



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

March 25, 2022

DIVISION MEMORANDUM

No. 098 s. 2022

To: Chief, Curriculum Implementation Division
EPSes, PSDSes
Secondary and Elementary School Heads
All Others Concerned

STATUS OF SCHOOL LIBRARIES AND LIBRARY HUBS

1. In compliance to Regional Memorandum No. 183, s. 2022 Re: Region 3 Status of School Libraries and Library Hubs, this Office shall gather data on all schools with existing library and library hub.
2. The schools with existing school library and library hub shall answer the status survey and online survey on or before March 30, 2022.
3. Enclosure No. 1 is the copy of survey question to be emailed to lrmdsbulacan@deped.gov.ph
4. The online survey form can be accessed through:
 - 4.1 School Library Collection: <https://bit.ly/RO3SLCS>
 - 4.2 Library Hub Collection: <https://bit.ly/RO3libraryHubCSS>
5. For more information, all concerned may contact: LRMDs- 795-0070/ 09433117269/ 09328469702.
6. Immediate dissemination of this Memorandum is desired.


ZENIA G. MOSTOLES, EdD, CESO V
Schools Division Superintendent





Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON
SCHOOLS DIVISION OF BULACAN

SCHOOL LIBRARY COLLECTION STATUS SURVEY

Section 1. School Profile

Name of School : [Click here to enter text.](#)
Address : [Click here to enter text.](#)
Schools Division : [Click here to enter text.](#)
School Librarian : [Click here to enter text.](#)

1. **Type of School.** Tick the appropriate box before each item.

☐Elementary School ☐Junior High School ☐Stand Alone Senior HS

2. **Size of School.** Tick the appropriate box before each item.

☐Small ☐Medium ☐Large ☐Very Large

3. Name of the Library In-Charge: [Click here to enter text.](#)

4. Designation of the Library In-Charge: [Choose an item.](#)

5. a. Contact Number of Library In-Charge: [Click here to enter text.](#)

b. DepEd Email of Library In-Charge: [Click here to enter text.](#)

Note: Textbooks and Teacher's Manuals (TXs and TMs), Learner's Materials and Teacher's Guides (LMs and TGs), and other Teacher Developed LR's are not included in this survey.

Section 2. Library Collection Inventory: General Collection (Print)

1a. How many titles of English and literature books (do not include poetry and novels) does your library have with a copyright year of 2017 up to present? Tick one.



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☐ None

☐ 1 to 4 titles

☐ 5 to 10 titles

☐ 11 to 15 titles

☐ 16 to 20 titles

☐ 21 or more titles

1b. How many titles of English and literature books (do not include poetry and novels) does your library have with a copyright of 2016 or earlier? Tick one.

☐ None

☐ 1 to 4 titles

☐ 5 to 10 titles

☐ 11 to 15 titles

☐ 16 to 20 titles

☐ 21 or more titles

2a. How many titles of Filipino and panitikan books does your library have with a copyright year of 2017 up to present? Tick one.

☐ None

☐ 1 to 4 titles

☐ 5 to 10 titles

☐ 11 to 15 titles

☐ 16 to 20 titles

☐ 21 or more titles

2b. How many titles of Filipino and panitikan books does your library have with a copyright year of 2016 or earlier? Tick one.

☐ None

☐ 1 to 4 titles

☐ 5 to 10 titles

☐ 11 to 15 titles

☐ 16 to 20 titles

☐ 21 or more titles

3a. How many titles of Science books does your library have with a copyright year of 2017 up to present? Tick one.

☐ None

☐ 1 to 4 titles

☐ 5 to 10 titles

☐ 11 to 15 titles

☐ 16 to 20 titles

☐ 21 or more titles

3b. How many titles of Science books does your library have with a copyright year of 2016 or earlier? Tick one.

☐ None

☐ 1 to 4 titles

☐ 5 to 10 titles

☐ 11 to 15 titles

☐ 16 to 20 titles

☐ 21 or more titles

4a. How many titles of Araling Panlipunan books does your library have with a copyright year of 2017 up to present? Tick one.

