizcaya shall conduct simultaneous storytelling sessions on November 22, 2024, as part of the Library and Information Services (LIS) Month and National Book Week celebrations.

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2. The school head/ district head may invite local stakeholders to serve as storytellers during the activity and recognize their significant contributions for the effective operations and services of the library hubs.
3. Newly procured SLRs (storybooks/ big books) must be utilized to promote the newly acquired library hub collection.
4. Hub librarians are advised to submit documentation of their activity (with photo documentation and narrative) to the Curriculum Implementation Division- Learning Resource Management Section (CID-LRMS) on November 29, 2024.

J. Digital Poster Making Contest

Mechanics and Criteria

1. The contest is open to all students currently enrolled in Senior High School and undergraduate degree programs at public and private colleges and universities in the division.
2. Each District must select a representative to join the contest.
3. The Digital Poster should visually interpret and creatively express the **90th National Book Week 2024** theme: "**Magbasa, Mangarap, Magdiwang.**"
4. The poster must be in **A3 size (11.7" x 16.5 in") (300 dpi)** in a portrait saved in a **jpeg format**.
5. Districts shall submit their entries to the LRMS email: **sdonvlrms@deped.gov.ph**, with a separate sheet indicating the name of the contestant, year level, and the name of the school, until October 31, 2024 (12:00 MN).
6. The artist/ contestant will be accountable for any issues that may arise regarding the originality and authenticity of the design. Submitted outputs known copied/ patent from other sources shall automatically be disqualified.
7. Criteria for Judging:

| Criteria | Percentage |
|----------------------------|------------|
| Creativity and Originality | 40% |
| Relevance to the Theme | 30% |
| Visual Impact and Design | 20% |
| Technical Quality | 10% |
| Total | 100 |

8. The **TOP THREE** winners shall be awarded on November 26, 2024, during the 2024 Gawad Aklatan cum LIS Month Culminating Activity at the DepEd SDO Conference Hall, Bayombong, Nueva Vizcaya.
9. The division winners will receive the following prizes:
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Enclosure No. 02 (Division Memorandum No. 449, s.2024)

Republic of the Philippines
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Schools Division of Nueva Vizcaya

VALIDATION TEAM AND SCHEDULE OF VALIDATION OF SCHOOL LIBRARIES AND LIBRARY HUBS

| TEAM A | | TEAM B | | TEAM C | | TEAM D | |
|---|--|--|--|---|--|--|--|
| Overall Team Lead: Maricel S. Franco PhD, CESE, Chief ES | | | | | | | |
| Team Lead: Nimfa Norie A. Aquino Wilhelmina C. Castro Macrino A. Raymundo | | Team Lead: Bermelita E. Guillermo Ronnie B. Bibas Maria Victoria A. Padro | | Team Lead: Orlando D. Vicente Ma. Concepcion D. Absalon Chester C. Cortez | | Team Lead: Roger S. Sebastian Dindo John H. Moreno Hilda D. Aragon | |
| November 04, 2024 | | November 04, 2024 | | November 04, 2024 | | November 04, 2024 | |
| Buliwao ES - C Quezon NHS - E Darubba ES - C Maddiangat ES - C Runruno NHS - F Dippog NHS - F Baresbes ES - A | | Lamo NHS - E Dupax del Norte NHS - F Binnuangan ES - C Munguia NHS - F Carolotan NHS - F Dupax del Sur NHS - F Bambang NHS - F | | Ernesto Lapan Pale ES - C Bintawan South ES - D Villaverde CS - D Bintawan NHS - E Bagabag NHS - F Tuao HS - F BA Bugayong ES - C Bagabag CS - D | | Bayombong CS SPED Center - D Bayombong South ES - D Busilac ES - C NVGCHS - E La Torre ES - C Solano HS - F Uddiawan NHS - E Bascaran NHS | |
| November 05, 2024 | | November 05, 2024 | | November 05, 2024 | | November 05, 2024 | |
| V. Coloma Resettlement ES - C Amballo Resettlement ES - C Murong NHS - F Diadi NHS - E | | Martinez Cuyangan NHS - F Kayapa HS - F Kayapa CS - A | | Kasibu CS - C Kongkong ES - C Eastern NV NHS - F Kasibu NAS - F Kongkong Valley NHS - F Kakiduguen NHS - F | | Nansiakan NHS - E San Fernando IS - B | |
| November 06, 2024 | | November 06, 2024 | | November 06, 2024 | | November 06, 2024 | |
| Alfonso Castañeda NHS - E | | Santa Fe NHS - F Aritao HS - F Aritao CS - A | | Napo-Tuyak NHS - F | | Paima NHS - F Ambaguio HS - F Solano East CS - A | |
| Legend: | | | | | | | |
| A-Library Hubs | | B-Integrated School | | C-Elementary – Small/ Medium | | D-Elementary – Large, Very Large, Mega | |
| E-Secondary – Managed by a Professional Librarian | | | | F-Secondary – Managed by a Library Coordinator/ Librarian-in-Charge | | | |

