



Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
QUEZON CITY
Nueva Ecija St., Bago Bantay, Quezon City



August 8, 2011

MEMORANDUM TO:

Assistant Schools Division Superintendents
Division/District Supervisors
Principals, Head Teachers and Officers-in-Charge
(Public Secondary Schools)

**Subject: NLP/ NCLIS Search for 2011 Outstanding
Public High School Libraries in the NCR**

Attached is DepED-NCR Regional Letter No. 261, s. 2011, together with its inclosures, relative to the **"Search for 2011 Outstanding Public High School Libraries in the National Capital Region"**.

The guidelines and mechanics of the search are likewise enclosed.

Immediate and wide dissemination of the contents of this Memorandum is desired for the information and guidance of all concerned.

CORAZON C. RUBIO, CESO VI
Schools Division Superintendent

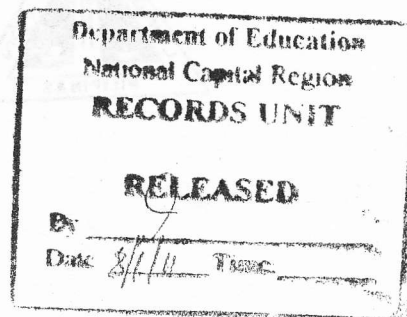
Incl: As stated

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Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON
(DEPARTMENT OF EDUCATION)
PAMBANSANG PUNONG REHIYON
(NATIONAL CAPITAL REGION)
Daang Misamis, Bago Bantay, Lungsod Quezon
(Misamis St., Bago Bantay, Quezon City)



July 28, 2011

To: Schools Division Superintendents

Dear Sir/Madam:

Greetings!

Attached is a letter from Atty.. Antonio M. Santos, Director-National Library of the Philippines, Head-NCLIS and Chair of the Search relative to the "Search for 2011 Outstanding Public High School Libraries in the National Capital Region.

Enclosed also are the guidelines and mechanics of the search.

For other details, please contact Ms. Genia V. Santos, ES II, EED, DepEd-NCR at telephone Numbers 929-42-31 and 921-39-53.

Thank you very much.

Very truly yours,

RIZALINO JOSE T. ROSALES
Chief Administrative Officer
OIC, Office of the Asst. Regional Director
Officer-In-Charge

Regional Letter No. 261

"Character, Competence, Excellence and Distinction"



NATIONAL LIBRARY OF THE PHILIPPINES

P.O. Box 2926
T. M. Kalaw Street, Ermita 1000
Manila

Phone (632) 525-3196/(632) 525-1748
Fax (632) 524-2329

Office of the Director

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July 11, 2011

DATE: JUL 11 2011 TIME: 3:00 PM

Dr. Elena R. Ruiz
School Division Superintendent/OIC
Office of the Regional Director
DNCR, Quezon City

Dear Dr. Ruiz:

The National Committee of Library and Information Services (NCLIS) of the National Commission for Culture and the Arts (NCCA) will once again conduct in partnership with the DepEd National Capital Region (NCR) and the Philippine Librarians Association, Inc (PLAI) the Search for 2011 Outstanding Public High School Libraries in NCR.

* For this year's search, we have included as members of the Search Committee the following: Ms. Genia V. Santos of your office; Ms. Elizabeth R. Peralejo of Ateneo High School Library and Ms. Flora A. Valmonte of the National Library of the Philippines.

In this connection, the undersigned is asking permission to have **Ms. Genia V. Santos** to be my Vice-Chair and be the person in-charge for the communication to different schools divisions regarding the search.

We would also like to extend our gratitude for the partnership of DepEd to this endeavor since last year.

Attached for your reference is the Guidelines for the Search.

Thank you and regards.

Very truly yours,

ANTONIO M. SANTOS

Director
and

Head, NCLIS
Chairperson of the Search

cc: Ms. Genia V. Santos

**GUIDELINES FOR THE SEARCH FOR
2011 OUTSTANDING PUBLIC HIGH SCHOOL LIBRARIES
IN NATIONAL CAPITAL REGION (NCR)**

SPONSORS: National Committee on Library and Information Services (NCLIS)
National Library of the Philippines (NLP)
Philippine Librarians Association, Inc. (PLAI)

in cooperation with

DepEd National Capital Region (NCR)

RATIONALE:

The sponsors of the Annual Celebration of the Library and Information Services Month in November, namely: NCLIS, NLP and PLAI are conducting the Search for Outstanding Public High School Libraries throughout the NCR. The search is an annual activity which aims to focus on the invaluable services that libraries render to their clientele and to recognize the librarians to make them more cognizant, zealous, committed and dedicated to their functions and responsibilities.

