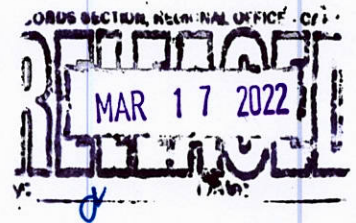




Republic of the Philippines
Department of Education
CARAGA REGION



March 16, 2022

REGIONAL MEMORANDUM

No. 0196, s.2022

To: SCHOOLS DIVISION SUPERINTENDENTS
CID Chiefs
Librarians
School Heads
This Region

SCHOOL LIBRARY AND LIBRARY HUB COLLECTION SURVEY

1. The Department of Education through the Bureau of Learning Resources (DepEd-BLR) is gathering data for planning purposes on the provision of learning resources. One of the objectives is to provide supplementary learning resources (SLRs) to school libraries and library hubs.
2. The BLR would like to have the status of school libraries and library hubs by conducting a survey through purposive random sampling. In this regard, please provide the office with the name and email address of select school library and all library hub in-charge who will answer on the said survey. Link will be provided by Mr. Marlon G. Ompoc, Librarian II of BLR-QAD.
3. Attached are the instructions for the survey on the library collection, a copy of the survey questions to be accomplished and number of schools included in the survey per SDOs. Deadline of survey responses is on or before March 25, 2022.
4. For any query and clarification, please contact Mr. Marlon G. Ompoc, Librarian II of BLR-Quality Assurance Division, at telephone numbers (02) 8631-9294 and 8634-1054, email add marlon.ompoc@deped.gov.ph
4. Immediate dissemination of this Memorandum is directed.


MA GEMMA MERCADO LEDESMA
Regional Director

Encl/s.: As stated

Reference/s: Letter Signed by Atty. Ariz Delson Acay D. Cawilan

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

LIBRARY HUB SCHOOL LIBRARY SURVEY

CLM/mmg
03/16/2022



Address: J.P. Rosales Avenue,
Butuan City
Trunkline No: (085) 342-8207
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2022-03-3031

Document Control No:
DepEdRO13-F-REC-013/R3/02-18-2020



Ministry of Education
Department of Education
CATALAN REGION

March 16, 2012

REGIONAL MEMORANDUM
No. 0172, 2012

TO: SCHOOLS DIVISION SUPERINTENDENTS
Old Catho
Librarians
School Heads
This Region

SCHOOL LIBRARY AND LIBRARY HUB COLLECTION SURVEY

1. The Department of Education through the Bureau of Learning Resources (BRLR) is gathering data for planning purposes on the provision of learning resources. One of the objectives is to provide supplementary learning resources (SLRs) to school libraries and library hubs.

2. The BRLR would like to have the status of school libraries and library hubs by conducting a survey through purposive random sampling. In this regard, please provide the office with the name and email address of school library and all library hub in-charge who will answer on the said survey. Link will be provided by Mr. Martin G. Ompag, Librarian II of BRLR-QAD.

3. Attached are the instructions for the survey on the library collection, a copy of the survey questions to be accomplished and number of schools included in the survey per SOG. Deadline of survey responses is on or before March 30, 2012.

4. For any query and clarification, please contact Mr. Martin G. Ompag, Librarian II of BRLR-QAD, Assamane Division, at telephone number (02) 8633-9394 and 8634-1954, email martin.ompag@drd.gov.ph.

