NATIONAL LIBRARY OF THE PHILIPPINES

PROCEDURAL MANUAL

Public Libraries Division

	NATIONAL LIBRARY OF THE PHILIPPINES T.M. Kalaw Street, Ermita, Manila, 1000 Philippines	Ref No.	NLP-092
		Date of Effectivity	
		Revision No.	1
	Public Libraries Division PROCEDURAL MANUAL	Page No.	Page 1 of 48

PUBLIC LIBRARIES DIVISION
PROCEDURAL MANUAL

	NATIONAL LIBRARY OF THE PHILIPPINES T.M. Kalaw Street, Ermita, Manila, 1000 Philippines Public Libraries Division PROCEDURAL MANUAL	Ref No.	NLP-092
		Date of Effectivity	
		Revision No.	1
		Page No.	Page 2 of 48

TABLE OF CONTENTS

	NATIONAL LIBRARY OF THE PHILIPPINES T.M. Kalaw Street, Ermita, Manila, 1000 Philippines Public Libraries Division PROCEDURAL MANUAL	Ref No.	NLP-092
		Date of Effectivity	
		Revision No.	1
		Page No.	Page 4 of 48

Description of Division

The Public Libraries Division (PLD) discharges the public library function of the National Library of the Philippines (NLP), which serves as the central node of the country's public library system.

The PLD has the following core functions:

- Implements the provisions of Republic Act No. 7743, which provides for the establishment of congressional, city, and municipal libraries and barangay reading centers throughout the Philippines;
- Establishes training programs and conduct training for librarians / library in-charge / library staff; and,
- Supervises the various field libraries in Basco, Batanes; Balilihan, Bohol; Mandaluyong City, Metro Manila; Batac Ctiy, Ilocos Norte; and, Tondo, Manila.

The PLD has two sections:

Field Libraries, Library Establishment and Affiliation, Monitoring and Evaluation Section

This section actively campaigns for the establishment of public libraries. It provides guidance and technical assistance to LGUs in the establishment, development and maintenance of public libraries in the provinces, cities, municipalities, and reading centers all over the country. It also coordinates with the Collection Development Division (CDD) the shared-acquisition strategies for library resources, both print and digital formats as well as the distribution of these library resources to the country's public libraries. The section monitors and evaluates public libraries status, activities and services; records and consolidates quarterly and annual reports; and, maintains an up-to-date database of public libraries. It provides initial book allocation for newly affiliated public libraries and annual allocation of library resources for existing public libraries. It also oversees, coordinates, monitors and processes requests of field libraries in Basco, Batanes; Balilihan, Bohol; Mandaluyong City, Metro Manila; Batac City, Ilocos Norte; and, Tondo, Manila.

Training Section

The Training Section provides regular orientation sessions, follow-up training sessions, conducts services enhancement training, and professional development for new public librarians / library in-charge / library staff. It also develops relevant training and distributes regular communication about learning opportunities available at NLP, and other library organizations. It also coordinates and supports library programs and partnerships to raise public awareness about library services.

Organizational Chart

Figure 1: Public Libraries Division


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                          Librarian V
                          Chief, PLD

                          Librarian IV
                          Asst. Chief, PLD

        Librarian III                              Librarian III
  Head, Field Libraries, Library              Head, Training Section
Establishment & Affiliation, Monitoring
     and Evaluation Section

  Librarian I          Librarian II         Librarian I        Administrative Aide I
In-charge, Field    In-charge, Library    In-charge, Monitoring
 Library Unit        Establishment &        and Evaluation
                    Affiliation Unit            Unit

  Librarian II                              Administrative Aide IV
In-charge, CMMLM    Administrative Aide III

Administrative Aide III   Administrative Aide III
    (CMMLM)

Administrative Aide I
    (CMMLM)
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Job Descriptions, and Duties and Responsibilities

Librarian V / Chief of the Division

- Supervises the Public Libraries Division and Affiliated Public Libraries.
- Monitors the staff activities and work assignments.
- Supervises the Locally-Funded Programs (LFPs): 1. BCDL, 2. BPL, 3. SKL, 4. CMMLM, and 5. KHCL.
- Drafts, revises, and signs correspondence / invitations pertaining to affiliation, re-affirmation, monitoring, and training.
- Signs Memorandum of Agreements (MOAs), and other documents related to the performance of functions of the Division.
- Supervises training, seminars and conferences with public librarians, library-in-charge, library staff, and others.
- Reviews and revises training modules, project proposals and others.
- Attends exploratory partnership and collaboration meetings with other institutions, organizations, etc.

- Performs other related duties assigned by the Assistant Director and Director of NLP.

Librarian IV / Assistant Chief
- Assists in supervising the Public Libraries Division and affiliated public libraries.
- Assists in monitoring the staff activities and work assignments.
- Assists in supervising the LFPs: 1. BCDL, 2. BPL, 3. SKL, 4. CMMLM, and 5. KHCL.
- Prepares correspondence for the LGUs, public librarians, library-in-charge, library staff and other partners for the development of the Public Libraries.
- Reviews reports prepared and submitted by Field Libraries, Library Establishment and Affiliation, Monitoring & Evaluation Section and Training Section.
- Coordinates and collaborates with other institutions or organizations for conducting, planning, organizing and implementing training for librarians, library-in-charge, library staff, and others.
- Prepares and drafts project and budget proposals, correspondence, reports, program of activities, and others.
- Attends meetings and planning.
- Signs correspondence in the absence of the Chief of the Division.
- Performs other related duties.

Librarian III
- Serves as the Head of the Field Libraries, Library Establishment and Affiliation, Monitoring & Evaluation Section. Works under the immediate supervision of the Assistant Chief.
- Coordinates and collaborates with the units' In-charge of the Section for conducting, planning, organizing and implementing of the services.
- Reviews plans and programs of activities of the units and for further review of the Assistant Chief and for approval of the Chief.
- Designates and monitors staff activities and performance of functions of the Field Libraries Unit, Library Establishment and Affiliation Unit, and Monitoring & Evaluation Unit.
- Performs other related duties.

