



**SSCT**

*"For Nation's Greater Heights"*

S.1.2. MS in Library and Information Science or MAEd/MA in Library Science for the Institution.

**ALONA S. MENIL**



**REPUBLIKA NG PILIPINAS  
PAMANTASANG NORMAL NG PILIPINAS  
TANGGAPAN NG TAGATALA  
MAYNILA, PILIPINAS**

OFFICIAL TRANSCRIPT OF RECORDS OF ALONA SOLIS MENIL  
in the Philippine Normal University **MASTER OF EDUCATION IN LIBRARY SCIENCE**  
(CURRICULUM)  
Address: Antipolo City

<b>COURSE NO.</b>	<b>DESCRIPTION</b>	<b>FINAL GRADE</b>	<b>UNITS OR CREDIT</b>
	<b>ENTRANCE DATA:</b> Graduated from Mindanao State University with the degree of Bachelor of Secondary Education, Major in Library Science; Minor in History on March 28, 1996.		
	<b><u>PHILIPPINE NORMAL UNIVERSITY</u></b>		
	<b><u>2nd Sem. 2008-2009</u></b>		
LS 501	Libraries and Librarianship	1.25	3
LS 504	Building Library Collections	1.5	3
LS 505	Administration of Libraries	1.5	3
	<b><u>1st Sem. 2009-2010</u></b>		
LS 502	Advanced Reference Sources	1.0	3
LS 503	Advanced Cataloging and Classification	1.5	3
LS 515	Introduction to Information Science	1.25	3
	<b><u>2nd Sem. 2009-2010</u></b>		
EDUC 502	Educational Statistics	1.5	3
EDUC 501	Philosophy of Education	1.25	3
LS 514	Indexing and Abstracting	1.5	3
	<b><u>1st Sem. 2010-2011</u></b>		
EDUC 503	Research and Scientific Writing	1.5	3
	<b><u>2nd Sem. 2010-2011</u></b>		
LS 550	Special Project "A Barangay Reading Center in Sitio Inarawan, Antipolo City: A Deming Cycle Model Project."	1.25	4
<del>XX</del> <b>GRADUATED WITH THE DEGREE OF MASTER OF EDUCATION IN LIBRARY SCIENCE ON MARCH 22, 2011.</b>			



GRADING SYSTEM - 1 = 97-100%; 1.25 = 94-96%; 1.5 = 90-93%; 1.75 = 87-89%; 2.0 = 85%; 2.5 = 81%; 3.0 = 75%; 5.0 = 74% and below.  
INC - Incomplete; AW - Authorized Withdrawal; UW - Unauthorized Withdrawal  
MINIMUM RATING FOR PASSING A COURSE: 3.0 or 75% for the undergrad Courses, 2.0 for the grad Courses  
CREDIT - One unit of credit is equivalent to one hour of class activity each week for the period of a complete semester  
Any unauthorized erasure or alteration made on the entries of this form renders this transcript VOID.

**REMARKS: FOR EVALUATION PURPOSES ONLY**

*Fortunato G. Vendivel, Jr.*  
**FORTUNATO G. VENDIVEL, JR.**  
University Registrar

Prepared by: *M. Vinluan* 09-05-2011 Checked by: *R. Maggay*

# Pamantasang Normal ng Pilipinas

Philippine Normal University

## Pambansang Sentro sa Edukasyong Pangguro

National Center for Teacher Education

Maynila  
Manila

*Sa Lahat ng Makatutunghay sa Kasulatang Ito*

To All Persons to Whom These Presents May Come

### PAGBATI GREETINGS

*Ipinababatid na ang Lupon ng mga Rehente, sa kapangyarihang kaloob ng Republika ng Pilipinas*

Be it known that the Board of Regents, by authority of the Republic of the Philippines

*at sa tagubilin ng Sangguniang Akademiko ng Pamantasan ay naggawad kay*  
and on recommendation of the Academic Council has conferred upon

## Alma Solis Meril

*na nakatupad sa lahat ng kailangan para sa titulong*

who has fulfilled all the requirements for the degree of

*Master ng Edukasyon sa Angkan Pang-Aklatan*

Master of Education in Library Science

*kalakip ang lahat ng karapatan, karangalan, at mga pribilehiyo, gayundin ang mga tungkulin at pananagutang nauukol dito.*  
with all the rights, honors, and privileges as well as the obligations and responsibilities thereunto appertaining.

*Bilang katunayan, taglay nito ang selyo ng Pamantasan at ang mga lagda ng Pangulo at ng Tagatala.*


In testimony thereof, the seal of the University and the signatures of the President and the University Registrar are hereunto affixed.

*Ipinagkaloob sa Maynila, Pilipinas ngayong ika-22 ng Marso, taon ng ating Panginoon, dalawang libo't labing-isa.*

Given in Manila, Philippines, this 22nd day of March, in the year of our Lord, two thousand and eleven.



  
NOEMI B. ZULIETA  
Tagatala  
University Registrar

  
ESTER B. OGENA  
Pangulo  
President





# MANILA THEOLOGICAL COLLEGE

OFFICE OF THE UNIVERSITY REGISTRAR

Manila, Philippines

## OFFICIAL TRANSCRIPT OF RECORDS

Student Name: SOLIS, ALONA A. Student No: 99-132  
 Entrance Data: 1<sup>st</sup> Semester June 1999 Sex: Female  
 Date/Semester Admitted: 1<sup>st</sup> Semester 1999 Date & Place of Birth: 01-16-75/Dapa, Surigao del Norte  
 Address: Dapa, Surigao del Norte Father's Name: Ret. Leut. Felizardo B. Solis  
 Diploma/Title/Degree: BS in Secondary Education Mother's Name: Desideria A. Solis  
 High School/College: Mindanao State University Degree/Title/Course: M. A. in Christian Education  
 Date Graduated/Last Attended: March 28, 1996 Major: Christian Education  
 S.O. No.: 80-140402-499 s 2001 Date: 08-30-01 Date Graduated: March 09, 2001

