January 6, 2023

DIVISION MEMORANDUM
No. 012, s. 2023

Monitoring and Evaluation of Learning Resource Development Centers and School Libraries Needs Analysis

To: CID Chief
Education Program Supervisors
Public Schools District Supervisors
School Heads of Public Elementary and Secondary Schools
School Librarians / Library Hub Librarian / Schools Library-in-Charge
School Property Custodians
All Others Concerned

1. In compliance to Regional Memorandum No. 618, s. 2022: Consultative Conference on the Monitoring and Evaluation of Learning Resource Development Centers and School Libraries Needs Analysis, the Schools Division Office of Pampanga (SDO Pampanga), through the Learning Resources Management and Development Section (LRMDS), will conduct *Monitoring and Evaluation of Learning Resource Development Centers and School Libraries Needs Analysis* starting January 10, 2023, onwards.

2. Using the enclosed forms (see Enclosures 2-4), the monitoring and evaluation aims to:

   a. gather updated data on the school library and library hub status for the school year 2022-2023; and

   b. assess and analyze the school library needs.

3. All School Heads, in coordination with the School Librarian / Library Hub Librarian / School Library-in-Charge and School Property Custodian, are requested to prepare and accomplish the attached forms which can also be accessed via this link https://bit.ly/LRMonitoringEvaluationToolsQ1SY2022-2023.

4. Enclosure No. 1 is the list of pre-identified schools to be monitored/validated.
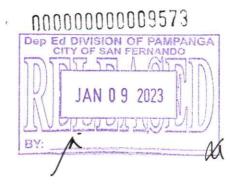
5. Immediate dissemination of and compliance with this Memorandum is desired.

ENGR. EDGARD C. DOMINGO PhD, CESO V
Schools Division Superintendent

Enclosures:

1. Pre-identified Schools with School Libraries.
2. Validation Tool for Learning Resource Processes in School Library.
3. Form 1: School Library Profile.
4. Form 2: School Library Profile Interpretation.

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Dep Ed DIVISION OF PAMPANGA
CITY OF SAN FERNANDO

RELEASED

JAN 0 9 2023

BY:

Enclosure 1

SDO Pampanga List of Pre-identified Schools with School Library

Nos.	NAME OF THE SCHOOL	ADDRESS	SCHOOL ID NUMBER	SCHOOL LEVEL -ELS (Elementary) -JHS (Junior HS) -SASH (Stand-Alone SHS) -IEJHS (Elem. to JHS) -IESHS (Elem to Senior HS) -IJSHS	SCHOOL SIZE S - SMALL M - MEDIUM L - LARGE VL - VERY LARGE
					NOTE: Please use the Dropdown Menu
1	Escaler ES (North)	Escaler, Magalang, Pampanga	106122	ELS (Elementary)	ELS:M (301-550)
2	Navaling ES (North)	Navaling Magalang, Pampanga	106125	ELS (Elementary)	ELS:S (300 or LESS)
3	San Isidro Elementary (North)	San Isidro Magalang Pampanga	106129	ELS (Elementary)	ELS:S (300 or LESS)
4	San Miguel ES (North)	San Miguel Magalang Pampanga	106131	ELS (Elementary)	ELS:S (300 or LESS)
5	San Roque ES (North)	San Roque Magalang, Pampanga	106134	ELS (Elementary)	ELS:M (301-550)
6	Sta. Maria ES (North)	Sta.Maria Magalang ,Pampanga	106138	ELS (Elementary)	ELS:S (300 or LESS)
7	Sto. Rosario ES (North)	Sto. Rosario Magalang, Pampanga	106140	ELS (Elementary)	ELS:M (301-550)
8	Talimundoc ES (North)	Talimundoc, Sta. Maria, Magalang, Pampanga	106141	ELS (Elementary)	ELS:S (300 or LESS)
9	Magalang CS (South)	San Nicolas 1 Magalang,Pampanga	106123	ELS (Elementary)	ELS:VL (801 and ABOVE)
10	San Vicente ES (South)	Purok 3 San Vicente Magalang Pampanga	106135	ELS (Elementary)	ELS:VL (801 and ABOVE)
11	Cabangcalan ES	Purok 3, Cabangcalan Floridablanca Pampanga	105965	ELS (Elementary)	ELS:S (300 or LESS)
12	Floridablanca ES	San Antonio, Floridablanca, Pampanga	105966	ELS (Elementary)	ELS:VL (801 and ABOVE)
13	Mabical ES	Purok 3, Mabical Floridablanca Pampanga	105968	ELS (Elementary)	ELS:M (301-550)
14	Paguiruan ES	183 D0n Alfredo Street, Paguiruan Floridablanca Pampanga	105969	ELS (Elementary)	ELS:L (551-800)
15	Sitio Culubasa ES	Sitio Culubasa, Anon, Floridablanca, Pampanga	159528	ELS (Elementary)	ELS:S (300 or LESS)
16	Calantas ES	Calantas, Floridablanaca, Pampanga	105981	ELS (Elementary)	ELS:L (551-800)
17	Floridablanca NSES (Pabanlag)	Pabanlag Resettlement, Floridablanca, Pampanga	105987	ELS (Elementary)	ELS:VL (801 and ABOVE)
18	Fortuna ES	Fortuna Floridablanca,Pampanga	105988	ELS (Elementary)	ELS:S (300 or LESS)
19	Nabuclod IS (Elementary, Junior, Seni	Nabuclod Floridablanca, Pampanga	105990	IESHS (Integrated Elem to Senior HS)	ELS:M (301-550)
20	Palmayo ES	Palmayo, Floridablanca, Pampanga	105991	ELS (Elementary)	ELS:M (301-550)
21	San Jose ES	Purok 2 San Jose, Floridablanca,Pampanga	105993	ELS (Elementary)	ELS:M (301-550)
22	Betis Elementary School	San Nicolas, Betis, Guagua, Pampanga	105996	ELS (Elementary)	ELS:M (301-550)
23	Guagua ES	Sta. Filomena, Guagua, Pampanga	105997	ELS (Elementary)	ELS:VL (801 and ABOVE)
24	San Juan Nepomuceno ES	San Juan Nepomuceno Betis, Guagua, Pampanga	105999	ELS (Elementary)	ELS:M (301-550)
25	San Rafael Elementary School	San Rafael, Guagua, Pampanga	106002	ELS (Elementary)	ELS:M (301-550)
26	Sta. Ines Elementary School	Sta. Ines, Betis Guagua, Pampanga	106003	ELS (Elementary)	ELS:S (300 or LESS)
27	Mauli ES	Mauli Pulungmasle, Guagua Pampanga	106009	ELS (Elementary)	ELS:S (300 or LESS)
28	Pulungmasle ES	Capilla, Pulungmasle, Guagua, Pampanga	106011	ELS (Elementary)	ELS:M (301-550)
29	San Juan ES	San Juan, Guagua, Pampanga	106015	ELS (Elementary)	ELS:M (301-550)