Librarian III
- Serves as the Head of the Training Section. Works under the immediate supervision of the Assistant Chief.
- Coordinates and collaborates with other institutions or organizations for conducting, planning, organizing and implementing training for librarians, library-in-charge, library staff, and others.

- Plans and develops training designs and programs of activities for public librarians, library-in-charge, library staff, and others.
- Designates and monitors staff activities and performance of functions of the Training Section.
- Prepares correspondence related to training.
- Prepares training modules.
- Prepares documents/requirements for Continuing Professional Development (CPD) units application
- Performs other related duties.

Librarian II

- Serves as Officer-in-Charge of Library Establishment and Affiliation Unit. Works under the immediate supervision of the Head of the Field Libraries, Library Establishment and Affiliation, and Monitoring & Evaluation Section.
- Plans and coordinates with Local Chief Executives (LCEs) about the establishment of public libraries in their congressional districts, provinces, cities, municipalities, and barangays.
- Plans initial and annual library allocations for new and existing affiliated public libraries with NLP.
- Designates and monitors staff activities and performance of functions of the Library Establishment and Affiliation Unit.
- Prepares correspondence / invitations to LGUs to affiliate their public library with NLP.
- Selects library resources for the public libraries.
- Performs other related duties.

Librarian II

- Serves as Officer-in-Charge of CMMLM. Works under the immediate supervision of the In-charge of the Field Libraries Unit.
- Plans, coordinates, designs and implements programs, activities, and projects of CMMLM.
- Classifies and catalogs library resources of CMMLM.
- Oversees, coordinates, monitors and processes requests of CMMLM.
- Designates and monitors staff activities and performance of functions of the CMMLM.
- Performs other related duties.

Librarian I

- Serves as Officer-in-Charge of the Field Libraries Unit under the immediate supervision of the Head of the Field Libraries, Library Establishment and Affiliation, and Monitoring & Evaluation Section.
- Oversees, coordinates, monitors and processes requests of 1. BCDL, 2. BPL, 3. SKL, 4. CMMLM, and 5. KHCL.

- Prepares correspondence related to LFPs.
- Conducts coordination meetings with the LFPs via Group Chat and other means of communication.
- Coordinates with LFPs for the requirements and reports to be submitted.
- Consolidates and prepares quarterly and annual reports of LFPs.
- Coordinates with other Divisions for processing of library resources for LFPs.
- Prepares necessary documents for the performance evaluation and renewal of contracts of JOs.
- Performs other related duties.

Librarian I
- Serves as Officer-in-Charge of Monitoring & Evaluation Unit. Works under the immediate supervision of the Head of the Field Libraries, Library Establishment and Affiliation, and Monitoring & Evaluation Section.
- Plans annual target for monitoring and evaluation of public libraries.
- Updates directory of affiliated public libraries with NLP.
- Reviews, monitors and consolidates monthly and annual reports submitted by the public librarians, library-in-charge and library staff.
- Monitors public libraries as to their status.
- Consolidates and prepares quarterly and annual reports of the Division.
- Prepares public library recommendation and commendation to LCEs.
- Prepares other related correspondence.
- Performs other related duties.

Administrative Aide IV
- Works under the immediate supervision of the Monitoring & Evaluation Unit In-Charge.
- Prepares different types of list which derived from the Directory of Public Libraries.
- Requests and reminds public librarians, library-in-charge, library staff to submit reports online and other mediums.
- Prepares Obligation Request Status (ORS) and Disbursement Voucher of PLD and LFPs.
- Prepares Certificate of Appearance and consolidates Customer Feedback Form.
- Records and consolidates reports submitted by the public librarians / library in-charge.
- Responses to the submission of reports and related concerns of public librarians/library in-charge.

- Updates the Directory of Affiliated Public Libraries.
- Performs other related duties.

Administrative Aide III (2)

- Works under the immediate supervision of the Library Establishment & Affiliation Unit In-Charge.
- Sends correspondences / invitations to LGUs to affiliate their Public Library with NLP.
- Scans barcodes and adds items in the KOHA Library Integrated Systems (KOHA LIS).
- Encodes and edits items in KOHA LIS.
- Receives library resources from Catalog Division, CDD, and other partner organizations.
- Affixes barcode stickers on the library resources.
- Prepares Property Transfer Reports (PTRs).
- Prepares and allocates library resources to public libraries.
- Consolidates records of library resources per library.
- Performs other related duties.

Administrative Aide III

- Works under the immediate supervision of the CMMLM In-Charge.
- Assists in the implementation of programs, activities, and projects of CMMLM.
- Labels library resources of CMMLM.
- Performs clerical duties of CMMLM.
- Assists library clients of CMMLM.
- Performs other related duties.

Administrative Aide I

- Works under the immediate supervision of the CMMLM In-Charge.
- Assists in the implementation of programs, activities, and projects of CMMLM.
- Assists in labeling library resources of CMMLM.
- Performs clerical duties of CMMLM.
- Assists library clients of CMMLM.
- Performs other related duties.

Administrative Aide I

- Works under the immediate supervision of the Training Section Head.
- Assists in the following duties:
  - Sends correspondences / invitations to LGUs, partners and participants.

- o Prepares training kits and other training materials.
- o Prepares and coordinates logistics.
- o Prepares requests for resource speakers, etc.
- o Assists in the conduct of the program of activities for public librarians, library-in-charge, library staff, and others.
- o Prepares copies of training modules.
- Performs other related duties.

Products and Services

a. Products

Directory of Affiliated Public Libraries, Librarians and Library-In-Charge, and Training Modules.

b. Services

Training, Seminar, Workshop, Library Affiliation, Resource Allocation, Monitoring and Evaluation of Affiliated Public Libraries.

Policies

As a general policy, the PLD executes the technical supervision of all affiliated public libraries with NLP. The administrative supervision is through their respective LCEs.