SUBJECTS		GRADES	CREDITS
TERM	CODE NO. W/ DESCRIPTIVE TITLE		
	Graduated the degree of Bachelor in Secondary Education Major in Library Science Minor in History, March 28, 1996. <b>MANILA THEOLOGICAL COLLEGE</b>		
1 <sup>st</sup> Semester 1999-2000	PH 410 Philosophy of Religion	1.0	3
	EN 425 Educational Research and Methods	1.25	3
	TH 410 Old Testament	1.25	3
2 <sup>nd</sup> Semester 1999-2000	TH 420 New Testament	1.25	3
	CE 500 Principle and Educational Technology	1.25	3
	MT 320 Statistical Research Methods	1.0	3
1 <sup>st</sup> Semester 2000-2001	TH 450 Church History	1.0	3
	CE 507 Moral and Value Development	1.0	3
	CE 501 Curriculum Design and Development	1.0	3
	CE 502 Advance Educational Psychology	1.0	3
2 <sup>nd</sup> Semester 2000-2001	Thesis Writing Thesis Title: <i>Christian Teacher's Morale and Teaching Performance of Selected Secondary Christian Private Schools in Metro Manila: An Appraisal</i>	1.15	6
-mtc-mtc-mt	-mtc-mtc-mtc-mtc-mtc-mtc-Nothing Follows-mtc-mtc-mtc-mtc-mtc-mtc-mtc-mt-	-mtc-	-mtc-
<p><b>GRADING SYSTEM :</b> 1-Excellent; 1.5-Very Good; 2-Good; 2.5-Satisfactory; 3-Pass; 4-Conditional Failure; 5-Failure; Inc.-Incomplete</p> <p><b>CREDITS :</b> One college unit is at least seventeen(17) full hours of instruction in academic or professional subject within a semester.</p>			
<p><b>REMARKS :</b> Graduated with the degree of Master of Arts in Christian Education as of March 9, 2001 with Special Order No. 80-140402-499 series of August 30, 2001.</p>			

(Not valid without College seal)

Prepared by: J. Villanueva

No. 2002

Checked by: J. Amabil

College Registrar: [Signature]  
 Rev. Dr. CHOL CHANG-HOAN  
 Founder/President

# Manila Theological College Graduate School



Manila, Philippines

*On the Recommendation of the Faculty  
and by virtue of the Authority Vested in them  
the Trustees of the College have conferred on*

**Alona A. Solis**  
the degree of

**Master of Arts in Christian Education**

*With all the Rights, Privileges and Honors thereunto Appertaining*

*Given in Manila, Philippines, in the year of our Lord*

*year two thousand and one*

*on the 9th day of March.*

  
Chairman Board of Trustees



  
Dean of the Graduate School

SD.N.O. 80-140402-499 s. 2001 dated 8-30-2001







Office of the President  
SURIGAO STATE COLLEGE OF TECHNOLOGY  
Surigao City



**ALONA S. MENIL**  
Surigao State College of Technology  
Surigao City

**Ginoong /Gng. /Bb.: MENIL**  
**Mr. / Mrs. / Ms.**

Kayo ay nahirang na \_\_\_\_\_ **COLLEGE LIBRARIAN I (SG-13 )** \_\_\_\_\_ na may katayuang  
You are hereby appointed as \_\_\_\_\_ with a

**PERMANENT** sa \_\_\_\_\_ **SURIGAO STATE COLLEGE OF TECHNOLOGY**  
(Status) at the (Agency)

sa pasahod na \_\_\_\_\_ **Delawang daan pitompu't siyam na libo , walumpu't apat (Php 279,084.00)** \_\_\_\_\_ na piso  
with the compensation of **Two hundred Seventy-nine thousand, Eighty-four pesos only**

Ito ay magkakabisa sa petsa ng pagganap ng tungkulin subali't di aaga sa petsa  
The effectivity date of this appointment shall be the date of actual assumption by the appointee

ng pagpirma ng puno ng tanggapan o appointing authority.  
but not earlier that the date of issuance of the appointment which is the date of the signing of the appointing authority

Ang appointment na ito ay \_\_\_\_\_ **ORIGINAL** \_\_\_\_\_ at ayon sa Plantilya Aytem  
This appointment is (transferred, retired, etc.) and in accordance with Plantilla

Bilang \_\_\_\_\_ **SSCTB-CL1-2-2015** \_\_\_\_\_ pahina \_\_\_\_\_  
Item No. ( FY 2016 PSIPOP) page

Sumasainyo,  
Very truly yours,

**GREGORIO Z. GAMBOA JR., Ed.D.**  
SUC President II

**APPROVED PERMANENT**

**HAROLD P. PAREJA, DPA, DBA**  
DIRECTOR-II

Awtorisadong Opisyal  
Komisyon ng Serbisyo Sibil  
Authorized Official, Civil Service Commission

**CERTIFIED TRUE COPY**

**HAROLD P. PAREJA, DPA, DBA**  
DIRECTOR-II

**21 MAR 2019**

**OCT 16 2017**  
Petsa ng Pagperma  
Date Signing

Petsa  
Date

**LORENA C.**  
**BADIOLA**



Republic of the Philippines  
**Cebu Normal University**  
**GRADUATE SCHOOL**  
*Osmeña Boulevard, Cebu City 6000 Philippines*  
**MEMBER: Accrediting Agency of Chartered Colleges & Universities  
of the Philippines. Inc. (AACUP)**

## **CERTIFICATE OF PROFICIENCY**

in the field of

**LIBRARY AND INFORMATION SCIENCE**

IS GRANTED UPON

**LORENA C. BADIOLA**

*who has completed the Credit Units and passed the Comprehensive Examination given on March 21-22, 2014 in partial fulfillment of the requirements for the degree of Master in Library and Information Science (MLIS) and is therefore entitled this Certificate.*

*In recognition of the fulfillment of the academic requirements and in witness hereof, this Certificate is issued at Cebu City, Philippines, on July 1, 2014.*



*[Signature]*  
FLORIZA N. LAPLAP, Ed.D.  
College Dean

*[Signature]*  
MARCELO T. LOPEZ, R.N., Ed.D., D.P.A.  
University President



**Cebu Normal University**  
**COLLEGE OF ARTS AND SCIENCES**  
Osmeña Boulevard, Cebu City 6000  
Tel. No. : 253-0347



## CERTIFICATION

This is to certify that **Ms. Lorena C. Badiola** has completed the academic requirements for the degree **Master in Library and Information Science**.

This certification is being issued at her request for whatever legal purpose it may serve.

Issued this **20th day of September 2013** at Cebu Normal University, Cebu City.

