



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

18 September 2025

DIVISION MEMORANDUM

No. 454, s. 2025

**CONDUCT OF THE 2025 GAWAD AKLATAN AND OBSERVANCE
OF THE 35th LIBRARY AND INFORMATION SERVICES MONTH (LIS)
AND 91st NATIONAL BOOK WEEK (NBW) CELEBRATIONS**

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) announces the conduct of the **2025 Gawad Aklatan, 35th Library and Information Services (LIS) Month, and 91st National Book Week (NBW)** celebrations.
2. All public and private elementary and secondary schools are encouraged to submit entries in the following LIS and NBW contests thru Microsoft Office form: **<https://forms.office.com/r/du4XXgFk4C>** until **September 29, 2025 (5:00 PM)** (*see attached mechanics and guidelines per contest*):
 - a. Local Witty Lines contest
 - b. Book-face Photo contest
 - c. Magbasa para Magtagumpay Advocacy Video contest
 - d. BookTok contest
 - e. Book Trailer contest
3. The **TOP THREE** winners per contest shall be awarded on **November 28, 2025 (1:30 PM)**, during the 2025 Gawad Aklatan cum LIS Month and NBW Culminating Activity at the SDO Conference Hall, Bayombong, Nueva Vizcaya. Prizes for the winners include:
 - a. Champion – 1,000.00 + customized medal + certificate of recognition
 - b. 1st Runner-up – 750.00 + customized medal + certificate of recognition
 - c. 2nd Runner-up – 500.00 + customized medal + certificate of recognition
4. The Champion in each category shall be submitted to the regional level competition.
5. For the 2025 Gawad Aklatan, all schools with existing school libraries must submit one (1) hard copy of the accomplished School Library Profile (SLP) form to the LRMS by September 30, 2025. Only those schools with submitted SLP forms shall be scheduled for validation.



Republic of the Philippines
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Schools Division of Nueva Vizcaya

6. The timeline for the 2025 Gawad Aklatan is as follows:

October 9-10, 2025	Validation of School Libraries and Library Hubs
October 16-17, 2025	Continuation of the Validation of School Libraries and Library Hubs
October 24, 2025	Deliberation on the Results of the Validation of School Libraries and Library Hubs
November 4, 2025	Posting of Results of the Validation of School Libraries and Library Hubs via Memorandum and FB Page
November 28, 2025 (PM)	Awarding ceremony at the SDO Conference Hall, Bayombong, Nueva Vizcaya

7. Gawad Aklatan awardees shall be categorized into:

- Elementary School Library managed by a Library in-charge (Small/Medium)
- Elementary School Library managed by a Library in-charge (Large, Very Large/ Mega)
- Integrated School Library
- Secondary School Library managed by a Full-Time Librarian
- Secondary School Library managed by a Library in-charge
- Library Hubs

8. The **TOP THREE** libraries per category shall receive acrylic plaques and certificates of recognition on November 28, 2025 (1:00 PM), at the SDO Conference Hall, Bayombong, Nueva Vizcaya.

9. Prizes, meals, and snacks of the awardees and technical working group shall be charged to the 2025 PSEF, while travel expenses shall be charged to MOOE or available local funds subject to accounting and auditing rules and regulations.

10. For information, dissemination, guidance, and compliance.

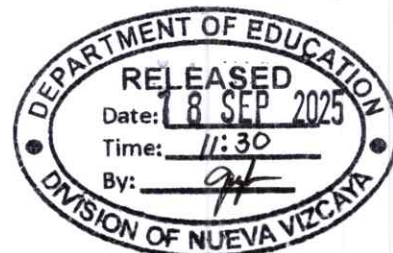

ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent
09-2025-458

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:

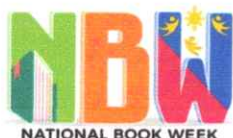
CONTESTS
GAWAD AKLATAN
LIBRARY AND INFORMATION SERVICES MONTH
NATIONAL BOOK WEEK