Specifically, the Division:
1. Accepts any LGU's request to affiliate a public library without regard to its income classification. The sole basis in affiliating a public library is Republic Act No. 7743;
2. Returns the LGU application for library affiliation if documents required are incomplete;
3. Includes the newly affiliated public library in the Directory of Affiliated Public Libraries with NLP upon notarization of the Memorandum of Agreement between NLP and LGU;
4. Requires librarian, library-in-charge or library staff of the newly affiliated public library to attend the orientation training-workshop and follow-up training either in-person or online training at NLP or at the nearest NLP's affiliated public library;
5. New Public librarian, library-in-charge or library staff may draw their library's initial book allocation from NLP, or the NLP will deliver the said resources depending on the location, and situation, and subject for approval of the office of the Directors;
6. Initial allocation will be drawn after a year of being an affiliated public library with NLP to be able to assess first the library resource needs of the newly affiliated library that will suit to their clients' needs as well;

7. Provides annual allocation of books donated by NLP's partners for existing affiliated public libraries with NLP. LGUs in Luzon shall shoulder the freight expenses, while freight expenses of LGUs in Palawan, Visayas and Mindanao shall be shouldered by NLP. In instances where NLP has an onsite monitoring of public libraries in a specific province, allocation of books may be done at the same time particularly in the island cluster of Luzon for approval of the Office of the Directors;

8. Compels librarians, library-in-charge or library staff to submit monthly, annual statistical and accomplishments reports, and inventory reports. For newly affiliated public libraries, their monthly report shall be submitted the following month after the orientation. Submission of reports may be done thru online, email, postal mail and/or personal delivery, whichever is convenient to them;

9. Conducts monitoring, library visit and ocular inspection to NLP's affiliated public libraries in different mediums, either onsite, virtual or through phone calls;

10. Compels public librarian, library-in-charge, or library staff to inform PLD, NLP as soon as possible, in case of resignation, retirement, transition and any changes in the affiliated public libraries administration; and,

11. Prioritizes LCEs, public librarians, library-in-charge, and library staff as customers of PLD who will be treated with promptness and respect regardless of age, gender, sexual orientation, social or economic status, among others.

Processes and Procedures
  a. **Step by Step Instructions**

   a.1. **Establishment/Affiliation of Public Libraries**

   a.1.1. *Procedure in Library Affiliation / Re-Affirmation (Provincial, Congressional, City, Municipal, and Barangay)*
      i. Librarian-in-charge plans annual target areas for library establishment and affiliation for review of the Assistant Division Chief and for approval of the Division Chief;

      ii. PLD staff:
         a) Sends an invitation letter to LGU via email, together with the requirements for library affiliation with NLP;
         b) Receives and evaluates requirements/ documents for affiliation with NLP from the LGU;
         c) If the submitted requirements/documents are incomplete, notify the LGU on the status of the request;
         d) Endorses MOA to the PLD Chief of the Division and to the Office of the Director for signature;
         e) Requests notarization of the MOA between NLP and LGU;

      f) Records and sends notarized MOA to the LGU via a courier;

      g) Compels the new public librarian, library-in-charge or library staff to undergo an orientation training at the NLP either in-person or online training. If he/she prefers to be trained by an NLP's nearest affiliated library, this would also be his/her option; and,

      h) After the orientation training, LGU will receive a Certificate of Affiliation or Certificate of Re-Affirmation from the NLP.

      i) Compels new public librarian, library-in-charge or library staff to submit required reports to PLD after a month of being an affiliated public library with NLP.

   iii. LGU may sends its intent to affiliate its public library either via email by scanning the documents or via Google Form and uploading the required documents;

      a) PLD checks if there is an existing MOA or if it is included in the Directory of Affiliated Public Libraries in the Philippines;

        1. If there is an existing MOA, PLD sends scanned copy via email or send copy via courier.

        2. If no existing MOA and is included in the Directory of Affiliated Public Libraries; PLD staff will send re-affirmation MOA for signature of library-in-charge and LCE, follow the procedure A.1.1. Section ii.

        3. If no existing MOA and is not included in the Directory of Affiliated Public Libraries in the Philippines, follow the procedure A.1.1 Section ii.

a.1.2. Library Resources for Allocation

    Newly affiliated public libraries through their public librarian, library-in-charge or library staff may draw the library's initial resources allocation from the NLP, or NLP will deliver the said resources depending on the location, and situation, and subject for approval of the Office of the Directors. Initial allocation will be drawn the following year of being an affiliated public library with NLP to be able to assess first the library resource needs of the newly affiliated library that will suit their clients' needs as well.

a.1.2.1. Preparation of Library Resources for Allocation

i. Librarian-in-charge plans annual target recipients of library resources for allocation for review of the Assistant Division Chief and for approval of the Division Chief;

ii. PLD staff:

a) Conducts needs assessment in coordination with the newly affiliated public libraries;

b) Reviews and consolidates the needs assessment of newly affiliated public libraries;

c) Selects printed and electronic resources for the newly affiliated public libraries based on the community needs and submit to the Collection Development Division (CDD) for processing;

d) Checks the library resources received from CDD and partners such as The Asia Foundation, Library Renewal Partnership, among others;

e) Checks bibliographic entries of library resources if it is encoded in KOHA Integrated Library System (KOHA ILS);

   i. If the library resource is purchased and is not in the KOHA ILS, return the library resources to the CDD;

   ii. If the library resource is donation and is not in the KOHA ILS, PLD staff encodes the bibliographic entry;

f) Process library resources:

   i. Affixes barcode stickers on each library resource;

   ii. Encodes, adds and edits items in KOHA ILS, if a library resource has several copies and is already encoded;

   iii. Sorts library resources based on the target number of recipients;

   iv. Scans barcodes and bundles library resources;

   v. Prints several copies of PTRs for the Recipient Library, PLD, Accounting Section, Auditor's Office, Catalog Division, and partner organizations. In the new normal, PLD may either provide a photocopy or scan and email the PTRs to above mentioned divisions, section, office, and partner organizations; and,

   vi. Packs library resources.

a.1.2.2. Onsite Issuance of Library Resources for Allocation

i. Public librarian, library-in-charge, or library staff checks PTRs against the allotted library resources;

ii. PLD staff edits and reprints PTRs, if data is incomplete or any corrections;

iii. Public librarian, library-in-charge, or library staff:

a) Signs the PTRs, if data is complete;

