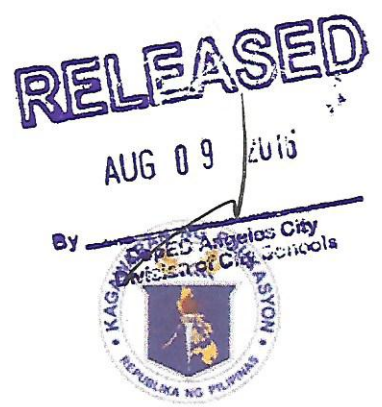




Department of Education  
Region III  
**DIVISION OF CITY SCHOOLS**

Angeles City  
Jesus Street, Pulungbulu, Angeles City  
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August 8, 2016

Division Memorandum No. 228s, 2016

To: Public Schools District Supervisors  
School Heads  
School Librarians/School Learning Resource Center Coordinators

**DIVISION SEARCH FOR OUTSTANDING LIBRARIAN/SLRC COORDINATOR and MOST FUNCTIONAL LIBRARY/ SCHOOL LEARNING RESOURCE CENTER**

1. This is to announce the Division Search for the Most Functional Library/School Learning Resource Center and Outstanding Librarian/SLRC Coordinator.
2. The search aims to:
  - recognize the responsible and influential role that school librarians perform in the development and maintenance of successful school library programs;
  - honor librarians who, through their leadership and sustained effort, have made an outstanding contribution to the implementation of effective school library programs and to the role that these programs play in the total learning environment;
  - award a school in keeping up with the vision of providing quality resource materials through its library or Learning Resource Center (LRC) in terms of accessibility, safety and security, maintenance, personnel, furnishing, and the extent of implementation.
3. Please see attached guidelines, schedule and nomination forms.
4. Immediate dissemination of this memorandum is desired.

  
**LEILANI S. CUNANAN, CESO VI**  
OIC-Schools Division Superintendent

### **Guidelines for Nomination:**

1. A cluster contest headed by the PSDS (not later than **October 21, 2016**) shall be held to determine the official nominees in the Division Search for the two categories.
2. The PSDS in charge of the cluster shall be the one to nominate the cluster winners to the Division Search which will be submitted on or before **October 28, 2016**.
3. To be included in the nomination forms are:
  - a. brief biography/resume of the nominee outlining his/her achievements and service in providing Library Resources or services pertinent to the award;
  - b. brief history or background of the Learning Center and its functionality with accompanying pictures;
  - c. means of verifications such as approved LR Plan, Approved AIP/SIP where learning resource programs are included, project proposals, certificates, letters, pictures; and
  - d. at least one letter of other document from colleague, principal or other significant supporter endorsing the nominee.
4. The Division Award Committee will conduct the final evaluation of the papers as well as on site validation from November 7-25, 2016.
5. An interview to the finalists shall be conducted on November 24-25, 2016.
6. Winners will be announced through a division memo to be released on the last week of November, 2016.
7. In accepting the award, the winner agrees to the use of her/his name and picture as well as a brief description of his/her accomplishments in any publicity related to the award which may be disseminated by DepED through LRMDc.
8. The award will be a plaque with appropriate inscription to be presented during the Celebration of Education week in December.
9. There shall be two winners for each category: The champion and the first runner up respectively.

## **I. Outstanding Teacher-Librarian/SLRC Coordinator Award**

### **Introduction**

DepED Angeles City through LRMD, honors practicing teacher-librarians/SLRC Coordinators who are making an outstanding contribution to school learning resource centers in providing quality Learning Resources and other related services to learners and teachers.

### **Eligibility**

- The Outstanding Teacher-Librarian Award is open to all practicing school level teacher-librarians in this division.
- Nominees must be librarians or librarian designates/teacher librarians in charge of the Library or SLRC operations.
- In the absence of a librarian position or designation, the coordinator in charge of the SLRC may be nominated.

### **Criteria**

#### **School Library Instructional Program**

- (40%) Individuals nominated for the award should demonstrate the planning and implementation of a school library/LR program during the given school year of such exemplary quality that it serves as a model for others.

#### **Professional Activity Involvement**

Individuals nominated should also be involved in one of the following areas during the given school year:

- (20%) Contributing to the profession through related services and organizations;
- (20%) Sharing of ideas and resources through such means as workshops, INSET, LAC and publications; and,
- (20%) Providing instructional leadership through involvement in at his/her school and/or district and/or division.



## Award Nomination Form

Category: Outstanding Teacher-Librarian/SLRC Coordinator

Date: \_\_\_\_\_

Nominee's Name : \_\_\_\_\_

Telephone (Office): \_\_\_\_\_ (Mobile): \_\_\_\_\_

Email: \_\_\_\_\_

Nominated by

Name: \_\_\_\_\_

Cluster : \_\_\_\_\_

Telephone (Office): \_\_\_\_\_ (Mobile): \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

## II. Search for the Most Functional Library /School Learning Resource Center

### Introduction

DepED recognizes the efforts of every school in the establishment of School Learning Resource Centers and in the implementation of all the programs and projects as stipulated in the Learning Resource Plan, the AIP and SIP of the school.

### Criteria

This award may be given to a school in keeping up with the vision of providing quality resource materials through the establishment and implementation of the Learning Resource Center (LRC) in terms of accessibility, safety and security, maintenance, personnel, furnishing, and the extent of implementation.

The following tool may be used as a guide to determine the completeness and functionality of the SLRC.

Particulars
• <b>Accessibility (20%)</b>
1. Is there a room exclusively devoted to LRC?
2. If it is not exclusively for the LRC, for what other purposes is the shared space and facility used?
3. Is there a reliable internet connection?
4. Is there an established schedule for users?
• <b>Safety and Security (15%)</b>
1. Is the place secure?
2. Is there a fire extinguisher?
3. Are emergency measures and procedures posted?
4. Is there a standard electrical installation?
5. Is there a Visitor Monitoring/Logbook?
• <b>Maintenance (15%)</b>
1. How many computers are in the LRC?
2. Are all the computers functioning?
3. Is there a functioning printer?
4. Is there a functioning disc (CD, DVD) duplicator?
5. Is the UPS functioning?
6. Is anti-virus software installed on all computers?
7. Is the Anti-virus up-to-date?
8. Are all required software licensed, registered and installed?
• <b>Furnishing (20%)</b>
1. Is there adequate ventilation?
2. Are the tables and chairs in good condition?

3. Are there shelves for storing books and other materials?
4. Are there cabinets with working locks?
5. Is the lighting adequate?
• <b>Availability of Important Documents (30%)</b>
- Is there a copy of the LR Plan available in the LRC?
- Is a copy of the School LRC Operation Guidelines available in the LRC?
- Is the copy of the Organizational structure available in the LRC?
- Are there copies of the LRMDs Guidelines available?
- Are there sample copies of online resources available on CD or DVD?
- Are teacher-made instructional materials arranged according to subject-area?
- Are hard copies of CGs, TGs, and LMs available in the LRC?
- Are there other reference or supplementary materials available in the SLRC?
- Are there copies of video lessons produced by teachers?
- Are there copies of localized materials produced by teachers?

## Award Nomination Form

Category: MOST FUNCTIONAL LIBRARY/ SCHOOL LEARNING RESOURCE CENTER

Date: \_\_\_\_\_

Nominee's Name (School): \_\_\_\_\_

Telephone (Office): \_\_\_\_\_ (Mobile): \_\_\_\_\_

Email: \_\_\_\_\_

Nominated by

Name: \_\_\_\_\_

Cluster : \_\_\_\_\_

Telephone (Office): \_\_\_\_\_ (Mobile): \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_