30	San Matias ELementary School	San Matias,Guagua,Pampanga	106016	ELS (Elementary)	ELS:S (300 or LESS)
31	Siran ES	Jose Abad Santos (Siran), Guagua, Pampanga	106018	ELS (Elementary)	ELS:M (301-550)
32	Del Carmen ES	Purok 2 Del Carmen LUbao Pampanga	106020	ELS (Elementary)	ELS:M (301-550)
33	Lubao Elementary	San Nicolas 1,Lubao,Pampanga	106023	ELS (Elementary)	ELS:L (551-800)
34	Don Macario Bacani ES (Mercado ES	Don Ignacio Dimson, Lubao, Pamp.	106021	ELS (Elementary)	ELS:M (301-550)
35	San Jose Apunan ES	San Jose Apunan Lubao,Pampanga	106028	ELS (Elementary)	ELS:S (300 or LESS
36	Sta. Monica ES	Purok Ilang-Ilang, Sta. Monica, Lubao, Pampanga	106036	ELS (Elementary)	ELS:M (301-550)
37	Wenceslao ES	Phase 1 Wenceslao Village San Roque Dau I Lubao Pampanga	106040	ELS (Elementary)	ELS:M (301-550)
38	Sta. Cruz CS	#16 Diego Silang St. Sta. Cruz Lubao, Pampanga	106058	ELS (Elementary)	ELS:VL (801 and ABOVE)
39	Babo Pangulo ES	Babo Pangulo Porac Pampanga	106212	ELS (Elementary)	ELS:M (301-550)
40	Calzadang Bayu ES	Purok 3, Calzadang Bayu Porac Pampanga	106215	ELS (Elementary)	SHS:L (841-1240)
41	Manibaug Paralaya ES	Manibaug Paralaya, Porac, Pampanga	106222	ELS (Elementary)	ELS:VL (801 and ABOVE)
42	Porac ES	B. Lumanlan St., Poblacion, Porac, Pampanga	106230	ELS (Elementary)	ELS:L (551-800)
43	Jalung ES	Jalung, Porac, Pampanga	106218	ELS (Elementary)	ELS:M (301-550)
44	Palat ES	Purok 4, Palat, Porac, Pampanga	106225	ELS (Elementary)	ELS:S (300 or LESS)
45	Pio ES	PIO, PORAC PAMPANGA	106228	ELS (Elementary)	ELS:M (301-550)
46	Sepung Bulaun ES	San Cecilio St. Sepung Bulaun. Porac, Pampanga	106234	ELS (Elementary)	ELS:M (301-550)
47	Holy Family Village ES	Zone 7 Diladila, Santa Rita, Pampanga	106290	ELS (Elementary)	ELS:S (300 or LESS)
48	San Basilio ES	San Basilio,Sta.Rita Pampanaga	106291	ELS (Elementary)	ELS:L (551-800)
49	Sta. Rita CS	San Vicente, Santa Rita, Pampanga	106295	ELS (Elementary)	ELS:VL (801 and ABOVE)
50	Sasmuan CS	Sta. Lucia, Sasmuan, Pampanga	106272	ELS (Elementary)	ELS:L (551-800)
51	Arayat CS (West)	San Agustin Sur, Arayat, Pampanga	105898	ELS (Elementary)	ELS:VL (801 and ABOVE)
52	Baliti ES (West)	Purok 2 Baliti, Arayat, Pampanga	105900	ELS (Elementary)	ELS:M (301-550)
53	Cabalantian ES Sta. Lucia	Sta Lucia Resettlement Magalang Pampanga	105913	ELS (Elementary)	ELS:VL (801 and ABOVE)
54	San Isidro ES	Zone 3 San Isidro, Bacolor, Pampanga	105925	ELS (Elementary)	ELS:M (301-550)
55	Laput ES	LAPUT MEXICO PAMPANGA	106171	ELS (Elementary)	ELS:M (301-550)
56	Malino ES	Brgy.San Jose Malino, Mexico Pampanga	106172	ELS (Elementary)	ELS:VL (801 and ABOVE)
57	Sto. Rosario ES	Camino RD. Sto. Rosario, Mexico, Pampanga	106179	ELS (Elementary)	ELS:L (551-800)
58	Divisoria ES	Divisoria, Mexico, Pampanga	106182	ELS (Elementary)	JHS:M (601-1200)
59	Dolores ES (Piring ES)	Dolores Piring, Mexico, Pampanga	106183	ELS (Elementary)	ELS:S (300 or LESS)
60	Laug ES	Laug, Mexico, Pampanga	106185	ELS (Elementary)	ELS:M (301-550)
61	Masamat ES	Masamat, Mexico, Pampanga	106186	ELS (Elementary)	ELS:S (300 or LESS)
62	Mexico CS	Sto. Cristo, Mexico, Pampanga	106187	ELS (Elementary)	ELS:VL (801 and ABOVE)
63	San Lorenzo ES	San Lorenzo, Mexico, Pampanga	106193	ELS (Elementary)	ELS:M (301-550)
64	San Vicente ES	San Vicente, Mexico, Pampanga	106195	ELS (Elementary)	ELS:M (301-550)
65	Fulgencio Matias Elem. School	San Joaquin Sta. Ana, Pampanga	106278	ELS (Elementary)	ELS:M (301-550)
66	Macario Arnedo ES	Purok 3, Capalangan, Apalit, Pampanga	105873	ELS (Elementary)	ELS:L (551-800)
67	Paligui ES	PUROK ESKWELA, PALIGUI, APALIT, PAMPANGA	105874	ELS (Elementary)	ELS:M (301-550)
68	Sto. Rosario ES	Purok 3 Tabuyuc, Apalit,Pampanga	105878	ELS (Elementary)	ELS:VL (801 and ABOVE)
69	Barangca ES	Sitio 4 Barangca, Candaba, Pampanga	105930	ELS (Elementary)	ELS:M (301-550)
70	Mandili II ES (Annex)	043 Sitio Sta Iglesia Mandili Candaba Pampanga	105938	ELS (Elementary)	ELS:M (301-550)
71	Mapaniqui ES	Pulong Balon Mapaniqui, Candaba ,Pampanga	105940	ELS (Elementary)	ELS:M (301-550)
72	Salapungan ES	P.Gulot Salapungan, Candaba, Pampanga	105945	ELS (Elementary)	ELS:M (301-550)
73	Tagulod ES	Tagulod, Candaba, Pampanga	105946	ELS (Elementary)	ELS:M (301-550)
74	Mandasig ES	Mandasig, Candaba, Pampanga	105957	ELS (Elementary)	ELS:M (301-550)
75	Sta. Cruz E/S (Annex)	Sta Cruz Masantol, Pampanga	159530	ELS (Elementary)	ELS:VL (801 and ABOVE)

