



JUL 15 2011

DepEd ORDER
No. **54**, s. 2011

DEPED CENTRAL OFFICE LIBRARY COLLECTION DEVELOPMENT POLICY

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents
Heads, Public and Private Elementary and Secondary Schools

1. The Department of Education (DepEd) is in the process of upgrading its library services to provide pupils and students' learning with pertinent instructional materials in order to achieve *Education for All in 2015* aligned to the Millennium Development Goal (MDG) on Achieving Universal Primary Education. This is to ensure that by 2015 all Filipino children will be able to complete the *Enhanced Basic Education Curriculum (EBEC)* or the *K to 12 Basic Education Program*, that is, from Kindergarten to Senior High School Education.
2. In this connection, the enclosed Library Collection Development Policy (CDP) of the Central Office Library has been formulated to provide assistance to its constituents in order to achieve its goal.
3. Immediate dissemination of and compliance with this Order is directed.


BR. ARMIN A. LUISTRO FSC
Secretary

Encl.:

As stated

Reference:

N o n e

To be indicated in the Perpetual Index
under the following subjects:

BOOKS
BUREAUS & OFFICES
EMPLOYEES
LIBRARY

POLICY
SCHOOLS
TEACHERS



**DEPARTMENT OF EDUCATION
DEPED CENTRAL OFFICE LIBRARY
PASIG CITY**

LIBRARY COLLECTION DEVELOPMENT POLICY (CDP)

I. Vision

All Public Schools Libraries shall support and implement the Collection Development Policy (CDP) of the DepEd to achieve quality education for all school children.

II. Mission

The Department of Education(DepEd) Central Office Library is a Special Research Library particularly on Education. As one of the frontline services of the Department, its main function is to provide information services supportive of the mandates; goals and objectives of the Education for All (EFA) Program and the Millenium Development Goal (MDG) on Achieving Universal Primary Education. It aims to ensure that by 2015 all Filipino children will be able to complete a full course of primary schooling.

The Library Collection Development Policy (CDP) supports the K to 12 Enhanced Basic Education Curriculum (EBEC) by providing K to 12 instructional materials, such as textbooks and teachers' manuals, supplementary reference reading materials (SRRMs), and multimedia materials.

III. Objectives

The CDP aims to:

1. develop strategies on how to collect instructional materials such as Textbooks, Teachers' Manuals, and Supplementary Reference Reading Materials (SRMMs);
2. establish partnership with the Local Government Units (LGUs) to implement the Collection Development Policy through on-line library (e-library);
3. provide materials for information research in education and related subjects;
4. cater to the research needs particularly of DepEd officials and employees; and

5. provide services to walk-in researchers like students, teachers, parents and assist them on their subject of research especially on current issues/concerns on education and allied subject matters.

The DepEd Central Office Library is committed to strengthen, expand and enhance the library resources/collections and services for the purpose of meeting the research needs of its users for current issues on education, educational trends and educational research.

IV. **The Collection Development Policy (CDP)**

The library collection is arranged using the ten (10) Main Divisions of the Dewey Decimal Classification Scheme. The open-shelf policy is adopted for easy access of the researchers and library users.

The following are the Collection Development Policy (CDP) implementing guidelines:

A. Methods of Researching

1. Card Catalogue (author, subject, title cards) for printed materials.
2. Electronic method - e-library room/section, on-line library with accreditation or with the use of cataloging software.
3. Through internet for non-book materials (serials, pamphlets, pictures, clippings and maps) and auditory materials (tapes and phonorecords).

B. Scope of the Collection

The Library collects books and other printed materials on education such as Instructional Materials (Textbooks, Teachers' Manuals, Supplementary Materials and Multimedia Materials) and allied disciplines supportive of the research needs of DepEd officials, employees and outside researchers – students, parents and other library users. The Library has direct link/coordination with the Instructional Materials Council Secretariat (IMCS) for copies of the approved Textbooks and Teachers' Manuals published by the said office. In particular, the library collects reference reading materials on the following areas:

1. Books on Education
2. General Reference Sources
3. Filipiniana Materials
4. Periodicals
5. Issuances of the DepEd Secretary
6. DepEd Publications
7. Publications of education affiliated associations or organizations
8. Publications of institutions involved in Education
9. Publications of International Organizations such as the United Nations, UNESCO, APEID, WHO

C. Selection Policy

1. Philosophy of Selection

Selection of materials for inclusion in the collection shall support the following:

- a. DepEd Mission, Vision and Thrusts;
- b. Millenium Development Goal (MDG) on achieving Universal Primary Education; and
- c. Education For All (EFA) - The central goal of EFA 2015 Plan is to provide basic competencies to everyone in order to achieve functional literacy for all.

