



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF IMUS CITY

26 Feb 2026

DIVISION MEMORANDUM

No. 111, s. 2026

SCHOOL LIBRARIES PROFILING

TO: OIC – Assistant Schools Division Superintendent
OIC – CID Chief Education Supervisor
OIC – SGOD Chief Education Supervisor
Education Program Supervisors
School Heads/ TICs/ OICs Public Schools
School Library-In-Charge Personnel
All Others Concerned

1. Pursuant to Regional Memorandum No. 109, s. 2026, the Schools Division Office of Imus City, through the Curriculum Implementation Division—Learning Resource Management System (LRMS), requests all school heads and library-in-charge personnel to submit updated school libraries profiles.
2. You may access the School Library Profile Form through this link: **<https://tinyurl.com/2026SchLibProfiling>**.
3. Please submit the completed form on or before March 4, 2026, by uploading it to the designated folders found in the aforementioned link.
4. For questions and clarifications, you may contact Mr. Reden M. Cruzado, Librarian II/Officer-In-Charge of LRMS, at (046) 419-8450 local 217.
5. For immediate and widest dissemination.

Digitally signed by
Mendoza Homer
Napenas
Date: 2026.02.26
14:15:23 +08:00

HOMER N. MENDOZA

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Encl.: RM No. 109, s. 2026

Reference: As stated

To be indicated in the Perpetual Index

Under the following subjects:

LIBRARY
RECORDS
REPORTS

cid/rmc/02-16-2026

FORM 1. SCHOOL LIBRARY PROFILE

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

Name of school:

School address:

Division of:

Total student enrollment (as of February 2026):

PART A. PROFILE

Put a check mark () on the appropriate blank before each item.

- Elementary School (**ELS**) Junior High School (**JHS**, Grades 7-10)
 HS with Senior High (**WSH**, G7-12) Stand Alone Senior HS (**SASH**)
 Integrated Elem and HS (**IEHS**)

School Library Status: Existing No school library

PART B. SCHOOL LIBRARY FUNCTIONALITY SURVEY

1. SPACE AND LOCATION

1.1 What best describes the space of your school library in terms of seating capacity? Please check only one.

- The library can accommodate 10% or more of the total student population.
 The library can accommodate 7-9% of the total student population.
 The library can accommodate 4-6% of the total student population.
 The library can accommodate 1-3% of the total student population.
 The library can accommodate less than 1% of the total student population.

1.2 What is the size of your school library (in square meter)?

1.3 What best describes your library in terms of location? Please check only one.

- The library is in a separate building.
 The library occupies a separate room within a building.
 The library shares space with another.
 Others (please specify): _____

1.4 How accessible is the school library to the users/students? Are the library collections safe from flooding? Please check only one.

- The library *is easily* accessible from any point in the campus and is safe from flooding.
 The library *is not easily* accessible from any point in the campus but is safe from flooding. (e.g., the library is at the 5th floor of a building)
 The library *is easily* accessible from any point in the campus and is not safe from flooding.

2. SERVICES

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

- ___ The school library operates from the start of the earliest class period *with no noon break and extends after* the last class period.
- ___ The school library operates from the start of the earliest class *with noon break and extends after* the last class period.
- ___ The school 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.
- ___ The school library operates from the start of the earliest class period *with noon break but it closes at the end of the last class period*.
- ___ The school library operates daily *but has no fixed operating schedules* due to the availability of the In-Charge personnel.
- ___ Others (please specify) _____

2.2 The following are activities and services that a school library should provide.

Put a check mark (☑) in the box beside the activities and services that your school library offers. Check all that apply.