CID/LRMS/beg/ccc



Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya, 3700
Cellphone No: +63 962 681 4945 • +63 992 035 2123
Email Address: nuevavizcaya@deped.gov.ph
Website: <https://sdonuevavizcaya.com/>

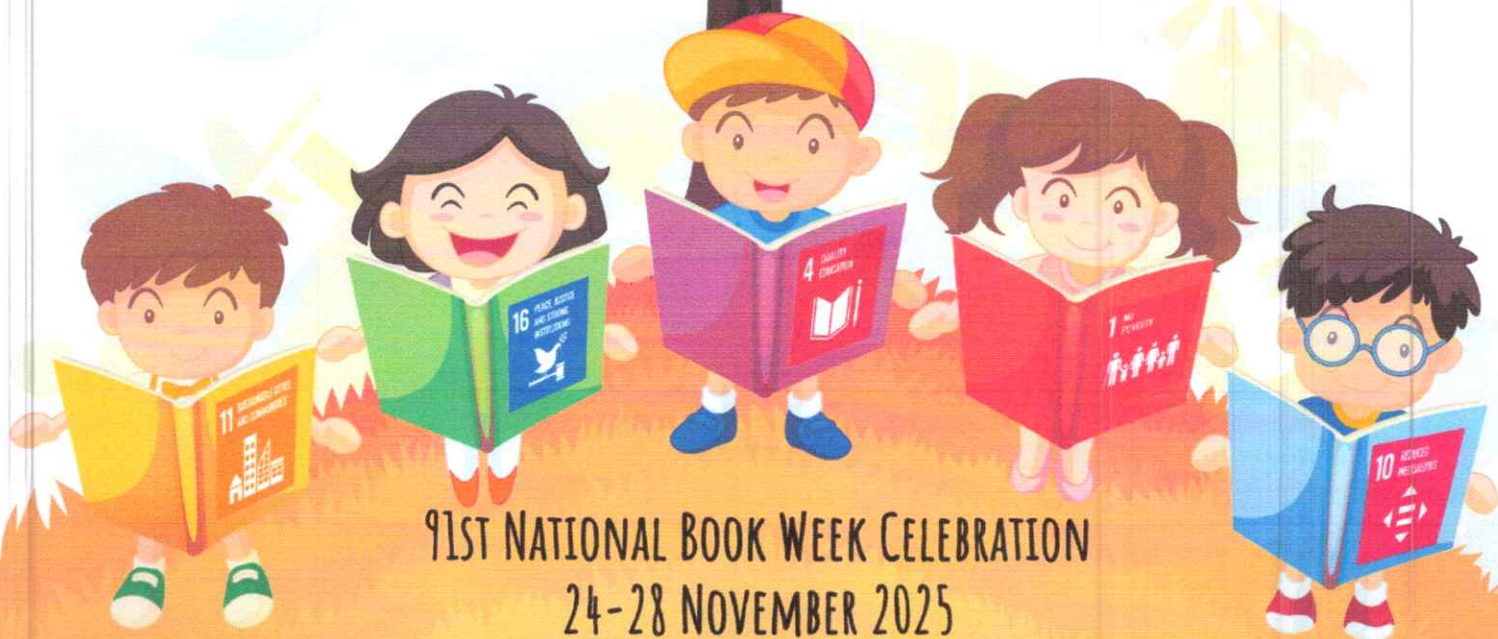


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TULAY ANG PAGBÁSA SA BÚKAS NA PUNÔ NG PAG-ASA



91ST NATIONAL BOOK WEEK CELEBRATION
24-28 NOVEMBER 2025



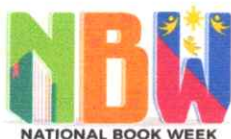
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TULAY ANG PAGBASA SA BUKAS NA PUNO NG PAG-ASA

NATIONWIDE CONTESTS

ENCOURAGE YOUR STUDENTS TO PARTICIPATE IN ANY OF THE NATIONAL CONTESTS,
SHOWCASING THEIR TALENTS AND BRINGING PRIDE TO YOUR COMMUNITY.

