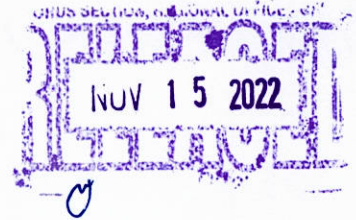




Republic of the Philippines
Department of Education
CARAGA REGION



November 15, 2022

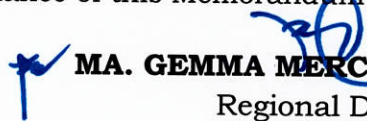
REGIONAL MEMORANDUM

No. 1.008, s. 2022

To: ALL SCHOOLS DIVISION SUPERINTENDENTS
LRMS Supervisors
SDO Librarians
This Region

UPDATING OF SCHOOL LIBRARY PROFILES

1. The Bureau of Learning Resources (BLR) proposes to conduct a Consultative Conference on the Monitoring and Evaluation of Learning Resource Development Centers and School Libraries Needs Analysis by the second quarter of the year 2023. One of the objectives of the said conference is to finalize data of school library profiles nationwide based on the attached monitoring tools and template.
2. Relative to this, the field is hereby required to update the school library profiles and continue the monitoring and evaluation of school libraries. The profiling of school libraries is valuable in the provision of technical assistance that the Central Office (CO), Regional Offices (ROs), and SDOs provide towards the attainment of having fully functional school libraries and library hubs nationwide. Such data would serve as a baseline for both CO and respective Local Government Units (LGUs) in support of establishing these educational facilities.
3. The database for school library profiles can be accessed through this link: <https://tinyurl.com/2p98xhw6>. Deadline of the updating is until December 15, 2022.
4. For clarification, please contact Maria Theresa M. Golosino, Librarian II at telephone number 09098397526 or through email to mariatheresa.golosino@deped.gov.ph
5. Immediate dissemination and compliance of this Memorandum is desired.

 **MA. GEMMA MERCADO LEDESMA**
Regional Director

Encl/s.: as stated

Reference/s: Letter Signed by Atty. Delson Acay D. Cawilan dated October 28, 2022.

To be indicated in the Perpetual Index
under the following subjects:

PROFILES

SCHOOL LIBRARY

UPDATING

CLM/mmg
11/15/2022



Address: J.P. Rosales Avenue,
Butuan City
Trunkline No: (085) 342-8207
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph



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Republic of the Philippines
Department of Education
BUREAU OF LEARNING RESOURCES

Office of the Director
BLR-2022-10-1729

October 28, 2022

MA. GEMMA M. LEDESMA

Regional Director
DepEd Regional Office XIII (CARAGA)
Km. 3, Libertad St. Butuan City

Attention: **DR. ISIDRO M. BIOL, JR.**
CLMD Chief

Dear **Dir. Ledesma**:

The Bureau of Learning Resources (BLR) proposes to conduct a **Consultative Conference on the Monitoring and Evaluation of Learning Resource Development Centers and School Libraries Needs Analysis** in the second quarter of the year 2023. During this conference, one of the objectives is to finalize data of school library profiles nationwide based on the attached monitoring tools.

Currently, BLR's database on the said school library profiles is shared with the regional librarians by which respective Schools Division Offices (SDOs) updated their data, gathered during the previous years of monitoring and evaluation. Unfortunately, there are no latest updates neither increase of information observed in the database up to this present year.

In this connection, this Office is humbly requesting your Office to continue the said monitoring and evaluation to ensure that appropriate updates shall be recognized. The profiling of school libraries is valuable in the provision of technical assistance that the Central Office (CO), Regional Offices (ROs), and SDOs provide towards the attainment of having fully functional school libraries and library hubs nationwide. Such data would serve as a baseline for both CO and respective Local Government Units (LGUs) in support of establishing these educational facilities.

For any query or clarification, please contact **Mr. Marlon G. Ompoc**, Librarian II of the BLR-Quality Assurance Division at telephone numbers (02) 8631-9294 or 8634-1054 and email addresses blr.lrqad@deped.gov.ph and marlon.ompoc@deped.gov.ph. We will appreciate your positive response to this request and we commend you for your continuous support to BLR activities.

Very truly yours,

ARIZ DELSON ACAY D. CAWILAN
Director IV

LRQAD-10-2022-588



Region Number: Q

NOTE:

For Integrated Schools, determine the school size per level. Indicate the level in a closed parenthesis after the name of the school.

