



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

August 18, 2026

DIVISION MEMORANDUM

No. 328, s. 2026

SCHOOL LIBRARY PROFILING

To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
EPSs/PSDSs/PICs
Unit/Section Heads
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to DepEd Order No. 56, s. 2011, titled "*Standards for Philippine Libraries*," which prescribes the standards and guidelines for the effective management, administration, and operation of school libraries, this Office, through the Curriculum Implementation Division (CID) and the Learning Resource Management Section (LRMS), hereby directs all public schools to conduct **School Library Profiling**. This activity aims to establish a comprehensive and up-to-date database of school libraries within the division, serving as a basis for planning, resource allocation, program development, and interventions to improve library services and ensure compliance with established library standards.
2. Specifically, the profiling seeks to gather accurate information on the following:
 - a. Space and location;
 - b. Services;
 - c. Administration and Human Resources;
 - d. Collection Management;
 - e. Financial Resources;
 - f. Facilities.
3. The gathered information shall serve as the basis for planning, resource allocation, collection development, technical assistance, and implementation of



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programs aimed at ensuring that school libraries comply with the standards prescribed under DepEd Order No. 56, s. 2011 and other relevant issuances.

4. All School Heads are instructed to designate a School Library Coordinator or focal person who shall accomplish the School Library Profiling Form and ensure the accuracy and completeness of the submitted data.
5. The accomplished profiling forms, together with the required supporting documents and photographs of the library, shall be submitted to the District Office on or before September 30, 2026.
6. Dissemination of and strict compliance with this Memorandum are desired.

GAUDENCIO C. ALJIBE, JR., PhD, CESO V
Schools Division Superintendent

DepEd Northern Samar

RELEASED

By: _____

Date: **19 AUG 2026**



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FORM 1. SCHOOL LIBRARY PROFILE

(To be accomplished by the School Librarian/Library-In-Charge)

Date accomplished: _____

PART A. PROFILE

Division: _____ District: _____
 School Name: _____ School ID No. _____
 School Address: _____
 Contact details of the School: Email: _____ Landline/Mobile: _____
 Category: **Stand Alone:** **Integrated:**
 ___ Elementary ___ Integrated Elem&JHS
 ___ JHS ___ Integrated Elem&JHS&SHS
 ___ SHS ___ Integrated JHS&SHS
 Size: ___ Small ___ Medium ___ Large ___ Very Large
 Total Enrolment (as of SY): _____
 ___ Elementary ___ JHS ___ SHS
 School Library Status: ___ With Existing Library ___ No Existing Library
 ___ Others (please specify): _____
 Size of the Library (in square meter): _____

PART B. SCHOOL LIBRARY FUNCTIONALITY SURVEY

1. SPACE AND LOCATION Put a check mark (✓) on the appropriate blank that best describe your answer.	MOVs / Evidences
1.1 What portion of the total school population can fit in the library simultaneously? ___ 10% or more ___ 1-3% ___ 7-9% ___ less than 1% ___ 4-6%	- Official Enrolment Data - Photo Documentation
1.2 What best describes your library in terms of location? ___ It is in a separate building. ___ It occupies a separate room within the school building. ___ It shares space with another office/facility. ___ Others (please specify) _____	- School Site Development Plan
1.3 Library Setting Put a check mark (✓) in the appropriate box to indicate the collection access system that your school library practices. Check all that apply.	Physical library - certification from School DRR that the school is safe from flooding - library floor plan
Library Setting	
It is easily accessible from any point in the school/campus	
Has ramps that could aid access to persons with special needs	
The library collections are safe from flooding and other possible hazard	
A clean and functional comfort room inside the library	
Signages are visible for directions to the library	
The library is well-lighted	