76	Minalin ES	Sto, Rosario, Minalin, Pampanga	106204	ELS (Elementary)	ELS:VL (801 and ABOVE)
77	San Isidro ES	San Isidro. Minalin. Pampanga	106206	ELS (Elementary)	ELS:L (551-800)
78	Sto. Domingo ES	Sto, Domingo, Elementary, School	106211	ELS (Elementary)	ELS:L (551-800)
79	San Carlos ES	San Carlos, San Luis, Pampanga	106240	ELS (Elementary)	ELS:L (551-800)
80	San Isidro ES	Pasumbalas,San Isidro San Luis Pampanga	106241	ELS (Elementary)	ELS:L (551-800)
81	San Jose ES	San Jose,San Luis, Pampanga	106242	ELS (Elementary)	ELS:M (301-550)
82	San Jose Proper ES	San Jose San Luis Pampanga	106243	ELS (Elementary)	ELS:S (300 or LESS)
83	San Juan ES	San Juan, San Luis, Pampanga	106244	ELS (Elementary)	ELS:L (551-800)
84	San Luis CS	Sta. Cruz Poblacion, San Luis, Pampanga	106245	ELS (Elementary)	ELS:L (551-800)
85	San Roque ES	San Roque,San Luis, Pampanga	106247	ELS (Elementary)	ELS:L (551-800)
86	Sta. Catalina	Sta. Catalina, San Luis, Pampanga	106248	ELS (Elementary)	ELS:L (551-800)
87	Sta. Monica ES	Sta. Monica, San Luis, Pampanga	106250	ELS (Elementary)	ELS:S (300 or LESS)
88	Sta. Rita ES	Sta. Rita,San Luis, Pampanga	106251	ELS (Elementary)	ELS:S (300 or LESS)
89	Sto. Niño ES	Sto. Niño, San Luis, Pampanga	106252	ELS (Elementary)	ELS:M (301-550)
90	Dela Paz ES	Dela Paz, San Simon, Pampanga	106255	ELS (Elementary)	ELS:VL (801 and ABOVE)
91	San Isidro ES	San Isidro, San Simon, Pampanga	106257	ELS (Elementary)	ELS:M (301-550)
92	San Bartolome ES	San Bartolome Elementary School, Sto. Tomas Pampanga	106299	ELS (Elementary)	ELS:M (301-550)
93	San Vicente ES	San Vicente, Sto.Tomas, Pampanga	106301	ELS (Elementary)	ELS:M (301-550)
94	Sto. Tomas ES	Brgy. Poblacion, Sto. Tomas, Pampanga	106304	ELS (Elementary)	ELS:M (301-550)
95	Macabebe Elementary School (Library	Sapang-Pari, Macabebe, Pampanga	106093	ELS (Elementary)	ELS:L (551-800)
96	Camba NHS	Camba Arayat Pampanga	300884	IJSHS (Integrated Junior HS to Senior HS)	JHS:VL (1801 and ABOVE)
97	Candating NHS	Paitan Candating, Arayat Pampanga	306907	JHS (Junior HS)	JHS:S (600 or LESS)
98	Gatiawin HS	Gatiawin, Arayat, Pampanga	306921	JHS (Junior HS)	JHS:M (601-1200)
99	Justino Sevilla HS	Mangga Cacutud, Arayat, Pampanga	300898	IJSHS (Integrated Junior HS to Senior HS)	JHS:VL (1801 and ABOVE)
100	Andres M. Luciano HS	San Pablo, Magalang, Pampanga	300876	IJSHS (Integrated Junior HS to Senior HS)	JHS:VL (1801 and ABOVE)
101	Ayala High School	Ayala Magalang, Pampanga	306938	IJSHS (Integrated Junior HS to Senior HS)	JHS:M (601-1200)
102	Balitucan NHS	Balitucan, Magalang, Pampanga	300875	IJSHS (Integrated Junior HS to Senior HS)	JHS:M (601-1200)
103	Dolores NHS, Magalang	Dolores, Magalang, Pampanga	300888	IJSHS (Integrated Junior HS to Senior HS)	JHS:L (1201-1800)
104	Tinajero NHS - Main	Madapdap Resettlement, Mabalacat City, Pamp.	300942	JHS (Junior HS)	JHS:M (601-1200)
105	Tinajero NHS - Sta. Lucia HS Annex	Sta. Lucia Resettlement,San Isidro,Magalang,Pampanga	300943	IJSHS (Integrated Junior HS to Senior HS)	JHS:VL (1801 and ABOVE)
106	Betis NHS	San Nicolas 2nd Betis, Guagua, Pampanga	300882	IJSHS (Integrated Junior HS to Senior HS)	JHS:VL (1801 and ABOVE)
107	Planas HS	Planas,Porac,Pampanga	306933	IJSHS (Integrated Junior HS to Senior HS)	ELS:M (301-550)
108	Porac Model Comm. HS (Resettlemen	Model Community, Pio, Porac, Pampanga	300907	IJSHS (Integrated Junior HS to Senior HS)	JHS:VL (1801 and ABOVE)
109	Porac National HS	Poblacion, Porac, Pampanga	300910	IJSHS (Integrated Junior HS to Senior HS)	JHS:L (1201-1800)
110	Villa Maria IS (Junior, Senior High Sch	Villa Maria, Porac, Pampanga	300908	IJSHS (Integrated Junior HS to Senior HS)	JHS:S (600 or LESS)
111	Ambrocio S.Simpao Educ'l &Trade Ce	San Agustin, Sta. Rita, Pampanga	306911	IJSHS (Integrated Junior HS to Senior HS)	JHS:S (600 or LESS)
112	San Basilio HS (Becuran NHS Annex)	San Basilio,Santa Rita ,Pampanga	300881	IJSHS (Integrated Junior HS to Senior HS)	JHS:S (600 or LESS)
113	Sto. Tomas NHS, Sasmuan	Sto. Tomas, Sasmuan, Pampanga	300937	IJSHS (Integrated Junior HS to Senior HS)	JHS:L (1201-1800)
114	Basa Air Base HS	Basa Air Base, Floridablanca, Pampanga	300879	IJSHS (Integrated Junior HS to Senior HS)	JHS:L (1201-1800)
115	Floridablanca Nat'l. Agr'l. School	Palmayo, Floridablanca, Pampanga	300890	IJSHS (Integrated Junior HS to Senior HS)	JHS:L (1201-1800)
116	Gutad NHS	Gutad, Floridablanca, Pampanga	300892	IJSHS (Integrated Junior HS to Senior HS)	JHS:L (1201-1800)
117	Paguiruan NHS	Paguiruan, Floridablanca, Pampanga	300904	IJSHS (Integrated Junior HS to Senior HS)	JHS:L (1201-1800)