School Library Activities	
Updates the Bulletin/Information Board to promote library and information services (Current Awareness).	<input type="checkbox"/>
Conducts orientation on the use of the library and its services for students and teachers.	<input type="checkbox"/>
Conducts regular activities that promote library and information services.	<input type="checkbox"/>
Conducts classroom visits to promote library and information services.	<input type="checkbox"/>
Uses social media to promote library and information services.	<input type="checkbox"/>
Others (Please specify):	<input type="checkbox"/>
School Library Services	
The staff provides Selective Dissemination of Information to the faculty.	<input type="checkbox"/>
Allows borrowing of books for home use.	<input type="checkbox"/>
Allows students to use the computer for encoding, viewing, and the like.	<input type="checkbox"/>
Allows the students to bring books outside the library and returns within the day if not allowed for home use.	<input type="checkbox"/>
Allows students to use the computer for internet access.	<input type="checkbox"/>
Allows the faculty to use the computer for encoding, viewing, and the like.	<input type="checkbox"/>
Allows the faculty to use the computer for internet access.	<input type="checkbox"/>

The staff prepares clippings (for vertical files collection)	
The staff does indexing.	
Others (please Specify):	

2.3 Put a check mark (☑) in the appropriate box to indicate the collection access system that your school library practices. Choose one only.

Collection Access System		
Open Shelf/Stack	Shelving in a library to which users have unrestricted access.	
Closed Shelf/Stack	Shelving area in a library to which only members of the library staff have access.	

3. ADMINISTRATION AND HUMAN RESOURCES

3.1 Provide the following information regarding the personnel in-charge of the library:

3.1.1 Name of Staff: _____
 Email: _____
 Contact Number: _____

3.1.2 Gender: ___ Male ___ Female

3.1.3 Highest Educational Attainment:
 ___ PhD
 ___ Masters
 ___ (College) Undergraduate Degree

3.1.4 Designation:
 ___ Licensed Librarian, License No. _____
 ___ Librarian (Not Licensed)
 ___ Teacher-Librarian (Library –In-Charge)
 ___ Others (Please Specify) _____

3.1.5 What is the appointment status?
 ___ Permanent
 ___ Contract of Service
 ___ Others (Please specify): _____

3.2 Other Staff assigned in the library (if any). Please provide information asked in questions 3.1.1-5 in another sheet.

Name of the Staff	Designation	Highest Educational Attainment	Appointment Status

4. COLLECTION MANAGEMENT

4.1 Put a check mark (☑) in the appropriate box to indicate the bibliographic processes that your school library follows.

Bibliographic Processes		
Accessioning	The process of assigning a unique number to a bibliographic item added to a library collection.	
Cataloging	The process of creating entries for a catalog (bibliographic description, subject analysis).	
Classification	The process of dividing objects or concepts into logically hierarchical classes, subclasses, and sub-subclasses based on the characteristics they have in common and those that distinguish them.	
Labelling	The process of putting call numbers of the books.	
No Processing	The books are displayed with no further bibliographic processing.	

4.2 Library Collection Inventory

4.2.1 GENERAL REFERENCES	Copyright 2016-Present		Copyright 2015-or Earlier		TOTAL	
	No. of Titles	No. of Copies	No. of Titles	No. of Copies	No. of Titles	No. of Copies
1. Encyclopedias						
2. Dictionaries						
3. Almanacs						
4. Handbooks						

5. Manuals						
4. Atlases						
5. Yearbooks						
6. Directories						
7. Thesaurus						
Others						
TOTAL						

4.2.2 GENERAL COLLECTION (Subject Area Specific References)		Copyright 2016-Present		Copyright 2015-or Earlier		TOTAL	
Broad Subjects	Scope	No. of Titles	No. of Copies	No. of Titles	No. of Copies	No. of Titles	No. of Copies
English & Literature	Books on Creative Writing, Oral Communication, Business Communication, Books on Literature, Grammar, Vocabulary, Journalism, etc.						
Filipino at Panitikan	Mga aklat ukol sa Malikhaing Pagsulat, Balarila, Retorika, Sining ng Pakikipagtalastasan, Malikhaing Pagsulat, Pamamahayag, wika at panitikan etc.						