☐ None

☐ 1 to 4 titles

☐ 5 to 10 titles

☐ 11 to 15 titles

☐ 16 to 20 titles

☐ 21 or more titles

- ☐None
☐1 to 4 titles
☐5 to 10 titles

- ☐11 to 15 titles
☐16 to 20 titles
☐21 or more titles

5a. How many titles of Music books does your library have with a copyright year of 2017 up to present? Tick one.

- ☐None
☐1 to 4 titles
☐5 to 10 titles

- ☐11 to 15 titles
☐16 to 20 titles
☐21 or more titles

5b. How many titles of Music books does your library have with a copyright year of 2016 or earlier? Tick one.

- ☐None
☐1 to 4 titles
☐5 to 10 titles

- ☐11 to 15 titles
☐16 to 20 titles
☐21 or more titles

6a. How many titles of Arts books does your library have with a copyright year of 2017 up to present? Tick one.

- ☐None
☐1 to 4 titles
☐5 to 10 titles

- ☐11 to 15 titles
☐16 to 20 titles
☐21 or more titles

6b. How many titles of Arts books does your library have with a copyright year of 2016 or earlier? Tick one.

- ☐None
☐1 to 4 titles
☐5 to 10 titles

- ☐11 to 15 titles
☐16 to 20 titles
☐21 or more titles

7a. How many titles of Physical Education books does your library have with a copyright year of 2017 up to present? Tick one.

- ☐None
☐1 to 4 titles
☐5 to 10 titles

- ☐11 to 15 titles
☐16 to 20 titles
☐21 or more titles

7b. How many titles of Physical Education books does your library have with a copyright year of 2016 or earlier? Tick one.

- ☐None
☐1 to 4 titles
☐5 to 10 titles

- ☐11 to 15 titles
☐16 to 20 titles
☐21 or more titles

8a. How many titles of Health books does your library have with a copyright year of 2017 up to present? Tick one.

- ☐None
☐1 to 4 titles

- ☐11 to 15 titles
☐16 to 20 titles

8b. How many titles of Health books does your library have with a copyright year of 2016 or earlier? Tick one.

- | | |
|---|--|
| <input type="checkbox"/> None | <input type="checkbox"/> 11 to 15 titles |
| <input type="checkbox"/> 1 to 4 titles | <input type="checkbox"/> 16 to 20 titles |
| <input type="checkbox"/> 5 to 10 titles | <input type="checkbox"/> 21 or more titles |

9a. How many titles of Edukasyon sa Pagpapakatao books does your library have with a copyright year of 2017 up to present? Tick one.

- | | |
|---|--|
| <input type="checkbox"/> None | <input type="checkbox"/> 11 to 15 titles |
| <input type="checkbox"/> 1 to 4 titles | <input type="checkbox"/> 16 to 20 titles |
| <input type="checkbox"/> 5 to 10 titles | <input type="checkbox"/> 21 or more titles |

9b. How many titles of Edukasyon sa Pagpapakatao books does your library have with a copyright year of 2016 or earlier? Tick one.

- | | |
|---|--|
| <input type="checkbox"/> None | <input type="checkbox"/> 11 to 15 titles |
| <input type="checkbox"/> 1 to 4 titles | <input type="checkbox"/> 16 to 20 titles |
| <input type="checkbox"/> 5 to 10 titles | <input type="checkbox"/> 21 or more titles |

10a. How many titles of Mathematics books does your library have with a copyright year of 2017 up to present? Tick one.

- | | |
|---|--|
| <input type="checkbox"/> None | <input type="checkbox"/> 11 to 15 titles |
| <input type="checkbox"/> 1 to 4 titles | <input type="checkbox"/> 16 to 20 titles |
| <input type="checkbox"/> 5 to 10 titles | <input type="checkbox"/> 21 or more titles |

10b. How many titles of Mathematics books does your library have with a copyright year of 2016 or earlier? Tick one.