2. SERVICES		MOVs / Evidences																										
2.1 How long does the school library operates? ___ from the start of the earliest class period <i>with no noon break and extends after</i> the last period of classes ___ from the start of the earliest class period <i>with noon break and extends after</i> the last period of classes. ___ from the start of the earliest class period <i>with no noon break but it closes at the end of the last class period.</i> ___ from the start of the earliest class period <i>with noon break but it closes at the end of the last class period.</i> ___ daily <i>but has no fixed operating schedules</i> due to the availability of the School Librarian / Library-In-Charge		- Approved library schedule signed by the School Head - Library users' log sheet - Photo Documentation																										
2.2 The following are activities and services that a school library shall provide. Put a check mark (✓) in the box provided. Check all that apply. <table border="1"> <thead> <tr> <th colspan="2">School Library Activities and Services</th> </tr> </thead> <tbody> <tr> <td>Utilizes the Bulletin/Information Board/Social Media to promote library and information services (Current Awareness).</td> <td></td> </tr> <tr> <td>Conducts library orientation / bibliographic instruction</td> <td></td> </tr> <tr> <td>Collaborates with teachers to conduct library instruction, and media and information literacy</td> <td></td> </tr> <tr> <td>Regular library literacy and numeracy programs</td> <td></td> </tr> <tr> <td>Prepares Library Calendar of Activities for the School Year</td> <td></td> </tr> <tr> <td>Provides Selective Dissemination of Information to teachers.</td> <td></td> </tr> <tr> <td>Allows borrowing of books for home use.</td> <td></td> </tr> <tr> <td>Allows learners to use the computer/s for educational purposes</td> <td></td> </tr> <tr> <td>Allows teachers to use the computer/s for educational purposes</td> <td></td> </tr> <tr> <td>Allows learners to bring books outside the library and returns within the day if not allowed for home use.</td> <td></td> </tr> <tr> <td>Provides online library services (resource sharing, library website, etc.)</td> <td></td> </tr> <tr> <td>Others (Please specify):</td> <td></td> </tr> </tbody> </table>		School Library Activities and Services		Utilizes the Bulletin/Information Board/Social Media to promote library and information services (Current Awareness).		Conducts library orientation / bibliographic instruction		Collaborates with teachers to conduct library instruction, and media and information literacy		Regular library literacy and numeracy programs		Prepares Library Calendar of Activities for the School Year		Provides Selective Dissemination of Information to teachers.		Allows borrowing of books for home use.		Allows learners to use the computer/s for educational purposes		Allows teachers to use the computer/s for educational purposes		Allows learners to bring books outside the library and returns within the day if not allowed for home use.		Provides online library services (resource sharing, library website, etc.)		Others (Please specify):		- Activity Completion and/or Documentation Reports - Borrowers' Card / Logbook
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Others (Please specify):																												
2.3 Means of Accessing the Collection Put a check mark (✓) in the appropriate box to indicate the collection access system that your school library practices. Choose one only. <table border="1"> <thead> <tr> <th colspan="2">Online/Offline Access System</th> </tr> </thead> <tbody> <tr> <td>Library Management System (LMS) (with Complete/Advanced Features) <i>ex: KOHA, InfoLib, Follet, etc.</i></td> <td></td> </tr> <tr> <td>Library Management System (LMS) (OPAC only) <i>ex. a system used only for onsite/offline tracking on the availability of library resources</i></td> <td></td> </tr> <tr> <th colspan="2">On-site Access System</th> </tr> <tr> <td>Open Shelf (Shelving area in which users have direct access to the library learning resources.)</td> <td></td> </tr> <tr> <td>Closed Shelf (Shelving area in which users have assisted/indirect access to the library learning resources.)</td> <td></td> </tr> </tbody> </table>		Online/Offline Access System		Library Management System (LMS) (with Complete/Advanced Features) <i>ex: KOHA, InfoLib, Follet, etc.</i>		Library Management System (LMS) (OPAC only) <i>ex. a system used only for onsite/offline tracking on the availability of library resources</i>		On-site Access System		Open Shelf (Shelving area in which users have direct access to the library learning resources.)		Closed Shelf (Shelving area in which users have assisted/indirect access to the library learning resources.)		- Actual Library Management System (LMS) - Users' Logbook - Photo documentations														
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3. ADMINISTRATION AND HUMAN RESOURCES					MOVs / Evidences
3.1 Provide the following information regarding the personnel in-charge of the library:					- Special / Office Order / Appointment - Contract - MOA/MOU - Photocopy of valid PRC license (for librarian only) - TOR/Diploma/ CAR - Photo Documentation
3.1.1 Name of School Librarian/Library-In Charge: _____					
3.1.2 Contact details: DepEd Email: _____ Contact Number: _____					
3.1.3 Sex: ____Male ____Female					
3.1.4 Highest Educational Attainment: ____Doctorate Degree ____Master's Degree ____Bachelor's Degree					
3.1.5 Designation: ____School Librarian, License No. _____ ____Library-In-Charge ____Others (Please Specify) _____					
3.1.6 Appointment status: ____Permanent ____Contract of Service ____Others (Please specify): _____					
3.2 Other Staff assigned in the library (if any).					
No.	Name of the Staff	Designation	Highest Educational Attainment	Appointment Status	