BOOK TRAILER VIDEO CONTEST

THEME AND PURPOSE

- 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.

VIDEO SPECIFICATIONS

- Duration:** Maximum of one (1) minute long.
- Format:** The video content can be created in any filmmaking technique, including live-action, animation, or mixed media. Outputs should be in landscape format, saved as an MP4 file, with a resolution of at least 1080p.
- Language:** Videos can be in any Filipino language or dialect, but non-Filipino languages should have Filipino subtitles.
- Content:** 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.
- Assets:** 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.

ELIGIBILITY

- The contest is open to all grade school, junior and senior high school students from public and private institutions nationwide.
- Only individual entries are accepted; group submissions will not be considered.

SUBMISSION GUIDELINES

STEP 1: Select Your Book

Choose a book that resonates with you and that you believe others should read. Ensure that the book is part of the library's collection.

STEP 2: Create Your Trailer

Produce a short video trailer (1 minute) that captures the essence of the book. Use music, images, narration, or other creative elements to convey the story's plot, characters, and themes. Remember, no spoilers.

STEP 3: Submission

Videos should be saved in the participant's Google Drive and made available for viewing to "anyone with link." Participants must register and submit details of their output through this form:

https://bit.ly/NBW25_trailer

**DEADLINE FOR SUBMISSION
04 OCTOBER 2025**

CRITERIA FOR JUDGING

- | | |
|--|-----|
| • Relevance to the theme | 20% |
| • Creativity and originality | 25% |
| • Technical quality
(video/audio/editing) | 20% |
| • Storytelling and engagement | 35% |

GENERAL RULES

1. Originality

All entries must be original creations. By submitting an entry, the participant/s confirm/s that it is their work and does not infringe on any copyright or intellectual property rights.

Participants must have the necessary rights or permissions to use all materials in their video, such as images or video clips. Any form of plagiarism or use of copyrighted material without permission will result in immediate disqualification.

2. One Entry Per Participant

Each participant is allowed to submit only one entry. Multiple entries from the same participant or team will not be accepted.

3. Organizer Rights

By entering the contest, participants grant the organizers the right to use, reproduce, and distribute their videos for promotional, educational, and advocacy purposes, with due credit.

4. Parent Consent

Minor participants must complete the Parent Consent Form and upload it to the submission form.

https://bit.ly/NBW25_ParentConsent

PRIZES

- First prize – 7,000.00
- Second prize – 4,000.00
- Third prize – 3,000.00
- Certificates: All participants will receive a certificate of participation as recognition for their efforts and contributions.



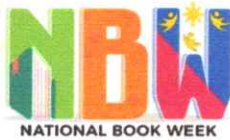
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TULAY ANG PAGBASA SA BUKAS NA PUNO NG PAG-ASA

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SHOWCASING THEIR TALENTS AND BRINGING PRIDE TO YOUR COMMUNITY.

LOCAL WITTY LINES CONTEST

THEME AND PURPOSE

- Create witty one-liners (hugot lines) inspired by Filipiniana books, reading experiences, or literary themes, or this year's NBW theme.
- **WORD COUNT:** 30 words or 200 characters

ELIGIBILITY

- The contest is open to all junior to senior high school students, and undergraduate students from public and private institutions nationwide.

CRITERIA FOR JUDGING

- | | |
|--------------------------------------|-----|
| • Impact | 15% |
| • Humor and wit | 20% |
| • Creativity and originality | 35% |
| • Incorporation of literary elements | 30% |

PRIZES

- Top 3 entries are awarded 2,500 each
- Certificates: All participants will receive a certificate of participation as recognition for their efforts and contributions.

