



Republic of the Philippines  
**Department of Education**  
MIMAROPA REGION  
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

TO : Chief Education Supervisor, CID  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
School Library Designates  
Others Concerned

FROM :  **LYNN G. MENDOZA, EdD**  
OIC, Schools Division Superintendent

SUBJECT : **VALIDATION OF SCHOOL LIBRARY PROFILE**

DATE : September 8, 2023

Relative to the letter from the Bureau of Learning Resources dated April 19, 2023, requesting for the submission of School Library Profile and to Regional Memorandum dated April 28, 2023 re: Submission of School Library Profile, this Office, through Curriculum Implementation Division – Learning Resource Management Section (LRMS), will conduct a Validation of School Library Profile starting September 2023.

Furthermore, giving of technical assistance on updating and registration of teaching and non-teaching school-based personnel in LR Portal will also be done.

Immediate dissemination of this Memorandum is desired.

*“Deped Marinduque: Heart of the Philippines.  
Lead to Excel, Excel to Lead.”*





Republic of the Philippines  
**Department of Education**  
BUREAU OF LEARNING RESOURCES

Office of the Director  
**BLR-2023-04-512**

April 19, 2023

**NICOLAS T. CAPULONG**

Regional Director  
DepEd Regional Office IV-B (MIMAROPA)  
Meralco Avenue, cor St. Paul Road  
Pasig City

Dear **RD Capulong**:

This has reference to our letter dated October 28, 2022 requesting for the profiling of the school libraries to be used for the **Consultative Conference on the Monitoring and Evaluation of Learning Resource Development Centers and School Libraries Needs Analysis**.

The regional offices are requested to submit the following:

1. Regional Summary of the School Library Profiles *(Please see attached templates)*
  - a. Tables 1 to 2-A. Regional Summary of Stand-Alone Schools Library Profiles
  - b. Tables 1 to 2-B. Regional Summary of Integrated Schools Library Profiles
2. List of Schools (with the details of the Library Functionality Profile *(Please see attached Table 3)*)
3. Regional Action Plan *(Please see attached Table 4)*

Also attached are the instructions to accomplish the consolidated data of the school library profiles in the region.

Kindly submit the regional profiles **on or before May 12, 2023** and keep the list of the schools and regional action plan for ready reference. We are also conducting a virtual meeting with the regional librarians on **April 20, 2023** at **10:00** am via MS Teams platform at this link, **<https://bit.ly/SchoolLibraryProfilesOrinetation>** to discuss the attached templates.

**Mr. Marlon G. Ompoc**, Librarian II of the BLR-Quality Assurance Division will coordinate with your office regarding the said matter. For any query or clarification, you may email Mr. Ompoc at [marlon.ompoc@depcd.gov.ph](mailto:marlon.ompoc@depcd.gov.ph) copy furnish [blr.lrqad@deped.gov.ph](mailto:blr.lrqad@deped.gov.ph) or contact him at telephone numbers (02) 8641-9294 or (02) 8634-1054.

LRQAD-04-2023-200



Thank you in anticipation of your positive response to this request and for your continuous support to BLR activities.

Very truly yours,



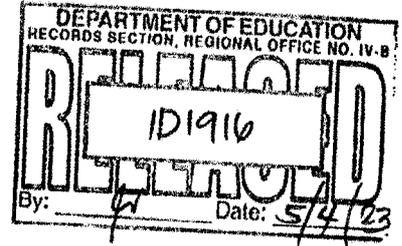
**EDWARD C. JIMENEZ**

Director III  
Officer-in-Charge

*Attached: As stated*



Republic of the Philippines  
**Department of Education**  
MIMAROPA REGION



Office of the Regional Director

**MEMORANDUM**  
CLMD-LRMS-2023-

**TO : ASSISTANT REGIONAL DIRECTOR  
SCHOOLS DIVISION SUPERINTENDENTS  
CHIEFS, REGIONAL FUNCTIONAL DIVISIONS**

**FROM : NICOLAS T. CAPULONG, PhD, CESO III**  
Director IV  
Regional Director *[Signature]*

**SUBJECT : SUBMISSION OF SCHOOL LIBRARY PROFILES**

**DATE : April 28, 2023**

This has reference to the letter from the Bureau of Learning Resources dated April 19, 2023, requesting for the submission of **School Library Profiles** to be used for the **Consultative Conference on the Monitoring and Evaluation of Learning Resource Development Centers and School Libraries Needs Analysis**.

The Schools Division Offices are requested to submit the Division Summary of the School Library Profiles on or before May 8, 2023 using this link: <https://rb.gy/id62m>

*Monday next week.*  
Attached are the templates to be accomplished and the instructions on how to accomplish the consolidated data of the school library profiles in the division.

