



Republic of the Philippines  
**Department of Education**  
REGION IX  
**SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY**

28 September 2023

**DIVISION MEMORANDUM**

No. 501 s. 2023



**2023 DIVISION SEARCH FOR THE MOST FUNCTIONAL SCHOOL LEARNING  
RESOURCES MANAGEMENT SYSTEM (LRMS) IMPLEMENTER, MOST  
FUNCTIONAL SCHOOL LEARNING RESOURCES CENTER/LIBRARY AND MOST  
FUNCTIONAL SCHOOL IN LEARNING RESOURCE PORTAL UTILIZATION**

TO : Education Program Supervisors  
Division LRMS Team  
Public Schools District Supervisors/District In-Charge  
Elementary and Secondary School Heads  
This Division

1. The Curriculum and Implementation Division (CID) announces the **2023 Division Search for the Most Functional School LRMS Implementer, Most Functional School Learning Resource Center/Library and Most Functional School in LR Portal Utilization.**
2. The search aims to:
  - a. establish the systems and functions of LRMS in the school setting;
  - b. encourage the maximum use of LR Portal School, LR Center/Library, laboratory room, and other storage of learning resources; and
  - c. strengthen implementation of school LRMS to include the care and use of text-based and non-text-based learning resources.
3. The Search Guidelines are the following:
  - a. Each municipality shall organize its Municipal Level Committee consisting of not less than four (4) members (School Heads) and a chairman, preferably the PSDS/DIC. The committee will judge the Municipal Level Competitions on **October 23 to 31, 2022**. The winners will become the entry for the Division Level Category. Submission of the results to the Division Office is on **November 6, 2023**.
  - b. Submission of entries of the various competitions except the Search for Most Functional School in LR Portal utilization must be accompanied by a duly accomplished Entry Form (Enclosure No. 1). Each municipality shall submit the needed entry of the given categories:



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Competition	Elem. Central School Category	Elem. Non- Central School Category	Big High School Category (1,000 up enrolment)	Small High School Category (Below 1,000 enrolment)
Most Functional School LRMS Implementer	1	1	1	1
Most Functional School LR Center/Library	1	1	1	1

- c. The criteria of judging the different competitions are found in the following enclosures:

Most Functional School LRMS Implementer – Enclosure 2

Most Functional School Learning Resource Center/Library – Enclosure 3

Most Functional School in LR Portal Utilization – Enclosure 4 (Division LRMS Team will judge this competition, but the schools will be visited for validation.)

- d. The division level evaluators are:

Chairman : Evelyn F. Importante – OIC, CID Chief

Co-Chairman: Rose Marie E. Diocares – EPS/LRMS Manager

Jenny T. Dosil – EPS – Science

Grace Beta Ledda – EPS - TLE

Members : Other Education Program Supervisors

Project Development Officers II

Librarian II (Division Librarian)

The decision of the division level evaluators is final and irrevocable.

4. The schedule of Division Level Validation and list of winners will be announced through a memorandum.
5. Immediate and wide dissemination of this memorandum is desired.

**VIRGILIO P. BATAN JR., CESO VI**

Schools Division Superintendent






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For the Schools Division Superintendent:

  
**AURELIO A. SANTISAS, CESE**  
OIC- Assistant Schools Division Superintendent  
In- Charge of Office

Reference:

Encl.: As Stated

Reference:

To be indicated in the Perpetual Index

under the following subjects:

LRMDS

LR PORTAL

LIBRARY

ZS-DM-CID-2023-09-101

RED20230928







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Enclosure No. 1: Search Entry Form

**ENTRY FORM**

☐

Most Functional School LRMS Implementer

(Category: \_\_\_\_\_)

☐

Most Functional School Learning Resource Center/Library

(Category: \_\_\_\_\_)

School: \_\_\_\_\_

Address: \_\_\_\_\_

School Head: \_\_\_\_\_

District: \_\_\_\_\_

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

Contact Number/s: \_\_\_\_\_

**ENDORSEMENT**

This is to endorse \_\_\_\_\_  
School

as official entry of \_\_\_\_\_ District to the **Search for Division Search for**

\_\_\_\_\_  
Competition - \_\_\_\_\_  
Category

having won in the Municipal Level competition.