GENERAL RULES

1. Originality

The witty line must be an original creation by the participant(s). Plagiarism or copying someone else's work will result in disqualification.

2. Appropriateness

Submissions must not contain inappropriate or offensive content. This includes explicit language, discriminatory remarks, or any material that could be considered harmful or disrespectful.

3. One Entry Per Participant

Each participant is allowed to submit only one entry. Multiple entries from the same participant or team will not be accepted.

4. Organizer Rights

By entering the contest, participants grant the organizers the right to use, reproduce, and distribute their submission for promotional, educational, and advocacy purposes, with due credit.

5. Parent Consent

Minor participants must complete the Parent Consent Form and upload it to the submission form.

https://bit.ly/NBW25_ParentConsent

SUBMISSION GUIDELINES

- **STEP 1:** Participants must create original witty one-liners inspired by Filipiniana books, story characters, and this year's NBW theme.
- **STEP 2:** Ensure your line is in Filipino or includes a Filipino translation if written in another language.
- **STEP 3:** Hugot line may be placed in a creative visual (optional)
- **STEP 4:** Participants must register and submit their output through this form:

DEADLINE FOR SUBMISSION
04 OCTOBER 2025

https://bit.ly/NBW25_witty



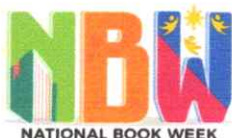
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NATIONWIDE CONTESTS

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BOOK FACE CONTEST

THEME AND PURPOSE

- Promote books and reading in a visual way by merging photography and book cover art.
- Creatively blend real-life photography with book covers, crafting eye-catching and imaginative images that spark curiosity and inspire others to pick up the featured books.

ELIGIBILITY

- The contest is open to all junior to senior high school students, and undergraduate students from public and private institutions nationwide.

CRITERIA FOR JUDGING

- | | |
|--------------------------------------|-----|
| • Impact | 15% |
| • Humor and wit | 20% |
| • Creativity and originality | 35% |
| • Incorporation of literary elements | 30% |

PRIZES

- Top 3 entries are awarded 2,500 each
- Certificates: All participants will receive a certificate of participation as recognition for their efforts and contributions.

GENERAL RULES

1. Originality

The witty line must be an original creation by the participant(s). Plagiarism or copying someone else's work will result in disqualification.

2. Appropriateness

Submissions must not contain inappropriate or offensive content. This includes explicit language or visuals, discriminatory remarks, or any material that could be considered harmful or disrespectful.

3. One Entry Per Participant

Each participant is allowed to submit only one entry. Multiple entries from the same participant or team will not be accepted.

4. Organizer Rights

By entering the contest, participants grant the organizers the right to use, reproduce, and distribute their submission for promotional, educational, and advocacy purposes, with due credit.

5. Parent Consent

Minor participants must complete the Parent Consent Form and upload it to the submission form.

https://bit.ly/NBW25_ParentConsent

SUBMISSION GUIDELINES

- STEP 1: Choose a book cover with a face, body part, or object that can be matched visually with a real-life subject.
- STEP 2: Take a well-composed photo where the book blends seamlessly with the person or background.
- STEP 3: Compose a short quote or reflection about the entry.
- STEP 4: Participants must register and submit their output through this form:

DEADLINE FOR SUBMISSION
04 OCTOBER 2025

https://bit.ly/NBW25_bookface



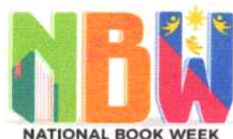
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Adaptive Learning Solutions



TULAY ANG PAGBASA SA BUKAS NA PUNO NG PAG-ASA

NATIONWIDE CONTESTS

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MAGBASA PARA MAGTAGUMPAY ADVOCACY VIDEO CONTEST

THEME AND PURPOSE

- To advocate for the love of reading and building reading stamina, placing importance to the benefits of frequent reading toward individual and societal empowerment and success, and nation-building.
- Design an advocacy video campaign that inspires readers to develop strong reading habits, highlight the transformative power of reading for personal growth, and connect these benefits to wider community and nation-building goals.

