16 Feb 2026

DIVISION MEMORANDUM
No. __095__, s. 2026

2026 SCHOOL LIBRARIES PROFILING

To: Assistant Schools Division Superintendents
        Chief- Curriculum Implementation Division (CID)
        Chief- School Governance and Operations Division (SGOD)
        Education Program Supervisors
        Public Schools District Supervisors
        Elementary/Secondary School Heads
        All Others Concerned

1.   In reference to RM 109 s. 2026 Re: School Libraries Profiling, dated February 02, 2026, this division requests **all schools** to submit the hard and soft copy of accomplished Form 1. School Library Profile.

2.   Those schools with existing school library shall accomplish the whole document, while those without existing school library shall only accomplish the Part A. Profile.

3.   The Submission must be done per Sub-office with attached transmittal form (See Enclosure 1 – School Libraries Profiling Transmittal Form). The sub-office with incomplete submission will not be accepted.

4.   The submission of the hard copies shall be direct to the LRMS Office, while the soft copies shall be uploaded to https://tinyurl.com/2026-SchoolLibraryProfiling on or before February 24, 2026.

5.   In connection with this, Ms. Connie D. Castillo, Library Hub Librarian of Lobo Sub-Office, is requested to report to SDO - LRMS Office on February 25-27, 2026, for the consolidation of the report.

6.   This Memo will serve as the Travel Order of all concerned.

7.   Travelling expenses in the conduct of the activity shall be charged against Sub-office /School MOOE subject to usual auditing and accounting procedures.

8.   Immediate dissemination of this Memorandum is earnestly desired.

MARITES A. IBAÑEZ, CESO V
Schools Division Superintendent

Encl: 1. School Libraries Profiling Transmittal Form; 2. Form 1. School Library Profile
Reference: RM 109 s. 2026 Re: School Libraries Profiling
To be indicated in the Perpetual Index
        under the following subject:
        Issuances-Division Memorandum

AME/ School Libraries Profiling
/_____ /02-16-2026

Enclosure 1

SCHOOL LIBRARIES PROFLING TRANSMITTAL FORM

SUB-OFFICE: _____

TOTAL NO. OF SCHOOLS: _____
PLEASE, SPECIFY:

___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)**   ___All Offering (**K-G12**)

NO. OF SCHOOLS WITH EXISTING LIBRARY: _____
PLEASE, SPECIFY: _____

___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)**   ___All Offering (**K-G12**)

NO. OF SCHOOLS WITHOUT EXISTING LIBRARY: _____
PLEASE, SPECIFY: _____

___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)**   ___All Offering (**K-G12**)

Prepared by:

DISTRICT LIBRARY HUB COORDINATOR
Date:

Confirmed by:

PUBLIC SCHOOLS DISTRICT SUPERVISOR
Date:

Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
Telephone:(043)722-1840 / 722-1796
Email Address: deped.batangas@deped.gov.ph
Website: www.depedbatangas.
www.depedbatangas.com

FORM 1. SCHOOL LIBRARY PROFILE
(To be accomplished by the School Librarian)

Name of school:
School address:
Division of:
Total student enrollment (as of February 2026):
School Size:

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**)   ___All Offering (K-G12)

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

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				

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.*