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

JUN 25 2019

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

Subject:　　**DIVISION SEARCH FOR THE MOST FUNCTIONAL SCHOOL LEARNING RESOURCE CENTER/READING CORNER**

1.　There will be a Division Search for the Most Functional School Learning Resource Center/Reading Corner.

2.　Categories for the Search for the Most Functional School Learning Resource Center shall be:
　　a.　Elementary Level:
　　　　● Big School (with 501 and above enrollees)
　　　　● Medium School (with 300 to 500 enrollees)
　　　　● Small School (with less than 300 enrollees)
　　b.　Secondary Level
　　　　● School with full time librarian
　　　　● School with part time/designate librarian

3.　Categories for the Search for the Most Functional Reading Corner
　　　Elementary and Secondary Level (Including SHS):
　　　　● Big School (with 501 and above enrollees)
　　　　● Medium School (with 300 to 500 enrollees)
　　　　● Small School (with less than 300 enrollees)

4.　Schools joining the Search for the Most Functional Library need not join the Search for the Most Functional Reading Corner.

5.　Schools joining the Search for the Most Functional Reading Corners should have reading corners in all classrooms.

6. 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 23, 2019 at the Schools Division Office – Curriculum Implementation Division – Learning Resource section.

7. The Division Evaluation Team composed of the following shall visit the entries for ocular inspection and validation of documents starting August 27, 2019.

> Sonia D. Dupagan – EPS- LR
> Melvin L. Alfredo – Librarian II
> Antionette D. Sacyang – Project Development Officer
> Monitoring and Evaluation Representative

8. The evaluation templates/criteria are attached for your guidance.

9. The top three shall be given plaques and certificates of recognition during the Celebration of Teachers' Day.

10. Immediate and wide dissemination of this memorandum is desired.

CID/RAG/sddd

CRITERIA FOR THE SEARCH FOR THE MOST FUNCTIONAL SCHOOL LEARNING RESOURCE CENTER

CRITERA	Percentage	Rating
I. PHYSICAL		
A. Structure Center should be permanent structure suitable for displays and collections and friendly to visitors.	15	
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 Management and Development Center.	10	
II. FUNCTIONALITY		
A. DEVELOPMENT		
1) Display of locally-developed learning resources.	10	
2) Evidence that development of LRs are needs based. (LR needs analysis)	5	
B. QUALITY ASSURANCE Accomplished evaluation tools and involvement of Indigenous Cultural Community	8	
C. PRODUCTION Number of QA LRs reproduced in the school per subject area (One point for every LR reproduced)	8	
D. DISTRIBUTION Number of QA LRs distributed to the teachers/students. (One point for every title of LR distributed)	8	
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 Card	10	
2) Presence of updated accession Book (Inventory of Library Books)	10	
V. EXISTENCE OF INTERNET CONNECTION Evidence of source of funds from Deped/other agency	3	
VI. OTHER INITIATIVES OF THE SLRMDC As an innovation/best practices (ex. InSets/LAC Session related to development of LR, etc.	3	

CRITERIA FOR THE SEARCH FOR THE MOST FUNCTIONAL READING CORNERS

CRITERA	Percentage	Rating
I. PHYSICAL		
a. All classrooms have reading corners	20	
b. Reading corners are comfortable places for the student/pupils to read independently or with a partner or small group.	5	
c. Arrangement of Reading Corners is safe and materials are within the reach of children. (Should include bean bag, chairs, pillows, carpet or even small couch)	5	
d. All reading corners should adequate lighting.	5	
e. Readings corners are attractively structured.	5	
f. All reading corners have many displays of supplementary reading materials with a wide range of genres both fiction and nonfiction and do not contain textbooks.	15	
g. All reading corners have teacher-made reading materials like big/small books	10	
II. FUNCTIONALITY		
a. Presence of logbook In-Out, Borrower's Card	10	
b. Presence of Inventory of Supplementary Reading Materials in the Reading Corner	5	
c. Presence of Action Plan on the use of the reading corner with evidence on the following activities:		
• Teacher sets time for independent reading	5	
• Reads aloud from a book at certain times	5	
• Connects the reading corner with learners' writing	5	
• Puts up displays of children's writing in response to what they have read	5	
Total		