Meaning, list the school repeatedly p

1. Paalam Integrated School (Paalam)

2. Paalam Integrated School (Elementary)
2. Paalam Integrated School (Junior High School)
3. Paalam Integrated School (Senior HS)



Department of Education
BUREAU OF LEARNING RESOURCES

VALIDATION TOOL FOR LEARNING RESOURCE PROCESSES IN SCHOOL LIBRARY

Directions:

Please check the appropriate description that best reflects your observations on each activity enumerated below regarding the learning resource processes and requirements expected in a school library.

Your observations should be based on your ocular inspection, interview with the librarian/teacher-in charge in the library, teachers and school head, and presentation of tangible evidences.

The meaning of the descriptions are as follows:

- ✓ **VERY EVIDENT**- the activity is regularly done and there is an obvious manifestation that the activity is habitually done. Thus, the activity becomes a standard.
- ✓ **SLIGHTLY EVIDENT**- the activity is sometimes done and has manifestation that the activity is conducted in some instances. Thus, the activity is not an observed standard.
- ✓ **NOT EVIDENT** - the activity is not observed because it is not done.

ACTIVITIES	Very Evident	Slightly Evident	Not Evident	Remarks (Other Details/ Observations)
A. Space and Location				
1. A separate space/area is designated for the school library.				
2. The school library is appropriately labeled and can be easily identified as a school library.				
3. The school library is accessible to the learners.				
4. The school library has space to accommodate at least 10% of the school population.				

ACTIVITIES	Very Evident	Slightly Evident	Not Evident	Remarks (Other Details/ Observations)
B. Services and School Library Collection				
1. The school library operates before the opening of the first class period and after the last class period.				
2. The school library has a bulletin board to promote the school library services.				

3. The school library promotes library services.				
4. School library collection is properly arranged in shelves and are labeled with call numbers.				
5. School library collection are cataloged/classified based on the Dewey Decimal Classification (DDC).				
6. The school library has variety of titles in its library collection (e.g. general references, fictional materials, learning area references, audio/video collection, periodicals, etc.)				
6. The school library collection is updated.				
7. The school library allows the borrowing of books for home use.				
8. The school library has computer set/s with internet access and are utilized by the learners and teachers.				

ACTIVITIES	Very Evident	Slightly Evident	Not Evident	Remarks (Other Details/ Observations)
C. School Library Staff				
1. There is a full-time librarian in the school library.				
2. A teacher is designated as in charge of the school library.				
3. The librarian/teacher-in charge of the school library is knowledgeable in the processes of library operations.				

ACTIVITIES	Very Evident	Slightly Evident	Not Evident	Remarks (Other Details/ Observations)
D. Support and Continuous Improvement				
1. School library improvement is integrated in the School Improvement Plan (SIP).				
2. Budget is allocated for the school library operations.				
3. School library has regular acquisition of library collection.				

Other Comments:

Accomplished by:

Name of School Visited:

Name of Validator

FORM 1. SCHOOL LIBRARY PROFILE

Name of School : _____
 School Address : _____
 Division : _____
 Total Enrollment : _____

PART A. PROFILE

Put a check mark (✓) on the appropriate blank before each item.

___ Elementary School (ELS) ___ Junior High School (Grades 7-10)

___ Stand Alone Senior HS (SASH)

Integrated School:

___ ELS with JHS ___ ELS with JHS & SHS ___ JHS with SHS

School Library Status: ___ Existing ___ No school library

PART B. SCHOOL LIBRARY FUNCTIONALITY SURVEY**1. Space and Location**

1.1 What best describes the space of your school library in terms of seating capacity? Please check only one.

- ___ The library can accommodate 10% or more of the total student population.
 ___ The library can accommodate 7-9% of the total student population.
 ___ The library can accommodate 4-6% of the total student population.
 ___ The library can accommodate 1-3% of the total student population.
 ___ The library can accommodate less than 1% of the total student population.

1.2 What best describes your library in terms of location? Please check only one.

- ___ The library is in a separate building.
 ___ The library occupies a separate room within a building.
 ___ The library shares space with another.
 ___ Others (please specify) _____

1.3 How accessible is the school library to the users/students? Are the library collections safe from flooding? Please check only one.

