



Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
Quezon City, Metro Manila



September 2, 2010

MEMORANDUM TO:

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

**Subject: NCLIS – NLP – PLAI 2010 Search for Outstanding Public Elementary
School Libraries of the National Capital Region**

Attached is the letter from Mr. Antonio M. Santos, Chairperson, National Committee on Library and Information Services (NCLIS) of the National Commission for Culture and Arts (NCCA), relative to the 2010 search for the Outstanding Public Elementary School Library in the National Capital, which the NCLIS is co-sponsoring with the National Library of the Philippines (NLP) and the Philippine Librarians Association, Inc. (PLAI).

Also attached is DepEd – NCR Regional Letter No. 295, endorsing the aforementioned Search stipulating the dates of Search activities, and the enclosed guidelines and mechanics, for the perusal of all concerned.

Concerned public elementary schools are directed to submit the required documents on their library – nominee on or before September 23, 2010, to Mr. Reynaldo F. San Diego, Education Supervisor I in charge of libraries.

Please be guided accordingly.

CORAZON C. RUBIO, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Reference: DepEd – NCR Regional Letter No. 295, s. 2010
Letter from NCLIS Chairperson

Incl.: As stated

Rsd/joyce



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)

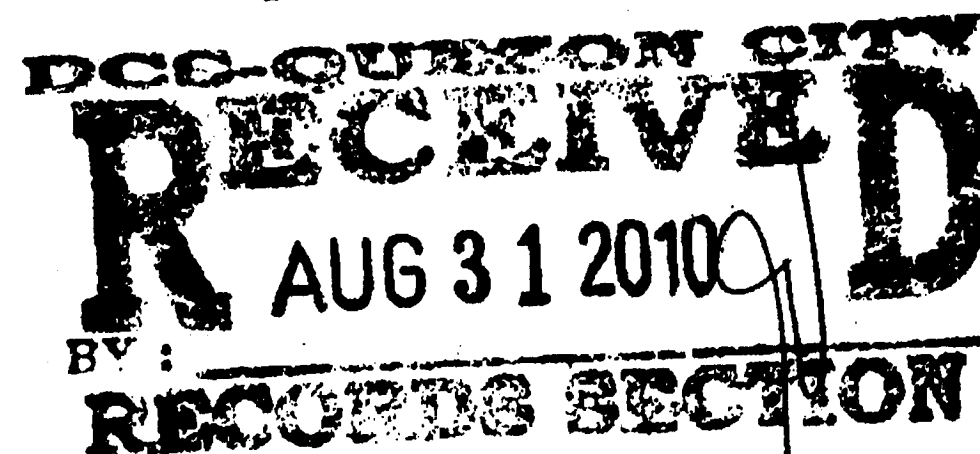
Department of Education National Capital Region RECORDS UNIT
RELEASED
By: _____ Date: <u>8/27/10</u> Time: _____

August 27, 2010

To: City/Schools Division Superintendents

Dear Sir/Madam:

Greetings!



Attached is a letter-information from Mr. Antonio M. Santos, Law Librarian, UP College of Law relative to the "2010 Search for Outstanding Public Elementary School Library in the National Capital Region.

Enclosed are the Search's guidelines, mechanics and dates of the following activities.

- Submission of documents (One (1) entry/division) - on or before September 30, 2010
- Ocular Inspection - on or before October 13, 2010
- Selection of Semi-Finalists, Finalist/winners - on or before October 15, 2010
- Announcement/Awarding of winners - November 3, 2010

For other details please contact **Ms. Genia V. Santos ES II**, EED DepEd-NCR at telephone numbers 929-4231 or 921-3953

Immediate dissemination of this Regional Letter is hereby requested.

Thank you so much for the support extended to the programs and projects of the region.