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b) Labels the box, if he/she decides to transport his/her library resources through a courier or forwarder;

c) Secures a gate pass from PLD staff, if he/she decides to transport the library resources immediately; and,

d) Registers in the logbook and fill-out a Feedback Form.

iv. PLD staff issues a Certificate of Appearance.

a.1.2.3. *Delivery of Library Resources by Province or Capital City/Municipality*

i. PLD staff prepares a letter of request and itinerary of travel for review of the Assistant Chief of the Division, and for approval of the Chief of the Division;

ii. PLD Chief of the Division will endorse both documents to the Office of the Directors for approval, and issuance of an officer order;

iii. PLD staff prepares necessary documents and library resources;

iv. PLD staff requests the public librarian, library-in-charge, or library staff to:

   a.) Check the PTRs against the allotted library resources.

   b.) Sign the PTRs, if data is complete.

   c.) Fill-out feedback form.

   d.) Issue a Certificate of Appearance of PLD Staff.

v. PLD staff prepares liquidation, if necessary.

a.1.2.4. *Processing of library resources for freight / courier services.*

i. PLD staff:

a. Prepares and encodes the recipient and library name, complete address, contact information, size and weight of the box/es, no. of piece/s of library resources received per recipient grouped according to province.

b. Sends and requests from a courier service provider freight cost or quotation.

c. Prepares and sends request letter to the Office of the Directors for approval;

d. Informs the courier service provider to pick-up of payment and schedule;

e. Prepares library resources for pick-up and 2 gate passes.

a.2. Procedure in Monitoring / Visitation / Ocular Inspection

a.2.1. On-site Monitoring

i. The Monitoring & Evaluation Unit In-charge plans the annual target for the monitoring of affiliated public libraries and target areas for library affiliation in coordination with the Field Libraries, Library Establishment and Affiliation, Monitoring & Evaluation Section Head, for review of the Assistant Division Chief, and for approval of the Division Chief.

ii. PLD staff:
   a) Prepares tentative itineraries of travel, and other documents;
   b) Secures a budget clearance from the Budget Section;
   c) Requests for approval and issuance of an Office Order from the Office of the Directors.
   d) Conducts on-site monitoring of affiliated public libraries and pays a courtesy call to LCEs to campaign library establishment and affiliation.

iii. PLD staff:
   a) Observes and interviews librarian, library-in-charge or library staff;
   b) Requests librarian, library-in-charge or library staff shall accomplish the Library Monitoring Form, and Customer Feedback Form;
   c) Collects duly accomplished library monitoring form, and Customer Feedback Form;
   d) Secures a Certificate of Appearance;
   e) Submits travel and liquidation reports to Finance and Administrative Division;
   f) Prepares and sends a thank you letter as well as commendations, observations and recommendations addressed to the LCE thru the librarian, library-in-charge or library staff.
   g) Forwards a list of LGUs visited to the Library Establishment and Affiliation Unit for follow-up.

v. Monitoring & Evaluation Unit In-charge updates the Directory of Affiliated Public Libraries with NLP.

a.2.2. Virtual Monitoring (VM)

a.2.2.1 With Online Meeting App:

i. Preliminaries or Preparatory Activities;
   a. Coordinate with the Provincial Librarian regarding the schedule and procedure of VM, and provide advance

notice and/or information to affiliated Municipal and City Libraries to be monitored virtually.

b. Provide instructions in the conduct of the VM such as download an online meeting application, e.g. Zoom Application (Zoom App), Google Meet or any other meeting applications to the equipment or mobile phone (Android/IOS devices) to be used during the conduct of the VM.

c. PLD staff will provide/send the Meeting ID and Password via email. In the online meeting App, librarian, library-in-charge or library staff taps the Join Meeting and enters the meeting ID and password provided by the PLD staff.

ii. During the Conduct of the VM

a. Librarian, library-in-charge or library staff must make sure that an online meeting App has been downloaded to his/her equipment or mobile phone prior to his/her VM schedule.

b. 10 minutes before the start of the VM, the public librarian or officer-in-charge is requested to login in the online meeting App. This is to troubleshoot in case there are technical problems that he/she may encounter or that may occur. He/she may also be need an assistant during the conduct of the VM, e.g. to assist in holding the camera or flashlight, etc.

c. The VM will be conducted with an estimated time of 30 minutes. This includes the online meeting with the Public Librarian/Officer-In-Charge, and virtual tour within the public library. If possible, a picture of the exterior view of the library or the library facade shall be emailed in advance to the Monitoring and Evaluation Unit for them to see the library signage.

d. LGU official/s if they are available during the VM are requested to join the closing meeting which will take around 5 – 10 minutes.

e. After the closing meeting, the Public Librarian/Library-In-Charge is requested to accomplish the Online Monitoring Form and Feedback Form.

f. An Online Certification of Virtual Monitoring is considered signed upon accomplishment of the Online Monitoring Form and Feedback Form.

a.2.2.2 Without Online Meeting App:
  i. If the library does not have an online meeting app, a phone call and sending of photographs via email will be their option. In this circumstance, advance notification or information shall be sent or forwarded to the Monitoring and Evaluation Unit In-Charge, PLD, NLP or email publiclibraries@nlp.gov.ph.

  ii. Post VM Activities

  i. PLD staff will prepare and email a Commendation and Recommendation letter addressed to the LCE thru the public librarian/officer-in-charge of the library.
  ii. Update the Directory of Affiliated Public Libraries.

a.3. Procedure in Training
  #### a.3.1. Face-to-Face or In-Person Training Organized and to be Conducted by PLD
  i. The Training Section Head plans the annual training target for the affiliated public libraries to be conducted for review of the Assistant Division Chief and for approval of the Division Chief.
  ii. PLD endorses the planned annual training target to the Office of the Directors for approval and issuance of an Office Order.
  iii. The Training Section Head prepares documents and requirements for CPD Units Application.
  iv. PLD staff:
    a) Secures a budget clearance from the Budget Section.
    b) Coordinates with the host public libraries and other partners for the conduct of training.
    c) Prepares training materials for the conduct of training (i.e., module, powerpoint presentations, invitation to resource speakers and participants, etc.).
    d) Prepares itinerary of travel (if needed) and other documents, if the training has no fees to be collected.
    e) Prepares itinerary of travel (if needed) and secures NLP official receipt, if the training has fees to be collected.
    f) Conducts the training.
    g) Distributes and collects training evaluation forms to the participants.