- ___ The library *is easily* accessible from any point in the campus and is safe from flooding.
 ___ The library *is not easily* accessible from any point in the campus but is safe from flooding. (e.g., the library is at the 5th floor of a building)
 ___ The library *is easily* accessible from any point in the campus and is not safe from flooding.

2. Services

2.1 How long does the school library operate daily to accommodate users?

- ☐ The school library operates from the start of the earliest class period *with no noon break and extends after* the last class period.
☐ The school library operates from the start of the earliest class *with noon break and extends after* the last class period.
☐ The school library operates from the start of the earliest class period *with no noon break but it closes at the end of* the last class period.
☐ The school library operates from the start of the earliest class period *with noon break but it closes at the end of the last class period*.
☐ The school library operates daily *but has no fixed operating schedules* due to the availability of the In-Charge personnel.
☐ Others (please specify) _____

2.2 The following are activities and services that a school library should provide. Put a check mark (☐) in the box beside the activities and services that your school library offers. Check all that apply.

School Library Activities	
1. Updates the Bulletin/Information Board to promote library and information services (Current Awareness).	
2. Conducts orientation on the use of the library and its services for students and teachers.	
3. Conducts regular activities that promote library and information services.	
4. Conducts classroom visits to promote library and information services.	
5. Uses social media to promote library and information services	
Others (Please specify):	
School Library Services	
1. The staff provides Selective Dissemination of Information to the faculty.	
2. Allows borrowing of books for home use.	
3. Allows students to use the computer for encoding, viewing, and the like.	
4. Allows the students to bring books outside the library and returns within the day if not allowed for home use.	
5. Allows students to use the computer for internet access.	
6. Allows the faculty to use the computer for encoding, viewing, and the like.	
7. Allows the faculty to use the computer for internet access.	
8. The staff prepares clippings (for vertical files collection).	
9. The staff does indexing.	
Others (please Specify):	

2.3 Put a check mark (☐) in the appropriate box to indicate the collection access system that your school library practices. Choose one only.

Collection Access System		
Open Shelf/Stack	Shelving in a library to which users have unrestricted access.	
Closed Shelf/Stack	Shelving area in a library to which only members of the library staff have access	

3.Administration and Human Resources

3.1 Provide the following information regarding the personnel in-charge of the library:

3.1.1 Name of Staff : _____
Email : _____
Contact Number: _____

3.1.2 Gender: ____Male ____Female

3.1.3 Highest Educational Attainment:
____ PhD ____ Masters ____ (College) Undergraduate Degree

3.1.4 Designation:
____ Licensed Librarian, License No. _____
____ Librarian (Not Licensed)
____ Library In-charge
____ Others (Please Specify) _____

3.1.5 What is the appointment status?
____ Permanent
____ Contract of Service (COS)
____ Others (Please specify): _____

3.1.6 If COS, what is the source of fund of the remuneration of the in charge of the library?
____ MOOE
____ Funded by the LGU
____ Others

3.2 Other Staff assigned in the library (if any). Please provide information asked in questions 3.1.1-5 in another sheet.

Name of the Staff	Designation	Highest Educational Attainment	Appointment Status	Source of Fund for the Remuneration

4. Collection Management

4.1 Put a check mark (☐) in the appropriate box to indicate the bibliographic processes that your school library follows.

Bibliographic Processes		
Accessioning	The process of assigning a unique number to a bibliographic item added to a library collection.	
Cataloging	The process of creating entries for a catalog (bibliographic description, subject analysis).	
Classification	The process of dividing objects or concepts into logically hierarchical classes, subclasses, and sub-subclasses based on the characteristics they have in common and those that distinguish them.	
Labelling	The process of putting call numbers of the books.	
No Processing	The books are displayed with no further bibliographic processing.	

4.2 Library Collection Inventory

4.2.1 General References		With Copyright Year within 10 years		With Copyright Year Earlier than the Past 10 years		Total	
		No. of Titles	No. of Copies	No. of Titles	No. of Copies	No. of Titles	No. of Copies
a.	Encyclopedias						
b.	Dictionaries						
c.	Almanacs						
d.	Handbooks						
e.	Manuals						
f.	Atlases						
g.	Yearbooks						
h.	Directories						
i.	Thesaurus						
	Others						
TOTAL							