Very truly yours,

FLORDELIZA R. MAGDAY, CESO IV
Director III
Officer-In-Charge
Office of the Regional Director

Regional Letter No. 295

"Character, Competence, Excellence and Distinction"

University of the Philippines
College of Law Library
Espiritu Hall, Diliman, Quezon City
920-5514 loc. 300 - 308

August 18, 2010

DR. FLORDELIZA R. MAGDAY
Assistant Regional Director
OIC, Office of the Regional Director
Department of Education – NCR
Misamis St., Bago Bantay, Quezon City

Dear Dr. Magday:

Greetings!

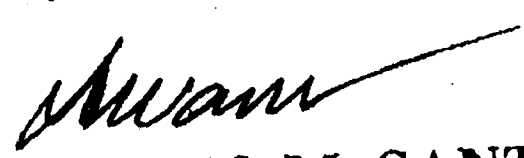
We are happy to inform your office that the National Committee on Library and Information Services (NCLIS) of the National Commission for Culture and the Arts (NCCA), The National Library of the Philippines (NLP) and the Philippines Librarian Association, Inc. (PLAI) are sponsoring the Search for 2010 Outstanding Public Elementary School Library in the National Capital Region (NCR).

This endeavor cannot be a success without the full support and cooperation of the Office of the Regional Director of DepEd NCR and its Division Superintendents. We are therefore officially requesting your office to be with us in this activity which will be the highlight during the opening ceremonies of the celebration of the Library and Information Services Month in November, 2010.

Enclosed, is a copy of our Committee Guidelines for your perusal.

Thank you and our warmest regards.

Very truly yours,


ANTONIO M. SANTOS
Chairperson, NCLIS

Cc: **Ms. Genia V. Santos**
Education Supervisor II, DepEd NCR

Character, Competence, Excellence and Distinction"

**GUIDELINES FOR THE SEARCH FOR
2010 OUTSTANDING PUBLIC ELEMENTARY SCHOOL LIBRARIES
IN NATIONAL CAPITAL REGION (NCR)**

SPONSORS: National Committee on Library and Information Services (NCLIS)
The 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 PLAII is conducting the Search for Outstanding Libraries throughout the Philippines. This 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 the Search for Outstanding City Libraries in the Philippines. This year, the Search is for Outstanding Public Elementary 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 elementary 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 686 public schools, broken down into: 482 Elementary Schools and 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 elementary 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, 2010**.

3.2 The Division Superintendents shall determine the best public elementary school library of their Division and endorse the same to the Committee on or before **September 30, 2010**, together with the following documents.

3.2.1. Brief history of the public elementary 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 evaluate 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 2009, 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 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.

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

3.2.7. Kind and number of facilities/equipment including IT.

3.2.8. Services rendered to the school/community.

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, 2010**.

4.2 The Board of Judges shall select from among the semi-finalists the finalist for the 2010 Outstanding Public Elementary School Libraries in NCR on the basis of the criteria formulated for the purpose on **October 15, 2010**.

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

First Prize	:	Cash of P 10,000.00 plus Plaque
Second Prize	:	Cash of P 7,500.00 plus Plaque
Third Prize	:	Cash of P 5,000.00 plus Plaque

- 4.4 The 2010 Outstanding Public Elementary 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:

- | | | |
|----|--|--|
| 1. | Date of Sending of Notices | On or before August 30, 2010 |
| 2. | Submission of Documents | On or before September 30, 2010 (to the Committee) |
| 3. | Ocular Inspections | On or before October 13, 2010 |
| 4. | Selection of Semi-Finalists/
Finalists/Winners | On October 15, 2010 |
| 5. | Announcement and Awarding of
2010 Outstanding Public School
Libraries in the Philippines | November 3, 2010, NLP |

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

Atty. Antonio M. Santos

Chairperson

National Committee

2010 Search for Outstanding Public Elementary School Libraries in NCR
c/o TelFax. No. +632 929-2180; 920-5514 loc. 300
e-mail: antonio.santos@up.edu.ph