5. Immediate dissemination of this memorandum is directed.

MA GEMMA MERCADO-SERENA
Regional Director

Encls.: As stated
Reference: Letter signed by Atty. Eric Dela Cruz, Atty. D. Carlin
To be indicated in the proposed order
under the following subject:

LIBRARY HUB SCHOOL LIBRARY SURVEY

2012/03/16



2012-03-16



Office of the Regional Director
Assamane Division
Department of Education
Catalan Region



**GUIDE IN THE CONDUCT OF THE
SCHOOL LIBRARY AND LIBRARY HUB COLLECTION SURVEY
(MARCH 2022)**

Selection of Participants for School Library Collection Survey

1. Three (3) schools divisions shall be randomly selected by the Regional Office. They can be selected through convenience sampling provided that these are one (1) small schools division, one (1) medium schools division, and one (1) large or very large schools division.
2. In each identified schools division, select schools with an existing school library following the matrix below:

School Size	Number of Schools for Inclusion in the Survey		
	Elementary School	Junior High School	Stand Alone Senior High School
Small	4	4	4
Medium	4	4	4
Large	4	4	4
Very Large	4	4	4
Total	16	16	16

3. In case the required number of schools per school size cannot be met, ensure that the total number per school type will be completed.
4. If the total number per school type cannot be met specially for small and medium schools divisions, maximize participation in the survey of all existing schools with a school library.

Participants for Library Hub Collection Survey:

1. Select all divisions with existing library hubs in the region to participate in the survey.
2. Provide the participating schools and library hubs the following links for the respondents to accomplish the survey:
 - a. School Library Collection Survey: (<https://bit.ly/22CSLCS>)
 - b. Library Hub Collection Survey: (<https://bit.ly/3pT4eMD>)
3. It is recommended that the participating schools/respondents be informed in advance and given a copy of the survey questions so that they can prepare the data prior to accomplishing the online survey.
4. Make sure that the participating schools/respondents will submit their responses on or before the deadline.

Thank you for your cooperation.

SCHOOL LIBRARY COLLECTION STATUS SURVEY

Section 1. School Profile

Name of School : _____
Address : _____
Schools Division : _____
DepEd Region : _____

1. **Type of School.** Put a check mark (✓) on the appropriate blank before each item.

☐ Elementary School ☐ Junior High School ☐ Stand Alone Senior HS

2. **Size of School.** Put a check mark (✓) on the appropriate blank before each item.

☐ Small ☐ Medium ☐ Large ☐ Very Large

3. Name of the Library In-Charge:

4. Designation of the Library In-Charge:

5. Contact Number and email of the Library In-Charge:

Note: Textbooks and Teacher's Manuals (TXs and TMs), Learner's Materials and Teacher's Guides (LMs and TGs) and other Teacher Developed LR's are not included in this survey.

Section 2. Library Collection Inventory: General Collection (Print)

1a. How many titles of English and literature books (do not include poetry and novels) does your library have with a copyright year of 2017 up to present?

☐ None ☐ 11 to 15 titles
☐ 1 to 4 titles ☐ 16 to 20 titles
☐ 5 to 10 titles ☐ 21 or more titles

1b. How many titles of English and literature books (do not include poetry and novels) does your library have with a copyright year of 2016 or earlier?

☐ None ☐ 11 to 15 titles
☐ 1 to 4 titles ☐ 16 to 20 titles
☐ 5 to 10 titles ☐ 21 or more titles

2a. How many titles of Filipino and Panitikan books does your library have with a copyright year of 2017 up to present?

☐ None ☐ 11 to 15 titles
☐ 1 to 4 titles ☐ 16 to 20 titles
☐ 5 to 10 titles ☐ 21 or more titles

2b. How many titles of Filipino and Panitikan books does your library have with a copyright year of 2016 or earlier?

☐ None ☐ 11 to 15 titles
☐ 1 to 4 titles ☐ 16 to 20 titles
☐ 5 to 10 titles ☐ 21 or more titles

3a. How many titles of Science books does your library have with a copyright year of 2017 up to present?

- | | |
|---|--|
| ☐ None | ☐ 11 to 15 titles |
| ☐ 1 to 4 titles | ☐ 16 to 20 titles |
| ☐ 5 to 10 titles | ☐ 21 or more titles |

3b. How many titles of Science books does your library have with a copyright year of 2016 or earlier?