118	Pasay City North HS	Basa Air Base Floridablanca, Pamapanga	305365	JHS (Junior HS)	ELS:S (300 or LESS)
119	Nabuclod IS (Elementary, Junior, Seni	Nabuclod, Floridablanca, Pampanga	501827	IESHS (Integrated Elem to Senior HS)	JHS:S (600 or LESS)
120	San Jose High School	Purok 2, San Jose, Floridablanca, Pampanga	300920	IJSHS (Integrated Junior HS to Senior HS)	JHS:M (601-1200)
121	Lubao NHS (Lubao VS)	San nicolas 1st, Lubao Pampanga	300894	IJSHS (Integrated Junior HS to Senior HS)	JHS:L (1201-1800)
122	Remedios NHS	Remedios,Lubao,Pampanga	300912	IJSHS (Integrated Junior HS to Senior HS)	JHS:M (601-1200)
123	San Pablo 2nd NHS	Sitio Centro, San Pablo 2nd, Lubao, Pampanga	300925	IJSHS (Integrated Junior HS to Senior HS)	JHS:L (1201-1800)
124	San Roque Dau NHS	Camaya St. San Roque Dau 1st, Lubao, Pampanga	300928	IJSHS (Integrated Junior HS to Senior HS)	JHS:VL (1801 and ABOVE)
125	Santiago HS	Santiago, Lubao Pampanga	305738	JHS (Junior HS)	JHS:S (600 or LESS)
126	San Vicente NHS, Lubao	San Vicente, Lubao, Pampanga	300929	IJSHS (Integrated Junior HS to Senior HS)	JHS:L (1201-1800)
127	Sta. Cruz IS (Junior, Senior High Scho	Bona 2, Gomburza St. Sta Cruz, Lubao, Pampanga	306912	IJSHS (Integrated Junior HS to Senior HS)	JHS:L (1201-1800)
128	Wenceslao Village HS	Phase 2,Wenceslao Village,San Roqe Dau,Lubao	306904	JHS (Junior HS)	JHS:S (600 or LESS)
129	Bacolor HS	Zone 2 Cabalantian, Bacolor, Pampanga	306935	IJSHS (Integrated Junior HS to Senior HS)	JHS:S (600 or LESS)
130	Potrero NHS	Bulaon Resetlement	301065	IJSHS (Integrated Junior HS to Senior HS)	JHS:L (1201-1800)
131	San Isidro NHS (Bacolor)	San Isidro Bacolor Pampanga	300917	IJSHS (Integrated Junior HS to Senior HS)	JHS:S (600 or LESS)
132	San Vicente Pilot School for Philippine	Bulaon Resettlement Site, City of San Fernando, Pampanga	306901	IJSHS (Integrated Junior HS to Senior HS)	JHS:M (601-1200)
133	Diosdado Macapagal HS	Sto. Domingo, Mexico, Pampanga	306908	IJSHS (Integrated Junior HS to Senior HS)	JHS:VL (1801 and ABOVE)
134	Gerry Rodriguez HS	Divisoria, Mexico, Pampanga	306924	IJSHS (Integrated Junior HS to Senior HS)	JHS:M (601-1200)
135	Malino NHS	San Jose Malino, Mexico, Pampanga	300896	IJSHS (Integrated Junior HS to Senior HS)	JHS:M (601-1200)
136	Mexico NHS	Balas, Mexico, Pampanga	300901	IJSHS (Integrated Junior HS to Senior HS)	JHS:M (601-1200)
137	Nicanor David Vergara HS	Anao, Mexico, Pampanga	300872	IJSHS (Integrated Junior HS to Senior HS)	JHS:M (601-1200)
138	San Juan NHS, Mexico	San Juan Mexico, Pampanga	300921	IJSHS (Integrated Junior HS to Senior HS)	JHS:VL (1801 and ABOVE)
139	San Isidro NHS (Sta. Ana)	San isidro, Sta. Ana, Pampanga	300919	IJSHS (Integrated Junior HS to Senior HS)	JHS:L (1201-1800)
140	Sta. Ana NHS	San Agustin, Sta Ana, Pampanga	300932	IJSHS (Integrated Junior HS to Senior HS)	JHS:M (601-1200)
141	Telesforo Natividad NHS	Sta. Maria, Sta.Ana , Pampanga	306945	IJSHS (Integrated Junior HS to Senior HS)	JHS:M (601-1200)
142	Bahay Pare NHS	Sitio 2 Bahay Pare Candaba, Pampanga	300874	IJSHS (Integrated Junior HS to Senior HS)	JHS:VL (1801 and ABOVE)
143	Mangga HS	Sitio 1 Mangga, Candaba, Pampanga	306955	IJSHS (Integrated Junior HS to Senior HS)	SHS:S (440 or LESS)
144	Mapaniqui NHS	Pulong Balon Mapaniqui Candaba Pampanga	300899	IJSHS (Integrated Junior HS to Senior HS)	JHS:M (601-1200)
145	Pasig NHS	Dalan Bato Pasig,Candaba,Pampanga	300906	IJSHS (Integrated Junior HS to Senior HS)	JHS:L (1201-1800)
146	Tagulod HS	Centro 2, Tagulod, Candaba, Pampanga	300939	IJSHS (Integrated Junior HS to Senior HS)	JHS:S (600 or LESS)
147	Talang NHS	Sitio 3 Talang,Candaba,Pampanga	300940	IJSHS (Integrated Junior HS to Senior HS)	JHS:M (601-1200)
148	Emigdio A. Bondoc HS	Purok 3 San Roque,San Luis, Pampanga	306934	IJSHS (Integrated Junior HS to Senior HS)	JHS:L (1201-1800)
149	San Isidro NHS (San Luis)	Pasumbalas, San Isidro, San Luis, Pampanga	300918	IJSHS (Integrated Junior HS to Senior HS)	JHS:M (601-1200)
150	San Carlos-San Luis NHS	Purok 2 San Carlos, San Luis, Pampanga	300923	IJSHS (Integrated Junior HS to Senior HS)	JHS:M (601-1200)
151	San Juan-San Luis NHS	Purok 1, San Juan, San Luis, Pampanga	300922	IJSHS (Integrated Junior HS to Senior HS)	JHS:S (600 or LESS)