Issued this \_\_\_\_\_ day of \_\_\_\_\_, 2022 in \_\_\_\_\_,  
Zamboanga Sibugay.

\_\_\_\_\_  
PSDS's/DIC's Signature Over Printed Name  
Committee Chairperson





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Enclosure No. 2: Search Criteria for the Most Functional School LRMS Implementer

School Name: \_\_\_\_\_ Date: \_\_\_\_\_

Principal/School Head: \_\_\_\_\_

**Criteria for the Search for the  
 Most Functional School LRMS Implementer**

O = Outstanding    VS = Very Satisfactory    S = Satisfactory    U = Unsatisfactory    P = Poor

No	Search Indicators	Points (100 %)	Evaluation Point System					Average Points
			O 5	VS 4	S 3	U 2	P 1	
<b>A</b>	<b>Storage and Maintenance</b>	<b>50%</b>						
	Functionality of School LR Center/Library	10%	(Result of Assessment)					
	Functionality of Science Laboratory	10%	(Result of Assessment)					
	Functionality of TLE Laboratory	10%	(Result of Assessment)					
	LR Portal Utilization	10%	(Result of Assessment)					
	Care and use of Self Learning Modules / Learning Activity Sheets / Textbooks	10%						
<b>B</b>	<b>School Planning and Documentation</b>	<b>21%</b>						
	Approved Enhanced AIP incorporating access and provision of LR materials for teachers and learners	3%						
	SY 2023-2024 Annual Learning Resource (LR) Plan	3%						
	SY 2023-2024 Technical Assistance Plan	3%						
	Updated Harvest of Existing LRs report	3%						
	Updated Text-based LR Inventory Report	3%						
	Updated Non-Text-based LR Inventory Report	3%						
	Availability of records of School LRMS Team, School LR Center Focal & personnel in charge of non-text based LRs	3%						
<b>C</b>	<b>Development, Acquisition and Production</b>	<b>18%</b>						
	Directory of school personnel as writers, editors, illustrators, editors, evaluators by subject area	3%						
	School developed/redeveloped/localized/indigenized LRs (categorized by learning area and grade level)	10%						
	Documentation of LRMS meetings/LAC, QA of LRs, and other LRMS related activities	5%						
<b>D</b>	<b>Assessment and Evaluation</b>	<b>6%</b>						
	Updated self-assessment of LRMS School Monitoring Tool	3%						



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	CY 2022-2023 School LRMS Accomplishment Report based on plan	3%						
<b>F</b>	<b>Resource Generation</b>	<b>5%</b>	4k ▲	3k ▲	2k ▲	1k ▲	1k ▼	
	Evidence of solicited/donated LR's or funds for LR from individuals/LGUs/NGOs/alumni/retirees, etc.							
<b>TOTAL</b>		100%						

**DISTRICT SEARCH COMMITTEE:**

Member	Member
Member	Member

\_\_\_\_\_  
 PSDS's/DIC's Signature Over Printed Name



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Enclosure No. 3: Criteria in Assessing LR Center/Library

**Learning Resource Center/School Library Assessment Tool**

School Name: \_\_\_\_\_ Date: \_\_\_\_\_

School Name: \_\_\_\_\_ Date: \_\_\_\_\_

Principal/School Head: \_\_\_\_\_

School Librarian/LRC In-Charge: \_\_\_\_\_

**CRITERIA**

E = Excellent    VG = Very Good    G = Good    F = Fair    NI = Needs Improvement

INDICATORS			<b>E 5</b>	<b>VG 4</b>	<b>G 3</b>	<b>F 2</b>	<b>NI 1</b>	<b>Average Points</b>
<b>Physical Set - up (25%)</b>	<b>Location (5%)</b>	Located at the heart of the school						
		Highly visible and accessible to all staff and learners						
		Well – lit with plenty of natural light / well ventilated						
	<b>Shelving and Signage (5%)</b>	Shelve are not too high / fit for the users						
		Label general areas of collection (Learner's Material, Teachers Resources / General and Professional Resources)						
		Library Rules and Regulations						
	<b>Equipment And Furniture (15%)</b>	Display Stands (Magazine and Periodicals Rack)						
		Colorful posters that encourage reading						
		Bulletin board for memo / notices / statistical report / displaying students works						
		Library fixtures (reading tables, reading area, discussion area, play area etc.)						
		Computers with internet connectivity						
		Printer and Scanner						
		Photocopying machine						
		TV / Projector						
		Dictionary and Atlas stand						
		Librarians Table and Chair						
		Charging desk and circulation						
		Working table						