- | | |
|---|--|
| ☐ None | ☐ 11 to 15 titles |
| ☐ 1 to 4 titles | ☐ 16 to 20 titles |
| ☐ 5 to 10 titles | ☐ 21 or more titles |

4a. How many titles of Araling Panlipunan books does your library have with a copyright year of 2017 up to present?

- | | |
|---|--|
| ☐ None | ☐ 11 to 15 titles |
| ☐ 1 to 4 titles | ☐ 16 to 20 titles |
| ☐ 5 to 10 titles | ☐ 21 or more titles |

4b. How many titles of Araling Panlipunan books does your library have with a copyright year of 2016 or earlier?

- | | |
|---|--|
| ☐ None | ☐ 11 to 15 titles |
| ☐ 1 to 4 titles | ☐ 16 to 20 titles |
| ☐ 5 to 10 titles | ☐ 21 or more titles |

5a. How many titles of Music books does your library have with a copyright year of 2017 up to present?

- | | |
|---|--|
| ☐ None | ☐ 11 to 15 titles |
| ☐ 1 to 4 titles | ☐ 16 to 20 titles |
| ☐ 5 to 10 titles | ☐ 21 or more titles |

5b. How many titles of Music books does your library have with a copyright year of 2016 or earlier?

- | | |
|---|--|
| ☐ None | ☐ 11 to 15 titles |
| ☐ 1 to 4 titles | ☐ 16 to 20 titles |
| ☐ 5 to 10 titles | ☐ 21 or more titles |

6a. How many titles of Arts books does your library have with a copyright year of 2017 up to present?

- | | |
|---|--|
| ☐ None | ☐ 11 to 15 titles |
| ☐ 1 to 4 titles | ☐ 16 to 20 titles |
| ☐ 5 to 10 titles | ☐ 21 or more titles |

6b. How many titles of Arts books does your library have with a copyright year of 2016 or earlier?

- | | |
|---|--|
| ☐ None | ☐ 11 to 15 titles |
| ☐ 1 to 4 titles | ☐ 16 to 20 titles |
| ☐ 5 to 10 titles | ☐ 21 or more titles |

7a. How many titles of Physical Education books does your library have with a copyright year of 2017 up to present?

- | | |
|---|--|
| ☐ None | ☐ 11 to 15 titles |
| ☐ 1 to 4 titles | ☐ 16 to 20 titles |
| ☐ 5 to 10 titles | ☐ 21 or more titles |

7b. How many titles of Physical Education books does your library have with a copyright year of 2016 or earlier?

- | | |
|---|--|
| ☐ None | ☐ 11 to 15 titles |
| ☐ 1 to 4 titles | ☐ 16 to 20 titles |
| ☐ 5 to 10 titles | ☐ 21 or more titles |

8a. How many titles of Health books does your library have with a copyright year of 2017 up to present?

- | | |
|---|--|
| ☐ None | ☐ 11 to 15 titles |
| ☐ 1 to 4 titles | ☐ 16 to 20 titles |
| ☐ 5 to 10 titles | ☐ 21 or more titles |

8b. How many titles of Health books does your library have with a copyright year of 2016 or earlier?

- | | |
|---|--|
| ☐ None | ☐ 11 to 15 titles |
| ☐ 1 to 4 titles | ☐ 16 to 20 titles |
| ☐ 5 to 10 titles | ☐ 21 or more titles |

9a. How many titles of Edukasyon sa Pagpapakatao (Values Education) books does your library have with a copyright year of 2017 up to present?

- | | |
|---|--|
| ☐ None | ☐ 11 to 15 titles |
| ☐ 1 to 4 titles | ☐ 16 to 20 titles |
| ☐ 5 to 10 titles | ☐ 21 or more titles |

9b. How many titles of Edukasyon sa Pagpapakatao (Values Education) books does your library have with a copyright year for 2016 or earlier?