h) Issues Certificates of Participation and Appearance to training participants in exchange of the training evaluation form.

v. The Training Section Head prepares reports, liquidation, etc.

a.3.2. Virtual / Online Training Organized and to be Conducted by PLD

i. The Training Section Head plans the virtual / online training target for the affiliated public libraries to be conducted for review of the Assistant Division Chief and recommending approval of the Division Chief;

ii. The PLD endorses the planned virtual / online training proposals to the Office of the Directors for approval and for issuance of an Office Order, if necessary;

iii. Once approved, the Training Section Head prepares documents and requirements for CPD Application.

iii. The Training Section Head coordinates with Information Technology Division (ITD), resource speakers or other partners for the platform to be used, and for the conduct of online training.

iv. PLD Staff:

   a) Prepares the virtual / online training program and submits to the Assistant Chief for review and to the Chief of the Division for recommending approval.

   b) Coordinates with the partners and conducts online meetings for the execution of the virtual / online training.

   c) Prepares promotional materials with the online registration link for the participants.

   d) Prepares the Certificate of Participation for the participants, and Certificate of Appreciation for the Resource Speakers for uploading to the platform.

   e) Posts the promotional materials in the social media sites;

   f) Conducts test-run 2-3 days before the actual conduct of training.

   g) Sends digital Certificate of Participation to the qualified online participants.

   h) Generates the consolidated evaluation of the training, and prepares a summary of the evaluation.

v. The Training Section Head prepares terminal reports, requests for honorarium for resource speakers, liquidation, etc.

a.3.3. Received Request for Training
i. PLD staff:
a) Receives letter of request from the Public Librarian/Library-in-charge;
b) Endorses request letter to the concerned Division and/or Office of the Directors for approval;
c) Receives approved request from the Office of the Directors;
d) Follows process in a.3.1 or a.3.2.

a.4. Field Libraries Section
a.4.1. Request for Payment Processing
i. Librarian / Library-in-Charge receive and record request from the LFPs;
ii. PLD staff:
a) If documents are incomplete, returns/coordinates with the originator for completion.
b) Once completed with OBR and DV, requests via email or postal mail shall be forwarded to the FAD.
c) Coordinates with the Accounting Section the processing of payment.
d) Updates the originator on the status of the request.

a.4.2. Request for Endorsement and Approval
i. Librarian / Library-in-Charge receives and records requests from the LFPs.
ii. PLD staff:
a) If documents are incomplete, coordinate with or return the request to the originator.
b) If complete, endorses to the PLD Chief, and the PLD Chief will endorse the Budget Officer for budget clearance, if needed.
c) PLD will endorse to the Office of the Directors for approval of the request, and issuance of an Office Order, if necessary.
d) Receives the Office Order from the Records Section.
e) Scans the Office Order and email to the originator.
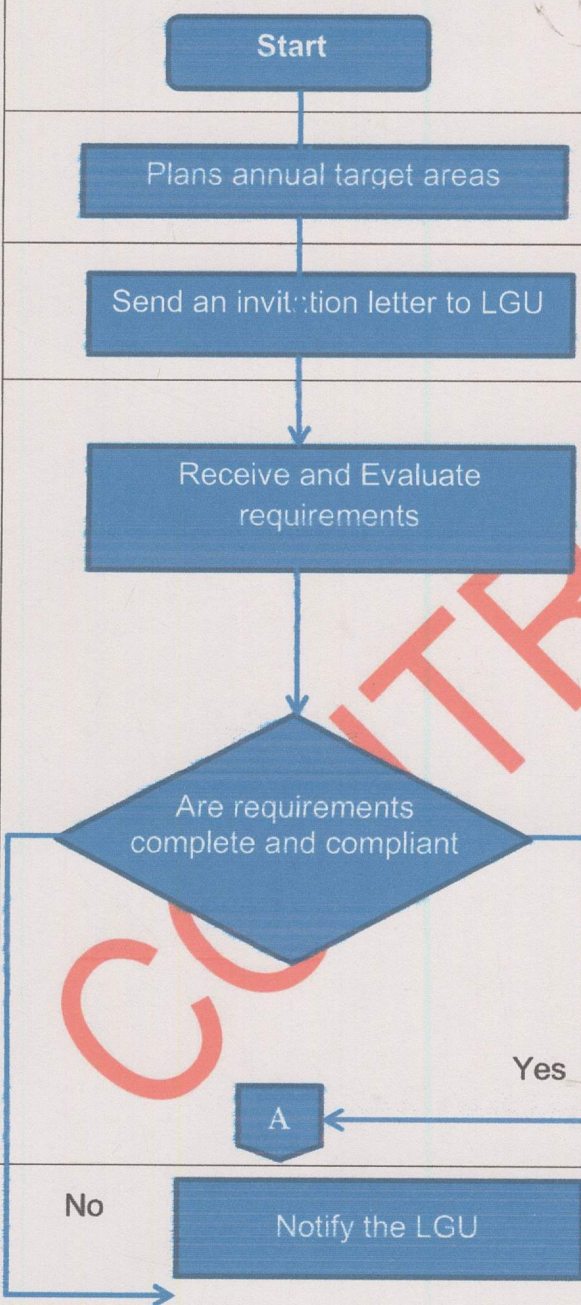
Flow Chart/ Process Flow

Library Affiliation / Re-Affirmation
(Provincial, Congressional, City, Municipal, and Barangay)

ACTIVITY	PROCEDURE
Start	
Plans annual target areas	Librarian-in-charge plans annual target areas for library establishment and affiliation for review of the Assistant Division Chief and for approval of the Division Chief;
Send an invitation letter to LGU	Sends an invitation letter to LGU via email, together with the requirements for library affiliation with NLP;

Receive and Evaluate requirements
 	
Are requirements complete and compliant
 	
A
 	
Yes
	Receives and evaluates requirements/ documents for affiliation with NLP from the LGU;
	a) Two copies of signed Memorandum of Agreement;
	b) A Resolution adopted by the Sangguniang Panlalawigan/ Panlungsod / Bayan / Barangay expressing the intent to establish and affiliate a library;
	c) Regular annual appropriations
	d) Resume of designated librarian or permanent staff;
	e) Photographs of the library with:
	  i. Separate building / room of adequate size;
	  ii. Sufficient number of chairs, reading tables, book shelves and other library equipment, fixtures and furniture;
	  iii. Signage / Façade;
	  iv. Other exterior and interior views.