Continuation... 4.2.2 GENERAL COLLECTION (Subject Area Specific References)		Copyright 2016-Present		Copyright 2015-or Earlier		TOTAL	
Broad Subjects	Scope	No. of Titles	No. of Copies	No. of Titles	No. of Copies	No. of Titles	No. of Copies
Science	Books on Chemistry, Biology, Physics, Astronomy, Oceanography, Botany, Geology, Metallurgy, Zoology, Anatomy, etc.						
Aral. Panlipunan	Politics & Governance, History, Places & Travels, Geography, Archeology, Economics, Sociology, Society & Culture, Law, Anthropology, etc.						
Music	Musical Instruments, Compositions, Songs, History of Music, etc.						
Arts	Painting, Drawing, Photography, Dance, Sculpture, Theatre, Drama, etc.						
Physical Education	Books on Martial Arts, Sports/Games, Body Building, etc.						
Health	Books on Health, Diseases, Personal Hygiene, Drug Addiction, Medicine, Nursing, etc.						
Edukasyon sa Pagpapahalaga	Religion, Morality, Values Education, etc.						
Mathematics	Business Math, Algebra, Trigonometry, Geometry, Calculus, Probability & Statistics,						
Business	Books on Business, Marketing, Finance, Auditing, Banking, Accounting, Entrepreneurship, etc.						

Management	Books on Organizational Management, Leadership, etc.						
Computers/ Information Tech.	Books on Computers, Software, Hardware, Apps, Androids, Database, Programming, etc.						
Research	Books on Research, Thesis Writing, Feasibility Studies, Term Paper Writing, Theses, Dissertations, Investigatory Projects, etc.						
Philosophy	Books on Philosophy, Logic, Ethics, etc.						
Technical Vocation/TLE	Books on Carpentry/Woodworks, Agriculture, Machinery, Cookery, Home Economics, Metalcrafts, Handicrafts, Automotive, Architecture, Drafting, etc.						
Others	Please specify the subject Area (You may add)						
TOTAL							

4.2.3 ADDITIONAL SUPPLEMENTARY READERS	Copyright 2016- Present		Copyright 2015-or Earlier		Combined Total Number of Titles
	No. of Titles	No. of Copies	No. of Titles	No. of Copies	
Biographies					
Novels					
Collections/Anthology of Short Stories					
Collection/Compilation of Poetry					
Others (Please specify)					
TOTAL					

4.2.4 NON-PRINT COLLECTION		Copyright 2016- Present	Copyright 2015-or Earlier	Combined Total Number of Titles
		Total No. of Titles		
Digital File Collection	E-Book Collection (in e-pub, pdf, word formats saved in DVD/Desktop, etc.)			
	CD/DVD Collection of Movies, Documentaries, etc.			
Braille Collection				
Microfilm Collection				
Others (Please specify)				

TOTAL			
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4.2.5 PERIODICAL SUBSCRIPTION	Years Subscribed	Locally Published	Internationally Published	TOTAL NUMBER OF SUBSCRIPTIONS
		No. of Titles Subscribed	No. of Titles Subscribed	
Newspapers	Year 2025			
	Year 2024			
	Year 2023			
Tabloids	Year 2025			
	Year 2024			
	Year 2023			
Magazines	Year 2025			
	Year 2024			
	Year 2023			
Journals	Year 2025			
	Year 2024			
	Year 2023			
TOTAL				

5. ACQUISITION

5.1 Put a check mark (☑) on the appropriate box to indicate your school library's means for books acquisition. Check all that apply.

School Library Means of Book Acquisition	
MOOE	
LGU	
NGO	
PTA	
DepEd (Central Office/Division/District Office)	
Alumni	
Others (Please specify):	

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

Sources of School Library Budget	
No Budget	
LGU	
NGO	
PTA	
DepEd (Central Office/Division/District Office)	
Alumni	
MOOE	

6. FACILITIES

6.1 Put a check mark (☑) on the appropriate box to indicate collection access facility your library has/have. Check all that apply.

- OPAC (Online Public Access Catalog)
 Card Catalog Cabinet with Catalog Cards
 None

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

ICT Facilities	
Computer Set	
Projector	
Document Camera	
DVD Player	
Photocopier	
Scanner	
Printer	
Printer with Scanner	
Telephone	
Internet Connection/Modem	
Television	
Others (Please specify):	

Accomplished By:

Reviewed and Noted By:

Librarian/Personnel in-Charge

Principal/School Head

References:

- *RA 9155; DO 56, s. 2011*
- *DECS Order No. 6, 1998*
- *IFLA School Library Guidelines, 2nd Rev. Ed., June 2015.*