152	San Luis NHS	Sto.Tomas, San Luis, Pampanga	306944	IJSHS (Integrated Junior HS to Senior HS)	JHS:VL (1801 and ABOVE)
153	Apalit HS	PRCS Compound Sulipan, Apalit, Pampanga	306915	IJSHS (Integrated Junior HS to Senior HS)	JHS:L (1201-1800)
154	Cansinala NHS	Cansinala, Apalit, Pampanga	300885	IJSHS (Integrated Junior HS to Senior HS)	JHS:L (1201-1800)
155	Sucad NHS	Purok 3, Sucad, Apalit, Pampanga	306936	IJSHS (Integrated Junior HS to Senior HS)	JHS:M (601-1200)
156	Sta. Maria NHS, Minalin	H.S. Boulevard, Sta. Maria Minalin Pampanga	300935	IJSHS (Integrated Junior HS to Senior HS)	JHS:L (1201-1800)
157	San Simon HS	San Jose, San Simon, Pampanga	306918	IJSHS (Integrated Junior HS to Senior HS)	JHS:L (1201-1800)
158	San Matias NHS	L. Gomez Subd., San Matias, Sto.Tomas, Pampanga	300924	IJSHS (Integrated Junior HS to Senior HS)	JHS:VL (1801 and ABOVE)
159	Sto. Tomas NHS, Sto. Tomas	Poblacion, Sto. Tomas, Pampanga	300938	IJSHS (Integrated Junior HS to Senior HS)	JHS:M (601-1200)
160	Caduang Tete HS	Purok Rosal, Caduang Tete, Macabebe, Pampanga	300883	IJSHS (Integrated Junior HS to Senior HS)	JHS:M (601-1200)
161	Dalayap HS	Dalayap Macabebe , Pampanga	306937	IJSHS (Integrated Junior HS to Senior HS)	JHS:S (600 or LESS)
162	Macabebe HS	San Roque Macabebe, Pampanga	306920	IJSHS (Integrated Junior HS to Senior HS)	JHS:M (601-1200)
163	Malauli HS	Malauli, Masantol, Pampanga	306926	IJSHS (Integrated Junior HS to Senior HS)	JHS:S (600 or LESS)
164	San Vicente-San Francisco NHS	23 San Francisco Macabebe, Pampanga	300930	IJSHS (Integrated Junior HS to Senior HS)	JHS:L (1201-1800)
165	Sta. Maria NHS, Macabebe	Purok 2 Sta. Maria Macabebe, Pampanga	300934	IJSHS (Integrated Junior HS to Senior HS)	JHS:L (1201-1800)
166	Telacsan NHS	Pk. Sapang Palay, Telacsan Macabebe, Pampanga	300941	IJSHS (Integrated Junior HS to Senior HS)	JHS:M (601-1200)
167	Masantol HS	Bebe Anac, Masantol, Pampanga	300933	IJSHS (Integrated Junior HS to Senior HS)	JHS:S (600 or LESS)

Department of Education
BUREAU OF LEARNING RESOURCES

VALIDATION TOOL FOR LEARNING RESOURCE PROCESSES IN SCHOOL LIBRARY

Directions:

Please check the appropriate description that best reflects your observations on each activity enumerated below regarding the learning resource processes and requirements expected in a school library.