4.2.2 General Collection (Learning Area Specific References)		With Copyright Year within 10 years		With Copyright Year Earlier than the Past 10 years		Total	
Broad Subjects	No. of Titles	No. of Copies	No. of Titles	No. of Copies	No. of Titles	No. of Copies	No. of Titles
a. English & Literature	Books on Creative Writing, Oral Communication, Business Communication, Books on Literature, Grammar, Vocabulary, Journalism, etc						

4.2.2 General Collection (Learning Area Specific References)		With Copyright Year within 10 years		With Copyright Year Earlier than the Past 10 years		Total	
Broad Subjects	No. of Titles	No. of Copies	No. of Titles	No. of Copies	No. of Titles	No. of Copies	No. of Titles
b. Filipino at Panitikan	Mga aklat ukol sa Malikhaing Pagsulat, Balarila, Retorika, Sining ng Pakikipagtalastasan, Malikhaing Pagsulat, Pamamahayag, etc.						
c. Science	Books on Chemistry, Biology, Physics, Astronomy, Oceanography, Botany, Geology, Metallurgy, Zoology, Anatomy, etc.						
d. Aral. Panlipunan	Politics & Governance, History, Places & Travels, Geography, Archeology, Economics, Sociology, Society & Culture, Law, Anthropology, etc.						
e. Music	Musical Instruments, Compositions, Songs, History of Music, etc.						
f. Arts	Painting, Drawing, Photography, Dance, Sculpture, Theatre, Drama, etc.						
g. Physical Education	Books on Martial Arts, Sports/Games, Body Building, etc.						
h. Health	Books on Health, Diseases, Personal Hygiene, Drug Addiction, Medicine, Nursing, etc.						
i. Edukasyon sa Pagpapakatao	Religion, Morality, Values Education, etc.						
j. Mathematics	Business Math, Algebra, Trigonometry, Geometry, Calculus, Probability & Statistics,						
k. Business	Books on Business, Marketing, Finance, Auditing, Banking, Accounting, Entrepreneurship, etc.						
l. Management	Books on Organizational Management, Leadership, etc.						
m. Computers/ Information Tech.	Books on Computers, Software, Hardware, Apps, Androids, Database, Programming, etc.						

4.2.2 General Collection (Learning Area Specific References)		With Copyright Year within 10 years		With Copyright Year Earlier than the Past 10 years		Total	
Broad Subjects	No. of Titles	No. of Copies	No. of Titles	No. of Copies	No. of Titles	No. of Copies	
n. Research	Books on Research, Thesis Writing, Feasibility Studies, Term Paper Writing, Theses, Dissertations, Investigatory Projects, etc.						
o. Philosophy	Books on Philosophy, Logic, Ethics, etc.						
p. Technical Vocation/TLE	Books on Carpentry/Woodworks, Agriculture, Machinery, Cookery, Home Economics, Metalcrafts, Handicrafts, Automotive, Architecture, Drafting, etc.						
Others	Please specify the subject Area (You may add)						
TOTAL							

4.2.3 Additional Supplementary Readers		With Copyright Year within 10 years		With Copyright Year Earlier than the Past 10 years		Total	
		No. of Titles	No. of Copies	No. of Titles	No. of Copies	No. of Titles	No. of Copies
a. Biographies							
b. Novels							
c. Collections/Anthology of Short Stories							
d. Collection/Compilation of Poetry							
e. Others (Please specify)							
TOTAL							

4.2.4 Non-Print Collection		With Copyright Year within 10 years	With Copyright Year Earlier than the Past 10 years	Combined Total No. of Titles
		Total No. of Titles	Total No. of Titles	
a. Digital File Collection				
i. E-Book Collection (in e-pub, pdf, word formats saved in DVD/Desktop, etc.)				
ii. CD/DVD Collection of Movies, Documentaries, etc.				
b. Braille Collection				
c. Microfilm Collection				
d. Others (Please specify)				
TOTAL				

4.2.5 Periodical Subscription	Year Subscribed	Locally Published	Internationally Published	Total No. of Subscriptions
		No. of Titles Subscribed	No. of Titles Subscribed	
a. Newspapers	Current Year			
	Previous Year			
	Last Three Years			
b. Tabloids	Current Year			
	Previous Year			
	Last Three Years			
c. Magazines	Current Year			
	Previous Year			
	Last Three Years			
d. Journals	Current Year			
	Previous Year			
	Last Three Years			
TOTAL				

5. Acquisition

5.1 Put a check mark (☐) on the appropriate box to indicate your school library's means for books acquisition. Check all that apply.