- | | |
|---|--|
| ☐ None | ☐ 11 to 15 titles |
| ☐ 1 to 4 titles | ☐ 16 to 20 titles |
| ☐ 5 to 10 titles | ☐ 21 or more titles |

10a. How many titles of Mathematics books does your library have with a copyright year of 2017 up to present?

- | | |
|---|--|
| ☐ None | ☐ 11 to 15 titles |
| ☐ 1 to 4 titles | ☐ 16 to 20 titles |
| ☐ 5 to 10 titles | ☐ 21 or more titles |

10b. How many titles of Mathematics books does your library have with a copyright year of 2016 or earlier?

- | | |
|---|--|
| ☐ None | ☐ 11 to 15 titles |
| ☐ 1 to 4 titles | ☐ 16 to 20 titles |
| ☐ 5 to 10 titles | ☐ 21 or more titles |

11a. How many titles of Business books does your library have with a copyright year of 2017 up to present?

- | | |
|---|--|
| ☐ None | ☐ 11 to 15 titles |
| ☐ 1 to 4 titles | ☐ 16 to 20 titles |
| ☐ 5 to 10 titles | ☐ 21 or more titles |

11b. How many titles of Business books does your library have with a copyright year of 2016 or earlier?

- | | |
|---|--|
| ☐ None | ☐ 11 to 15 titles |
| ☐ 1 to 4 titles | ☐ 16 to 20 titles |
| ☐ 5 to 10 titles | ☐ 21 or more titles |

12a. How many titles of Management books does your library have with a copyright year of 2017 up to present?

- | | |
|---|--|
| ☐ None | ☐ 11 to 15 titles |
| ☐ 1 to 4 titles | ☐ 16 to 20 titles |
| ☐ 5 to 10 titles | ☐ 21 or more titles |

12b. How many titles of Management books does your library have with a copyright year of 2016 or earlier?

- | | |
|---|--|
| ☐ None | ☐ 11 to 15 titles |
| ☐ 1 to 4 titles | ☐ 16 to 20 titles |
| ☐ 5 to 10 titles | ☐ 21 or more titles |

13a. How many titles of Computer/Information Technology books does your library have with a copyright year of 2017 up to present?

- | | |
|---|--|
| ☐ None | ☐ 11 to 15 titles |
| ☐ 1 to 4 titles | ☐ 16 to 20 titles |
| ☐ 5 to 10 titles | ☐ 21 or more titles |

13b. How many titles of Computer/Information Technology books does your library have with a copyright year of 2016 or earlier?

- | | |
|---|--|
| ☐ None | ☐ 11 to 15 titles |
| ☐ 1 to 4 titles | ☐ 16 to 20 titles |
| ☐ 5 to 10 titles | ☐ 21 or more titles |

14a. How many titles of Research books does your library have with a copyright year 2017 of up to present?

- | | |
|---|--|
| ☐ None | ☐ 11 to 15 titles |
| ☐ 1 to 4 titles | ☐ 16 to 20 titles |
| ☐ 5 to 10 titles | ☐ 21 or more titles |

14b. How many titles of Research books does your library have with a copyright year of 2016 or earlier?

- | | |
|---|--|
| ☐ None | ☐ 11 to 15 titles |
| ☐ 1 to 4 titles | ☐ 16 to 20 titles |
| ☐ 5 to 10 titles | ☐ 21 or more titles |

15a. How many titles of Philosophy books does your library have with a copyright year of 2017 up to present?

- | | |
|---|--|
| ☐ None | ☐ 11 to 15 titles |
| ☐ 1 to 4 titles | ☐ 16 to 20 titles |
| ☐ 5 to 10 titles | ☐ 21 or more titles |

15b. How many titles of Philosophy books does your library have with a copyright year of 2016 or earlier?