For inquiries and concerns, you may contact Mariflor B. Musa, Chief Education Supervisor, Curriculum and Learning Management Division or Magnolia M. Mabulo-Delos Santos, Librarian II at [mimaropa.region@deped.gov.ph](mailto:mimaropa.region@deped.gov.ph) cc: [lrmds.mimaroparegion@deped.gov.ph](mailto:lrmds.mimaroparegion@deped.gov.ph).

For information and appropriate action.

Attachment:  
Letter from BLR Office of the Director BLR-2023-04-512

CLMD-LRMS/MMM-DS





## Instructions in Consolidating the School Library Status

Please use A4 size bond paper.

1. The regional consolidated data shall consist of the following tabular sets:

**Table 1-A.** Stand-Alone Schools (independent Elementary, Junior and Senior High Schools)

**Table 1-B.** Integrated Schools (schools with combined levels of either Elementary, Junior and Senior High Schools)

2. To get the average, here is the formula:

$$\text{Average Number} = \frac{\text{Sum of Observations}}{\text{Total Number of Observations}}$$

Example:

$$\text{Average number of titles} = 24 + 45 + 50 + 51 + 59 / 6 = 229/6 = 38$$

Whereas; 24, 45, 50, 51, 59 are print titles in the schools or SDOs, and 6 are the observed schools or SDOs

### Legend:

- a. School Population Sizes:

- S- SMALL
- M- MEDIUM
- L- LARGE
- VL- VERY LARGE

- b. Library Functionality:

- FFL- FULLY FUNCTIONAL LIBRARY
- FL - FUNCTIONAL LIBRARY
- SFL- SEMI-FUNCTIONAL LIBRARY
- NFL- NOT FUNCTIONAL LIBRARY
- NEL- NO EXISTING LIBRARY

3. In order to get the consolidated regional data, the respective SDO list of schools shall consists the following data sets:

**Table 2-A.** Stand-alone Schools (Independent Elementary, Junior and Senior High Schools)

**Table 2-B.** Integrated Schools (Schools with combined levels of either Elementary, Junior and Senior High School)

4. In Table 3, the respective SDOs shall follow the below sequence in listing the schools. The headings in each row are the following:

- A. Elementary Schools
  - B. Junior High Schools
  - C. Senior High Schools
  - D. Elementary with Junior High Schools with Individual Library
  - E. Elementary with Junior High Schools with Integrated Library
  - F. Elementary with Junior and Senior High Schools with Individual Library
  - G. Elementary with Junior and Senior High Schools with Integrated Library
  - H. Junior with Senior High Schools with Individual Library
  - I. Junior with Senior High Schools with Integrated Library
5. In Table 4, list the activities by identifying in which Focus (Library Functionality Components) it is classified and fill in all the other details asked as stated in the heading in the next columns.

**Table 1-A. Regional Summary of the Stand-Alone Schools Library Profiles**

SCHOOL LEVELS	TOTAL NUMBER OF SCHOOLS	NO. OF SCHOOLS ACCORDING TO POPULATION SIZE CATEGORIES	NUMBER OF SCHOOLS ACCORDING TO LIBRARY FUNCTIONALITY STATUS					AVERAGE NUMBER OF TITLES OF PRINT SLRs	TOTAL NUMBER OF SCHOOL LIBRARIANS
			Fully Functional Library (FFL)	Functional Library (FL)	Semi-Functional Library (SFL)	Not Functional Library (NFL)	No Existing Library (NEL)		
ELEMENTARY		SMALL							
		MEDIUM							
		LARGE							
		VERY LARGE							
		<b>TOTAL</b>							
JUNIOR HIGH SCHOOL		SMALL							
		MEDIUM							
		LARGE							
		VERY LARGE							
		<b>TOTAL</b>							
SENIOR HIGH SCHOOL		SMALL							
		MEDIUM							
		LARGE							
		VERY LARGE							
		<b>TOTAL</b>							



**Table 2-A. Stand-Alone Schools Regional Summary of the Library Profiles**

RO —	SCHOOL LEVELS	TOTAL NUMBER OF SCHOOLS IN THE SDOs	NO. OF SCHOOLS ACCORDING TO POPULATION SIZE CATEGORIES		TOTAL NUMBER OF SCHOOLS ACCORDING TO LIBRARY FUNCTIONALITY STATUS					AVERAGE NUMBER OF TITLES OF PRINT SLRs	TOTAL NUMBER OF SCHOOL LIBRARIANS
					FFL	FL	SFL	NFT	NEL		
SDO 1	ELEMENTARY		SMALL								
			MEDIUM								
			LARGE								
			VERY LARGE								
			<b>TOTAL</b>								
	JUNIOR HIGH SCHOOL		SMALL								
			MEDIUM								
			LARGE								
			VERY LARGE								
			<b>TOTAL</b>								
	SENIOR HIGH SCHOOL		SMALL								
			MEDIUM								
			LARGE								
			VERY LARGE								
			<b>TOTAL</b>								