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<b>Library Programs and Activities (25%)</b>		Reading and literacy program and development, support and implementation						
		Integration of information literacy program across the curriculum (Orientation Program)						
		Program budget prepared yearly by teacher – librarian, based on curricular needs and interests of all staff programs						
		Library Action Plan						
		Accomplishment Report						
		One Year Development Plan						
<b>Collections and Content (40%)</b>	<b>Learning Resources (15%)</b>	Activity Sheets						
		Textbooks and Workbooks						
		Manipulatives LM's						
		Storybooks (Big books/booklets)						
		Globes / Maps						
		Board Games						
		CD and Digital Resources						
		LMs in Track and Core Subject in SHS						
	<b>Teacher Resources (15%)</b>	Old Lesson Plans						
		Teacher's Guide						
		Teacher's Constructed Test						
		Curriculum Guides						
		Teachers' Action Research						
		Thesis and Dissertation						
		Least Mastered Skills with Exercises						
	<b>Professional References (10%)</b>	Journals, Magazines, and Periodicals						
		Encyclopedia						
		Dictionary						
		Copy of School's SIP and AIP						
		Teacher's Logbook						
<b>Records (10%)</b>	<b>Status of the Collection (5%)</b>	Accession Record						
		Number of books purchased for the last 2 years						
		Number of books acquired by other means						
		Number of books donated						
		Number of books lost and paid						
		Number of books condemned						
		Number of books borrowed						







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<b>Services &amp; Attendance (5%)</b>	Borrowers Logbook							
	Students Logbook							
	Teachers Logbook							
<b>TOTAL</b>								

District Search Committee:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Chairman



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Criteria in Assessing Functionality of Science/TLE Laboratory/Storage as Part of the  
 Search for the Most Functional LRMS Implementer

**Science/TLE/Storage Assessment Tool**

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

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

Science Laboratory In-charge: \_\_\_\_\_

Principal: \_\_\_\_\_

**CRITERIA**

E = Excellent    VG = Very Good    G = Good    F = Fair    NI = Needs Improvement

INDICATORS	Points 100%	E 5	VG 4	G 3	F 2	NI 1	Average Points
Storage area and cabinets/open shelves/lockers available and accessible (within reach of the users per grade level)	30%						
Physical condition of Science Apparatus/equipment	20%						
With proper labeling of each item or group of items	10%						
Clean and neatly arranged	10%						
Proof of usage available (logbook/borrowers' card and consolidated quarterly report per grade level)	10%						
Updated Monitoring and Evaluation Report of Learning Tools and Equipment	10%						
Maintenance Activity Report	10%						
Rules and regulations / precautions / health and safety measures posted conspicuously							
<b>TOTAL</b>	100%						

District Search Committee:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
 Chairman



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Enclosure No. 6: Search Criteria for the Most Functional School in LR Portal Utilization

School Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 LR Portal In-charge: \_\_\_\_\_  
 Principal: \_\_\_\_\_

**LR PORTAL UTILIZATION CRITERIA**

E = Excellent    VG = Very Good    G = Good    F = Fair    NI = Needs Improvement

INDICATORS	Points 100%	E 5	VG 4	G 3	F 2	NI 1	Average Points
School teaching and non-teaching personnel LR Portal registration	30%	100%	85% to 99%	66% to 84%	51% to 65%	50% & below	
(Note: To be validated by opening individual account in the LR portal. The PDO will also validate the data during DO level assessment.)							
No. of downloaded learning resources from the LR Portal	20%	30 up	30- 39	20-29	10- 19	0-9	
No. of teacher developed LR uploaded in the LR Portal	10%	1	On QA			0	
The use of LR Portal is included in LAC discussions and/or there is Best Practice report in utilizing LR Portal	20%						
No. of Classroom Observation/s (CO) using downloaded learning/teaching resources downloaded from the LR Portal	20%	10 up	8	6	4	0-3	
<b>TOTAL</b>	100%						

Division Search Committee:

\_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Chairman



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