- | | |
|---|--|
| ☐ None | ☐ 11 to 15 titles |
| ☐ 1 to 4 titles | ☐ 16 to 20 titles |
| ☐ 5 to 10 titles | ☐ 21 or more titles |

16a. How many titles of Technical Vocational Livelihood (TVL)/Technology Livelihood Education (TLE) books does your library have with a copyright year of 2017 up to present?

- | | |
|---|--|
| ☐ None | ☐ 11 to 15 titles |
| ☐ 1 to 4 titles | ☐ 16 to 20 titles |
| ☐ 5 to 10 titles | ☐ 21 or more titles |

16b. How many titles of Technical Vocational Livelihood (TVL)/Technology Livelihood Education (TLE) books does your library have with a copyright year of 2016 or earlier?

- | | |
|---|--|
| ☐ None | ☐ 11 to 15 titles |
| ☐ 1 to 4 titles | ☐ 16 to 20 titles |
| ☐ 5 to 10 titles | ☐ 21 or more titles |

17. Please specify other Learning Area books not mentioned above that you have in your library. Indicate the number of titles with a copyright year of 2017 up to the present and the number of titles with a copyright year of 2016 or earlier.

Section 3. Library Collection Inventory: General References

18a. How many titles of Encyclopedias does your library have with a copyright year of 2017 up to present?

- | | |
|--|--|
| ☐ None | ☐ 5 to 10 titles |
| ☐ 1 to 4 titles | ☐ 11 or more titles |

18b. How many titles of Encyclopedias does your library have with a copyright year of 2016 or earlier?

- | | |
|--|--|
| ☐ None | ☐ 5 to 10 titles |
| ☐ 1 to 4 titles | ☐ 11 or more titles |

19a. How many titles of Dictionaries does your library have with a copyright year of 2017 up to present?

- | | |
|--|--|
| ☐ None | ☐ 5 to 10 titles |
| ☐ 1 to 4 titles | ☐ 11 or more titles |

19b. How many titles of Dictionaries does your library have with a copyright year of 2016 or earlier?

☐ None ☐ 5 to 10 titles
☐ 1 to 4 titles ☐ 11 or more titles

20a. How many titles of Handbooks does your library have with a copyright year of 2017 up to present?

☐ None ☐ 5 to 10 titles
☐ 1 to 4 titles ☐ 11 or more titles

20b. How many titles of Handbooks does your library have with a copyright year of 2016 or earlier?

☐ None ☐ 5 to 10 titles
☐ 1 to 4 titles ☐ 11 or more titles

21a. How many titles of Manuals does your library have with a copyright year of 2017 up to present?

☐ None ☐ 5 to 10 titles
☐ 1 to 4 titles ☐ 11 or more titles

21b. How many titles of Manuals does your library have with a copyright year of 2016 or earlier?

☐ None ☐ 5 to 10 titles
☐ 1 to 4 titles ☐ 11 or more titles

22a. How many titles of Atlases does your library have with a copyright year of 2017 up to present?

☐ None ☐ 5 to 10 titles
☐ 1 to 4 titles ☐ 11 or more titles

22b. How many titles of Atlases does your library have with a copyright year of 2016 or earlier?

☐ None ☐ 5 to 10 titles
☐ 1 to 4 titles ☐ 11 or more titles

23a. How many titles of Yearbooks does your library have with a copyright year of 2017 up to present?

☐ None ☐ 5 to 10 titles
☐ 1 to 4 titles ☐ 11 or more titles

23b. How many titles of Yearbooks does your library have with a copyright year of 2016 or earlier?

☐ None ☐ 5 to 10 titles
☐ 1 to 4 titles ☐ 11 or more titles

24a. How many titles of Directories does your library have with a copyright year of 2017 up to present?

- | | |
|--|--|
| ☐ None | ☐ 5 to 10 titles |
| ☐ 1 to 4 titles | ☐ 11 or more titles |

24b. How many titles of Directories does your library have with a copyright year of 2016 or earlier?