**EVALUATION CRITERIA FOR THE MOST FUNCTIONAL SCHOOL LIBRARY
(MANAGED BY A LIBRARY COORDINATOR OR LIBRARIAN-IN-CHARGE)**

| No. | Indicators/Criteria | Perfect Score | Scores Earned |
|-----|---|---|---------------|
| 1. | SPACE AND LOCATION | 20% | |
| | The library can accommodate 10% of the total student population | <ul style="list-style-type: none"> • (10 points). The library accommodates 10% or more of the total student population. • (8 points). The library accommodates 7-9% of the total student population. • (6 points). The library accommodates 4-6% of the total student population. • (4 point). The library accommodates 1-3% of the total student population. • (2 point). The library accommodates less than 1% of the total student population. | |
| | The library is easily accessible from any point in the campus and is safe from flooding. | <ul style="list-style-type: none"> • (10 points). The school library <i>is easily</i> accessible from any point in the campus and is safe from flooding. • (6 points). The school library <i>is not easily</i> accessible from any point in the campus but is safe from flooding. • (4 point). The school library <i>is easily</i> accessible from any point in the campus and is not safe from flooding. | |
| 2. | LIBRARY SERVICES | 20% | |
| | The school library operates from the start of the earliest class period <i>with no noon break and extends</i> until the last class period | <ul style="list-style-type: none"> • (6 points) The library operates from the start of the earliest class period <i>with no noon break and extends after</i> the last period of classes. • (5 points) The library operates from the start of the earliest class <i>with noon break and extends after</i> the last period of classes. • (4 points) The library operates from the start of the earliest class period <i>with no noon break, but it closes at the end of the last class period.</i> • (3 points) The library operates from the start of the earliest class period <i>with noon break, but it closes at the end of the last class period.</i> • (2 points) The library operates daily <i>but has no fixed operating schedule.</i> | |
| | Updates the bulletin/information board to promote library and information services (current awareness). | <ul style="list-style-type: none"> • (3 points) The library has an updated bulletin board with photo documentation and transparency board. • (2 points) The library has a bulletin board but outdated. • (1 point) The library has no bulletin board. | |
| | Conducts orientation on the use of the library and its services for students and teachers. | <ul style="list-style-type: none"> • (3 points) The school librarian conducted a library orientation activity with MOVs. • (2 points) The school librarian conducted a library orientation activity without MOVs. • (1 point) The school librarian did not conduct a library orientation activity | |
| | Conducts regular activities that promote library and information services. | <ul style="list-style-type: none"> • (3 points) The school librarian conducted regular activities that promote library and information services with MOVs. • (2 points) The school librarian conducted regular activities that promote library and information services without MOVs. | |

| | | | |
|-----------|--|---|--|
| | | <ul style="list-style-type: none"> • (1 point) The school librarian did not conduct regular activities that promote library and information services | |
| | Conducts classroom visits to promote library and information services. | <ul style="list-style-type: none"> • (3 points) The school librarian conducted classroom visits to promote library and information services with MOVs. • (2 points) The school librarian conducted classroom visits to promote library and information services without MOVs. • (1 point) The school librarian did not conduct classroom visits to promote library and information services | |
| | Uses social media to promote library and information services. | <ul style="list-style-type: none"> • 2 points) The school librarian utilizes social media to promote library and information services MOVs. • (1 point) The school librarian does not utilize social media to promote library and information services | |
| 3. | ADMINISTRATION AND HUMAN RESOURCES | 20% | |
| | The school library is managed and supervised by a professional librarian and assisted by a library staff or library club officers (during vacant periods). | <ul style="list-style-type: none"> • (10 points) All the provisions are evident. • (5 points) Not all the provisions are evident | |
| | Maintains inventory of learning resources, utilization reports, record/accession books, and other documents related to the library. | <ul style="list-style-type: none"> • (10 points) All the provisions are evident • (5 point) Not all the provisions are evident | |
| 4. | COLLECTION MANAGEMENT | 20% | |
| | Library resources are properly accessioned and coded as they are added to the library collection. | <ul style="list-style-type: none"> • (5 points) All the provisions are evident • (3 points) Not all the provisions are evident | |
| | Library resources are properly classified. The collections are properly organized according to type of learning resource and/ or learning area, which makes it easier for users to find and retrieve material. | <ul style="list-style-type: none"> • (10 points) All the provisions are evident • (5 points) Not all the provisions are evident | |
| | Library resources are properly labeled for | <ul style="list-style-type: none"> • (5 points) Evident • (3 points) Not evident | |