VIDEO SPECIFICATIONS

- Duration:** Maximum of 1-2 minutes long.
- Format:** The video content can be created in any filmmaking technique, including live-action, animation, or mixed media. Outputs should be in landscape format, saved as an MP4 file, with a resolution of at least 1080p.
- Language:** Videos can be in any Filipino language or dialect, but non-Filipino languages should have Filipino subtitles.
- Content:** The video must promote books, reading, print, media, and digital literacy, and how these can be tools for success and capacity-building.
- Assets:** Participants must use royalty-free music, images, and other media or provide proof of permission for copyrighted material. The video should respect the intellectual property of the book's author and publisher.

ELIGIBILITY

- The contest is open to junior, senior high school, and BLIS students, from public and private institutions nationwide.
- Participants can enter as an individual or as part of a team (no set maximum number of team members).

GENERAL RULES

1. Originality

- All entries must be original creations. By submitting an entry, the participant/s confirm/s that it is their work and does not infringe on any copyright or intellectual property rights.
- Participants must have the necessary rights or permissions to use all materials in their video, such as images or video clips. Any form of plagiarism or use of copyrighted material without permission will result in immediate disqualification.

2. Appropriateness

Submissions must not contain inappropriate or offensive content. This includes explicit language or visuals, discriminatory remarks, or any material that could be considered harmful or disrespectful.

3. One Entry Per Participant

Each participant is allowed to submit only one entry. Multiple entries from the same participant or team will not be accepted.

4. Organizer Rights

By entering the contest, participants grant the organizers the right to use, reproduce, and distribute their submission for promotional, educational, and advocacy purposes, with due credit.

5. Parent Consent

Minor participants must complete the Parent Consent Form and upload it to the submission form.

https://bit.ly/NBW25_ParentConsent

SUBMISSION GUIDELINES

STEP 1: Participants must create a 1 to 2-minute-long video, using creative formats like testimonials or animations. The video must encapsulate the theme and purpose of the contest.

STEP 2: Videos should be saved in the participant's Google Drive and made available for viewing to "anyone with link." Participants must register and submit details of their output through this form:

https://bit.ly/NBW25_magbasa

DEADLINE FOR SUBMISSION
11 OCTOBER 2025

CRITERIA FOR JUDGING

- | | |
|--|-----|
| • Relevance to the theme | 20% |
| • Creativity and originality | 25% |
| • Technical quality
(video/audio/editing) | 20% |
| • Message clarity and engagement | 35% |

PRIZES

- First prize – 7,000.00
- Second prize – 4,000.00
- Third prize – 3,000.00
- Certificates: All participants will receive a certificate of participation as recognition for their efforts and contributions.



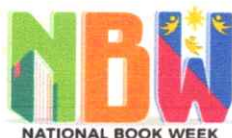
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BOOKTOK CONTEST

THEME AND PURPOSE

- The contest aims to promote books through short, engaging short-form videos inspired by the TikTok format. The video should promote a book, showcase a reader's journey, dramatize a scene from a book, or deliver a comedic or emotional take on reading experiences, book characters, stories, or a reflection on the NBW 2025 theme, etc.

ELIGIBILITY

- The contest is open to all grade school, junior and senior high school students from public and private institutions nationwide.
- Only individual entries are accepted; group submissions will not be considered.

GENERAL RULES

1. Originality

All entries must be original creations. By submitting an entry, the participant/s confirm/s that it is their work and does not infringe on any copyright or intellectual property rights.

Participants must have the necessary rights or permissions to use all materials in their video, such as images or video clips. Any form of plagiarism or use of copyrighted material without permission will result in immediate disqualification.