No Notify the LGU	If the submitted requirements/documents are incomplete, notify the LGU on the status of the request;

A

Flowchart	Description
Endorse MOA	Endorses MOA to the PLD Chief of the Division and to the Office of the Director for signature;
Request Notarization	Requests notarization of the MOA between NLP and LGU;
Records and send notarized MOA	Records and sends notarized MOA to the LGU via a courier;
A.3 → **Finished with Training?** (No)	Compels the new public librarian, library-in-charge or library staff to undergo an orientation training at the NLP either in-person or online training. If he/she prefers to be trained by an NLP's nearest affiliated library, this would also be his/her option; and,
(Yes) **Received Certificate of Affiliation / Re-Affirmation**	After the orientation training, LGU will receive a Certificate of Affiliation or Certificate of Re-Affirmation from the NLP.
Request to Submit Monthly Reports	Compels new public librarian, library-in-charge or library staff to submit required reports to PLD after a month of being an affiliated public library with NLP.
End	

Library Affiliation / Re-Affirmation
(Provincial, Congressional, City, Municipal, and Barangay)

ACTIVITY	PROCEDURE
Start	
Received requests from LGU	LGU may send its intent to affiliate its public library either via email by scanning the documents or via Google Form and uploading the required documents.
With Existing MOA?	PLD checks if there is an existing MOA or if it is included in the Directory of Affiliated Public Libraries in the Philippines
Send scanned copy of MOA — Yes	PLD sends scanned copy via email or send copy via courier.
No — Included in the Directory of Affiliated Public Libraries?	
Send re-affirmation MOA — Yes	PLD staff will send re-affirmation MOA for signature of library-in-charge and LCE, follow the procedure A.1.1. Section ii.
No — Follow procedure A.1.1. Section ii	Follow the procedure A.1.1 Section ii.
End	

Library Resources for Allocation
Preparation of Library Resources for Allocation

ACTIVITY	PROCEDURE
A	
Plans annual target areas	Librarian-in-charge plans annual target recipients of library resources for allocation for review of the Assistant Division Chief and for approval of the Division Chief
Conduct needs assessment	Conducts needs assessment in coordination with the newly affiliated public libraries
Selects resources and submit to CDD	Selects printed and electronic resources for the newly affiliated public libraries based on the community needs and submit to the Collection Development Division (CDD) for processing
Checks received library resources	Checks the library resources received from CDD and partners such as The Asia Foundation, Library Renewal Partnership, among others
Is the library resources encoded in the KOHA ILS?	
A Yes	
No Is it donation or purchased?	

Is it donation or purchased?	
Donation → **A**	
Purchased → **Return to CDD**	If the library resource is purchased and is not in the KOHA ILS, return the library resources to the CDD
A	
Affix barcode stickers on each library resource	Affixes barcode stickers on each library resource;
Encodes, adds and edits items in KOHA ILS	Encodes, adds and edits items in KOHA ILS, if a library resource has several copies and is already encoded
Sort library resources	Sorts library resources based on the target number of recipients
Scan barcode and bundles library resources	Scans barcodes and bundles library resources
Print PTRs	Prints several copies of PTRs for the Recipient Library, PLD, Accounting Section, Auditor's Office, Catalog Division, and partner organizations. In the new normal, PLD may either provide a photocopy or scan and email the PTRs to above mentioned divisions, section, office, and partner organizations

Pack the library resources B C D	Packs library resources

CONTROLLED

Library Resources for Allocation
Onsite Issuance of Library Resources for Allocation

ACTIVITY	PROCEDURE
B	
Check PTRs	Public librarian, library-in-charge, or library staff checks PTRs against the allotted library resources
Is the data correct?	
A Yes	
No Edit and reprint PTRs	PLD staff edits and reprints PTRs, if data is incomplete or any corrections.

A / Sign PTRs	Signs the PTRs.
To transport via courier?	
C or D — Yes	
No — Secure gate pass	Secures a gate pass from PLD staff, if he/she decides to transport the library resources immediately
Issue Certificate of Appearance	PLD staff issues a Certificate of Appearance
End	

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Library Resources for Allocation
Delivery of Library Resources by Province or Capital City/Municipality

ACTIVITY	PROCEDURE
C	
Prepare requests	PLD staff prepares a letter of request and itinerary of travel for review of the Assistant Chief of the Division, and for approval of the Chief of the Division
Endorse documents	PLD Chief of the Division will endorse both documents to the Office of the Directors for approval, and issuance of an officer order
Approved?	
Yes → **A**	
No → **D or C**	

CONTROLLED

A Prepare documents and library resources	PLD staff prepares necessary documents and library resources
Checks PTRs	PLD staff requests the public librarian, library-in-charge, or library staff to: Check PTRs against the allotted library resources.
Sign PTRs	Sign the PTRs, if data is complete.
Fill-out Feedback Form	Fill-out feedback form.
Request for Certificate of Appearance	Issue a Certificate of Appearance of PLD Staff.
Prepare liquidation, if necessary	PLD staff prepares liquidation, if necessary
End	

Library Resources for Allocation
Processing of library resources for freight / courier services

ACTIVITY	PROCEDURE
D	
Prepare and encode data	Prepares and encodes the recipient and library name, complete address, contact information, size and weight of the box/es, no. of piece/s of library resources received per recipient grouped according to province.
Send and request to courier a quotation	Sends and requests from a courier service provider freight cost or quotation
Prepare request to the Office of the Director	Prepares and sends request letter to the Office of the Directors for approval
Inform courier service provider to pick-up payment	Informs the courier service provider to pick-up of payment and schedule
Prepares library resources and gate pass.	Prepares library resources for pick-up and 2 gate passes.
End	

