DIVISION MEMORANDUM
No. 300 s. 2019

2019 DIVISION SEARCH FOR THE MOST FUNCTIONAL SCHOOL
LRMDS CENTER, SCHOOL LIBRARY, LR PORTAL USERS AND BEST
STORYBOOK WRITER AND ILLUSTRATOR

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

FROM: ROY ANGELO E. GAZO
      Schools Division Superintendent

1. The Department of Education (DepEd) – Division of Lanao del Norte through the Learning
   Resource Management and Development Section (LRMDS), announces for the 2018 DIVISION
   SEARCH FOR THE MOST FUNCTIONAL SCHOOL LRMDS CENTER, SCHOOL
   LIBRARY, LR PORTAL USERS AND BEST STORYBOOK WRITERS

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 LR
   Portal; d) development of localized, indigenous and translated resource materials; and e)
   strengthen and recognize the LR Portal users.

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. Marobom, Ph.D.
      Chief, Education Program Supervisor
      Curriculum Implementation Division (CID)
      Attention: Connie A. Emborong, Ph.D.
      EPSVR / LRMDS Manager
      DepEd – Division of Lanao del Norte
      Pigcarangan, 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 functional School LRMDS Center will be evaluated following the indicators and corresponding percentage point system stated below.

<table>
<thead>
<tr>
<th>No</th>
<th>Search Indicators</th>
<th>100%</th>
<th>Evaluation Point System</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>School LRMDS Center (Library) Building / Room</td>
<td>15%</td>
<td>1 2 3 4 5</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>
<td></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>3%</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Photocopy Machine (use for printing and reproduction of resource materials)</td>
<td>3%</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Storage for LRs e-copy (DVD/CD/Flash Drives and External)</td>
<td>3%</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>School LRMDS Inventory Reports (categorized by learning area and by Grade Level)</td>
<td>10%</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>School Library Utilization Reports &amp; Inventory Reports</td>
<td>5%</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Registration in the LR Portal</td>
<td>3%</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Downloaded LRs from the LR Portal</td>
<td>7%</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Evidence of School Principals/EPSvrs/PSDSs class observation to teacher using the LRs downloaded from the LR Portal</td>
<td>10%</td>
<td></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>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Directory of Personnel with Development Skills / Learning Resource Skills (Writer/Editors/Illustrators)</td>
<td>5%</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Documentation of LRMDS meetings and activities</td>
<td>5%</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Solicitations, Resource Mobilization and Partnership with Public and Private Institutions</td>
<td>10%</td>
<td></td>
</tr>
</tbody>
</table>

e. The criteria for the Most Functional School Library will be evaluated following the indicators and corresponding percentage point system stated below.
## CATEGORY 1
**MANAGE BY PROFESSIONAL LIBRARIAN**

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>PERCENTAGE</th>
<th>TOTAL PERCENTAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>I. COLLECTION ORGANIZATION</strong></td>
<td></td>
<td>55 %</td>
</tr>
<tr>
<td>A. Book Arrivals’ Record &amp; Delivery Receipts</td>
<td>5 %</td>
<td></td>
</tr>
<tr>
<td>B. Collating &amp; Stamping with Ownership</td>
<td>5 %</td>
<td></td>
</tr>
<tr>
<td>C. Accessioning</td>
<td>5 %</td>
<td></td>
</tr>
<tr>
<td>D. Cataloging:</td>
<td>20 %</td>
<td></td>
</tr>
<tr>
<td>1. Script</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Shelf – List</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Author Cards</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Title Cards</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Subject &amp; Series Cards</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Call Numbers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Card Catalog</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E. Classifying</td>
<td>10 %</td>
<td></td>
</tr>
<tr>
<td>F. Indexing:</td>
<td>5 %</td>
<td></td>
</tr>
<tr>
<td>1. In – house Indexing (newspaper &amp; magazine articles)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>G. Vertical Files:</td>
<td>5 %</td>
<td></td>
</tr>
<tr>
<td>1. Newspaper clippings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Pamphlets</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>II. CIRCULATION SERVICES</strong></td>
<td></td>
<td>25 %</td>
</tr>
<tr>
<td>A. Charging &amp; Discharging</td>
<td>8 %</td>
<td></td>
</tr>
<tr>
<td>1. Teachers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Staff &amp; Administration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Pupils / Students</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Off – campus Researchers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Un-return</td>
<td>8 %</td>
<td></td>
</tr>
<tr>
<td>1. Teachers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Staff &amp; Administration</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
3. Pupils / Students
4. Off – campus Researchers