2. One Entry Per Participant

Each participant is allowed to submit only one entry. Multiple entries from the same participant or team will not be accepted.

3. Organizer Rights

By entering the contest, participants grant the organizers the right to use, reproduce, and distribute their videos for promotional, educational, and advocacy purposes, with due credit.

4. Parent Consent

Minor participants must complete the Parent Consent Form and upload it to the submission form.

https://bit.ly/NBW25_ParentConsent

VIDEO SPECIFICATIONS

- Duration:** Maximum of 30-60 seconds or one (1) minute long.
- Format:** The short-form video content can be created in any filmmaking technique, including live-action, animation, or mixed media. Outputs should be in vertical video format, uploaded online, with a resolution of at least 1080p.
- Language:** Videos can be in any Filipino language or dialect, but non-Filipino languages should have Filipino subtitles.
- Content:** The video must be creative, entertaining, and meaningful, capturing the joy and impact of reading, while encouraging audiences to connect with books in fresh and relatable ways.
- Assets:** 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.

SUBMISSION GUIDELINES

STEP 1: Harness the creativity and relatability of social media formats to promote books and the joy of reading in ways that are engaging to today's audiences.

STEP 2: Use any filmmaking tools or apps to create a vertical video format that blends entertainment with advocacy to spark curiosity about books and encourage a culture of reading.

STEP 3: Submission

Videos should be saved in the participant's Google Drive and made available for viewing to "anyone with link." Participants must register and submit details of their output through this form:

https://bit.ly/NBW25_booktok

**DEADLINE FOR SUBMISSION
04 OCTOBER 2025**

CRITERIA FOR JUDGING

- | | |
|--|-----|
| • Impact | 20% |
| • Creativity and originality | 25% |
| • Technical quality
(video/audio/editing) | 20% |
| • Message clarity and engagement | 35% |

PRIZES

- Top 3 entries are awarded 2,500 each
- Certificates: All participants will receive a certificate of participation as recognition for their efforts and contributions.



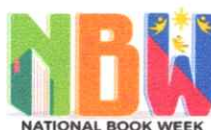
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Parent Consent Form for Contest Participation

Contest Name: _____
Contest Date: _____
Child's Full Name: _____
Child's Age: _____
Parent / Guardian's Full Name: _____
Contact Number: _____
Email Address (active): _____

Consent Statement:

I, _____, hereby give my consent for my child, _____, to participate in the 91st National Book Week Celebration (Book Trailer Video Contest). I understand that participation in this contest is voluntary and that my child will be required to follow all rules and guidelines set forth by the contest organizers.

I acknowledge that there are inherent risks associated with participation in any contest, and I agree to release and hold harmless the contest organizers, sponsors, and any affiliated entities from any and all claims, liabilities, or damages that may arise from my child's participation.

Media Release:

I, _____, grant permission to the contest organizers and their representatives to take photographs, video recordings, and/or audio recordings of my child, _____, during the contest. Further, I grant permission to the contest organizers and their representatives to release my child's work as an output of joining the contest. I understand that these media may be used for promotional purposes, including but not limited to social media, websites, and other marketing materials.

I waive any right to inspect or approve the finished media or any printed or electronic matter that may be used in conjunction with them. I also waive any right to royalties or other compensation arising from or related to the use of the media.

Parent/Guardian Signature over printed name

Date: _____

Tulay Ang Pagbasa Sa Búkas Na Punô Ng Pag-asa.



nbwphofficial@gmail.com



/nationalbookweek



@nbwphofficial

FORM 1. SCHOOL LIBRARY PROFILE

(To be accomplished by the School Librarian/ Library in-Charge)

Name of school: _____
School address: _____
District: _____ Division of: Nueva Vizcaya
Total enrollment (as of August 2025): _____

PART A. PROFILE

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

____ Elementary School (ELS) ____ Junior High School (JHS, Grades 7-10)
____ HS with Senior High (WSH, G7-12) ____ Stand Alone Senior HS (SASH)

School Library Status: ____ Existing ____ 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.