  
**FLORIZA N. LAPLAP, Ed. D.**  
Dean, College of Arts and Sciences

**NOT VALID  
WITHOUT  
SEAL**

O. R. No.: 0062358  
Date Paid: 09/20/13



## Cebu Normal University

### OFFICE OF THE REGISTRAR

Osmeña Blvd., Cebu City 6000, Philippines

Telefax No.: (032) 254-0067 E-Mail: [cnuregistrar@gmail.com](mailto:cnuregistrar@gmail.com)

Website: <http://www.cnu.edu.ph>

School Code: 0778

Member: Accrediting Agency of Chartered

Colleges & Universities of the Philippines

Inc. (AACUP).

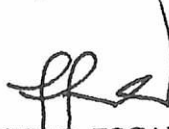
## CERTIFICATION

### TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that, on the basis of the records filed in this Office, MS. LORENA C. BADIOLA, took the following subjects during the hereunder indicated terms to wit:

Subject Title & No	Description	Grade	Removal	Unit
<b>MLIS</b> <u>First Semester 2011-2012</u>				
LIS 205	Advanced Knowledge Organization	1.10		3.0
LIS 206	Human Resource Management in Libraries	1.20		3.0
LIS 208	Library Public Relations	1.10		3.0
LIS 209	Records and Archives Management	1.10		3.0
<b>MLIS</b> <u>Second Semester 2011-2012</u>				
LIS 201	Introduction to Library and Information Profession	1.10		3.0
LIS 203	Research in Library and Information Science	1.60		3.0
LIS 207	Library Technology System	1.30		3.0
PA 4011	Cooperative Management and Development	1.20		3.0
<b>MLIS</b> <u>Summer 2012</u>				
LIS 204	Strategic Planning and Management of Information Science	1.10		3.0
PA 4004	Local Governmental Administration	1.50		3.0
<b>MLIS</b> <u>First Semester 2012-2013</u>				
LIS 202	Descriptive & Inferential Statistics	1.50		3.0

Issued on this 05th day of September, 2013 at Cebu City, Philippines for Comprehensive Examination.

  
FLORDELYNN E. ESCARDA, Lib., MPA  
University Registrar III

NOT VALID WITHOUT  
SEAL

OR No. 62358

Dated 09-04-2013

DOC. STAMP PAID

Under the same OR No.

Amount Paid : P15.00

Office of the President  
**SURIGAO STATE COLLEGE OF TECHNOLOGY**  
Surigao City



**LORENA R. CAMATURA**  
Surigao State College of Technology  
Surigao City

Ginoong / Gng. / Bb.:  
Mr. / Mrs. / Ms.

**CAMATURA:**

Kayo ay nahirang na \_\_\_\_\_ College Librarian III, SG 18 na  
You are hereby appointed as

may katayuang Permanent sa Surigao State College of Technology  
with a (Status) at the (Agency)

sa \_\_\_\_\_ pasahod \_\_\_\_\_ na

ISANG DAA'T SIYAM NA PUNG LIBO AT SIYAM NA PU'T DALAWA (P190,092.00) piso.  
with a compensation rate of \_\_\_\_\_ person per annum.

Ito ay magkakabisa sa petsa ng pagganap ng tungkulin subali't di aaga sa petsa ng pagpirma  
The effectivity date of this appointment shall be the date of actual assumption by the appointee but not earlier than the date of issuance of

ng puno ng tanggapan o appointing authority.  
the appointment which is the date of the signing of the appointing authority.

Ang appointment na ito ay Original bilang kapalit ni  
This appointment is (Original, Promotion, etc.) vice

Evelyn M. Casurra na Retired from the government service eff. Oct. 17, 2005 at ayon sa Plantilya  
who (Transferred, Retired, etc.) and in accordance with Plantilla,

Aytem Blg. SSCTB-CL3-1-2001 Pahina 1 of 12 pages  
Item No. (PSIPOP CY 2004) Page

Sumasainyo,  
Very truly yours,

**APPROVED PERMANENT** (C)

**CHRISTOPHER D. MABALE, CPA MBA**  
**DIRECTOR II**

Awtorisadong Opisyal  
Komisyon ng Serbisyo Sibil  
Authorized Official / Civil Service Commission

  
**Engr. HENRY L. LANADA, Ph.D.**  
Puno ng Tanggapan  
Head of Agency  
President

May 03, 2006  
Petsa ng Pagpirma  
Date of Signing

AUG 08 2006

Petsa  
Date



**JEACHELLE**  
**QUIDAY**



Republic of the Philippines  
**CEBU NORMAL UNIVERSITY**  
 Osmeña Blvd, Cebu City, Cebu 6000  
 (032)253-7915, (032)254-1452, (032)254-6814  
 www.cnu.edu.ph

GRADES

Student No

20-002252

Semester/Year

First Semester (SY2020-2021)

Student Name

QUIDAY, JEACHELLE -.

Course

MASTER OF LIBRARY AND INFORMATION SCIENCE  
[MLIS-]

No	Subject Name	Subject Title	Units	Teacher	Midterm	Final	Removal
1	LIS 201	Introduction to Library and Information Profession	3	MARITES YBAÑEZ	1.2	1.1	
2	LIS 204	Strategic Planning and Management of Information Science	3	MARIA DIVINA TORREJOS	1.4	1.3	
3	PA 4012	Gender and Development	3	MARILI B. CARDILLO	1.2	1.2	

~ Nothing Follows ~

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20-002252 QUIDAY, JEACHELLE -.



PRINTED

Date : 08-01-2022

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Republic of the Philippines  
**CEBU NORMAL UNIVERSITY**  
 Osmeña Blvd, Cebu City, Cebu 6000  
 (032)253-7915, (032)254-1452, (032)254-6814  
 www.cnu.edu.ph

GRADES

Student No

20-002252

Semester/Year

Second Semester (SY2020-2021)

Student Name

QUIDAY, JEACHELLE -.

Course

MASTER OF LIBRARY AND INFORMATION SCIENCE  
[MLIS-]

No	Subject Name	Subject Title	Units	Teacher	Midterm	Final	Removal
1	LIS 205	Advanced Knowledge Organization	3	MARITES YBAÑEZ	1.5	1.4	
2	LIS 206	Human Resource Management in Libraries	3	LILIA VERGARA	1.4	1.3	
3	PA 4011	Cooperative Management and Development	3	ELEN LABAJO	1.3	1.2	

~ Nothing Follows ~

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20-002252 QUIDAY, JEACHELLE -.



