



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OFFICE OF SURIGAO CITY

SCHOOL LIBRARY PROFILE INTERPRETATION
(To be accomplished by the Division Librarian)

Name of school: _____
School address: _____
Division of: _____
Total student enrolment (as of SY _____): _____
Put a check mark (✓) on the appropriate blank before each item.

___ Elem. School; ___ Junior HS (G7-10);
___ HS with Senior High (G7-12); ___ Stand Alone Senior HS

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

Components	Indicators	Perfect Score	Scores Earned	Interpretation
1. Space & Location	Seating Capacity			
	Location			
	Accessibility			
	<i>Sub-total</i>			
2. Services	Operating Hours			
	Activities			
	Services			
	Collection Access			
	<i>Sub-total</i>			
3. Administration and Human Resources	Staff Designation			
	<i>Sub-total</i>			





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4. Collection Management	Bibliographic Processing				
	Gen. References				
	Gen. Collection				
	SRMs				
	Non-Print Coll.				
	Periodical Collection	Newspapers			
		Tabloids			
Magazines					
Journals					
Sub-total					
5. Acquisition	Book Acquisition				
	Sources SL Budget				
Sub-total					
6. Facilities	Collection Access				
	Facilities				
Sub-total					
GRAND TOTAL					
Functionality:					

Prepared By: _____
Division Librarian
Signature over Printed Name

Date Accomplished: _____

Reviewed By: _____
CID Chief
Signature over Printed Name

Score Equivalents:





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- **Fully Functional (FFL)** *If ratings in all components are 80% and above. The school library indicates “best practice/s.”*
- **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.*
- **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 information services.*
- **Not Functional (NFL)** *If ratings in any of the component/s is/are 49% and below. The library meets below the minimum requirement established for school library and Information services.*

POINT EQUIVALENCES FOR LIBRARY FUNCTIONALITY

1. SPACE AND LOCATION

I.1 What best describes the space of your school library in terms of seating capacity?

- **(5 points).** The library accommodates 10% or more of the total student population.
- **(4 points).** The library accommodates 7-9% of the total student population.
- **(3 points).** The library accommodates 4-6% of the total student population.
- **(2 point).** The library accommodates 1-3% of the total student population.
- **(1 point).** The library accommodates less than 1% of the total student population.





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I.2 What best describes your school library in terms of location?

- **(3 points).** The school library is in a separate building.
- **(2points).** The school library occupies a separate room within a building.
- **(1 point).** The school library shares space with others.

I.3 How accessible is the school library to the users/students? Are the library collections safe from flooding?

- **(3 points).** The school library *is easily* accessible from any point in the campus and is safe from flooding.
- **(2 points).** The school library *is not easily* accessible from any point in the campus but is safe from flooding.
- **(1 point).** The school library *is easily* accessible from any point in the campus and is not safe from flooding.

2. SERVICES

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

- **(5 points)** The library operates from the start of the earliest class period *with no noon break and extends after* the last period of classes.
- **(4 points)** The library operates from the start of the earliest class *with noon break and extends after* the last period of classes.
- **(3 points)** 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.*
- **(2 points)** 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.*





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- **(1 point)** The library operates daily *but has no fixed operating schedules* due to the availability of the In-Charge personnel or as specified in “others.”

2.2 Please identify the following activities and services your school library provides.

Equivalent Points	Criteria for Library Activities
5	The library conducts 3 or more activities.
3	The library conducts 2 activities.
2	The library conducts 1 activities.
1	The library conducts other activity.
0	No activity conducted.

Equivalent Points	Criteria for Library Services
4	the library provides 4 or more services
3	the library provides 3 services
2	the library provides 2 services
1	the library provides only 1 service

2.3 Access System





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Equivalent Points	Collection Access Systems
2	Open Shelf/Stack
1	Closed Shelf/Stack

3. ADMINISTRATION AND HUMAN RESOURCES

Equivalent Points	3.1 Staff Designation
5	The library has a full-time Librarian.
3	The library has a Teacher-Librarian.

4. COLLECTION MANAGEMENT

4.1 What best describes your school library's bibliographic processing?

Equivalent Points	Criteria
3	All the bibliographic processes are being done.
2	Only one/some of the bibliographic processes is/are being done.
1	None of the bibliographic processes is being done.





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4.2 Library Collection Inventory

4.2.1 Gen. References, 4.2.2 Gen. Collection, 4.2.3 Non-Print Collection, 4.2.4 SRMs

Equivalent Points	Standards
5	If 20% or more of the total collection (titles) are published within the last 10 years
4	If 10-19% of the total collection (titles) are published within the last 10 years
3	If 5-9% of the total collection (titles) are published within the last 10 years
2	If 2-4% of the total collection (titles) are published within the last 10 years
1	If 1% or less of the total collection (titles) are published within the last 10 years

4.2.5 Periodical Collection

Equivalent Points	Scoring for Newspapers, Tabloids, Magazine & Journals
7	3 or more subscriptions in Year 2016 (regardless of type of periodical)
6	if 2 subscriptions in Year 2016 (regardless of type of periodical)





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5	If only 1 subscription in Year 2016 (regardless of type of periodical)
4	if latest subscription was on year 2015, 2 subscriptions regardless of type of periodical)
3	if latest subscription was on year 2015, 1 subscription regardless of type of periodical)
2	if latest subscription was on year 2014, 2 subscriptions regardless of type of periodical)
1	if latest subscription was on year 2014, 1 subscription regardless of type of periodical)

5. ACQUISITION

5.1 Please identify your library's means for book acquisition.

Equivalent Points	Criteria
7	MOOE, LGU, NGO, PTA, DepEd, Alumni others
6	MOOE, LGU, PTA
5	either/both of MOOE, LGU, PTA, Alumni
4	MOOE + either/both of NGO, DepEd, Others
3	MOOE





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2	either both of NGO, DepEd, Others
1	either NGO, DepEd, or Others

5.2 What is the source of your school library budget?

Equivalent Points	Sources of School Library Budget
7	MOOE, LGU, NGO, PTA, DepEd, Alumni, others
6	MOOE, LGU, PTA
5	either/both of MOOE, LGU, PTA, Alumni
4	MOOE + either/both of NGO, DepEd, Others
3	MOOE
2	either both of NGO, DepEd, Others
1	either NGO, DepEd, or Others

6. FACILITIES





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6.1 Which collection access facility does your library have?

Equivalent Points	Criteria
3	If the library has both OPAC and Card Catalog Cabinet.
2	If the library has OPAC but no Card Catalog Cabinet.
1	If the library uses only Card Catalog Cabinet.

7. Please identify ICT facilities that your library has.

Equivalent Points	Criteria
7	Computer with internet connection + 5 other facilities
6	Computer with internet connection + 4 other facilities
5	Computer with internet connection + 3 other facilities
4	Computer without internet connection + 2 other facilities
3	Computer without internet connection + 1 other facility
2	No computer but has other facilities.
1	No computer and has one other facility.





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Prepared By: _____
Librarian II

Date Accomplished: _____

Reviewed By: _____
CID Chief

Date Accomplished: _____



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Doc. Ref. Code	SDO-CID-F02 9	Rev.	00
Effectivity	04.01.24	Page	11 of 11