School Library Means of Book Acquisition	Estimated Value/Cost of Acquisition from the Source
LGU	
NGO	
PTA	
DepEd (Central Office/Division/District Office)	
Alumni	
Others (Please specify):	

5.2 Put a check mark (☐) on the appropriate box to indicate the source of your school library budget.
Check all that apply.

Sources of School Library Budget	Budget Allocation	
	Amount	Fiscal Year
No Budget		
LGU		
NGO		
PTA		
DepEd (Central Office/Division/District Office)		
Alumni		
MOOE		

6. Facilities

6.1 Put a check mark (☐) on the appropriate box to indicate collection access facility your library has. Check all that apply.

- ☐ OPAC (Online Public Access Catalog)
- ☐ Card Catalog Cabinet with Catalog Cards
- ☐ None

6.2 Put a check mark (☐) on the appropriate box to indicate ICT facilities available in your library.
Check all that apply.

ICT Facilities	Cost/Value	Year Acquired
Computer Set		
Projector		
Document Camera		
DVD Player		
Photocopier		
Scanner		
Printer		
Printer with Scanner		
Telephone		
Internet Connection/Modem		
Television		
Others (Please specify):		

FORM 2. SCHOOL LIBRARY PROFILE INTERPRETATION
(to be accomplished by the Monitor)

School Name : _____ School Address : _____
Division : _____ Total Student Enrollment : _____

Put a check mark (✓) on the appropriate blank before each item.

☐ Elementary School (ELS) ☐ Junior High School (JHS Grades 7-10)
☐ Stand Alone Senior HS (SASH)
Integrated School:
☐ ELS with JHS ☐ ELS with JHS & SHS ☐ JHS with SHS

Directions: Using the Library Profile (Form 1) accomplished by the Monitor, rate the school library on the following components using the attached point equivalents for Library Functionality. To compute the rating, divide the score earned by the sub-total for each component then multiply by 100.

Components	Indicators	Perfect Score	Scores Earned	Rating
1. Space & Location	Seating Capacity	5		
	Location	3		
	Accessibility	3		
	Sub-total	11		
2. Services	Operating Hours	5		
	Activities	5		
	Services	4		
	Collection Access	2		
	Sub-total	16		
3. Administration and Human Resources	Staff Designation	5		
	Sub-total	5		
4. Collection Management	Bibliographic Processing	3		
	Gen. References	5		
	Gen. Collection	5		
	SRMs	5		
	Non-Print Coll.	5		
	Periodical Collection	7		
	Sub-total	30		
5. Acquisition	Book Acquisition	7		
	Sources SL Budget	7		
	Sub-total	14		
6. Facilities	Collection Access	3		
	Facilities	7		
	Sub-total	10		
GRAND TOTAL		86	100	
Functionality:				

Prepared By: _____ Date Accomplished: _____
Monitor
Signature over Printed Name

Reviewed By: _____
 Chief Education Program Specialist, CLMD
 Signature over Printed Name

Score Equivalents:

Description	Indicators/Criteria/Standards	Equivalent Transitional Growth Stage
Fully Functional (FFL)	- If ratings in all components are 80% and above. - The school library shows "best practice/s."	Leading
Functional (FL)	- If ratings in all components are not less than 70%. - The school library is able to reach the standard and is continually making progress.	Established
Semi Functional (SFL)	- If rating/s in any of the component/s is/are not less than 50%. - The school library is making progress in providing library and information services.	Emerging
Not Functional (NFL)	- If rating in one or more components are 49% and below. - The library meets below the minimum requirement established for school library and information services.	---

POINT EQUIVALENCES FOR LIBRARY FUNCTIONALITY

Components	Items	Indicators/Criteria/Standards	Points
1. Space and Allocation	1.1 What best describes the space of your school library in terms of seating capacity?	The library accommodates 10% or more of the total student population.	5
		The library accommodates 7-9% of the total student population.	4
		The library accommodates 4-6% of the total student population.	3
		The library accommodates 1-3% of the total student population.	2
		The library accommodates less than 1% of the total student population.	1
	1.2 What best describes your school library in terms of location	The school library is in a separate building.	3
		The school library occupies a separate room within a building.	2
		The school library shares space with others.	1
	1.3 How accessible is the school library to the users/ students?	The school library <i>is easily</i> accessible from any point in the campus and is safe from flooding.	3
		The school library <i>is not easily</i> accessible from any point in the campus but is safe from flooding.	2