Your observations should be based on your ocular inspection, interview with the librarian/teacher-in charge in the library, teachers and school head, and presentation of tangible evidences.

The meaning of the descriptions are as follows:

✓ **VERY EVIDENT**- the activity is regularly done and there is an obvious manifestation that the activity is habitually done. Thus, the activity becomes a standard.

✓ **SLIGHTHLY EVIDENT-** the activity is sometimes done and has manifestation that the activity is conducted in some instances. Thus, the activity is not an observed standard.

✓ **NOT EVIDENT -** the activity is not observed because it is not done.

ACTIVITIES	Very Evident	Slightly Evident	Not Evident	Remarks (Other Details/ Observations)
A. Space and Location				
1. A separate space/area is designated for the school library.				
2. The school library is appropriately labeled and can be easily identified as a school library.				
3. The school library is accessible to the learners.				
4. The school library has space to accommodate at least 10% of the school population.				

ACTIVITIES	Very Evident	Slightly Evident	Not Evident	Remarks (Other Details/ Observations)
B. Services and School Library Collection				
1. The school library operates before the opening of the first class period and after the last class period.				
2. The school library has a bulletin board to promote the school library services.				

ACTIVITIES	Very Evident	Slightly Evident	Not Evident	Remarks (Other Details/Observations)
3. The school library promotes library services.				
4. School library collection is properly arranged in shelves and are labeled with call				
5. School library collection are cataloged/classified based on the Dewey Decimal Classification (DDC).				
6. The school library has variety of titles in its library collection (e.g. general references, fictional materials, learning area references, audio/video collection, periodicals, etc.)				
6. The school library collection is updated.				
7. The school library allows the borrowing of books for home use.				
8. The school library has computer set/s with internet access and are utilized by the learners and teachers.				

ACTIVITIES	Very Evident	Slightly Evident	Not Evident	Remarks (Other Details/Observations)
C. School Library Staff				
1. There is a full-time librarian in the school library.				
2. A teacher is designated as in charge of the school library.				
3. The librarian/teacher-in charge of the school library is knowledgeable in the processes of library operations.				

ACTIVITIES	Very Evident	Slightly Evident	Not Evident	Remarks (Other Details/Observations)
D. Support and Continuous Improvement				
1. School library improvement is integrated in the School Improvement Plan (SIP).				
2. Budget is allocated for the school library operations.				
3. School library has regular acquisition of library collection.				

Other Comments:

_____
_____
_____
_____

Accomplished by:

Name of School

Visited:

_____
Name of Validator

Enclosure 3

FORM 1. SCHOOL LIBRARY PROFILE

(To be accomplished by the School Librarian/Personnel-in-charge of the School Library)

Name of school   : _____

School address   : _____

Division   : _____

Total student enrollment   : _____

PART A. PROFILE

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

___Elementary School (**ELS**)   ___Junior High School (**JHS**, Grades 7-10)

___Stand Alone Senior HS (**SASH**)

Integrated School:
___ ELS with JHS   ___ ELS with JHS & SHS   ___ JHS with SHS

School Library Status: ____Existing   ____No school library   ____Reading Corner

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 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) _____

1.3 How accessible is the school library to the users/students? Are the library collections safe from flooding? Please check only one.

___The library *is easily* accessible from any point in the campus and is safe from flooding.
___ The library *is not easily* accessible from any point in the campus but is safe from flooding. (e.g., the library is at the 5th floor of a building)
___ The library *is easily* accessible from any point in the campus and is not safe from flooding.

2. **SERVICES**
   2.1 How long does the school library operate daily to accommodate users?

___The school library operates from the start of the earliest class period *with no noon break and extends after* the last class period.
___The school library operates from the start of the earliest class *with noon*

break and extends after the last class period.

___The school library operates from the start of the earliest class period *with no noon break, but it closes at the end* of the last class period.

___The school library operates from the start of the earliest class period *with noon break, but it closes at the end of the last class period.*

___The school library operates daily *but has no fixed operating schedules* due to the availability of the In-Charge personnel.

___Others (please specify) _____

2.2 The following are activities and services that a school library should provide. Put a check mark (✓) in the box beside the activities and services that your school library offers. Check all that apply.

School Library Activities	
Updates the Bulletin/Information Board to promote library and information services (Current Awareness).	
Conducts orientation on the use of the library and its services for students and teachers.	
Conducts regular activities that promote library and information services.	
Conducts classroom visits to promote library and information services.	
Uses social media to promote library and information services.	
Others (Please specify):	
School Library Services	
The staff provides Selective Dissemination of Information to the faculty.	
Allows borrowing of books for home use.	
Allows students to use the computer for encoding, viewing, and the like.	
Allows the students to bring books outside the library and returns within the day if not allowed for home use.	
Allows students to use the computer for internet access.	
Allows the faculty to use the computer for encoding, viewing, and the like.	
Allows the faculty to use the computer for internet access.	
The staff prepares clippings (for vertical files collection)	
The staff does 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
         _____Others (Please specify):_____

3.1.6   If COS, what is the source of fund of the remuneration of the in charge of the library?
         _____ MOOE
         _____ Funded by the LGU
         _____ Others

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	Source of Fund for the Remuneration

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	With copyright year within 10 years		With copyright year earlier than the past 10 year		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						
5. Manuals						
4. Atlases						
5. Yearbooks						
6. Directories						
7. Thesaurus						
Others/						
TOTAL						

4.2.2 GENERAL COLLECTION (Subject Area Specific References)		With copyright year within 10 years		With copyright year earlier than the past 10 year		TOTAL	
Broad Subjects	Scope	No. of Titles	No. of Copies	No. of Titles	No. of Copies	No. of Titles	No. of Copies
a. English & Literature	Books on Creative Writing, Oral Communication, Business Communication, Books on Literature, Grammar, Vocabulary, Journalism, etc.						
b. Filipino at Panitikan	Mga aklat ukol sa Malikhaing Pagsulat, Balarila, Retorika, Sining ng Pakikipagtalastasan, Malikhaing Pagsulat, Pamamahayag, etc.						