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Date : 08-01-2022

Time : 10:42:58 AM



Republic of the Philippines  
**CEBU NORMAL UNIVERSITY**  
 Osmeña Blvd, Cebu City, Cebu 6000  
 (032)253-7915, (032)254-1452, (032)254-6814  
 www.cnu.edu.ph

GRADES

Student No

20-002252

Semester/Year

First Semester (SY2021-2022)

Student Name

QUIDAY, JEACHELLE -.

Course

MASTER OF LIBRARY AND INFORMATION SCIENCE  
[MLIS-]

No	Subject Name	Subject Title	Units	Teacher	Midterm	Final	Removal
1	LIS 207	Library Technology System	3	ZUCELLE GAVIOLA	1.7	1.7	
2	LIS 208	Library Public Relations	3	MARIA DIVINA R. GESTO	1.9	1.9	
3	LIS 209	Records and Archives Management	3	LILIA VERGARA	1.6	1.4	

~~ Nothing Follows ~~

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20-002252 QUIDAY, JEACHELLE -.



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**STANDARDS FOR PHILIPPINE LIBRARIES**  
**(Final Draft Matrix)**  
**Prepared for the Board for Librarians by Elnora L. Conti**

<b>Standard Format</b>	<b>School Library and Media Centers</b>	<b>Academic Libraries</b>	<b>Special Libraries</b>	<b>Public Libraries</b>
<p><b>Standard I. Mission, Goals and Objectives</b></p>	<p>A. Clearly defined goals and objectives for the school library media center shall be established in terms of the philosophy, goals and objectives of the school.</p> <p>B. A set of policies, procedures, rules, and regulations shall be formulated to ensure consistency in the operation of services.</p> <p>C. A written Manual of Operation as well as Student/Faculty Guides shall be maintained and continuously updated to serve as guide to the staff in the implementation of tasks and to the users in the utilization of services.</p>	<p>A. The academic library shall develop an explicit statement of its mission in conformity with the mandate of the parent institution with the mandate of the parent institution.</p> <p>B. The development of library mission and goals shall be the responsibility of the library head and staff in consultation with the officials of the parent institution.</p> <p>C. The statement of library objectives shall be reviewed periodically and revised as necessary.</p>	<p>A. General Statement</p> <p>To provide efficient accurate, relevant and timely information service to its respective institution through a systematically organized collection; maintain a proactive role as information provider and disseminator to be globally competitive; as well as uphold and promote the principles of high ethical standards of library profession at all times.</p> <p>B. Specific</p> <p>1. Update library reference collection and information resources in whatever for the information appears.</p> <p>2. Upgrade library tools,</p>	<p>A. To provide library and information service to the needs of the community,</p> <p>B. To build within each library an information center about its respective community – its resources, history, people, customs and traditions, etc., and</p> <p>C. To develop nationally, a network and linkages among public libraries with the National Library as the center to facilitate research reference needs of patrons.</p>