Monitoring / Visitation / Ocular Inspection
On-site Monitoring

ACTIVITY	PROCEDURE
Start	
Plans annual target areas	The Monitoring & Evaluation Unit In-charge plans the annual target for the monitoring of affiliated public libraries and target areas for library affiliation in coordination with the Field Libraries, Library Establishment and Affiliation, Monitoring & Evaluation Section Head, for review of the Assistant Division Chief, and for approval of the Division Chief.
Prepare itinerary and other documents	Prepares tentative itineraries of travel, and other documents
Secure Budget Clearance	Secures a budget clearance from the Budget Section
Request for approval and office order	Requests for approval and issuance of an Office Order from the Office of the Directors
Approved? Yes No	
Make necessary revision	

Flowchart	Description
A → Conduct onsite monitoring	Conducts on-site monitoring of affiliated public libraries and pays a courtesy call to LCEs to campaign library establishment and affiliation.
Observe and interview	Observes and interviews librarian, library-in-charge or library staff
Requests to accomplish forms	PLD staff requests librarian, library-in-charge or library staff shall accomplish the Library Monitoring Form, and Customer Feedback Form.
Collect accomplished forms	Collects duly accomplished library monitoring form, and Customer Feedback Form
Secure a Certificate of Appearance	Secures a Certificate of Appearance
Submit travel and liquidation reports	Submits travel and liquidation reports to Finance and Administrative Division
Prepare and send thank you letter and commendations, observations, and recommendations	Prepares and sends a thank you letter as well as commendations, observations and recommendations Prepares and sends a thank you letter as well as commendations, observations and recommendations addressed to the LCE thru the librarian, library-in-charge or library staff.

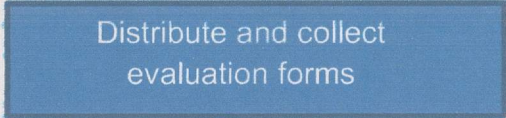|	
Forward LGU Visit Forms	Forwards a list of LGUs visited to the Library Establishment and Affiliation Unit for follow-up.
Update Directory of Affiliated Public Libraries	Monitoring & Evaluation Unit In-charge updates the Directory of Affiliated Public Libraries with NLP.
End	

CONTROLLED
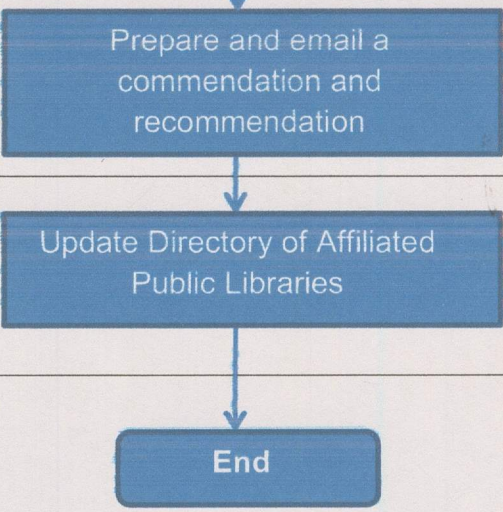
Monitoring / Visitation / Ocular Inspection
Virtual Monitoring (VM)

ACTIVITY	PROCEDURE
Start	
Coordinate with Provincial Librarian	Coordinate with the Provincial Librarian regarding the schedule and procedure of VM, and provide advance notice and/or information to affiliated Municipal and City Libraries to be monitored virtually.
Provide instructions in the conduct of VM	Provide instructions in the conduct of the VM such as download an online meeting application, e.g. Zoom Application (Zoom App), Google Meet or any other meeting applications to the equipment or mobile phone (Android/IOS devices) to be used during the conduct of the VM.
Provide Meeting ID and Password	PLD staff will provide/send the Meeting ID and Password via email. In the online meeting App, librarian, library-in-charge or library staff taps the Join Meeting and enters the meeting ID and password provided by the PLD staff.
Conduct of VM	The VM will be conducted with an estimated time of 30 minutes. This includes the online meeting with the Public Librarian/Officer-In-Charge, and virtual tour within the public library. If possible, a picture of the exterior view of the library or the library facade shall be emailed in advance to the Monitoring and Evaluation Unit for them to see the library signage.
Requests to accomplish forms	PLD staff requests librarian, library-in-charge or library staff shall accomplish the Library Monitoring Form, and Customer Feedback Form.

Prepare and email a commendation and recommendation	PLD staff will prepare and email a Commendation and Recommendation letter addressed to the LCE thru the public librarian/officer-in-charge of the library.
Update Directory of Affiliated Public Libraries	Monitoring & Evaluation Unit In-charge updates the Directory of Affiliated Public Libraries with NLP.
End	

Training
Face-to-Face or In-Person Training organized and to be conducted by PLD

ACTIVITY	PROCEDURE
Start	
Plans annual targets	The Training Section Head plans the annual training target for the affiliated public libraries to be conducted for review of the Assistant Division Chief and for approval of the Division Chief.
Endorse plans	PLD endorses the planned annual training target to the Office of the Directors for approval and issuance of an Office Order.
Prepare documents and requirements for CPD Units application	The Training Section Head prepares documents and requirements for CPD Units Application.
Secure Budget Clearance	Secures a budget clearance from the Budget Section.
Coordinate with host public libraries and partners	Coordinates with the host public libraries and other partners for the conduct of training.
Prepare training materials	Prepares training materials for the conduct of training (i.e., module, powerpoint presentations, invitation to resource speakers and participants, etc.).