- | | |
|---|--|
| <input type="checkbox"/> None | <input type="checkbox"/> 11 to 15 titles |
| <input type="checkbox"/> 1 to 4 titles | <input type="checkbox"/> 16 to 20 titles |
| <input type="checkbox"/> 5 to 10 titles | <input type="checkbox"/> 21 or more titles |

11a. How many titles of Business books does your library have with a copyright year of 2017 up to present? Tick one.

- | | |
|---|--|
| <input type="checkbox"/> None | <input type="checkbox"/> 11 to 15 titles |
| <input type="checkbox"/> 1 to 4 titles | <input type="checkbox"/> 16 to 20 titles |
| <input type="checkbox"/> 5 to 10 titles | <input type="checkbox"/> 21 or more titles |

11b. How many titles of Business books does your library have with a copyright year of 2016 or earlier? Tick one.

- | | |
|---|--|
| <input type="checkbox"/> None | <input type="checkbox"/> 11 to 15 titles |
| <input type="checkbox"/> 1 to 4 titles | <input type="checkbox"/> 16 to 20 titles |
| <input type="checkbox"/> 5 to 10 titles | <input type="checkbox"/> 21 or more titles |

12a. How many titles of Management books does your library have with a copyright year of 2017 up to present? Tick one.

12b. How many titles of Management books does your library have with a copyright year of 2016 or earlier? Tick one.

- | | |
|---|--|
| <input type="checkbox"/> None | <input type="checkbox"/> 11 to 15 titles |
| <input type="checkbox"/> 1 to 4 titles | <input type="checkbox"/> 16 to 20 titles |
| <input type="checkbox"/> 5 to 10 titles | <input type="checkbox"/> 21 or more titles |

13a. How many titles of Computer/Information Technology books does your library have with a copyright year of 2017 up to present? Tick one.

- | | |
|---|--|
| <input type="checkbox"/> None | <input type="checkbox"/> 11 to 15 titles |
| <input type="checkbox"/> 1 to 4 titles | <input type="checkbox"/> 16 to 20 titles |
| <input type="checkbox"/> 5 to 10 titles | <input type="checkbox"/> 21 or more titles |

13b. How many titles of Computer/Information Technology books does your library have with a copyright year of 2016 or earlier? Tick one.

- | | |
|---|--|
| <input type="checkbox"/> None | <input type="checkbox"/> 11 to 15 titles |
| <input type="checkbox"/> 1 to 4 titles | <input type="checkbox"/> 16 to 20 titles |
| <input type="checkbox"/> 5 to 10 titles | <input type="checkbox"/> 21 or more titles |

14a. How many titles of Research books does your library have with a copyright year of 2017 up to present? Tick one.

- | | |
|---|--|
| <input type="checkbox"/> None | <input type="checkbox"/> 11 to 15 titles |
| <input type="checkbox"/> 1 to 4 titles | <input type="checkbox"/> 16 to 20 titles |
| <input type="checkbox"/> 5 to 10 titles | <input type="checkbox"/> 21 or more titles |

14b. How many titles of Research books does your library have with a copyright year of 2016 or earlier? Tick one.

- | | |
|---|--|
| <input type="checkbox"/> None | <input type="checkbox"/> 11 to 15 titles |
| <input type="checkbox"/> 1 to 4 titles | <input type="checkbox"/> 16 to 20 titles |
| <input type="checkbox"/> 5 to 10 titles | <input type="checkbox"/> 21 or more titles |

15a. How many titles of Philosophy books does your library have with a copyright year of 2017 up to present? Tick one.

- | | |
|---|--|
| <input type="checkbox"/> None | <input type="checkbox"/> 11 to 15 titles |
| <input type="checkbox"/> 1 to 4 titles | <input type="checkbox"/> 16 to 20 titles |
| <input type="checkbox"/> 5 to 10 titles | <input type="checkbox"/> 21 or more titles |

15b. How many titles of Philosophy books does your library have with a copyright year of 2016 or earlier? Tick one.