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| | easy access and organization | | |
| 5. | LINKAGES | 20% | |
| | The library establishes linkages both internal and external donors/ stakeholders to intensify its collection and services, and to improve the facilities. | <ul style="list-style-type: none">• (20 points) Evident for both internal and external stakeholders with MOVs• (10 points) Evident for either internal or external stakeholders with MOVs• (5 points) Not evident | |
| TOTAL | | 100% | |

Name of School: _____ District: _____

EVALUATORS:

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Name of Evaluator
Date: _____

Signature over Printed
Name of Evaluator
Date: _____

Signature over Printed
Name of Evaluator
Date: _____

CONFORME:

Signature over Printed Name of School Head
Date: _____

Signature over Printed Name of School Library Coordinator/
Librarian-in-Charge
Date: _____



**EVALUATION CRITERIA FOR THE MOST FUNCTIONAL SCHOOL LIBRARY
(MANAGED BY A PROFESSIONAL LIBRARIAN)**

| No. | Indicators/Criteria | Perfect Score | Scores Earned |
|-----|---|---|---------------|
| 1. | SPACE AND LOCATION | 20% | |
| | The library can accommodate 10% of the total student population | <ul style="list-style-type: none"> • (10 points). The library accommodates 10% or more of the total student population. • (8 points). The library accommodates 7-9% of the total student population. • (6 points). The library accommodates 4-6% of the total student population. • (4 point). The library accommodates 1-3% of the total student population. • (2 point). The library accommodates less than 1% of the total student population. | |
| | The library is easily accessible from any point in the campus and is safe from flooding. | <ul style="list-style-type: none"> • (10 points). The school library <i>is easily</i> accessible from any point in the campus and is safe from flooding. • (6 points). The school library <i>is not easily</i> accessible from any point in the campus but is safe from flooding. • (4 point). The school library <i>is easily</i> accessible from any point in the campus and is not safe from flooding. | |
| 2. | LIBRARY SERVICES | 20% | |
| | The school library operates from the start of the earliest class period <i>with no noon break and extends</i> until the last class period | <ul style="list-style-type: none"> • (6 points) The library operates from the start of the earliest class period <i>with no noon break and extends after</i> the last period of classes. • (5 points) The library operates from the start of the earliest class <i>with noon break and extends after</i> the last period of classes. • (4 points) The library operates from the start of the earliest class period <i>with no noon break, but it closes at the end of the last class period</i>. • (3 points) The library operates from the start of the earliest class period <i>with noon break, but it closes at the end of the last class period</i>. • (2 points) The library operates daily <i>but has no fixed operating schedule</i>. | |
| | Updates the bulletin/information board to promote library and information services (current awareness). | <ul style="list-style-type: none"> • (3 points) The library has an updated bulletin board with photo documentation and transparency board. • (2 points) The library has a bulletin board but is outdated. • (1 point) The library has no bulletin board. | |
| | Conducts orientation on the use of the library and its services for students and teachers. | <ul style="list-style-type: none"> • (3 points) The school librarian conducted a library orientation activity with MOVs. • (2 points) The school librarian conducted a library orientation activity without MOVs. • (1 point) The school librarian did not conduct a library orientation activity | |
| | Conducts regular activities that promote library and information services. | <ul style="list-style-type: none"> • (3 points) The school librarian conducted regular activities that promote library and information services with MOVs. • (2 points) The school librarian conducted regular activities that promote library and information services without MOVs. | |