Continuation… 4.2.2 GENERAL COLLECTION (Subject Area Specific References)		With copyright year within 10 years		With copyright year earlier than the past 10 years		TOTAL	
Broad Subjects	Scope	No. of Titles	No. of Copies	No. of Titles	No. of Copies	No. of Titles	No. of Copies
c. Science	Books on Chemistry, Biology, Physics, Astronomy, Oceanography, Botany, Geology, Metallurgy, Zoology, Anatomy, etc.						
d. Aral. Panlipunan	Politics & Governance, History, Places & Travels, Geography, Archeology, Economics, Sociology, Society & Culture, Law, Anthropology, etc.						
e. Music	Musical Instruments, Compositions, Songs, History of Music, etc.						
f. Arts	Painting, Drawing, Photography, Dance, Sculpture, Theatre, Drama, etc.						
g. Physical Education	Books on Martial Arts, Sports/Games, Body Building, etc.						
h. Health	Books on Health, Diseases, Personal Hygiene, Drug Addiction, Medicine, Nursing, etc.						
i. Edukasyon sa Pagpapakatao	Religion, Morality, Values Education, etc.						
j. Mathematics	Business Math, Algebra, Trigonometry, Geometry, Calculus, Probability & Statistics,						
k. Business	Books on Business, Marketing, Finance, Auditing, Banking, Accounting, Entrepreneurship, etc.						
l. Management	Books on Organizational Management, Leadership, etc.						
m. Computers/ Information Tech.	Books on Computers, Software, Hardware, Apps, Androids, Database, Programming, etc.						
n. Research	Books on Research, Thesis Writing, Feasibility Studies, Term Paper Writing, Theses, Dissertations, Investigatory Projects, etc.						
o. Philosophy	Books on Philosophy, Logic, Ethics, etc.						
p. 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) Math Guide						
TOTAL							

4.2.3 ADDITIONAL SUPPLEMENTARY READERS	With copyright year within 10 years		With copyright year earlier than the past 10 year		TOTAL	
	No. of Titles	No. of Copies	No. of Titles	No. of Copies	No. Of Titles	No. Of Copies
a) Biographies						
b) Novels						
c) Collections/Anthology of Short Stories						
d) Collection/Compilation of Poetry						
e) Others (Please specify)						
TOTAL						

4.2.4 NON-PRINT COLLECTION	With copyright year within 10 years	With copyright year earlier than the past 10 year	Combined Total Number of Titles
	Total No. of Titles	Total No. of Titles	
a. Digital File Collection			
i. E-Book Collection (in e-pub, pdf, word formats saved in DVD/Desktop, etc.)			
ii. CD/DVD Collection of Movies, Documentaries, etc.			
b. Braille Collection			
c. Microfilm Collection			
d. Others (Please specify)			
TOTAL			

4.2.5 PERIODICAL SUBSCRIPTION	Years Subscribed	Locally Published	Internationally Published	TOTAL NUMBER OF SUBSCRIPTIONS
		No. of Titles Subscribed	No. of Titles Subscribed	
a. Newspapers	Current year			
	Previous year			
	Last Three Years			
b. Tabloids	Current year			
	Previous year			
	Last Three Years			
c. Magazines	Current year			
	Previous year			
	Last Three Years			
d. Journals	Current year			

	Previous year			
	Last Three Years			
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	Estimated Value/ Cost of Acquisition from the Sourse
MOOE	
LGU	
NGO	
PTA	
DepEd (Central Office/Division/District Office)	
Alumni	
Others (Please specify): Donations from pupils	

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	Budget Allocation	
	Amount	Fiscal Year
No Budget		
LGU		
NGO		
PTA		
DepEd (Central Office/Division/District Office)		
Alumni		
MOOE		

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	Cost Value	Year Acquired
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:

_____   _____
Librarian/Personnel 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.*

Enclosure 4

FORM 2. SCHOOL LIBRARY PROFILE INTERPRETATION
(to be accomplished by the Monitor)

School Name   :_____   School Address   :_____

Division   :_____Total Student Enrollment   :_____

Put a check mark (✓) on the appropriate blank before each item.
   ____Elementary School (ELS)   ____Junior High School (**JHS Grades 7-10**)
   ____Stand Alone Senior HS (**SASH**)
   Integrated School:
     ____ELS with JHS   ____ELS with JHS & SHS   ____JHS with SHS

Directions: Using the Library Profile (Form 1) accomplished by the Monitor, rate the school library on the following components using the attached point equivalents for Library Functionality. To compute the rating, divide the score earned by the sub-total for each component then multiply by 100.