- | | |
|--|--|
| ☐ None | ☐ 5 to 10 titles |
| ☐ 1 to 4 titles | ☐ 11 or more titles |

25a. How many titles of Thesauri does your library have with a copyright year of 2017 up to present?

- | | |
|--|--|
| ☐ None | ☐ 5 to 10 titles |
| ☐ 1 to 4 titles | ☐ 11 or more titles |

25b. How many titles of Thesauri does your library have with a copyright year of 2016 or earlier?

- | | |
|--|--|
| ☐ None | ☐ 5 to 10 titles |
| ☐ 1 to 4 titles | ☐ 11 or more titles |

26. Please specify other General Reference Books not mentioned above that you have in your library. Indicate the number of titles with a copyright year of 2017 up to the present and the number of titles with a copyright year of 2016 or earlier.

--

Section 4. Library Collection Inventory: Additional Supplementary Readers

27a. How many titles of Biography does your library have with a copyright year of 2017 up to present?

- | | |
|---|--|
| ☐ None | ☐ 11 to 15 titles |
| ☐ 1 to 4 titles | ☐ 16 to 20 titles |
| ☐ 5 to 10 titles | ☐ 21 or more titles |

27b. How many titles of Biography books does your library have with a copyright year of 2016 or earlier?

- | | |
|---|--|
| ☐ None | ☐ 11 to 15 titles |
| ☐ 1 to 4 titles | ☐ 16 to 20 titles |
| ☐ 5 to 10 titles | ☐ 21 or more titles |

28a. How many titles of Novels your library have with a copyright year of 2017 up to present?

- | | |
|---|--|
| ☐ None | ☐ 11 to 15 titles |
| ☐ 1 to 4 titles | ☐ 16 to 20 titles |
| ☐ 5 to 10 titles | ☐ 21 or more titles |

28b. How many titles of Novels does your library have with a copyright year of 2016 or earlier?

- | | |
|---|--|
| ☐ None | ☐ 11 to 15 titles |
| ☐ 1 to 4 titles | ☐ 16 to 20 titles |
| ☐ 5 to 10 titles | ☐ 21 or more titles |

29a. How many titles of Poetry books does your library have with a copyright year of 2017 up to present?

- | | |
|---|--|
| ☐ None | ☐ 11 to 15 titles |
| ☐ 1 to 4 titles | ☐ 16 to 20 titles |
| ☐ 5 to 10 titles | ☐ 21 or more titles |

29b. How many titles of Poetry books does your library have with a copyright year of 2016 or earlier?

- | | |
|---|--|
| ☐ None | ☐ 11 to 15 titles |
| ☐ 1 to 4 titles | ☐ 16 to 20 titles |
| ☐ 5 to 10 titles | ☐ 21 or more titles |

Section 5. Library Collection Inventory: Non-Print Collection

30a. How many titles of e-pub, format e-book collection does your library have with a copyright year of 2017 up to present?

- | | |
|---|--|
| ☐ None | ☐ 11 to 15 titles |
| ☐ 1 to 4 titles | ☐ 16 to 20 titles |
| ☐ 5 to 10 titles | ☐ 21 or more titles |

30b. How many titles of e-pub format, e-book collection does your library have with a copyright year of 2016 or earlier?

- | | |
|---|--|
| ☐ None | ☐ 11 to 15 titles |
| ☐ 1 to 4 titles | ☐ 16 to 20 titles |
| ☐ 5 to 10 titles | ☐ 21 or more titles |

31a. How many titles of PDF format e-book collection does your library have with a copyright year of 2017 up to present?

- | | |
|---|--|
| ☐ None | ☐ 11 to 15 titles |
| ☐ 1 to 4 titles | ☐ 16 to 20 titles |
| ☐ 5 to 10 titles | ☐ 21 or more titles |

31b. How many titles of PDF format e-book collection does your library have with a copyright year of 2016 or earlier?