Prepare itinerary of travels and other documents	Prepares itinerary of travel (if needed) and other documents, if the training has no fees to be collected. Secures NLP official receipt, if the training has fees to be collected.
Conduct Training	Conducts the training.
Distribute and collect evaluation forms	Distributes and collects training evaluation forms to the participants in exchange for Certificate of Participation and Appearance.
Prepares Reports, liquidations and others	The Training Section Head prepares reports, liquidation, etc.
End	

Training
Virtual / Online Training Organized and to be Conducted by PLD

ACTIVITY	PROCEDURE
Start	
Plans targets	The Training Section Head plans the virtual / online training target for the affiliated public libraries to be conducted for review of the Assistant Division Chief and recommending approval of the Division Chief.
Endorse plans	The PLD endorses the planned virtual / online training proposals to the Office of the Directors for approval and for issuance of an Office Order, if necessary.
Prepare documents and requirements for CPD Units application	The Training Section Head prepares documents and requirements for CPD Application.
Coordinate with ITD, speakers and partners	The Training Section Head coordinates with Information Technology Division (ITD), resource speakers or other partners for the platform to be used, and for the conduct of online training.
Prepare program	Prepares the virtual / online training program and submits to the Assistant Chief for review and to the Chief of the Division for recommending approval
Prepare promotional materials	Prepares promotional materials with the online registration link for the participants.

Flowchart	Description
Prepare Certificate of Participation and Appreciation	Prepares the Certificate of Participation and Certificate of Appreciation for the Resource Speakers for uploading to the platform.
Posts promotional materials	Posts the promotional materials in the social media sites;
Conduct test-runs	Conducts test-run 2-3 days before the actual conduct of training.
Send digital certificate of participation	Sends digital Certificate of Participation to the qualified online participants.
Generate consolidated evaluation	Generates the consolidated evaluation of the training, and prepares a summary of the evaluation.
Prepare reports and requests for honoraria for resource speakers	The Training Section Head prepares terminal reports, requests for honorarium for resource speakers, liquidation, etc.
End	

Training
Received Request for Training

ACTIVITY	PROCEDURE
Start	
Receive request letter	Receives letter of request from the Public Librarian/Library-in-charge.
Endorse requests	Endorses request letter to the concerned Division and/or Office of the Directors for approval.
Approved?	
Follow procedure a.3.1 or a.3.2 — Yes No	
Inform Requesting Party via email	
End	

Field Libraries Section
Request for Payment Processing

ACTIVITY	PROCEDURE
Start	
Receive and record request	Librarian / Library-in-Charge receive and record request from the LFPs .
Documents complete?	
A Yes	
No Inform the originator via email	

A	
Forward to FAD	Once completed with OBR and DV, requests via email or postal mail shall be forwarded to the FAD.
Coordinate with Accounting Section for processing.	Coordinates with the Accounting Section the processing of payment.
Update the originator.	Updates the originator on the status of the request.
End	

Field Libraries Section
Request for Endorsement and Approval

ACTIVITY	PROCEDURE
Start	
Receive and record request	Librarian / Library-in-Charge receives and records requests from the LFPs.
Documents complete?	
A Yes	
No Inform the originator via email	

A

Endorse to PLD Chief and Budget Section	If complete, endorses to the PLD Chief, and the PLD Chief will endorse the Budget Officer for budget clearance, if needed.
Endorse to Office of the Directors	PLD will endorse to the Office of the Directors for approval of the request, and issuance of an Office Order, if necessary.
Receives office order	Receives the Office Order from the Records Section.
Scan and email office order	Scans the Office Order and email to the originator.
End	

Division Contact Details

Public Libraries Division
NLP Building, T.M. Kalaw Street, Ermita, Manila 1000, Philippines
+632 336-7200 | +632 310-5035 loc. 204-205 | 0917-8718216
web.nlp.gov.ph | publiclibraries@nlp.gov.ph

Appendices
NLP-032: Accomplishment Report (PLD)
NLP-040: Certificate of Appearance
NLP-046: Training Evaluation Form
NLP-047: Gate Pass
NLP-059: Public Libraries Monitoring Form
NLP-067: Requirements for Library Affiliation
NLP-099: LGU Visit Form
Memorandum of Agreement between NLP and Barangay Government
Memorandum of Agreement between NLP and City Government
Memorandum of Agreement between NLP and Municipal Government
Memorandum of Agreement between NLP and Provincial Government
Re-affirmation Memorandum of Agreement between NLP and Barangay Government
Re-affirmation Memorandum of Agreement between NLP and City Government
Re-affirmation Memorandum of Agreement between NLP and Municipal Government
Re-affirmation Memorandum of Agreement between NLP and Provincial Government
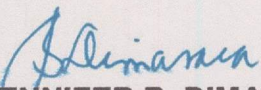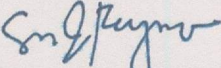
Approval Page

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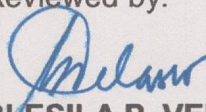
JENNIFER B. DIMASACA
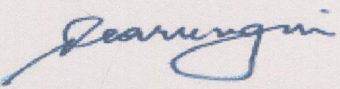Librarian IV, PLD

MICHAEL JAMES R. REYNO
Librarian I, PLD

VIDA DOREA P. MENDOZA
Librarian II, PLD

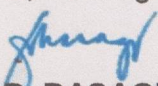**XENIA B. ROMERO**
Librarian I, PLD

Reviewed by:

BLESILA P. VELASCO
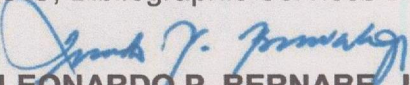Librarian V
Chief, Public Libraries Division

SUSAN J. FETALCO
Librarian V
Chief, Filipiniana Division

DOLORES D. CARUNGUI
Librarian V
Chief, Reference Division

ARLENE S. DE CASTRO
Librarian V
Chief, Catalog Division

CARMELO AGAPITO BARANDA
Librarian III
OIC, Bibliographic Services Division

FE B. BASAGRE
Chief Administrative Officer
Chief, Finance and Administrative Division

LEONARDO P. BERNABE, JR.
Information Technology Officer II
Information Technology Division

MELODY M. MADRID
Librarian IV
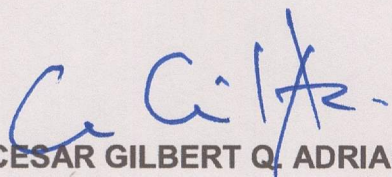OIC, Collection Development Division

MARICEL M. UREÑA
Librarian IV
OIC, Research and Publications Division

Approved by:

EDGARDO B. QUIROS
Assistant Director

CESAR GILBERT Q. ADRIANO
Director