C. Lost
1. Teachers
2. Staff & Administration
3. Pupils / Students
4. Off – campus Researchers

III. LIBRARY ORIENTATION / INSTRUCTION 5%
A. Students
B. Teachers

IV. STATISTICS 10%
A. Entrance Statistics (Daily, Weekly, Monthly, Annual)
B. Monthly Report
C. Collection Inventory

V. CLEANLINESS and ORDERLINESS 5%

f. The search for the Most Functional LRMDC is open to all public schools of this division following the set categories (LRMDS Center):

<table>
<thead>
<tr>
<th>Levels</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Secondary Schools (Large)</td>
</tr>
<tr>
<td>II</td>
<td>Secondary Schools (Small)</td>
</tr>
<tr>
<td>III</td>
<td>Elementary Schools (Large)</td>
</tr>
<tr>
<td>IV</td>
<td>Elementary Schools (Small)</td>
</tr>
<tr>
<td>V</td>
<td>Primary Schools</td>
</tr>
</tbody>
</table>

g. The criteria for the Most Functional School LR Portal User with best practice/s (elementary and secondary) will follow the following:

<table>
<thead>
<tr>
<th>Search Indicators</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. of Classroom Observation/s using the downloaded LRs from the LR Portal</td>
<td>20%</td>
</tr>
<tr>
<td>No. of Downloaded Learning Resources from the LR Portal</td>
<td>20%</td>
</tr>
<tr>
<td>No. of Teacher-Developed Learning Resources</td>
<td>10%</td>
</tr>
<tr>
<td>Best Practice Report in utilizing the LR Portal</td>
<td>30%</td>
</tr>
<tr>
<td>School Personnel LR Portal Registration</td>
<td>20%</td>
</tr>
</tbody>
</table>

h. Evaluation for the Best Writer and Best Illustrator, the LRMDS requires the submission of division approved quality assured storybook on or before on November 18, 2019.

i. District level evaluation for the Most Functional School LRMDS and Library will be spearheaded by the Public Schools District Supervisor with three (3) school principals of his/her choice.

j. Deadline for the submission of entry from the Public Schools District Supervisors will be on October 31, 2019, while the search evaluation for the division level will be conducted on
November 25-29, 2019. One (1) entry for elementary and one (1) entry for secondary per district. Attached is the Search Entry Form.

k. The division level search evaluators are Education Program Supervisors, Education Program Specialists and Project Development Officer II and Librarian II. The decision of the division level 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, 2018.

5. Immediate dissemination of this Memorandum is desired.

Enclosure No. 1: Search Entry Form

School Letter Head
ENTRY FORM

☐ MOST FUNCTIONAL SCHOOL LRMDS CENTER

☐ MOST FUNCTIONAL SCHOOL LIBRARY

☐ MOST FUNCTIONAL LR PORTAL USERS BY SCHOOL (ELEM & SEC)

☐ BEST STORYBOOK WRITER

☐ BEST STORYBOOK ILLUSTRATOR

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 MOST FUNCTIONAL SCHOOL LRMDS CENTER, SCHOOL LIBRARY AND LR PORTAL USERS

Issued this ___ day of __________, 2019 at __________________, Lanao del Norte

_____________________________________________________

Public Schools District Supervisor’s Signature Over Printed Name
Enclosure 2: Search Evaluation Committee

Division Level Evaluation

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

Members:

1. Maria Eva S. Edon, EPSvr
2. Rosalio R Vios, EPSvr
3. Angelito D. Barazona
4. Monisa P. Maba
5. Lorraine C. Olavides
6. Belen T. Bastillada
7. Erl C. Villagonzalo
8. Robin L. Tabar
9. Kristine J. Timo
10. Ivy S. Madronero
11. Myles M. Sayre, PDO II
12. Jocelyn R. Camiguing, Librarian

District Level

1. Public Schools District Supervisor
2. 3 Elementary School Principals