DIVISION MEMORANDUM
No. 329 s. 2017

2017 DIVISION SEARCH FOR THE MOST FUNCTIONAL SCHOOL
LRMDS CENTER AND SCHOOL LIBRARY

TO: Public Schools District Supervisors
Secondary School Principals / Sec. School In-Charge
Elementary School Principals / Elem. School In-Charge
School LRMDS Team / School Librarians

FROM: EMMALINDA E. DUHAYLUNGSOD, CESO V
Schools Division Superintendent

1. The Department of Education (DepEd) = Division of Lanao del Norte through the Learning Resource Management and Development Section (LRMDS), announces the 2017 DIVISION SEARCH FOR THE MOST FUNCTIONAL LRMDS CENTER AND SCHOOL LIBRARY.

2. The Search aims to: a) promote the vision, systems and functions of LRMDS in the school setting; b) forge grand alliance with public and private organizations; c) maximize the use of LRMDS Web Portal; d) development of localized, indigenous and translated resource materials; and e) strengthen and recognize the skills of Development and School LRMDS Teams.

3. The Search Guidelines are as follows:
   a. Submission of entry to the search must be accompanied by a duly Accomplished Entry Form (Enclosure 1).
   b. All entries must be duly endorsed by the concerned Public Schools District Supervisor, the same shall be addressed to:
      Myrna Lyn M. Marohom, Ph.D.
      Chief, Education Program Supervisor
      Curriculum Implementation Division (CID)
      Attention: Connie A. Embronig, Ph.D.
      EPSVR / LRMDS Manager
      DepEd – Division of Lanao del Norte
      Picalangan, Tubod, Lanao del Norte
   c. All information presented by the Writer/Developer/Illustrators in any of his/her localized developed/redeveloped/contextualized resource materials (print and non-print) shall be his/her liability in any issues that may arise with regards to the originality and authenticity of the resource materials that are available inside the School LRMDS Center. Citation and giving credit to the original source must be properly observed. Plagiarism of any kind will result in disqualification.
   d. The School LRMDS Center will be evaluated following the indicators and corresponding percentage point system stated on the next page.
<table>
<thead>
<tr>
<th>No</th>
<th>Search Indicators</th>
<th>100%</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>School LRMDS Center (Library) Building / Room</td>
<td>15%</td>
</tr>
<tr>
<td>2</td>
<td>Approved Enhanced School Improvement Plan incorporating Access and Provision of Resource Materials for Teachers and Learners</td>
<td>5%</td>
</tr>
<tr>
<td>3</td>
<td>At least three (3) or more functional computers with internet connection and use to access the LRMDS Web Portal</td>
<td>5%</td>
</tr>
<tr>
<td>4</td>
<td>Photocopy Machine (use for printing and reproduction of resource materials)</td>
<td>5%</td>
</tr>
<tr>
<td>5</td>
<td>Storage for LRs e-copy (DVD/CD/Flash Drives and External)</td>
<td>5%</td>
</tr>
<tr>
<td>6</td>
<td>School LRMDS Inventory Reports (categorized by learning area and by Grade Level)</td>
<td>10%</td>
</tr>
<tr>
<td>7</td>
<td>School Library Utilization Reports</td>
<td>5%</td>
</tr>
<tr>
<td>8</td>
<td>Registration in the LR Portal</td>
<td>5%</td>
</tr>
<tr>
<td>9</td>
<td>Downloaded LRs from the LR Portal</td>
<td>10%</td>
</tr>
<tr>
<td>10</td>
<td>School developed, redeveloped, contextualized, indigenized and translated learning resources (categorized by Learning Area and by Grade Level)</td>
<td>15%</td>
</tr>
<tr>
<td>11</td>
<td>Directory of Personnel with Development Skills / Learning Resource Skills (Writer/Editors/Illustrators)</td>
<td>5%</td>
</tr>
<tr>
<td>12</td>
<td>Documentation of LRMDS meetings and activities and other proof of the functionality of the LRMDS Center</td>
<td>10%</td>
</tr>
<tr>
<td>13</td>
<td>Solicitations, Resource Mobilization and Partnership with Public and Private Institutions</td>
<td>5%</td>
</tr>
</tbody>
</table>
e. The School Library will also be evaluated following the indicators and corresponding percentage point system stated below.