References:

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

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.	

References:

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

The staff prepares clippings (for vertical files collection)	
The staff does 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: _____
Email: _____
Contact Number: _____

3.1.2 Gender: ____ Male ____ Female

3.1.3 Highest Educational Attainment:
____ PhD
____ Masters
____ (College) Undergraduate Degree

3.1.4 Designation:
____ Licensed Librarian, License No. _____
____ Librarian (Not Licensed)
____ Library –In-Charge
____ Others (Please Specify) _____

3.1.5 What is the appointment status?
____ Permanent
____ Contract of Service

References:

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

____ Others (Please specify): _____

3.2 Other Staff assigned in the library (if any). Please provide information asked in questions 3.1.1-5 in another sheet.

Name of the Staff	Designation	Highest Educational 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 2019-Present		Copyright 2018- or Earlier		TOTAL	
	No. of Titles	No. of Copies	No. of Titles	No. of Copies	No. of Titles	No. of Copies
1. Encyclopedias						
2. Dictionaries						
3. Almanacs						
4. Handbooks						

References:

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

5. Manuals						
4. Atlases						
5. Yearbooks						
6. Directories						
7. Thesaurus						
Others						
TOTAL						

4.2.2 GENERAL COLLECTION (Subject Area Specific References)		Copyright 2019-Present		Copyright 2018-or Earlier		TOTAL	
Broad Subjects	Scope	No. of Titles	No. of Copies	No. of Titles	No. of Copies	No. of Titles	No. of Copies
English & Literature	Books on Creative Writing, Oral Communication, Business Communication, Books on Literature, Grammar, Vocabulary, Journalism, etc.						
Filipino at Panitikan	Mga aklat ukol sa Malikhaing Pagsulat, Balarila, Retorika, Sining ng Pakikipagtalastasan, Malikhaing Pagsulat, Pamamahayag, etc.						

<i>Continuation...</i> 4.2.2 GENERAL COLLECTION (Subject Area Specific References)		Copyright 2019-Present		Copyright 2018-or Earlier		TOTAL	
Broad Subjects	Scope	No. of Titles	No. of Copies	No. of Titles	No. of Copies	No. of Titles	No. of Copies
Science	Books on Chemistry, Biology, Physics, Astronomy, Oceanography, Botany, Geology, Metallurgy, Zoology, Anatomy, etc.						
Aral. Panlipunan	Politics & Governance, History, Places & Travels, Geography, Archeology, Economics, Sociology, Society & Culture, Law, Anthropology, etc.						
Music	Musical Instruments, Compositions, Songs, History of Music, etc.						
Arts	Painting, Drawing, Photography, Dance, Sculpture, Theatre, Drama, etc.						
Physical Education	Books on Martial Arts, Sports/Games, Body Building, etc.						
Health	Books on Health, Diseases, Personal Hygiene, Drug Addiction, Medicine, Nursing, etc.						
Edukasyon sa Pagpapahalaga	Religion, Morality, Values Education, etc.						
Mathematics	Business Math, Algebra, Trigonometry, Geometry, Calculus, Probability & Statistics,						
Business	Books on Business, Marketing, Finance, Auditing, Banking, Accounting, Entrepreneurship, etc.						