- | | |
|---|--|
| ☐ None | ☐ 11 to 15 titles |
| ☐ 1 to 4 titles | ☐ 16 to 20 titles |
| ☐ 5 to 10 titles | ☐ 21 or more titles |

32a. How many titles of educational video collection (movies, documentaries, etc.) does your library have with a copyright year of 2017 up to present?

- | | |
|---|--|
| ☐ None | ☐ 11 to 15 titles |
| ☐ 1 to 4 titles | ☐ 16 to 20 titles |
| ☐ 5 to 10 titles | ☐ 21 or more titles |

32b. How many titles of educational video collection (movies, documentaries, etc.) does your library have with a copyright year of 2016 or earlier?

- | | |
|---|--|
| ☐ None | ☐ 11 to 15 titles |
| ☐ 1 to 4 titles | ☐ 16 to 20 titles |
| ☐ 5 to 10 titles | ☐ 21 or more titles |

33. What other format of learning resources does your library have? Please specify.

Section 6. Library Collection Inventory: Periodical Collection

34. Does your library subscribe to newspaper/s? Please tick all that apply.

- ☐ Never
☐ Yes, currently Year 2022
☐ Yes, previously Year 2021
☐ Yes, previously Year 2020
☐ Yes, previously Year 2019
☐ Others (please specify): _____

35. If yes, what is your school's source of fund in subscribing to newspaper/s? Please tick all that apply.

- | | |
|---|---------------------------------|
| ☐ MOOE | ☐ NGO |
| ☐ LGU | ☐ Alumni |
| ☐ Others please specify: _____ | |

36. Does your library currently subscribe to magazine/s? Please tick all that apply.

- ☐ Never
☐ Yes, currently Year 2022
☐ Yes, previously Year 2021
☐ Yes, previously Year 2020
☐ Yes, previously Year 2019
☐ Others (please specify): _____

37. If yes, what is your school's source of fund in subscribing to magazine/s?

- | | |
|---|---------------------------------|
| ☐ MOOE | ☐ NGO |
| ☐ LGU | ☐ Alumni |
| ☐ Others please specify: _____ | |

38. Does your library subscribe journal/s? Please tick all that apply.

- ☐ Never
☐ Yes, currently Year 2022.
☐ Yes, previously Year 2021

- ☐ Yes, previously Year 2020
- ☐ Yes, previously Year 2019
- ☐ Other, (please specify): _____

39. If yes, what is your school's source of fund in subscribing to journal/s?

- ☐ MOOE ☐ NGO
- ☐ LGU ☐ Alumni
- ☐ Other, (please specify): _____

LIBRARY HUB COLLECTION STATUS SURVEY

Section 1: Profile

Region
School's Division Office
Name and Address of the Library Hub:
Contact Number of the Person In-Charge:

What is your Hub's Recipient Batch Number (DepEd Central Office Delivery of Reading Materials)?

- ☐ Batch 1 (SY 2004-2006)
- ☐ Batch 2 (SY 2006-2007)
- ☐ Batch 3 (SY 2007-2008)
- ☐ Batch 4 (SY 2008-2009)
- ☐ Batch 5 (SY 2010-2011)
- ☐ Batch 6 (SY 2011-2012)

What is your Hub's present operation status?

- ☐ Fully Operational
- ☐ Partially Operational
- ☐ Not Operational

If **partially operational**, please provide reasons why the Hub cannot operate fully.

If **not operational**, please provide reasons why the Hub is not operational.

Section 2: Collection Status of Centrally Procured Reading Materials

1. How many centrally procured Big Books are currently in your collection?
2. How many centrally procured Small Books are currently in your collection?
3. How many centrally procured other reading materials are currently in your collection?