- | | |
|---|--|
| <input type="checkbox"/> None | <input type="checkbox"/> 11 to 15 titles |
| <input type="checkbox"/> 1 to 4 titles | <input type="checkbox"/> 16 to 20 titles |
| <input type="checkbox"/> 5 to 10 titles | <input type="checkbox"/> 21 or more titles |

16a. How many titles of Technical/Vocational Literature (TVL)/Technology

- ☐ 5 to 10 titles
☐ 11 to 15 titles

- ☐ 16 to 20 titles
☐ 21 or more titles

16b. How many titles of Technical Vocational Livelihood (TVL)/Technology Livelihood Education (TLE) books does your library have with a copyright year of 2016 or earlier? Tick one.

- ☐ None
☐ 1 to 4 titles
☐ 5 to 10 titles

- ☐ 11 to 15 titles
☐ 16 to 20 titles
☐ 21 or more titles

17. Please specify **other Learning Area books not mentioned above** that you have in your library.

- a. No. of titles with a copyright year of 2017 up to the present: [Click here to enter text.](#)
b. No. of titles with a copyright year of 2016 or earlier: [Click here to enter text.](#)

Section 3. Library Collection Inventory: General References

18a. How many titles of Encyclopedias does your library have with a copyright year of 2017 up to present? Tick one.

- ☐ None
☐ 1 to 4 titles
☐ 5 to 10 titles

- ☐ 11 to 15 titles
☐ 16 to 20 titles
☐ 21 or more titles

18b. How many titles of Encyclopedias does your library have with a copyright year of 2016 or earlier? Tick one.

- ☐ None
☐ 1 to 4 titles
☐ 5 to 10 titles

- ☐ 11 to 15 titles
☐ 16 to 20 titles
☐ 21 or more titles

19a. How many titles of Dictionaries does your library have with a copyright year of 2017 up to present? Tick one.

- ☐ None
☐ 1 to 4 titles
☐ 5 to 10 titles

- ☐ 11 to 15 titles
☐ 16 to 20 titles
☐ 21 or more titles

19b. How many titles of Dictionaries does your library have with a copyright year of 2016 or earlier? Tick one.

- ☐ None
☐ 1 to 4 titles
☐ 5 to 10 titles

- ☐ 11 to 15 titles
☐ 16 to 20 titles
☐ 21 or more titles

20a. How many titles of Handbooks does your library have with a copyright year of 2017 up to present? Tick one.

20b. How many titles of Handbooks does your library have with a copyright year of 2016 or earlier? Tick one.

- | | |
|---|--|
| <input type="checkbox"/> None | <input type="checkbox"/> 11 to 15 titles |
| <input type="checkbox"/> 1 to 4 titles | <input type="checkbox"/> 16 to 20 titles |
| <input type="checkbox"/> 5 to 10 titles | <input type="checkbox"/> 21 or more titles |

21a. How many titles of Manuals does your library have with a copyright year of 2017 up to present? Tick one.

- | | |
|---|--|
| <input type="checkbox"/> None | <input type="checkbox"/> 11 to 15 titles |
| <input type="checkbox"/> 1 to 4 titles | <input type="checkbox"/> 16 to 20 titles |
| <input type="checkbox"/> 5 to 10 titles | <input type="checkbox"/> 21 or more titles |

21b. How many titles of Manuals does your library have with a copyright year of 2016 or earlier? Tick one.

- | | |
|---|--|
| <input type="checkbox"/> None | <input type="checkbox"/> 11 to 15 titles |
| <input type="checkbox"/> 1 to 4 titles | <input type="checkbox"/> 16 to 20 titles |
| <input type="checkbox"/> 5 to 10 titles | <input type="checkbox"/> 21 or more titles |

22a. How many titles of Atlases does your library have with a copyright year of 2017 up to present? Tick one.

- | | |
|---|--|
| <input type="checkbox"/> None | <input type="checkbox"/> 11 to 15 titles |
| <input type="checkbox"/> 1 to 4 titles | <input type="checkbox"/> 16 to 20 titles |
| <input type="checkbox"/> 5 to 10 titles | <input type="checkbox"/> 21 or more titles |

22b. How many titles of Atlases does your library have with a copyright year of 2016 or earlier? Tick one.