| | | | |
|-----------|--|---|--|
| | | <ul style="list-style-type: none"> • (1 point) The school librarian did not conduct regular activities that promote library and information services | |
| | Conducts classroom visits to promote library and information services. | <ul style="list-style-type: none"> • (3 points) The school librarian conducted classroom visits to promote library and information services with MOVs. • (2 points) The school librarian conducted classroom visits to promote library and information services without MOVs. • (1 point) The school librarian did not conduct classroom visits to promote library and information services | |
| | Uses social media to promote library and information services. | <ul style="list-style-type: none"> • 2 points) The school librarian utilizes social media to promote library and information services MOVs. • (1 point) The school librarian does not utilize social media to promote library and information services | |
| 3. | ADMINISTRATION AND HUMAN RESOURCES | 20% | |
| | The school library is managed and supervised by a professional librarian and assisted by a library staff or library club officers (during vacant periods). | <ul style="list-style-type: none"> • (10 points) All the provisions are evident. • (5 points) Not all the provisions are evident | |
| | Maintains inventory of learning resources, utilization reports, record/accession books, and other documents related to the library. | <ul style="list-style-type: none"> • (10 points) All the provisions are evident • (5 points) Not all the provisions are evident | |
| 4. | COLLECTION MANAGEMENT | 20% | |
| | Library resources are properly accessioned and have a unique number as they are added to the library collection. | <ul style="list-style-type: none"> • (5 points) All the provisions are evident • (3 points) Not all the provisions are evident | |
| | Library resources are properly cataloged. Each item in the collection has been systematically recorded and described according to established standards and practices. | <ul style="list-style-type: none"> • (5 points) All the provisions are evident • (3 points) Not all the provisions are evident | |
| | Library resources are properly classified. The | <ul style="list-style-type: none"> • (5 points) All the provisions are evident • (3 points) Not all the provisions are evident | |

| | | | |
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| | collections are properly organized according to a systematic classification scheme, which makes it easier for users to find and retrieve material. | | |
| | Library resources are properly labeled for easy access and organization | <ul style="list-style-type: none"> • (5 points) Evident • (3 points) Not evident | |
| 5. | Linkages | 20% | |
| | The library establishes linkages both internal and external donors/stakeholders to intensify its collection and services, and to improve the facilities. | <ul style="list-style-type: none"> • (20 points) Evident for both internal and external stakeholders with MOVs • (10 points) Evident for either internal or external stakeholders with MOVs • (5 points) Not evident | |
| TOTAL | | 100% | |

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Date: _____

CONFORME:

Signature over Printed Name of School Head
Date: _____

Signature over Printed Name of School Librarian
Date: _____



EVALUATION CRITERIA FOR THE MOST FUNCTIONAL LIBRARY HUB

| No. | Indicators/Criteria | Perfect Score | Scores Earned |
|-----|--|--|---------------|
| 1. | COMPETENCY OF THE LIBRARY HUB STAFF | 20% | |
| | Attendance in a training program to improve technical skills | 3-National/ International 2-Regional 1-Division | |
| | Planning and forming doable action plans | 2-with signed action plans 1-unsigned action plan | |
| | Implementing action plans | 2-signed action plan with MOVs 1-signed action plan without MOVs | |
| | Rendering varied types of Hub Services | 3 - more than 5 services 2 - 3 to 4 services 1 - 1 to 2 services) | |
| | Applying learning gained from training/s | 1 - with MOVs 0 - no MOVs | |
| | Demonstrating efficient time management | 1 - 100% attendance 0.5 - with tardiness | |
| | Promoting patronage of the hub | 1 - with MOVs 0.5 - no MOVs | |
| | Promoting a pervasive reading culture | 3 - with library hub project (with MOVs) 2 - with library hub project (without MOVs) 0 - no library hub project | |
| | Maintaining the hub resources | 1 - all hub resources are cataloged and with updated accession list 0.5 - not all hub resources are cataloged with outdated accession list 0 - no accession list | |
| | Maintaining the physical upkeep of the hub | 1 - hub resources are properly shelved and/ or stored in bins 0.5 - some hub resources are not properly shelved and/ or not stored in bins | |
| | Conducting surveys of the book utilization/preference | 1 - conducted survey or needs analysis 0 - no survey / analysis conducted | |
| | Motivating clientele on maximizing the use of the reading | 1 - gives relevant award to clients | |