Section 3: Inventory of Centrally Procured Reading Materials

4. How often do you conduct an inventory of the centrally procured reading materials? Please tick all that apply.

- ☐ 1st Semester Break
- ☐ 2nd Semester Break
- ☐ Summer Break
- ☐ Never

5. Are lost centrally procured reading materials properly documented?

- ☐ Yes, by accomplishing a form duly signed by the Hub in-charge, supply officer, SDO LR supervisor and noted by the Schools Division Superintendent
- ☐ Yes, by accomplishing a form duly signed by the Hub in-charge, Supply officer and noted by the SDO LR supervisor
- ☐ Yes, by accomplishing a form duly signed by the Hub in-charge and noted by the supply officer
- ☐ Yes, by accomplishing a form duly signed by the Hub in-charge alone
- ☐ No documentation

6. What are your guidelines for the borrowed and lost centrally procured reading materials?

7. What are your guidelines for the borrowed and damaged centrally procured reading materials?

Section 4: Other Sources of Library Hub Reading Materials

8. Aside from DepEd Central Office as source of reading materials, does your Hub receive reading materials from other sources?

- ☐ Yes ☐ No

9. If **yes**, please identify other sources that provide your Hub with reading materials.

10. Does your hub have an existing guideline in receiving donations?

- ☐ Yes ☐ No

11. If **yes**, are the following considerations included in your Hub's guideline in receiving donations? Please tick all that apply.

- ☐ Recency of the copyright year
- ☐ Minimum number of copies
- ☐ Physical condition of the reading materials
- ☐ Other: _____

12. If **yes**, how many copies in average for each title of the reading materials does your hub receive?

- ☐ 1 copy only
- ☐ 2 to 5 copies
- ☐ 6 to 10 copies
- ☐ 11 to 15 copies
- ☐ 16 to 20 copies
- ☐ 21 copies or more

Encl. 3 Number of Schools Included in the Survey

School Size	Number of School for Inclusion in the Survey		
	Elementary School	Junior High School	Stand Alone Senior High School
Small	2 Bayugan 2 Tandag City	2 Cabadbaran City 2 Tandag City	1 Bayugan 1 Cabadbaran City 1 Agusan del Norte 1 Butuan City
Medium	2 Agusan del Sur 2 Surigao del Sur 2 Butuan City 2 Surigao City 2 Agusan Del Norte 1 Dinagat 1 Siargao	2 Agusan del Norte 2 Surigao del Norte 2 Surigao del Sur 2 Bislig City 2 Butuan City 1 Dinagat 1 Siargao	1 Surigao del Norte 1 Surigao City 1 Bislig City
Total	16	16	
With Library HUB	Agusan del Norte, Bislig City, Dinagat Island, Siargao, Surigao City, Surigao Del Norte, Surigao del Sur		

Table 3. Number of Schools Included in the Survey

School Size	Number of Schools for Each Size in the Survey		
	Elementary School	Junior High School	Senior High School
Small	2 Bayreuth 2 Tazewell City	2 Chatham County 1 Tazewell City	1 Bayreuth 1 Chatham County 1 Appomattox County 1 Shenandoah County
Medium	1 Agassiz del Norte 1 Bayreuth del Norte 1 Bayreuth City 1 Bayreuth County 1 Shenandoah County 1 Shenandoah 1 Shenandoah	2 Agassiz del Norte 2 Bayreuth del Norte 1 Bayreuth del Norte 1 Bayreuth City 1 Shenandoah County 1 Shenandoah 1 Shenandoah	1 Bayreuth del Norte 1 Bayreuth County 1 Shenandoah County 1 Shenandoah County 1 Shenandoah County 1 Shenandoah County 1 Shenandoah County
Total	10	10	10
County	Agassiz del Norte, Bayreuth City, Chatham County, Shenandoah County, Shenandoah County, Shenandoah County, Shenandoah County, Shenandoah County, Shenandoah County, Shenandoah County		
City	Agassiz del Norte, Bayreuth City, Chatham County, Shenandoah County, Shenandoah County, Shenandoah County, Shenandoah County, Shenandoah County, Shenandoah County, Shenandoah County		