- | | |
|---|--|
| <input type="checkbox"/> None | <input type="checkbox"/> 11 to 15 titles |
| <input type="checkbox"/> 1 to 4 titles | <input type="checkbox"/> 16 to 20 titles |
| <input type="checkbox"/> 5 to 10 titles | <input type="checkbox"/> 21 or more titles |

23a. How many titles of Yearbooks does your library have with a copyright year of 2017 up to present? Tick one.

- | | |
|---|--|
| <input type="checkbox"/> None | <input type="checkbox"/> 11 to 15 titles |
| <input type="checkbox"/> 1 to 4 titles | <input type="checkbox"/> 16 to 20 titles |
| <input type="checkbox"/> 5 to 10 titles | <input type="checkbox"/> 21 or more titles |

23b. How many titles of Yearbooks does your library have with a copyright year of 2016 or earlier? Tick one.

- | | |
|---|--|
| <input type="checkbox"/> None | <input type="checkbox"/> 11 to 15 titles |
| <input type="checkbox"/> 1 to 4 titles | <input type="checkbox"/> 16 to 20 titles |
| <input type="checkbox"/> 5 to 10 titles | <input type="checkbox"/> 21 or more titles |

24a. How many titles of Directories does your library have with a copyright year of 2017 up to present? Tick one.

☐ 16 to 20 titles

☐ 21 or more titles

24b. How many titles of Directories does your library have with a copyright year of 2016 or earlier? Tick one.

☐ None

☐ 11 to 15 titles

☐ 1 to 4 titles

☐ 16 to 20 titles

☐ 5 to 10 titles

☐ 21 or more titles

25a. How many titles of Thesauri does your library have with a copyright year of 2017 up to present? Tick one.

☐ None

☐ 11 to 15 titles

☐ 1 to 4 titles

☐ 16 to 20 titles

☐ 5 to 10 titles

☐ 21 or more titles

25b. How many titles of Thesauri does your library have with a copyright year of 2016 or earlier? Tick one.

☐ None

☐ 11 to 15 titles

☐ 1 to 4 titles

☐ 16 to 20 titles

☐ 5 to 10 titles

☐ 21 or more titles

26. Please specify **other General Reference books not mentioned above** that you have in your library.

a. No. of titles with a copyright year of 2017 up to the present: [Click here to enter text.](#)

b. No. of titles with a copyright year of 2016 or earlier: [Click here to enter text.](#)

Section 4. Library Collection Inventory: Additional Supplementary Readers

27a. How many titles of Biography does your library have with a copyright year of 2017 up to present? Tick one.

☐ None

☐ 11 to 15 titles

☐ 1 to 4 titles

☐ 16 to 20 titles

☐ 5 to 10 titles

☐ 21 or more titles

27b. How many titles of Biography does your library have with a copyright year of 2016 or earlier? Tick one.

☐ None

☐ 11 to 15 titles

☐ 1 to 4 titles

☐ 16 to 20 titles

☐ 5 to 10 titles

☐ 21 or more titles

28a. How many titles of Novels does your library have with a copyright year of 2017 up to present? Tick one.

☐ None

☐ 11 to 15 titles

28b. How many titles of Novels does your library have with a copyright year of 2016 or earlier? Tick one.

- | | |
|---|--|
| <input type="checkbox"/> None | <input type="checkbox"/> 11 to 15 titles |
| <input type="checkbox"/> 1 to 4 titles | <input type="checkbox"/> 16 to 20 titles |
| <input type="checkbox"/> 5 to 10 titles | <input type="checkbox"/> 21 or more titles |

~~29a. How many titles of Poetry books does your library have with a copyright year of 2017 up to present? Tick one.~~

- | | |
|---|--|
| <input type="checkbox"/> None | <input type="checkbox"/> 11 to 15 titles |
| <input type="checkbox"/> 1 to 4 titles | <input type="checkbox"/> 16 to 20 titles |
| <input type="checkbox"/> 5 to 10 titles | <input type="checkbox"/> 21 or more titles |

29b. How many titles of Poetry books does your library have with a copyright year of 2016 or earlier? Tick one.