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>PERCENTAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>I. COLLECTION ORGANIZATION</strong></td>
<td>55 %</td>
</tr>
<tr>
<td>A. Book Arrival's Record</td>
<td>5 %</td>
</tr>
<tr>
<td>B. Accession Record</td>
<td>5 %</td>
</tr>
<tr>
<td>C. Catalog:</td>
<td></td>
</tr>
<tr>
<td>1. Call Number</td>
<td>5 %</td>
</tr>
<tr>
<td>2. Card Catalog:</td>
<td></td>
</tr>
<tr>
<td>a. Librarian's Catalog:</td>
<td></td>
</tr>
<tr>
<td>a.1. Script</td>
<td>5 %</td>
</tr>
<tr>
<td>a.2. Shelf – List</td>
<td>5 %</td>
</tr>
<tr>
<td>b. Public Catalog:</td>
<td></td>
</tr>
<tr>
<td>b.1. Author Catalog</td>
<td>5 %</td>
</tr>
<tr>
<td>b.2. Title Catalog</td>
<td>5 %</td>
</tr>
<tr>
<td>b.3. Subject Catalog</td>
<td>5 %</td>
</tr>
<tr>
<td>D. Periodical Index</td>
<td></td>
</tr>
<tr>
<td>1. Newspaper Articles</td>
<td>5 %</td>
</tr>
<tr>
<td>2. Magazine Articles</td>
<td>5 %</td>
</tr>
<tr>
<td>E. Pamphlets</td>
<td>5 %</td>
</tr>
<tr>
<td><strong>II. COLLECTION MANAGEMENT</strong></td>
<td>40 %</td>
</tr>
<tr>
<td>A. Circulation</td>
<td></td>
</tr>
<tr>
<td>1. Borrow</td>
<td>5 %</td>
</tr>
<tr>
<td>a. Teachers</td>
<td></td>
</tr>
<tr>
<td>b. Staff</td>
<td></td>
</tr>
<tr>
<td>c. Students / Pupils</td>
<td></td>
</tr>
<tr>
<td>d. Off – campus Researchers</td>
<td></td>
</tr>
<tr>
<td>1. Unreturn</td>
<td>5 %</td>
</tr>
<tr>
<td>a. Teachers</td>
<td></td>
</tr>
<tr>
<td>b. Staff</td>
<td></td>
</tr>
<tr>
<td>c. Students / Pupils</td>
<td></td>
</tr>
<tr>
<td>d. Off – campus Researchers</td>
<td></td>
</tr>
<tr>
<td>2. Lost</td>
<td>5 %</td>
</tr>
<tr>
<td>a. Teachers</td>
<td></td>
</tr>
<tr>
<td>b. Staff</td>
<td></td>
</tr>
<tr>
<td>c. Students / Pupils</td>
<td></td>
</tr>
<tr>
<td>d. Off – campus Researchers</td>
<td></td>
</tr>
<tr>
<td>B. Entrance Statistics</td>
<td></td>
</tr>
<tr>
<td>1. Daily</td>
<td>5 %</td>
</tr>
<tr>
<td>2. Weekly</td>
<td>5 %</td>
</tr>
<tr>
<td>3. Monthly</td>
<td>5 %</td>
</tr>
<tr>
<td>4. Annual</td>
<td>2 %</td>
</tr>
<tr>
<td>C. Monthly Report</td>
<td>5 %</td>
</tr>
<tr>
<td>D. Collection Inventory</td>
<td>3 %</td>
</tr>
<tr>
<td><strong>III. CLEANLINESS and ORDERLINESS</strong></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>100 %</td>
</tr>
</tbody>
</table>
f. The search is open to all public schools of this division following the set categories
LRMDS Center & School Library:

<table>
<thead>
<tr>
<th>Levels</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Secondary Schools (Large) 25 and above no. of teachers</td>
</tr>
<tr>
<td>II</td>
<td>Secondary Schools (Small) 25 and below no. of teachers</td>
</tr>
<tr>
<td>III</td>
<td>Elementary Schools (Large) 20 and above no. of teachers</td>
</tr>
<tr>
<td>IV</td>
<td>Elementary Schools (Small) 20 and below no. of teachers</td>
</tr>
</tbody>
</table>

g. Deadline of submission of entry will be on December 1, 2017, while the search evaluation will be conducted on December 4-6, 2017. Attached is the Search Entry Form.

h. The search Evaluators are Education Program Supervisors/ Education Program Specialists. The decision of the Evaluators is final and irrevocable.

4. The winner will be announced through a Division Memorandum after the completion of the evaluation while the awarding ceremony will be done during the annual Division Teachers Day Celebration on December 14, 2017.

5. Immediate dissemination of this Memorandum is desired.
Enclosure No. 1: Search Entry Form

School Letter Head

ENTRY FORM

☐ FUNCTIONAL SCHOOL LRMDS CENTER
☐ FUNCTIONAL SCHOOL LIBRARY

SCHOOL:
ADDRESS:
SCHOOL PRINCIPAL:
DISTRICT:
EMAIL ADDRESS:
CONTACT NUMBER/S:

School Principal’s Signature Over Printed Name

ENDORSEMENT

This is to recommend ________________________ as official entry/as one of the entries of District ________________ to the 2017 SEARCH FOR THE MOST FUNCTIONAL SCHOOL LRMDS CENTER AND SCHOOL LIBRARY.

Issued this ___ day of __________, 2017 at ________________, Lanao del Norte

Public Schools District Supervisor’s Signature Over Printed Name
Enclosure 3: Members of the Evaluation Committee

Chairman: Myrna Lyn M. Marohom, Ph.D., - Chief, CID
Co-Chairman: Connie A. Emborong, Ph.D. - EPSvr, LRMDS Manager

Members:
Maria Eva S. Edon, EPSvr
Angelito D. Barazona, EPSvr
Monisa Maba, EPSvr
Teresita B. Ilago, EPSvr
Josalito B. Epe, PSDS
Lydia D. Linggolinggo, PSDS
Emma M. Labunog, PSDS
Arlene C. Carbonera, PSDS
Marife C. Vicoy, PSDS
Apolonio M. Marohom, PSDS
Myles M. Sayre, PDO II
Jocelyn R. Camiguing, Librarian