2. Selection Criteria

The Library aims to update its collection with materials on current trends in education, educational management (e.g... planning, school plant, etc.), educational research, and curriculum reforms. In the selection of materials as well as related subject fields, the following criteria are considered:

- a. Local emphasis, responsiveness and adaptability to Philippine setting/concern;
- b. Reputation of the author and/or publisher; and
- c. Cost and availability in other nearby libraries or information centers.

3. Responsibility for Selection

The authority and responsibility for the selection of library materials is a concerted effort of the librarians and curriculum writers, officials and employees of the different offices/bureaus. The librarians shall take into consideration recommendations made by the end-users. Likewise, they shall take the initiative of browsing through catalogs, book reviews, publishers lists and recommending titles for acquisition/document. The titles recommended for purchase shall be approved by the head of office before these are procured.

4. Gifts and Donations

- a. The criteria for selecting materials shall also be applied for accepting gifts and donations in kind;
- b. The librarians and officials responsible for selection shall not accept any library materials as gifts or donations, when the conditions attached to the gifts/donations will cost the DepEd additional expenses; and
- c. Neither will such gifts or donations be accepted when extraordinary maintenance is required by the donor.

D. Inventory of Collection

The Library shall conduct an annual inventory of the collection. During this inventory, it shall identify materials which need to be excluded from the collection, using the following criteria:

- a. Obsolescence;
- b. Insufficient use, based on statistics; and
- c. Physical condition of the materials.

E. Discarding of Materials (Weeding)

Space limitation shall also be a major consideration when deciding to weed out materials from the collection. Materials that are still worth keeping may be stored in a separate, and less expensive location.

F. Replacement of Lost and Worn-Out Books

Lost books or those that have been weeded-out from the collection because of physical condition may be replaced with books containing the same or similar contents, provided that the latest edition of the book shall be preferred.

Madel:Enclosure DepED CDP

**DEPARTMENT OF EDUCATION
NATIONAL PROGRAM SUPPORT FOR BASIC EDUCATION
STATEMENT OF EXPENDITURES
DIVISION SUMMARY SHEET**

Category:
Period Covered:
Region:
Division:
SOE No:

PAYEE	NAME OF SCHOOL	GRANT RECEIVED	REFERENCE		AMOUNT UTILIZED	BALANCE	DESCRIPTION OF EXPENSES	REMARKS
			Check No.	Date				

Prepared by: _____ Noted by: _____ Certified Correct: _____
 Division Accountant _____ Division SBM Coordinator _____
 Chair, DivisionsSBM Task Force
 Schools Division Superintendent

REPORT ON THE FY _____ SBM GRANT UTILIZATION
as of _____

REGION: _____
DIVISION: _____

	NAME OF SCHOOL	SCHOOL ID (BEIS)	NAME OF PRINCIPAL*	AMOUNT OF GRANT	CHECK NO.	DATE OF CHECK	DATE RELEASED TO SCHOOL	AMOUNT UTILIZED	AMOUNT LIQUIDATED	DATE OF LIQUIDATION	PROGRAM/PROJECT/ACTIVITIES CHARGED TO THE GRANT	EXPENDITURE ITEMS	REMARKS
I. Funded under GAA													
A. Elementary													
1													
2													
3													
...													
n													
B. Secondary													
i. Non-Implementing Units (w/out fiscal autonomy)													
1													
2													
3													
...													
n													
ii. Implementing Units (w/ fiscal autonomy)													
1													
2													
3													
...													
n													
I. Funded under SPHERE (Elementary)													
1													
2													
3													
...													
n													

Note: _____
* The name of principal refers to the person who was issued the check.

Prepared by: _____

Date: _____

SBM Coordinator _____

Division Accountant _____

Certified Correct by: _____

Date: _____

Chair, Division SBM Task Force
Schools Division Superintendent

**ACTION PLAN
PROGRAM SUPPORT FUND (REGION/DIVISION)**

Region: _____
Division: _____

Previous Program Support Fund: _____ Date: _____
Released _____ Utilized _____
Liquidated _____ Date: _____

Objectives	Target Outputs	Proposed Activities	Schedule	Unit of Measure/ Performance	Physical Targets	Financial Requirements		Key Persons Involved
						Expenditure Items	Estimated Cost	
<div style="display: flex; justify-content: space-between; padding: 5px;"> Prepared by: _____ Approved by: _____ </div>								

Regional/Division Accountant

Regional/Division SBM Coordinator

Chair, Region/Division SBM Task Force

**ACCOMPLISHMENT REPORT
PROGRAM SUPPORT FUND**

Region: _____
Division: _____

Activities	Objectives	Unit of Measure/ Performance Indicator	Physical Accomplishment		Financial Accomplishment			Amount Liquidated	Date of Liquidation	Key Persons Involved	Remarks
			Target	Actual	Expenditure Items	Estimated Cost	Actual Costs Incurred				

Prepared by: _____

Certified Correct: _____

Region/Division Accountant

Region/Division SBM Coordinator

Chair- Region/Division SBM Committee
Regional Director/Division Schools Superintendent