- | | |
|---|--|
| <input type="checkbox"/> None | <input type="checkbox"/> 11 to 15 titles |
| <input type="checkbox"/> 1 to 4 titles | <input type="checkbox"/> 16 to 20 titles |
| <input type="checkbox"/> 5 to 10 titles | <input type="checkbox"/> 21 or more titles |

Section 5. Library Collection Inventory: Non-Print Collection

~~30a. How many titles of e-pub format e-book collection does your library have with a copyright year of 2017 up to present? Tick one.~~

- | | |
|---|--|
| <input type="checkbox"/> None | <input type="checkbox"/> 11 to 15 titles |
| <input type="checkbox"/> 1 to 4 titles | <input type="checkbox"/> 16 to 20 titles |
| <input type="checkbox"/> 5 to 10 titles | <input type="checkbox"/> 21 or more titles |

30b. How many titles of e-pub format e-book collection does your library have with a copyright year of 2016 or earlier? Tick one.

- | | |
|---|--|
| <input type="checkbox"/> None | <input type="checkbox"/> 11 to 15 titles |
| <input type="checkbox"/> 1 to 4 titles | <input type="checkbox"/> 16 to 20 titles |
| <input type="checkbox"/> 5 to 10 titles | <input type="checkbox"/> 21 or more titles |

31a. How many titles of PDF format e-book collection does your library have with a copyright year of 2017 up to present? Tick one.

- | | |
|---|--|
| <input type="checkbox"/> None | <input type="checkbox"/> 11 to 15 titles |
| <input type="checkbox"/> 1 to 4 titles | <input type="checkbox"/> 16 to 20 titles |
| <input type="checkbox"/> 5 to 10 titles | <input type="checkbox"/> 21 or more titles |

~~31b. How many titles of PDF format e-book collection does your library have with a copyright year of 2016 or earlier? Tick one.~~

- | | |
|---|--|
| <input type="checkbox"/> None | <input type="checkbox"/> 11 to 15 titles |
| <input type="checkbox"/> 1 to 4 titles | <input type="checkbox"/> 16 to 20 titles |
| <input type="checkbox"/> 5 to 10 titles | <input type="checkbox"/> 21 or more titles |

32a. How many titles of educational video collection (movies, documentaries, etc.) does your library have with a copyright year of 2017 up to present? Tick one.

- | | |
|---|--|
| <input type="checkbox"/> None | <input type="checkbox"/> 11 to 15 titles |
| <input type="checkbox"/> 1 to 4 titles | <input type="checkbox"/> 16 to 20 titles |
| <input type="checkbox"/> 5 to 10 titles | <input type="checkbox"/> 21 or more titles |

32b. How many titles of educational video collection (movies, documentaries, etc.) does your library have with a copyright year of 2016 or earlier? Tick one.

- ☐ None
- ☐ 1 to 4 titles
- ☐ 5 to 10 titles
- ☐ 11 to 15 titles
- ☐ 16 to 20 titles
- ☐ 21 or more titles

33. What other format of learning resources does your library have? Please specify.

[Click here to enter text.](#)

[Click here to enter text.](#)

[Click here to enter text.](#)

[Click here to enter text.](#)

[Click here to enter text.](#)

Section 6. Library Collection Inventory: Periodical Collection

34. Does your library subscribe to newspaper/s? Please tick all that apply.
Never

☐ Yes, currently Year 2022

☐ Yes, previously Year 2021

☐ Yes, previously Year 2020

☐ Yes, previously Year 2019

☐ Others (please specify): [Click here to enter text.](#)

35. If yes, what is your school's source of fund in subscribing to newspaper/s? Please tick all that apply.

☐ MOOE

☐ LGU

☐ NGO

☐ Alumni

☐ Others (please specify): [Click here to enter text.](#)

36. Does your library subscribe to magazine/s? Please tick all that apply.
Never

☐ Yes, currently Year 2022

☐ Yes, previously Year 2021

☐ Yes, previously Year 2020

☐ Yes, previously Year 2019

☐ Others (please specify): [Click here to enter text.](#)

37. If yes, what is your school's source of fund in subscribing to magazine/s?
Please tick all that apply.

- ☐ MOOE
- ☐ LGU
- ☐ NGO
- ☐ Alumni
- ☐ Others (please specify: [Click here to enter text.](#))

