



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BENGUET**  
Wangal, La Trinidad, Benguet

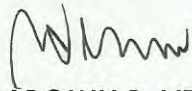



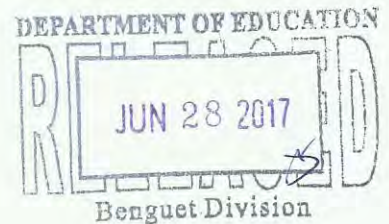
**DIVISION MEMORANDUM**

No. **114** 2017

June 28, 2017

TO: Chief, CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors/Coordinating Principals Administrators  
Elementary and Secondary School Heads  
Librarians  
Teacher Librarians

FROM:   
**MARIE CAROLYN B. VERANO, CESO VI**  
Schools Division Supervisor 



SUBJECT: **DIVISION SEARCH FOR THE MOST FUNCTIONAL SCHOOL LEARNING CENTER**

1. In line with the Reading Program of Benguet-DepEd, there will be a Division Search for the Most Functional School Learning Center. It is aimed in recognizing schools providing learners access to learning resources.
2. Categories of the Search shall be
  - a. Elementary Level:  
Big School (with 500 & above enrollees)  
Small School (with 499 & below enrollees)
  - b. Secondary Level:  
School with full time librarian  
School with part time/ designate librarian
3. In the Public Schools the District first place winners in the different categories shall be the District entries to the Division Search. District entries should be submitted on or before July 31, 2017 at the Schools Division Office-Curriculum Implementation Division-Learning Resource Section.
4. The Division Evaluation Team composed of the following shall visit the entries for ocular inspection and validation of documents starting August 17, 2017.

Sonia D. Dupagan, Ed. D.- Education Program Supervisor- Learning Resource  
Melvin L. Alfredo, Librarian II  
Antionette D. Sacyang, Project Development Officer II-Learning Resource  
Monitoring and Evaluation Representative
5. Attached are the evaluation templates/ criteria for your guidance.
6. The top three winners shall be given plaques and certificates of recognition during the Celebration of Teachers' Day.
7. Immediate dissemination of this memorandum is requested.



## SEARCH FOR THE MOST FUNCTIONAL SCHOOL LEARNING CENTER

CRITERIA	
I. PHYSICAL	20%
A. STRUCTURE Center should be a permanent structure suitable for displays and collections and friendly to visitors	10%
B. EQUIPMENT Presence of Basic equipment as printers, photocopiers, computers (does not include tables, chairs as these are expected) exclusive use for LRMDC	10%
II. FUNCTIONALITY	
A. DEVELOPMENT Evidence that development of LR are needs based and permitted by the Division	10%
B. QUALITY ASSURANCE Accomplished cultural assessment tools and involvement of ICCs	10%
C. Production Number of QA LR reproduced in the school per subject area	10%
D. Distribution Number of QA LR distributed to the teachers/students	10%
III. STAFFING	
Existence of filed items on School LR Coordinator, School QA Team	10%
IV. EXISTENCE OF FUNCTIONAL SCHOOL LIBRARY Presence of logbook- In and Out, Borrowers Cards	10%
V. Existence of advocacy materials/COMMUNICATION Brochures, leaflets, pamphlets	10%
VI. Existence of Internet Connection Evidence of Source of funds from DepEd/Other Agency	5%
VII. OTHER INITIATIVES OF THE LRMDC As innovations/best practices (ex. Insets/LAC Session related to development of LR, etc.)	5%