<p><b>Standard II Administration</b></p>	<p>A. A unified program integrating library and audiovisual programs under the leadership of a qualified and competent professional is recommended.</p> <p>B. Where there are two or more professional librarians, one is appointed as the head to oversee the smooth implementation of services as well as the supervision of personnel.</p>	<p>A. The supervision and control of the academic library shall be clearly defined within the organizational structure of the parent institution.</p> <p>B. The academic library shall be administered and supervised by a full time professional librarian with at least Masters Degree in Library and Information Science.</p>	<p>A. Library Administrator/ Manager</p> <p>1. As an independent unit of the organization it serve, special libraries shall be administered and managed by a librarian possessing the required expertise, subject specialization, education, experience and other qualifications provided for under R.A. 9246 other wise known as "Philippine</p>	<p>A. Each public library shall operate under the administrative supervision of the local government unit and under the technical supervision of the National Library,</p> <p>B. A public library shall be managed by a professional librarian,</p> <p>C. The public library as a local government entity shall have, as its immediate superior, the</p>	<p>equipment, facilities as well as needed applicable technologies as maybe necessary for the effective and wider dissemination decentralization of information to its internal and external clients; and</p> <p>3. Maintain written manuals of operations, which shall include library policies, procedure and regulations reviewed and revised regularly as circumstances may require to adopt to the changing needs.</p>	
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	<p>C. The school library media center shall be regularly evaluated in terms of its services, personnel and resources, not only by the students but also by the faculty.</p>	<p>C. The academic library shall have an advisory library committee composed of representatives of the faculty and students.</p> <p>D. The academic library shall formulate a development plan which shall include a program for a continued development and improvement of library resources and services.</p>	<p>Librarianship Act of 2003" to ensure effective, efficient and productive operation of library at all times.</p> <p>2. To ensure that library staff /personnel are qualified for the job, hiring of employees shall be vested on the library administrator or director who shall be directly responsible to the appropriate hierarchy of the governing body of the institution they serve.</p> <p>3. The library administrator / director in collaboration with the management or appropriate committee whichever is applicable shall have the authority to select and recommend reference materials to be purchased. To safeguard the library collections same should ensure librarians by the responsible institutions to secure the collections. The library collections should also be insured against natural disaster, grave theft, losses, etc.</p>	<p>local chief executive or any legally designated local official in accordance with the Local Government Code</p>
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	<p>1 support staff</p> <p>For an enrollment of 1,000 - 1 full time head librarian/media specialist, 1 full time librarian/media specialist + 2 support staff</p> <p>For an enrollment of 2,000 -- 1 full time head librarian/media specialist, 2 full time librarian/media specialist, + 4 support staff</p> <p><b>Note :</b> There shall be an additional librarian and two additional support staff for every additional one thousand enrollment.</p> <p>2. Qualifications</p> <p>2.1 Professional Librarian – BSE / BSEEd., major or minor in Library Science, or BLS/BLIS graduate - certified by BFL (or licensed)</p> <p><b>Note :</b> The head librarian/media specialist must have graduate units in Library</p>	<p>qualifications of staff shall be determined by several factors, including size and scope of collection, number of hours, rate of acquisition, rate of circulation, nature of processing and nature of service demand.</p> <p>1. 2 Ratio of professional librarians and other staff vary depending upon the range of operations and services provided by the library and upon its total workload requirements.</p> <p>For the first 500 students: One full time professional librarian And two full time clerical staff</p> <p>For every additional 1000 students - 1 additional full time professional librarian</p> <p>B. Qualifications</p> <p>1. Professional Staff The professional staff includes the head librarian and staff doing professional work.</p>	<p>1. Professional staff – The minimum requirement is one (1) professional staff equipped with the subject specialization of said library such as law, business, banking, medical, etc.</p> <p>2. Para-professional staff – Should be college degree holder with knowledge of Information technology; or in government agencies or institutions, civil service eligibility is required.</p> <p>3. Messenger/Utility support staff – College degree is ideal. However, undergraduates may qualify for the position.</p> <p>C. Number of the Library Staff – the number of the library staff is dependent on the following:</p> <p>1. Mission vision of the library</p> <p>2. Type of special library</p>	<p>1. The head of the public library should be a professional Librarian.</p> <p>2. The non-professional staff should conform to existing laws and government regulations.</p> <p>2.1 Regional, congressional district, provincial and city libraries at least four professional librarians, three support services staff excluding those holding non-classified positions like utility workers, etc. Public libraries of first class municipalities shall have at least two professional librarians and adequate support/non-professional staff as needed and for lower class municipalities including barangay reading centers, there should be at least one full time library staff, and, if fund allows, one clerk and one utility worker.</p> <p>2.2 The increase in the number of library staff depends on the increase of population of the community served. For</p>
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	<p>and Information Science (LIS) or related field (e.g. MA, major in Educational Technology), and 5 years experience in the library.</p> <p>2.2 Library Assistant – College/ secretarial graduate</p> <p>2.3 Audiovisual Technician – 2 year course in Electronics</p> <p>B. The professional/licensed librarian shall be given a faculty status, enjoying the same benefits as those of the teaching faculty.</p> <p>C. Participation in seminar-workshops, conferences and other continuing professional education activities shall be encouraged and subsidized.</p>	<p>The Head Librarian must be a Master's Degree holder in Library and Information Science (MLIS) for the college library. For the university library, a Master's Degree in Library and Information Science (MLIS) preferably pursuing a Ph. D. in any program.</p> <p>The qualifications of a professional staff shall be at least:</p> <p>For college library – Bachelors Degree in Library and Information Science</p> <p>For University Library - Masters Degree in Library/Information Science</p> <p>2. Support Staff The support staff includes the paraprofessionals and staff doing clerical work. The educational qualifications for paraprofessionals shall be Bachelors degree in any related field in Library /Information Science and the</p>	<p>2.1 Government – Plantilla as approved by Civil Service Commission/Department of Budget and Management</p> <p>2.2 Private – Management policy as to the distribution of staff for the whole institution including the salary scale and internal policies</p> <p>3.Type of Service</p> <p>D. Training of Staff for Continuing Professional Education</p> <p>1. There must be a separate and distinct continuing education for librarians and for the support staff provided by accredited library associations and providers</p> <p>2. The staff may attend institution sponsored training, workshop, etc.</p>	<p>every increase of 50,000 people, a corresponding increase of one professional and one support staff is suggested.</p> <p>3. Professional librarians are individuals who are license holders.</p> <p>4. Librarians shall be appointed to any of the following positions in the plantilla of positions provided by civil service servants in the local government units in accordance with the Salary Standardization Scheme for Government Workers</p> <p>4.1 Congressional, provincial and city libraries</p> <p>Librarian IV – SG 22 Librarian V – SG 24</p> <p>4.2 City and municipal Libraries</p> <p>Librarian III – SG 18</p> <p>4.3 Other libraries –</p>
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		<p>clerical staff shall likewise be a Bachelors degree holder.</p> <p>3. Status          Librarians shall be given faculty (academic) status with corresponding privileges and other benefits comparable to those of the faculty members.</p> <p>4. A continuing staff development shall be provided with the corresponding financial assistance from the institution.</p>	<p>depending on the class</p> <p>Librarian I -- SG 10          Librarian II -- SG 14</p> <p>5. Support Services Staff – Salary grade in accordance with RA 7743</p> <p>5.1 Technical staff shall possess diploma or certificate of two-year computer education or its equivalent and with the required civil service eligibility;</p> <p>5.2 Clerical staff shall have finished special studies in Secretarial Science and with required civil service eligibility;</p> <p>5.3 Library aides should have at least two years library work experience</p> <p>6. Other Staff</p> <p>The public library should have, depending on its size and availability of funds, the following maintenance</p>
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				<p>personnel in accordance with Civil Service Commission Memorandum Circular No. 10</p> <p>6.1 Library equipment operator for the photocopying machine; microfilm reader/printer, overhead projector;</p> <p>6.2 Bindery personnel</p> <p>6.3 Messengerial staff liaison personnel;</p> <p>and</p> <p>6.4 Utility worker</p>
<p><b>Standard IV Collection Development</b></p>	<p><b>A. Collection Development</b></p> <p>1. The school library media center shall acquire print, non-print and electronic materials as well as equipment that will support and reinforce the curriculum and meet the needs, abilities and interests of the users.</p> <p>2. These materials shall be</p>	<p>The academic library shall have library resources relevant to its mission, adequate in quality and quantity, helpful in serving the needs of scholarship and research, as well as progressively developing and growing in accordance with institutional development and expansion plans.</p>	<p><b>A. Collection Development -- is dependent on the following:</b></p> <p>1. Scope is dependent on the mission/vision, function and type of library service for each institution.</p> <p>2. Size is likewise dependent on the same criteria</p> <p>3. Growth of the collection is</p>	<p>The Collection must reflect the objectives of the library and the needs of the community served.</p> <p>A. The collection shall include books, multi-media and other non-book materials such as those in the state-of-the-art technologies, periodicals, maps, pamphlets, and other audiovisual materials.</p>