34. Does your library subscribe to journal/s? Please tick all that apply.
Never

- ☐ Yes, currently Year 2022
- ☐ Yes, previously Year 2021
- ☐ Yes, previously Year 2020
- ☐ Yes, previously Year 2019
- ☐ Others (please specify): [Click here to enter text.](#)

35. If yes, what is your school's source of fund in subscribing to journal/s?
Please tick all that apply.

- ☐ MOOE
- ☐ LGU
- ☐ NGO
- ☐ Alumni
- ☐ Others (please specify: [Click here to enter text.](#))

-End-

Thank you very much!

LIBRARY HUB COLLECTION STATUS SURVEY

Section 1. Profile

Region : [Click here to enter text.](#)
Schools Division Office : [Click here to enter text.](#)
Name of the Library Hub : [Click here to enter text.](#)
Address of the Library Hub : [Click here to enter text.](#)
Contact No. of the Person In-Charge : [Click here to enter text.](#)

What is your Hub's Recipient Batch Number (DepEd Central Office Delivery of Reading Materials)? Tick one.

- ☐ Batch 1 (SY 2004-2006)
☐ Batch 2 (SY 2006-2007)
☐ Batch 3 (SY 2007-2008)
☐ Batch 4 (SY 2008-2009)
☐ Batch 5 (SY 2010-2011)
☐ Batch 6 (SY 2011-2012)
☐ Other (please specify): [Click here to enter text.](#)

What is your Hub's present operation status? Tick one.

- ☐ Fully Operational
☐ Partially Operational
☐ Not Operational

If **partially operational**, please provide reasons why the Hub cannot operate fully.

[Click here to enter text.](#)

If **not operational**, please provide reasons why the Hub is not operational.

[Click here to enter text.](#)

Section 2. Collection Status of Centrally Procured Reading Materials

1. How many centrally procured Big Books are currently in your collection?
[Click here to enter text.](#)
2. How many centrally procured Small Books are currently in your collection?
[Click here to enter text.](#)
3. How many centrally procured other reading materials are currently in your collection?
[Click here to enter text.](#)

Section 3: Inventory of Centrally Procured Reading Materials

4. How often do you conduct an inventory of the centrally procured reading materials? Please tick all that apply.

- ☐ 1st Semester Break
☐ 2nd Semester Break
☐ Summer Break
☐ Never

5. Are lost centrally procured materials properly documented?

- ☐ Yes, by accomplishing a form duly signed by the Hub In-Charge, Supply Officer, SDO LR Supervisor and noted by the Schools Division Superintendent.
☐ Yes, by accomplishing a form duly signed by the Hub In-Charge, Supply Officer and noted by the SDO LR Supervisor.
☐ Yes, by accomplishing a form duly signed by the Hub In-Charge and noted by the Supply Officer.
☐ Yes, by accomplishing a form duly signed by the Hub In-Charge alone.
☐ No documentation

6. What are your guidelines for the borrowed and lost centrally procured reading materials?

[Click here to enter text.](#)

7. What are your guidelines for the borrowed and damaged centrally procured reading materials?

[Click here to enter text.](#)

Section 4: Other Sources of Library Hub Reading Materials

8. Aside from DepEd Central Office as source of reading materials, does your Hub receive reading materials from other sources?

- ☐ Yes
☐ No

9. If **yes**, please identify other sources that provide your Hub with reading materials.

[Click here to enter text.](#)

10. Does your hub have an existing guidelines in receiving donations?

☐Yes

☐No

11. If **yes**, are the following considerations included in your Hub's guidelines in receiving donations? Please tick all that apply.

☐Recency of the copyright year

☐Minimum number of copies

☐Physical condition of the reading materials

☐Other: [Click here to enter text.](#)

12. If **yes**, how many copies in average for each title of the reading materials does your hub receive?

☐1 copy only

☐2 to 5 copies

☐6 to 10 copies

☐11 to 15 copies

☐16 to 20 copies

☐21 copies or more

-End-

Thank you very much!