References:

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

Enclosure No. ____ (Division Memorandum No. ____, s.2025)

Management	Books on Organizational Management, Leadership, etc.							
Computers/Information Tech.	Books on Computers, Software, Hardware, Apps, Androids, Database, Programming, etc.							
Research	Books on Research, Thesis Writing, Feasibility Studies, Term Paper Writing, Theses, Dissertations, Investigatory Projects, etc.							
Philosophy	Books on Philosophy, Logic, Ethics, etc.							
Technical Vocation/TLE	Books on Carpentry/Woodworks, Agriculture, Machinery, Cookery, Home Economics, Metalcrafts, Handicrafts, Automotive, Architecture, Drafting, etc.							
Others	Please specify the subject Area (You may add)							
TOTAL								

4.2.3 ADDITIONAL SUPPLEMENTARY READERS		Copyright 2019- Present		Copyright 2018-or Earlier		Combined Total Number of Titles
		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			Copyright 2019-Present	Copyright 2018-or Earlier	Combined Total Number of Titles	
			Total No. of Titles			
Digital File Collection	E-Book Collection (in e-pub, pdf, word formats saved in DVD/Desktop, etc.)					
	CD/DVD Collection of Movies, Documentaries, etc.					
Braille Collection						
Microfilm Collection						
Others (Please specify)						
TOTAL						

References:

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

4.2.5 PERIODICAL SUBSCRIPTION	Years Subscribed	Locally Published	Internationally Published	TOTAL NUMBER OF SUBSCRIPTIONS
		No. of Titles Subscribed	No. of Titles Subscribed	
Newspapers	Year 2025			
	Year 2024			
	Year 2023			
Tabloids	Year 2025			
	Year 2024			
	Year 2023			
Magazines	Year 2025			
	Year 2024			
	Year 2023			
Journals	Year 2025			
	Year 2024			
	Year 2023			
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	
MOOE	
LGU	
NGO	
PTA	
DepEd (Central Office/Division/District Office)	
Alumni	
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	
No Budget	
LGU	
NGO	
PTA	
DepEd (Central Office/Division/District Office)	
Alumni	
MOOE	

References:

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

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 have. Check all that apply.

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

Accomplished By:

Reviewed and Noted By:

School Librarian/ Library-In-Charge

Principal/ School Head

References:

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

EVALUATION CRITERIA FOR THE MOST FUNCTIONAL LIBRARY HUB

Name of Library Hub: _____

District: _____

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%	
	1. 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	
	2. 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%	
	1. Books (Local)	3 - met all the indicators	
	<ul style="list-style-type: none"> Big books Small books Other supplementary reading materials 	2 - met 2 indicators 1 - met 1 indicator	
	2. Books (Foreign)	3 - met all the indicators	
	<ul style="list-style-type: none"> Big books Small books Other supplementary reading materials 	2 - met 2 indicators 1 - met 1 indicator	
	3. Physical facilities	4 - met 9 to 10 indicators	
	<ul style="list-style-type: none"> Bins Office table Stackable chair Conference table(s) 	3 - met 6 to 8 indicators 2 – met 4 to 5 indicators 1 – met less than 4 indicators	

	<ul style="list-style-type: none"> o Conference chairs o Card catalog cabinet o Computer standard o Computer chair o Step-stool o Trolleys 		
	4. Equipment <ul style="list-style-type: none"> o Camera o Computers o Printers o Typewriter o Calculator o Bindery kit o Photocopier/Duplicating Machine o Mimeograph machine o Barcode scanner o 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"> o Fire extinguisher(s) o Burglar alarm o Monitoring camera o 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 6 - met 5 to 6 indicators	
	3. Lending books according to request	4 - met 3 to 4 indicators 2 - met 1 to 2 indicators	
	4. Retrieving the exact number of books borrowed	0 - no indicators met	
	5. Assisting teachers in their reading activities		
	6. Keeping accurate and systematic manual and electronic records		
	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%	

EVALUATORS:

**Signature over Printed
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 Hub Librarian
Date: _____

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

Name of School: _____ **District:** _____

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 points) 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 		

	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%	

EVALUATORS:

**Signature over Printed
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 Librarian
Date: _____

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

Name of School: _____ **District:** _____

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</i> after the last period of classes. • (5 points) The library operates from the start of the earliest class <i>with noon break and extends</i> after 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. • (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 points) 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 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%	

EVALUATORS:

**Signature over Printed
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: _____