	<p>current and in good condition and must reflect an appropriate balance among all types of resources (see Recommended Annual Growth Rate in the Appendix A).</p> <p>3. The school library media center shall maintain a local history collection composed of materials about the school community, its history, programs, people, etc.</p> <p>4. The librarian/media specialist, in coordination with the faculty, shall be responsible for the selection and acquisition of all materials based on a written Collection Development Plan.</p> <p>5. The recommended size of the various collections for an enrollment of less than 1000 students are as follows :</p> <p>5.1 A basic collection of 3,000 book titles for the elementary level and 5,000 titles for the secondary level is necessary to support the</p>	<p><b>A. Collection Development</b></p> <p>1. Collection development shall be the responsibility of the Advisory Library Committee.</p> <p>2. The academic library shall have written collection development policies which shall be approved by the members of the Advisory Library Committee.</p> <p>3. The academic library shall conduct periodic review of its existing collection</p> <p><b>B. Holdings</b></p> <p>1. Size</p> <p>1.1 A core collection of 5000 well selected titles for college libraries and 8,000 titles for university libraries is necessary for the college / university to effectively support its educational programs.</p> <p>1.2 In addition to the core book collection, a core</p>	<p>dependent on the budget allotment or fund allocation of the institution.</p> <p><b>B. Organization</b></p> <p>1. Collection must be systematically organized according to generally accepted standard classification, e.g. Dewey Decimal Classification (DDC), Library of Congress (LC), and other recognized classification scheme.</p> <p>2. Indexing should be observed.</p>	<p><b>B. The library shall maintain the local history collection.</b></p> <p><b>C. The size of the library collection is dependent on the allocation from the National Library and from the budget funds provided by the local government unit in the annual appropriations</b></p> <p><b>D. A minimum of initial collection of 3000 volumes of books is deemed appropriate for public libraries in the regions, provinces, cities and first class municipalities regardless of their population.</b></p> <p><b>E. For libraries in municipalities lower than the first class, an initial book collection of 2000 is recommended as starting collection while for barangay reading centers, 500 volumes is recommended.</b></p> <p><b>F. Selection and acquisition of books and other library materials shall rest on the</b></p>
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curricular offerings of the school;

**5.2 Twenty percent (20%) of the total collection shall be published within the last ten (10) years;**

**5.3 A basic subscription to 15 titles of general interest magazines and 10 titles of professional journals;**

**5.4 A basic subscription to 3 titles of newspapers on national coverage and 1 title with local news coverage;**

**5.5 An updated collection of pamphlets, clippings, government documents, vocational information and other materials appropriate to the curriculum and interest of students shall be provided;**

**5.6 A starting collection of non-print materials on various formats as follows :**

- 1 map for each geographic region and 1

periodical collection of current and relevant titles (local and foreign) shall be provided. The recommended number of periodicals based on the enrollment as follows:

Enrollment	Number of Periodical Titles
Less than 1,000 students	50 titles
1001 – 3000 students	75 titles
Over 3000 students	100 titles

**1.3 Every major field of specialization shall be covered by at least 3 journal titles of undergraduate concentration, 6 journal titles of graduate concentration and 10 journal titles of doctoral work or its equivalent.**

**1.4 For reserve books, at**

librarian with the assistance of her professional staff. Materials for acquisition recommendations by library clientele shall be considered.

**G. A provision for at least 10% annual increase of the collection must be provided each of any library category.**

	<p>special map (i.e. economic, weather, political, historical, etc.) for each type being studied. The number of duplicates will be determined by the number of sections that will be using the map at the same time.</p> <ul style="list-style-type: none"> <li>• 2 globes</li> <li>• 100 titles of video recordings on different subject areas</li> <li>• 200 titles of sound recordings on different types of music</li> <li>• 15 titles of slide sets</li> <li>• 25 titles of transparency sets</li> <li>• 50 titles of electronic resources (e.g. CD-ROMs, audio books, etc.)</li> <li>• an acquisition of 1000 pieces representing pictures, charts,</li> </ul>	<p>least 1 copy for every 25 students shall be provided</p> <p>1.5 Thirty percent (30%) of the collection shall be published within the last five (5) years</p> <p>1.5 Non-print resources and electronic/digital resources shall be made available through adequate facilities and equipment</p> <p>1.6 The academic library shall provide <b>Filipiniana</b> materials equivalent to 15% of the total collection.</p> <p>1.7 The annual growth rate of the collection shall be maintained in accordance with program offerings and enrollment</p> <p>C. Organization</p> <p>1. Library collection shall be organized to ensure efficient</p>		
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	<p>study prints, photographs and other types of graphic materials</p> <p>5.7 A variety of audiovisual equipment available in amounts adequate to serve the instructional program of the school.</p> <p><b>B. Selection and Organization</b></p> <p>1. Book selection shall be a shared responsibility among the librarians, teachers and administrators;</p> <p>2. Basic policies for the selection of printed and non-printed materials shall be formally and clearly formulated;</p> <p>3. All print and non-print materials and equipment shall be properly organized, stored, and displayed following standard rules and procedures for easy retrieval and dissemination;</p> <p>4. An inventory and</p>	<p>identification and retrieved. It shall be cataloged, classified and or indexed according to accepted standards of bibliographic description and a system of classification.</p> <p>2. The catalog shall be in format (card or electronic) that permits concurrent or simultaneous use by library clientele.</p> <p><b>D. Preservation and Weeding</b></p> <p>The academic library shall have a program for the preservation and weeding of its collection.</p> <p><b>E. Security</b></p> <p>1. The academic library shall have policies on security of its collection to safeguard the collection from damage, loss, mutilation and theft.</p> <p>2. The academic library shall provide control and security measures in its building and</p>		
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	<p>weeding of the collection shall be conducted regularly.</p> <p><b>C. Preservation and Security</b> The school library media center shall have a program for the care and preservation of all its collection. It should also have an adequate safeguards against loss, mutilation, and theft.</p>	<p>facilities such as emergency exits, fire extinguishers, and built-in emergency lights</p>		
<b>Standard V Services and Utilization</b>	<p><b>A.</b> The school library media center shall be open before, during and after classes to meet the needs of the clientele and maximize the use of library resources, facilities and services.</p> <p><b>B.</b> Announcements of acquisition and other promotional activities shall be made periodically.</p> <p><b>C.</b> Coordination with the faculty shall be done to promote effective use of the school library media center.</p> <p><b>D.</b> Instruction on the effective</p>	<p><b>A.</b> The academic library shall provide services to its readers in support of the objectives of the parent institution. The productive use of library resources and facilities, by its clientele is an ultimate test of its effectiveness.</p> <p><b>B.</b> The Readers' Services shall include the Reference and Information Services, Circulation, Library Instruction, Audiovisual, Electronic Resources, Photocopying and other services shall be provided by the academic library.</p> <p><b>C</b> The academic library shall</p>	<p><b>A, General</b> – the library should provide information services pertinent to the institution's information requirements.</p> <p><b>B. Special</b> – the specialized library must provide materials and services appropriate to the organization's goal, size, number of staff and institutional responsibilities taking into consideration availability of other information resources.</p> <p><b>C. Library hours/Guidelines</b> – accessibility to the library services shall be during regular office hours and may</p>	<p><b>A.</b> Library services shall be provided with the highest degree of efficiency and integrity in keeping in mind that the public library is a service agency of the government for the people;</p> <p><b>B.</b> The library shall reflect the needs of the community which shall include books, pamphlets, ephemeral materials, non-print materials, classified and cataloged according to the standards for easy access and retrieval;</p> <p><b>.C.</b> Open shelves system shall be promoted to give users the free access to all materials;</p>



