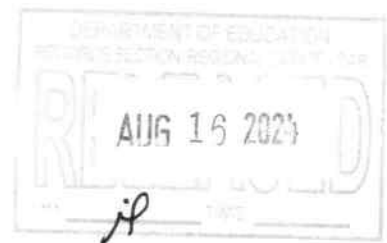




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region



15 Aug 2024

**REGIONAL MEMORANDUM**  
No. **550.2024**

**2024 REGIONAL SEARCH FOR THE MOST FUNCTIONAL LIBRARY HUBS**

To: Assistant Regional Director  
Schools Division Superintendents  
All Others Concerned

1. The Department of Education, Cordillera Administrative Region, through the Curriculum and Learning Management Division – Learning Resource Management Section (LRMS), will conduct the **2024 Search for the Most Functional Library Hubs** in support of DepEd Order No. 64, s. 2009, which mandates the *“Institutionalization of the DepEd Library Hub Project in all Regional and Schools Divisions Nationwide.”*

2. The said activity aims to achieve the following objectives:

- evaluate the current state and functionality of Library Hubs across the region based on criteria such as competency of the library hub staff, acquisition and utilization of learning resources, maintenance of hub resources and hub activities,
- acknowledge and reward Library Hubs that demonstrate exemplary practices along the given criteria, thereby serving as models for other hubs in other schools division offices in the region.
- identify gaps in the accessibility and availability of Library Hubs and propose actionable recommendations for improvements, ensuring that all teachers, school leaders and learners have access to quality educational materials.
- establish collaboration among schools in the region, encouraging the sharing of resources, strategies, and innovations in Library Hub management.
- document and disseminate best practices and success stories from the most functional Library Hubs, creating a repository of knowledge that can be used for future training and development initiatives within the region through the initiative of the CLMD – LRMS.

3. The six (6) Schools Division Offices with Library Hubs are required to submit their entries and accompanying documents to the CLMD – LRMS Office, c/o Mr. Benjamin Dio-al, no later than October 4, 2024. A transmittal letter, duly signed by the Schools Division Superintendent, must also be attached.

4. The criteria for judging is found in Enclosure 1, for reference.
5. An onsite validation will be conducted on October 14–15, 2024, to verify all submitted documents. The schedule for the awarding of winners will be announced through a separate memorandum.
6. For inquiries or concerns, please contact CES Jennifer P. Ande at the Curriculum and Learning Management Division (CLMD) through landline number (074) 422-7096 or email address: car.clmd@deped.gov.ph
7. Immediate and widest dissemination of and compliance with this Memorandum is directed.

  
**ESTELA P. LEON - CARIÑO, EdD, CESO III**  
Director IV / Regional Director

CLMD/JPA/bmd/fbb  
0000/Aug. 15, 2024 Search for the Most Functional Library Hubs



**Republic of the Philippines**  
**Department of Education**  
**CORDILLERA ADMINISTRATIVE REGION**

Enclosure to RM: SSO

**Criteria of Judging**

**COMPETENCY OF THE LIBRARY HUB STAFF (20)**

	<b>Means of Verification (MOV)</b>	<b>Points</b>
Attendance in training programs to improve technical skills		<b>2</b>
• 2 certificates	Certificate & Attendance	2
• 1 certificate	Certificate & Attendance	1
• No certificate		0
Planning and formulating doable action plans		<b>2</b>
• With Approved Action Plan	Approved Action Plan (AP)	2
• Unsigned Action Plan	Approved Action Plan (AP)	1
• No Action Plan		0
Implementing action plans		<b>2</b>
• Implemented Action Plan with Accomplishment Report	Signed Accomplishment Report (AR)	2
• Implemented Action Plan without Accomplishment Report	Signed Accomplishment Report (AR)	1
• Action Plan Not Implemented		0
Rendering varied types of Hub services		<b>2</b>
• Accomplishment Report	Signed AR	2
• Incomplete Report	Signed AR	1
• No Report		0
Demonstrating efficient management of activities in the Hub		<b>2</b>
• Reading and other activities with MOV	Signed AR	2
• Room attendance without MOV	Signed AR	1
• No activities undertaken		0
Promoting patronage of the Hub		<b>2</b>
• Orientation of School Heads and Teachers on the utilization of Library Hub Resources	Memorandum	2
• Advocacy of Library Hub through memorandum, bulletin board	Memorandum	1
• No activities conducted		0
Helping promotes a pervasive reading culture		<b>2</b>
• Conducted reading activities in the school	Signed AR	2