In previous years, the search was for Outstanding City Libraries in NCR, followed by Outstanding City Libraries in the Philippines and Outstanding Public Elementary School Libraries in NCR. This year, the search is for Outstanding Public High School Libraries in NCR and this activity is in cooperation with the Department of Education, National Capital Region (DepEd NCR).

MECHANICS OF THE SEARCH:

Following are the Rules for the Search:

1. The search is open to all public high school libraries in NCR. They are grouped into sixteen (16) Divisions, consisting of: City of Manila, Quezon City, Pasay City, Caloocan City, Mandaluyong City, Marikina City, Makati City, Pasig City, San Juan City, Parañaque City, Las Piñas City, Valenzuela City, Malabon City, Navotas City, Taguig/Pateros City and Muntinlupa City. These divisions are under the direct supervision of DepEd (NCR) consisting of 204 High Schools.
2. The search is divided into three phases: the preliminary phase, semi-final phase and final phase. The library that qualifies during the preliminary phase shall qualify in the semi-final phase and subsequently to the final phase.
3. The Preliminary Phase
 - 3.1 All public high school libraries within NCR are included in the search. They shall be notified in writing (mail, e-mail or fax) through their respective Division Superintendents by the DepEd NCR Director, with guidelines attached therein, on or before **August 30, 2011**.

3.2 The Division Superintendents shall determine the best public high school library of their Division and endorse the same to the Committee on or before **September 30, 2011**, together with the following documents.

3.2.1. Brief history of the public high school library, written in English, typed double space, and not to exceed two (2) pages. This will be accompanied by the latest picture of the said library's interior and exterior views. The purpose is to determine the size of the library, reading room area, seating capacity and its various sections.

3.2.2. Total collection (print/non print) as of December 2010, with specific data on collection allocations by the DepEd, total collection purchased from the school funds, total collection donated and those acquired by other means.

3.2.3. Total number of periodicals and newspapers etc. subscribed to, listing the title and date of the start of subscription for each entry.

3.2.4. Library staff, categorized into professional librarians, teacher and support staff, with specific information on the position title of holder. Submission of Resume of their Librarian is required.

3.2.5. Total annual budget allocated for the library for the last three (3) years.

3.2.6. Nature and extent of support extended by the School.

3.2.7. Kind and number of facilities/equipment including Information and Communication Technology (ICT).

3.2.8. Services rendered to the school community.

All of the above shall be submitted to the DepEd Regional Office c/o Ms. Genia V. Santos.

4. The Semi-Final Phase/Final Phase

4.1 The semi-finalists shall be evaluated by a Board of Judges selected by the Committee. If necessary, the members of the Board may request additional information and shall conduct ocular inspection of the semi-finalists which visit shall be unannounced and will be conducted on or before **October 13, 2011**.

4.2 The Board of Judges shall select from among the semi-finalists the finalist for the 2011 Outstanding Public High School Libraries in NCR on the basis of the criteria formulated for the purpose on **October 15, 2011**.

4.3 The top three winners shall be determined by the Board from among the finalists and their prizes are as follows:

First Prize	:	Cash of P 12,000.00 plus Plaque
Second Prize	:	Cash of P 10,000.00 plus Plaque
Third Prize	:	Cash of P 7,000.00 plus Plaque
Three (3)		
Consolation Prizes	:	Cash of P 3,000.00 each

- 4.4 The 2011 Outstanding Public High School Libraries in NCR shall be informed in writing by the Chairperson of the Search Committee and shall be recognized and awarded in a fitting ceremony on **November 3, 2010** during the Opening Ceremonies of the Annual Celebration of the Library and Information Services Month to be held at the NLP Auditorium.

DEADLINES:

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|----|---|---------------------------------|
| 1. | Date of Sending of Notices | On or before August 30, 2011 |
| 2. | Submission of Documents to the Committee | On or before September 30, 2011 |
| 3. | Ocular Inspections | On or before October 13, 2011 |
| 4. | Selection of Semi-Finalists/ Finalists/Winners | On October 15, 2011 |
| 5. | Announcement and Awarding of 2011 Outstanding Public High School Libraries in the NCR | November 3, 2011 |

For further inquiries, call / fax / e-mail:

Atty. Antonio M. Santos
Chairperson
Committee on

2011 Search for Outstanding Public High School Libraries in NCR
c/o Tel No. 525-3196, 524-1748, Fax. No. 524-2329
e-mail: antoniosantos.claw@gmail.com
antonio.santos@nlp.gov.ph

Committee on 2011 Search for Outstanding Public High School Libraries in NCR:

Chair	:	Antonio M. Santos
Vice-Chair	:	Genia V. Santos
Member	:	Elizabeth R. Peralejo