4 . COLLECTION MANAGEMENT		
4.1 Technical and Mechanical Processing		
Put a check mark (✓) in the appropriate box to indicate the technical and mechanical processes that your school library follows.		
Technical Processing		
Classification	The process of applying systematic scheme for the arrangement of books and other library resources according to subject or form using standard classification system	
Cataloging	The process of creating entries for a catalog (bibliographic description, subject analysis).	

- Dewey Decimal Classification system
- Catalog Cards

Mechanical Processing			MOVs / Evidences
Accessioning	The process of assigning a unique number to a bibliographic item added to a library collection.		- Accession Record Book
Book processing	The means of putting ownership stamp/mark, book pocket/plate, book/borrower's card, and date due slip to all acquired/accessioned library resources.		- Ownership Stamp - Physical Books / actual collection
Labelling	The process of putting call numbers of the books.		- Physical Books / actual collection
Color coding	The process of putting colors to the books according to Classification System		
No Processing	The books are displayed with no further technical and mechanical processing.		
Disposal / Weeding	The disposal or weeding out from the collection any resource that is no longer serviceable, such as but not limited to outdated books, destroyed/damaged materials, and the like.		- Inventory Report of Condemned Resources duly signed by the Supply Officer/ School Head/ COA personnel - Photo documentation

4.2 Library Collection Inventory

4.2.1 GENERAL REFERENCES	Copyrighted within the last 10 years		Copyrighted beyond 10 years		TOTAL		MOVs / Evidences
	No. of Titles	No. of Copies	No. of Titles	No. of Copies	No. of Titles	No. of Copies	
1. Encyclopedias							- Accession Record - Physical Books / actual collection
2. Dictionaries							
3. Almanacs							
4. Handbooks							
5. Manuals							
6. Atlases							
7. Yearbooks							
8. Directories							
9. Thesaurus							
Others							
TOTAL							

4.2.2.A LEARNING AREA REFERENCES – FOREIGN PUBLICATIONS (Excluding the textbooks)		Copyrighted within the last 10 years		Copyrighted beyond 10 years		TOTAL		MOVs / Evidences
Dewey Decimal Classification		No. of Titles	No. of Copies	No. of Titles	No. of Copies	No. of Titles	No. of Copies	
000 - 099	Computer Science, Information & general works							- Accession Record - Physical Books / actual collection
100 - 199	Philosophy and Psychology							
200 - 299	Religion							
300 - 399	Social Sciences							
400 - 499	Language							
500 - 599	Science							
600 - 699	Technology							

700 - 799	Arts & Recreation							
800 - 899	Literature							
900 - 999	History & Geography							
TOTAL								

4.2.2.B LEARNING AREA REFERENCES – FILIPINIANA COLLECTIONS (Excluding the textbooks)		Copyrighted within the last 10 years		Copyrighted beyond 10 years		TOTAL		MOVs / Evidences
Dewey Decimal Classification		No. of Titles	No. of Copies	No. of Titles	No. of Copies	No. of Titles	No. of Copies	- Accession Record - Physical Books / actual collection
000 - 099	Computer Science, Information & general works							
100 - 199	Philosophy and Psychology							
200 - 299	Religion							
300 - 399	Social Sciences							
400 - 499	Language							
500 - 599	Science							
600 - 699	Technology							
700 - 799	Arts & Recreation							
800 - 899	Literature							
900 - 999	History & Geography							
TOTAL								

4.2.3 FICTION / STORYBOOKS	No. of Titles	No. of Copies	MOVs / Evidences
Contextualized <i>ex. DepEd-developed that have undergone QA processes in the Schools/ Districts/ Division/ Region</i>			- Accession Record - Physical Books / actual collection
Commercially Published			
Locally Developed <i>ex. Developed by either DepEd or Non-DepEd personnel, unpublished, and may have been quality assured and donated to schools/libraries</i>			