	<p>use of the library media center and on various information sources shall be given to the students as well as to the faculty.</p> <p>E. The school library media center shall be available for use by individual students and by class groups throughout the school day. Flexible scheduling enables the teacher to bring his class to the library at the times best suited for the purpose of class supervised research.</p>	<p>open for an uninterrupted period weekdays and on Saturdays.</p> <p>D. The academic library shall have equitable lending policies for its clientele.</p> <p>E. The academic library shall make its collection and services accessible to all users.</p> <p>F. The academic library shall promote its readers' services program through regular announcement of its new acquisitions, conducting user orientation and other public relations activities.</p>	<p>be rendered beyond regular hours as the need arises.</p> <p>D. Technical Services</p> <ol style="list-style-type: none"> <li>1. Acquisitions</li> <li>2. Cataloging and classification</li> <li>3. Indexing</li> </ol> <p>E. Reader Services</p> <ol style="list-style-type: none"> <li>1. Circulation</li> <li>2. Reference</li> <li>3. Periodicals</li> <li>4. Audiovisual</li> <li>5. Interlibrary loan/Resource sharing</li> <li>6. Photocopying</li> </ol>	<p>D. The library shall maintain local historical and cultural materials for preservation and conservation;</p> <p>E. The library shall provide materials for wholesome development of the community regardless of age, creed, religion and cultural affiliations;</p> <p>F. The library shall observe library hours for the maximum benefit of the community;</p> <p>G. The library shall initiate the organization of groups or volunteers to handle fund raising to financially support the library and handle activities such as storytelling and book talks for the children; book discussions, exhibits; poetry interpretation, play reading, lectures, demonstrations, puppet shows, etc.</p> <p>H. For library promotion activities, the following services</p>
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				<p>shall be encouraged:</p> <ol style="list-style-type: none"> <li>1. Reference and research service</li> <li>2. Circulation and books for home use</li> <li>3. Organization and maintenance of a children's section</li> <li>4. Reading guidance for children and out of school youth</li> <li>5. Outreach programs and services especially to depressed areas of the community</li> <li>6. Organization of Friends Group to act as support of the Library</li> </ol>
<p><b>Standard VI Physical Facilities</b></p>	<p>A. The school library media center shall be housed in a barrier-free and flexible facility, and that can accommodate a seating capacity of 10 % of the total student population.</p>	<p>A. The academic library shall have an adequate space and appropriate facilities which are accessible to the students, faculty and other users. It shall be designed to allow for</p>	<p>A. Location – the library shall be centrally and conveniently accessible to the institution it serves.</p> <p>B. Physical arrangement is</p>	<p>A. Building</p> <ol style="list-style-type: none"> <li>1. Site <ol style="list-style-type: none"> <li>1.1 The library shall be centrally located within the</li> </ol> </li> </ol>

	<p>B. The library shall provide a storage space for the print collection, a reading area, a workroom and a store room, an office for the head librarian/media center coordinator, as well as a space for formal library instruction.</p> <p>C. In schools where the library is also a media center, space shall be provided for listening and viewing, as well as for the storage, distribution and repair of audiovisual materials and equipment.</p> <p>D. The school library media center shall be appropriately equipped with attractive and, at the same time, functional furniture to make it inviting to young users.</p>	<p>future rearrangement and expansion.</p> <p>B. The academic library shall have adequate space to accommodate the reading, and research needs of its clientele; to house the growing collections, the proper offices for staff, librarian's office and storage space; and areas for special services such as the electronic and audiovisual programs.</p> <p>C. The academic library shall have a seating capacity of not less than 15% of the total enrollment</p> <p>D. The facilities of the academic library shall be adequate in size with proper lighting and ventilation furnished with functional furniture and equipment to encourage its maximum use and convenience of the clientele.</p> <p>E. Facilities for people with disabilities (PWD) shall be</p>	<p>dependent on the following:</p> <ol style="list-style-type: none"> <li>1. Research needs of its primary users</li> <li>2. Space available for the library</li> <li>3. Classification scheme use</li> </ol> <p>C. Space Allocation</p> <ol style="list-style-type: none"> <li>1. Reading Area</li> <li>2. Technical Services area</li> <li>3. Stack and other Shelf Areas</li> <li>4. Other areas as may be needed as required</li> </ol> <p>D. Levels of Recommended Illumination as required by the NBC</p> <table border="1" data-bbox="1518 1075 1989 1310"> <thead> <tr> <th><u>Location</u></th> <th><u>Lumen/Meter</u></th> </tr> </thead> <tbody> <tr> <td>Reading Room</td> <td>7.532</td> </tr> <tr> <td>Storage (shelves and files)</td> <td>3.228</td> </tr> <tr> <td>Staff areas</td> <td>7.532</td> </tr> </tbody> </table> <p>E. Furniture and Equipment</p>	<u>Location</u>	<u>Lumen/Meter</u>	Reading Room	7.532	Storage (shelves and files)	3.228	Staff areas	7.532	<p>Community and not to be annexed to other agencies.</p> <p>1.2 The library shall be accessible to all library users by all means of transportation.</p> <p>1.3 In the development plan of the local government unit, the library shall be a component of an integrated cultural complex</p> <p>1.4 The building shall provide access to physically disabled individuals</p> <p>2. Size</p> <p>2.1 Size of the public library shall consider the following: community population, the growing library collection, size of library staff and services to be rendered.</p> <p>2.1 Each library shall provide Provide adequate space for reading areas: stack area, work</p>
<u>Location</u>	<u>Lumen/Meter</u>											
Reading Room	7.532											
Storage (shelves and files)	3.228											
Staff areas	7.532											