Republic of the Philippines

## Department of Education

### CORDILLERA ADMINISTRATIVE REGION

• Conducted reading activities in the Library Hub	Signed AR	1
• No activities for reading conducted		0
Maintaining the Hub resources		<b>2</b>
• Daily opening and upkeep of the Library Hub	Updated inventory	2
• Books per grade level are packed on the plastic bins	Updated inventory	1
• No activities		0
Conducting surveys on the book utilization/preference		<b>2</b>
• Titles with Scoping Tool/Form	Evaluation	2
• List of Titles without Scoping Tool/Form	Evaluation	1
• No filled up form		0
Motivating clientele on the use of the reading materials according to identified instructional needs		<b>2</b>
• Issuance of memorandum to School Head to bring the learners in the Library Hub	Orientation, Circulation Statistics	2
• Introduce the available learning resources in the hub	Orientation, Circulation Statistics	1
• No action undertaken		0

### ACQUISITION AND UTILIZATION OF LEARNING RESOURCES (LRs) (30)

<b>Acquisition</b>		<b>(10)</b>
	<b>Means of Verification (MOV)</b>	<b>Points</b>
Donation from Private (at least 100 titles a year)	Inventory/Acknowledgement Receipt	<b>10</b>
• Acquired 100 and above titles of SLR	Inventory/Acknowledgement Receipt	8
• Acquired 91 – 99 titles of SLR	Inventory/Acknowledgement Receipt	6
• Acquired 81 – 90 titles of SLR	Inventory/Acknowledgement Receipt	4
• Acquired 71 – 80 titles of SLR	Inventory/Acknowledgement Receipt	2
• Acquired below 70 titles of SLR	Inventory/Acknowledgement Receipt	1
Purchased (National/Local Government Funds Except from DepED)		<b>10</b>
• Acquired/Purchased Learning Resources from National or Local	Purchase Request, Acknowledgment Receipt/Accession Book	10



**Republic of the Philippines**  
**Department of Education**  
**CORDILLERA ADMINISTRATIVE REGION**

Government worth P20,000.00 and above		
<ul style="list-style-type: none"> <li>Acquired/Purchased Learning Resources from National or Local Government worth P15,000.00 to 19,999.00</li> </ul>	Purchase Request, Acknowledgment Receipt/Accession Book	8
<ul style="list-style-type: none"> <li>Acquired/Purchased Learning Resources from National or Local Government worth P10,000.00 to 14,999.00</li> </ul>	Purchase Request, Acknowledgment Receipt/Accession Book	6
Acquired/Purchased Learning Resources from National or Local Government worth P5,000.00 to P9,999.00 and above	Purchase Request, Acknowledgment Receipt/Accession Book	4
Acquired/Purchased Learning Resources from National or Local Government worth P1,000.00 to P4,999.00	Purchase Request, Acknowledgment Receipt/Accession Book	2
No evidence of purchased Learning Resources		0
<b>Utilization/Schools Served</b>		<b>(10)</b>
Report on number of schools and learners served		
<ul style="list-style-type: none"> <li>Served at least 15 or more schools</li> </ul>	List of schools and logbook of borrowers	10
<ul style="list-style-type: none"> <li>Served at least 11 to 14 schools</li> </ul>	List of schools and logbook of borrowers	8
<ul style="list-style-type: none"> <li>Served at least 7 to 10 schools</li> </ul>	List of schools and logbook of borrowers	6
<ul style="list-style-type: none"> <li>Served at least 5 to 6 schools</li> </ul>	List of schools and logbook of borrowers	4
<ul style="list-style-type: none"> <li>Served at least 1 to 4 schools</li> </ul>	List of schools and logbook of borrowers	2
<ul style="list-style-type: none"> <li>No schools served/No evidence shown</li> </ul>		0

**MAINTENANCE OF HUB RESOURCES (30%)**

Presence of the following:	<b>MOV/S</b>	<b>POINT/S</b>
1. Books (Local)		
<ul style="list-style-type: none"> <li>Big Books</li> </ul>	Accession Bk/Inventory	1
<ul style="list-style-type: none"> <li>Small Books</li> </ul>	Accession Bk/Inventory	1
<ul style="list-style-type: none"> <li>Other Supplementary Reading Materials (SLMs)</li> </ul>	Accession Bk/Inventory	1
2. Books (Foreign)	Accession Bk/Inventory	1