	Are the library collections safe from flooding?	The school library <i>is easily</i> accessible from any point in the campus and is not safe from flooding.	1
Components	Items	Indicators/Criteria/Standards	Points
2. Services	2.1 How long does the library operate daily to accommodate users?	The library operates from the start of the earliest class period with no noon break and extends after the last period of classes.	5
		The library operates from the start of the earliest class with noon break and extends after the last period of classes.	4
		The library operates from the start of the earliest class period with no noon break but it closes at the end of the last class period.	3
		The library operates from the start of the earliest class period with noon break but it closes at the end of the last class period.	2
		The library operates daily but has no fixed operating schedules due to the availability of the In-Charge personnel or as specified in "others."	1
	2.2 Please identify the following activities your school library provides.	The library conducts 3 or more activities	5
		The library conducts 2 activities.	4
		The library conducts 1 activity.	3
		The library conducts other activity.	2
		No activity conducted.	0
	2.3 Please identify the following services your school library provides.	The library provides 4 or more services.	4
		The library provides 3 services.	3
		The library provides 2 services.	2
		The library provides only 1 service.	1
	2.4 Access System	Open Shelf/Stack	2
		Closed Shelf/Stack	1
3. Administration and Human Resources	3.1 Staff Designation	The library has a full-time Librarian	5
		The library has a Teacher-Librarian	3
4. Collection Management	4.1 What best describes your school library's bibliographic processing?	All the bibliographic processes are being done.	3
		Only one/some of the bibliographic processes is/are being done.	2
		None of the bibliographic processes is being done.	1
	4.2 Library Collection Inventory a. Gen. References	If 20% or more of the total collection (titles) are published within the last 10 years	5
		If 10-19% of the total collection (titles) are published within the last 10 years	4
		If 5-9% of the total collection (titles) are published within the last 10 years	3

	b. <i>Gen. Collection</i>	If 2-4% of the total collection (titles) are published within the last 10 years	2
	c. <i>Non-Print Collection</i> d. <i>Additional Supplementary Readers</i>	If 1% or less of the total collection (titles) are published within the last 10 years	1

Components	Items	Indicators/Criteria/Standards	Points
	4.3 Periodical Collection Inventory a. <i>Newspapers</i> b. <i>Tabloids</i> c. <i>Magazines</i> d. <i>Journals</i>	3 or more subscriptions in current year (regardless of type of periodical)	7
		if 2 subscriptions in current year (regardless of type of periodical)	6
		If only 1 subscription in current year (regardless of type of periodical)	5
		if latest subscription was in the previous year (2 subscriptions regardless of type of periodical)	4
		if latest subscription was in the previous year (1 subscription regardless of type of periodical)	3
		if latest subscription was three years ago (2 subscriptions regardless of type of periodical)	2
		if latest subscription was three years ago (1 subscription regardless of type of periodical)	1
5. Acquisition	5.1 Please identify your library's means for book acquisition.	Any three (3) of the following: LGU, NGO, PTA, DepEd, Alumni, others	7
		Any two (2) of the following: LGU, NGO, PTA, DepEd, Alumni, others	5
		Only one (1) of the following: LGU, NGO, PTA, DepEd, Alumni others	3
		None	0
	5.2 What is the source of your school library budget?	Any three (3) of the following: MOOE, LGU, NGO, PTA, DepEd, Alumni, others	7
		Any two (2) of the following: MOOE, LGU, NGO, PTA, DepEd, Alumni, others	5
		Only one (1) of the following: MOOE, LGU, NGO, PTA, DepEd, Alumni others	3
		None	0
6. Facilities	6.1 Which collection access facility does your library have?	If the library has both OPAC and Card Catalog Cabinet.	3
		If the library has OPAC but no Card Catalog Cabinet.	2
		If the library uses only Card Catalog Cabinet.	1
	6.2 Please identify ICT facilities that your library has	Computer with internet connection + 5 other facilities	7
		Computer with internet connection + 4 other facilities	6
		Computer with internet connection + 3 other facilities	5
		Computer without internet connection + 2 other facilities	4
		Computer without internet connection + 1 other facility	3
		No computer but has other facilities.	2
		No computer and has one other facility.	1