



Republic of the Philippines
Department of Education
Cordillera Administrative Region

SCHOOLS DIVISION OF BENGUET

Wangal, La Trinidad, Benguet



DIVISION MEMORANDUM

JULY 3, 2018

No. 197 s. 2018

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

JUL 4 2018

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

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

1. There will be a Division Search for the Most Functional Learning Center. This search aims to recognize schools that provide 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. The first place winners in the different categories shall be the district entries to the Division Search. **District entries should be submitted on or before August 24, 2018** 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 27, 2018.
 - Sonia D. Dupagan – EPS – Learning Resource
 - Melvin L. Alfredo – Librarian II
 - Antionette D. Sacyang – Project Development Officer
 - Monitoring and Evaluation Representative
5. Attached are the evaluation template/criteria for your guidance.
6. The top three shall be given plaques and certificates of recognition during the Celebration of Teachers' Day.
7. Immediate dissemination of this memorandum is desired.

CID/lr/sddd/

SEARCH FOR THE MOST FUNCTIONAL SCHOOL LEARNING RESOURCE CENTER

CRITERIA		Percentage	Rating
I. PHYSICAL			
A. STRUCTURE <i>Center should be a permanent structure suitable for displays and collections and friendly to visitors.</i>		10	
B. EQUIPMENT Presence of basic equipment such as printers, photocopiers, computers (does not include tables, chairs as these are expected) for exclusive use for School Learning Resource Management and Development Center (SLRMDC).		10	
II. FUNCTIONALITY			
A. DEVELOPMENT			
1) Display of locally-developed learning resources.		10	
2) Evidence that development of LRs are needs based.		5	
B. QUALITY ASSURANCE Accomplished Evaluation tools and involvement of Indigenous Cultural Community		10	
C. PRODUCTION Number of QA LRs reproduced in the school per subject area.		10	
D. DISTRIBUTION Number of QA LRs distributed to the teachers/students.		10	
III. STAFFING			
1) Presence of School Learning Resource Coordinator with designation		5	
2) Presence of School Learning Resource Quality Assurance Team with designations		5	
IV. EXISTENCE OF FUNCTIONAL SCHOOL LIBRARY			
1) Presence of logbook- In and Out, Borrower's Cards		10	
2) Presence updated Accession Book. (Inventory of Library Books)		5	
V. EXISTENCE OF INTERNET CONNECTION <i>Evidence of source of funds from DepEd/other agency</i>		5	
VI. OTHER INITIATIVES OF THE SLRMDC As innovation/best practices (ex. InSets/LAC Session related to development LR, etc.		5	
TOTAL		100%	