		<p>provided.</p>	<p>The library shall provide adequate standard furniture and equipment for the needs of the users, collections and library staff.</p> <p><b>1. Equipment</b></p> <p><b>Basic requirements</b></p> <ul style="list-style-type: none"> <li>• Facsimile</li> <li>• Photocopying machines</li> <li>• Computer hardware (with printer and scanner)</li> <li>• Air conditioning unit</li> <li>• Emergency light</li> <li>• Telephone landline</li> <li>• Typewriter</li> </ul> <p><b>Optional Requirements</b></p> <ul style="list-style-type: none"> <li>• Online facilities</li> <li>• Television monitor</li> <li>• Video camera</li> <li>• Audiocassette recorder</li> </ul> <p><b>2. Furniture</b></p> <ul style="list-style-type: none"> <li>• Computer tables and swivel chairs</li> <li>• Office staff desks and chairs</li> <li>• Cabinet for storage of supplies</li> <li>• Filing cabinets for</li> </ul>	<p>room, multimedia room, storage room, staff lounge, toilets for the library staff and for the public; and space for other facilities.</p> <p><b>2.3</b> Provision shall be made for a minimum seating capacity of 48-60 people at any one time for regional, provincial, city and first class municipal libraries and at least 36-48 for other municipalities and at least 12-24 for barangay reading centers</p> <p><b>B, Equipment</b></p> <p><b>1.</b> Equipment and furniture shall be adequate to generate an environment conducive for the pleasant and effective use of the materials and services.</p> <p><b>2.</b> Furniture shall be functional and in harmony with the architecture of the building.</p>
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			<ul style="list-style-type: none"> <li>vertical files</li> <li>• Magazine newspaper rack or stand</li> <li>• Reading tables and chairs</li> <li>• Book Shelves</li> <li>• Bulletin Board display</li> </ul> <p>F. Security and Control Measures -- To safeguard the library, security and control measures should be provided as follows:</p> <ul style="list-style-type: none"> <li>• Emergency exits</li> <li>• Fire Extinguishers</li> <li>• Emergency warning device</li> <li>• Security system</li> <li>• Electronic surveillance system</li> </ul>	<p>3. Equipment shall be selected properly in such a way that they will help in the efficient operation of the library to keep abreast with the time.</p> <p>4. Layout of equipment and furniture shall allow the smooth mobility of readers and materials.</p>
<b>Standard VII Information Technology Facilities and Services</b>	The school library and media center shall have facilities for information technology and communication services.	The academic library shall have facilities for information technology and communication services.	The special library shall have facilities for information technology and communication services	The public library shall have facilities for information technology and communication services.
<b>Standard VIII Financial Resources</b>	A. The school shall provide adequate funds for staffing	A. The academic library head shall prepare an annual	The special library shall be provided with adequate and	A. The public library shall be provided with adequate and

	<p>and sufficient funds to acquire resources and supplies in support of the school library media center programs.</p> <p>B. To sustain the library's growth and development, a library/AV fee shall be collected, reviewed periodically and updated whenever necessary.</p> <p>C. Funds shall be administered by the librarians and apportioned according to the needs of the school curriculum.</p> <p>D. Funds shall be budgeted for staff development; investment in new and improved means of information access and delivery shall also be allocated.</p>	<p>budget covering the needs and priorities of the library in accordance with the existing policies of the parent institution.</p> <p>B. The library fee shall be set at realistic level.</p> <p>C. The academic library shall explore other ways of augmenting the library's financial resources when the institutional funds are inadequate.</p>	<p>continuing budgetary support as a separate item from the budget of the office of which it is a unit. The library budget shall be dependent on its program/projects for the ensuing year.</p> <p>A. The total library budget shall cover the personnel, operating and other necessary capital expenditures required to sustain an effective professional library service.</p> <p>B. The library shall prepare an annual budget.</p>	<p>reasonable budgetary appropriations to carry out effectively its plans and programs.</p> <p>B. The library budget shall cover the following items:</p> <ol style="list-style-type: none"> <li>1. Personal Services to include salaries and wages and other benefits common and due to all civil service servants</li> <li>2. Maintenance and other operating expenses (MOOE) to include among other funds for travel expenses, attendance to seminars, trainings, conferences, etc. subscriptions to serials, newspapers and periodicals,</li> <li>3. Capital Outlay to include funds to purchase library equipment, information technology equipment and materials, furniture and other reference materials.</li> <li>4. The library budget shall be adjusted annually as the need</li> </ol>
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				arises to make relevant with the time.
<b>Standard IX Linkages and Networking</b>	<p>A. The school library media center shall participate in resource sharing networks in order to increase the opportunities to intensify the collection and services.</p> <p>B. The school library media center shall establish linkages with other resource centers in the vicinity/community (e.g. barangay, public and special libraries) and refer students to their collections.</p>	<p>A. The academic library shall explore internal and external linkages.</p> <p>B. The academic library shall participate in inter-institutional activities and cooperative programs whereby a sharing of resources is encouraged.</p>	Special libraries must encourage resource sharing to enrich their collections subject to existing policies of institutions and government rules and regulations.	Public libraries must encourage networking/resource sharing to enrich their collections subject to existing rules and regulations.
<b>Committee Chairs and Members</b>	<p>Chair: Dr. Maria Arcilla Orendain Co-Chair: Ms. Elizabeth Peralejo Members: Ms. Leonila Galvez Ms. Myrna Linsangan Ms. Teresita Santos NOTE: Ms. Susima L. Gonzales participated in all committee meetings representing PLAI.</p>	<p>Chair: Dr. Nora Claraval Co-Chair: Atty Antonio Santos Members: Dr. Teresita Hernandez Ms. Rebecca Jocson Ms. Teresita Moran</p>	<p>Chair: Ms. Milagros Santos Ong Co-Chair: Ms. Helen C. de Castro Members: Ms. Ms. Maria Luz Salting-Verdejo Ms. Erlinda Sb. Mimay</p>	<p>Chair: Dir. Prudencuana C. Cruz Co-Chair: Ms. Flora Members: Mr. Sancho A. Domenden Ms. Fe Requilman</p>