| | | | |
|-----------|---|--|--|
| | | 0 – no recognition or awarding of clients conducted | |
| 2. | ACQUISITION AND UTILIZATION OF BOOKS | 20% | |
| | <ol style="list-style-type: none"> Acquisition <ul style="list-style-type: none"> Donation (at least 100 copies a year) Grants (at least 10, 000 copies) Book shower (at least 100 copies) Purchased (national/local government funds) | 10 - met all the indicators 6 - met 3 indicators 4 - met 3 indicators | |
| | <ol style="list-style-type: none"> Maintenance <ul style="list-style-type: none"> Report the number of books acquired from various means Reported number of damaged/missing books delivery Reported damaged books due to fortuitous event Books accessioned Books cataloged and classified Books stored in bins Lost books recovered Repaired damaged books covers Repaired books with torn pages Books lost and replaced | 10 - met all the indicators 6 - met 6 to 8 indicators 4 - met 3 to 5 indicators 2 - met 1 to 2 indicators | |
| 3. | MAINTENANCE OF THE HUB RESOURCES | 20% | |
| | <ol style="list-style-type: none"> Books (Local) <ul style="list-style-type: none"> Big books Small books Other supplementary reading materials | 3 - met all the indicators 2 - met 2 indicators 1 - met 1 indicator | |
| | <ol style="list-style-type: none"> Books (Foreign) <ul style="list-style-type: none"> Big books Small books Other supplementary reading materials | 3 - met all the indicators 2 - met 2 indicators 1 - met 1 indicator | |
| | <ol style="list-style-type: none"> Physical facilities <ul style="list-style-type: none"> Bins Office table Stackable chair Conference table(s) Conference chairs Card catalog cabinet | 4 - met 9 to 10 indicators 3 - met 6 to 8 indicators 2 – met 4 to 5 indicators 1 – met less than 4 indicators | |

| | | | |
|-----------|--|--|--|
| | <ul style="list-style-type: none"> ○ Computer standard ○ Computer chair ○ Step-stool ○ Trolleys | | |
| | 4. Equipment <ul style="list-style-type: none"> ○ Camera ○ Computers ○ Printers ○ Typewriter ○ Calculator ○ Bindery kit ○ Photocopier/Duplicating Machine ○ Mimeograph machine ○ Barcode scanner ○ Barcode printer | 4 - met 9 to 10 indicators 3 - met 6 to 8 indicators 2 - met 4 to 5 indicators 1 - met less than 4 indicators | |
| | 5. Office supplies | 4 - a portion of the School MOOE or MSEF is allocated for the library hub supplies 1 - no fund allocation | |
| | 6. Safety equipment <ul style="list-style-type: none"> ○ Fire extinguisher(s) ○ Burglar alarm ○ Monitoring camera ○ Others (pls. specify) | 2 - at least two of the indicators are met 1 - 1 indicator met 0 - no indicator met | |
| 4. | HUB ACTIVITIES | 20% | |
| | 1. Preparing action plan on hub operation. | 10 - met 7 to 8 indicators | |
| | 2. Advocating meetings on hub operation for teachers and stakeholders. | 8 - met 5 to 6 indicators | |
| | 3. Attending national orientation on the hub operation and conducting echo training thereafter. | 6 - met 3 to 4 indicators | |
| | 4. Undertaking educational and creative activities to attain the objectives of the hub. | 4 - met 2 indicators | |
| | 5. Keeping records of resources and hub related activities. | 2 - met 1 indicator | |
| | 6. Conducting a periodic evaluation of pupils'/students' hub-related activities. | | |
| | 7. Sourcing-out funds and networking with GOs and NGOs for hub maintenance. | | |
| | 8. Monitoring, evaluation and reporting of the utilization of the hub materials. | | |

| | | | |
|--------------|---|-----------------------------|--|
| 5. | HUB SERVICES | 20% | |
| | 1. Sorting books by title and grade level/year | 10 - met 9 to 10 indicators | |
| | 2. Storing plastic bins of books systematically on the shelves | 8 - met 7 to 8 indicators | |
| | 3. Lending books according to request | 6 - met 5 to 6 indicators | |
| | 4. Retrieving the exact number of books borrowed | 4 - met 3 to 4 indicators | |
| | 5. Assisting teachers in their reading activities | 2 - met 1 to 2 indicators | |
| | 6. Keeping accurate and systematic manual and electronic records | 0 - no indicators met | |
| | 7. Conducting a regular and physical inventory of hub resources | | |
| | 8. Recommending needed title books when consulted by higher officials | | |
| | 9. Undertaking hub-related projects to improve its operation and services | | |
| | 10. Keeping the hub open to its clientele during office hours from Monday to Friday | | |
| TOTAL | | 100% | |

Name of Library Hub: _____

District: _____

EVALUATORS:

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Date: _____

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Date: _____

Signature over Printed Name of Evaluator
Date: _____

CONFORME:

Signature over Printed Name of School Head
Date: _____

Signature over Printed Name of Hub Librarian
Date: _____



Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya
Telephone Nos.: (078) 362-0106, 09171589
Email Address: nuevavizcaya@deped.gov.ph
Website: <https://sdonuevavizcaya.com>

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