**Republic of the Philippines**  
**Department of Education**  
**CORDILLERA ADMINISTRATIVE REGION**

• Big Books	Accession Bk/Inventory	1
• Small Books	Accession Bk/Inventory	1
• Other Supplementary Reading Materials (SLMs)	Accession Bk/Inventory	1
3. Physical Facilities		
• Bins	Purchase Request, Acknowledgment Receipt	2
• Shelves	PR, AR	1
• Office Table	PR, AR	1
• Stackable Chairs	PR, AR	1
• Conference Table/s	PR, AR	1
• Conference Chair/s	PR, AR	1
• OPAC	Generated Report, Circulation Statistic	1
• Computer Stand	PR, AR	1
• Computer Chair	PR, AR	1
• Step Stool	PR, AR	1
• Trolleys	PR, AR	1
4. Equipment		
• Camera	PR, AR	1
• Computers	PR, AR	2
• Printers	PR, AR	1
• Bindery Kit	PR, AR	1
• Photocopier/Duplicating Machine	PR, AR	1
• Mimeograph Machine	PR, AR	1
5. Office Supplies	PR, AR	1
6. Safety Equipment		
• Fire Extinguisher	PR, AR	1
• Burglar Alarm	PR, AR	1
• CCTV	PR, AR	1
• Others (please specify)		

**HUB ACTIVITIES (20)**

	<b>MOV/S</b>	<b>POINT/S</b>
Preparing action plan on Hub operation	Approved AP	<b>3</b>
• Implemented 95 to 100%	Accomplishment Report	3
• 80 to 94% implemented	Accomplishment Report	2
• 79% and below implementation	Accomplishment Report	1





**Republic of the Philippines**  
**Department of Education**  
**CORDILLERA ADMINISTRATIVE REGION**

Advocating meetings on Hub operation for teachers and stakeholders		<b>3</b>
<ul style="list-style-type: none"> <li>Conducted monthly library activities (Best Reader, Best Borrower)</li> </ul>	Accomplishment Report	3
<ul style="list-style-type: none"> <li>Conducted quarterly library activities</li> </ul>	Accomplishment Report	2
<ul style="list-style-type: none"> <li>Two (2) activities conducted in a year</li> </ul>	Accomplishment Report	1
Attending national orientation on the Hub operation and conduct of echo training thereafter		<b>3</b>
<ul style="list-style-type: none"> <li>Re-echoed the training and applied to hub operation</li> </ul>	Activity Request, Accomplishment Report	3
<ul style="list-style-type: none"> <li>Positive changes/improvement of the hub operation after the training</li> </ul>	Activity Request, Accomplishment Report	2
<ul style="list-style-type: none"> <li>No action taken</li> </ul>		1
Undertaking educational and creative activities to attain the objectives of the Hub		<b>3</b>
<ul style="list-style-type: none"> <li>At least five (5) activities conducted in a quarter</li> </ul>	Activity Request, Accomplishment Report	3
<ul style="list-style-type: none"> <li>At least five (5) activities conducted per semester</li> </ul>	Activity Request, Accomplishment Report	2
<ul style="list-style-type: none"> <li>At least five (5) activities in a year</li> </ul>	Activity Request, Accomplishment Report	1
Conducting periodic evaluation of learners Hub activities		<b>3</b>
<ul style="list-style-type: none"> <li>Coordinated with the teachers on the reading ability of the learners who participated in the hub activities</li> </ul>	Activity Request, Accomplishment Report	3
<ul style="list-style-type: none"> <li>Conducted follow up reading activities</li> </ul>	Activity Request, Accomplishment Report	2
<ul style="list-style-type: none"> <li>No activity conducted</li> </ul>		1
Sourcing-out funds and networking with GOs and NGOs for Hub maintenance		<b>3</b>
<ul style="list-style-type: none"> <li>Request letters to Stakeholders, signed MOA Coordination Meeting</li> </ul>	Request Letter, Acknowledgment Receipt	3



Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION

<ul style="list-style-type: none"><li>Request letters to Stakeholders, MOA</li></ul>	Request Letter, Acknowledgment Receipt	2
<ul style="list-style-type: none"><li>Request letters to stakeholders</li></ul>	Request Letter, Acknowledgment Receipt	1
Suggesting plans to improve the hub operation		<b>2</b>
<ul style="list-style-type: none"><li>Library hub users are open to give suggestions for improvement and these are implemented</li></ul>	Filled Feedback Form	2
<ul style="list-style-type: none"><li>Some suggestions are not implemented</li></ul>	Filled Feedback Form	1