Others (Please specify)			
TOTAL			

4.2.4 NON-PRINT COLLECTION Put a check mark (✓) in the appropriate box to indicate the availability of the non-print collection identified.		MOVs / Evidences
Digital File Collection <i>ex. E-book collection and/or electronic copy of various learning resources that may have been stored through DVD, CD, Google Drive, MS OneDrive, and other electronic or online means</i>		- Accession Record - Physical Materials / actual collection
Maps, globes, pictures, charts, and other types of graphic materials		
Others (Please specify)		
TOTAL		

4.2.5 SPECIAL COLLECTION Put a check mark (✓) in the appropriate box to indicate the availability of the special collection identified.		MOVs / Evidences
Braille Collection		- Accession Record - Physical Materials / actual collection - Deed of donation - Delivery Receipts
Educational / Manipulative toys		
Collections with cultural/heritage/archival values		
Others (Please specify)		
TOTAL		

4.2.6 PERIODICAL COLLECTION	Number of Titles Copyrighted within the last 3 years		Total	MOVs / Evidences
	Means of Acquisition			
	Subscription	Donation		- Accession Record - Official Receipt of Subscription - Physical Materials /
Journals				
Magazines				

Newspapers				actual collection
Total				

5. FINANCIAL RESOURCES

5.1 Source of Fund for Collection Acquisition

Put a check mark (✓) on the appropriate box to indicate your school library's means of collection acquisition. Check all that apply.

		MOVs / Evidences
Maintenance and Other Operating Expenses (MOOE)		- SARO - School Improvement Plan (SIP) - Deed of Donation/s - Approved Library Proposals - PPMP/WFP - Memorandum Receipt
DepEd: Central Office		
Regional Office		
Division Office		
Alumni		
Local Government Unit (LGU)		
Non-Government Organization (NGO)		
Parent-Teachers Association (PTA)		
Other Government Agency		
Others (Please specify):		

5.2 Sources of Fund for Other Library Expenditures

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

		MOVs / Evidences
Maintenance and Other Operating Expenses (MOOE)		- SARO - School Improvement Plan (SIP) - Deed of Donation/s - Approved Library Proposals - PPMP/WFP
DepEd: Central Office		
Regional Office		
Division Office		
Alumni		
Local Government Unit (LGU)		
Non-Government Organization (NGO)		

Parent-Teachers Association (PTA)		
Other Government Agency		
Others (Please specify):		

6. FACILITIES

6.1 ICT Facilities

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

				MOVs / Evidences
Computer Set (Desktop, Laptop)		Scanner		- Deed of Donation/s - Memorandum Receipt - Physical material/ resources
Tablet		Printer		
Projector		Printer with Scanner		
Document Camera		Telephone		
Data and Media Storage (flash drive, portable hard drive, etc.)		Internet Connection/ Modem		
Photocopier		Television		
Closed-Circuit Television (CCTV)				
Others (Please specify):				

6.2 Furniture / Fixtures / Equipment

Put a check mark (✓) on the appropriate box to indicate the availability of standard Furniture in your Library.

				MOVs / Evidences
Reading tables		Shelf list card		- Deed of Donation/s - Memorandum Receipt - Physical material/ resources
Armless chairs		Vertical file cabinet		
Bookshelves		Storage cabinet/room		
Dictionary stand		Bulletin board		
Magazine rack		Step stool / ladder		
Newspaper display rack		Book truck/ trolley/cart		
Circulation desk		Librarian's table		
Periodical index cabinet		Librarian's chair		
Card catalog cabinets		Steel cabinets		
Others (Please specify):				

Accomplished By:

Reviewed and Noted By:

Librarian/ Library in-Charge

School Head

References:

- Department of Education. 2011. "Standards for Philippine Libraries." Department of Education. July 19. Accessed March 19, 2024. https://www.deped.gov.ph/do_s2011_56-3/.
- Department of Education, Culture, and Sports. 1998. "Policies and Programs for School Library Development." The Philippine Association of School Librarians, Inc. January 22. Accessed March 19, 2024. <https://paslinews.files.wordpress.com/2009/07/decs-order-relating-to-school-library-development-series-19982.pdf>.