Components	Indicators		Perfect Score	Scores Earned	Rating
1. Space & Location	Seating Capacity		5		
	Location		3		
	Accessibility		3		
	Sub-total		11		
2. Services	Operating Hours		5		
	Activities		5		
	Services		4		
	Collection Access		2		
	Sub-total		16		
3. Administration and Human Resources	Staff Designation		5		
	Sub-total		5		
4. Collection Management	Bibliographic Processing		3		
	Gen. References		5		
	Gen. Collection		5		
	SRMs		5		
	Non-Print Coll.		5		
	Periodical Collection	Newspapers	7		
		Tabloids			
		Magazines			
		Journals			
	Sub-total		30		
5. Acquisition	Book Acquisition		7		
	Sources SL Budget		7		
	Sub-total		14		
6. Facilities	Collection Access		3		
	Facilities		7		
	Sub-total		10		
GRAND TOTAL			86	100	
Functionality:					

Prepared By: _____   Date Accomplished: _____
        Monitor
    Signature over Printed Name

Score Equivalents:

Description	Indicators/Criteria/Standards	Equivalent Transitional Growth Stage
Fully Functional (FFL)	● If ratings in all components are 80% and above. ● The school library shows "best practice/s."	**Leading**
Functional (FL)	● If ratings in all components are not less than 70%. ● The school library is able to reach the standard and is continually making progress.	**Established**
Semi Functional (SFL)	● If rating/s in any of the component/s is/are not less than 50%. ● The school library is making progress in providing library and information services.	**Emerging**
Not Functional (NFL)	● If rating in one or more components are 49% and below. ● The library meets below the minimum requirement established for school library and information services.	---

POINT EQUIVALENCES FOR LIBRARY FUNCTIONALITY

Components	Items	Indicators/Criteria/Standards	Points
1. Space and Allocation	1.1 What best describes the space of your school library in terms of seating capacity?	The library accommodates 10% or more of the total student population.	5
		The library accommodates 7-9% of the total student population.	4
		The library accommodates 4-6% of the total student population.	3
		The library accommodates 1-3% of the total student population.	2
		The library accommodates less than 1% of the total student population.	1
	1.2 What best describes your school library in terms of location	The school library is in a separate building.	3
		The school library occupies a separate room within a building.	2
		The school library shares space with others.	1
	1.3 How accessible is the school library to the users/ students?	The school library *is easily* accessible from any point in the campus and is safe from flooding.	3
		The school library *is not easily* accessible from any point in the campus but is safe from flooding.	2

		Are the library collections safe from flooding?	The school library *is easily* accessible from any point in the campus and is not safe from flooding.	1
Components	**Items**		**Indicators/Criteria/Standards**	**Points**
2. Services	2.1 How long does the library operate daily to accommodate users?		The library operates from the start of the earliest class period with no noon break and extends after the last period of classes.	5
			The library operates from the start of the earliest class with noon break and extends after the last period of classes.	4
			The 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.	3
			The library operates from the start of the earliest class period with noon break but it closes at the end of the last class period.	2
			The library operates daily but has no fixed operating schedules due to the availability of the In-Charge personnel or as specified in "others."	1
	2.2 Please identify the following activities your school library provides.		The library conducts 3 or more activities	5
			The library conducts 2 activities.	4
			The library conducts 1 activity.	3
			The library conducts other activity.	2
			No activity conducted.	0
	2.3 Please identify the following services your school library provides.		The library provides 4 or more services.	4
			The library provides 3 services.	3
			The library provides 2 services.	2
			The library provides only 1 service.	1
	2.4 Access System		Open Shelf/Stack	2
			Closed Shelf/Stack	1
3. Administration and Human Resources	3.1 Staff Designation		The library has a full-time Librarian	5
			The library has a Teacher-Librarian	3
4. Collection Management	4.1 What best describes your school library's bibliographic processing?		All the bibliographic processes are being done.	3
			Only one/some of the bibliographic processes is/are being done.	2
			None of the bibliographic processes is being done.	1
	4.2 Library Collection Inventory a. *Gen. References*		If 20% or more of the total collection (titles) are published within the last 10 years	5
			If 10-19% of the total collection (titles) are published within the last 10 years	4
			If 5-9% of the total collection (titles) are published within the last 10 years	3

		If 2-4% of the total collection (titles) are published within the last 10 years	2
	b. *Gen. Collection*		
	c. *Non-Print Collection*	If 1% or less of the total collection (titles) are published within the last 10 years	
	d. *Additional Supplementary Readers*		1

Components	Items	Indicators/Criteria/Standards	Points
	4.3 Periodical Collection Inventory a. *Newspapers* b. *Tabloids* c. *Magazines* d. *Journals*	3 or more subscriptions in current year (regardless of type of periodical)	7
		if 2 subscriptions in current year (regardless of type of periodical)	6
		If only 1 subscription in current year (regardless of type of periodical)	5
		if latest subscription was in the previous year (2 subscriptions regardless of type of periodical)	4
		if latest subscription was in the previous year (1 subscription regardless of type of periodical)	3
		if latest subscription was three years ago (2 subscriptions regardless of type of periodical)	2
		if latest subscription was three years ago (1 subscription regardless of type of periodical)	1
5. Acquisition	5.1 Please identify your library's means for book acquisition.	Any three (3) of the following: LGU, NGO, PTA, DepEd, Alumni, others	7
		Any two (2) of the following: LGU, NGO, PTA, DepEd, Alumni, others	5
		Only one (1) of the following: LGU, NGO, PTA, DepEd, Alumni others	3
		None	0
	5.2 What is the source of your school library budget?	Any three (3) of the following: MOOE, LGU, NGO, PTA, DepEd, Alumni, others	7
		Any two (2) of the following: MOOE, LGU, NGO, PTA, DepEd, Alumni, others	5
		Only one (1) of the following: MOOE, LGU, NGO, PTA, DepEd, Alumni others	3
		None	0
6. Facilities	6.1 Which collection access facility does your library have?	If the library has both OPAC and Card Catalog Cabinet.	3
		If the library has OPAC but no Card Catalog Cabinet.	2
		If the library uses only Card Catalog Cabinet.	1
	6.2 Please identify ICT facilities that your library has	Computer with internet connection + 5 other facilities	7
		Computer with internet connection + 4 other facilities	6
		Computer with internet connection + 3 other facilities	5
		Computer without internet connection + 2 other facilities	4
		Computer without internet connection + 1 other facility	3
		No computer but has other facilities.	2
		No computer and has one other facility.	1