



**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	16 December 2021
Revision No.	2
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**PUBLIC LIBRARIES DIVISION  
PROCEDURAL MANUAL**

CONTROLLED


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## 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.

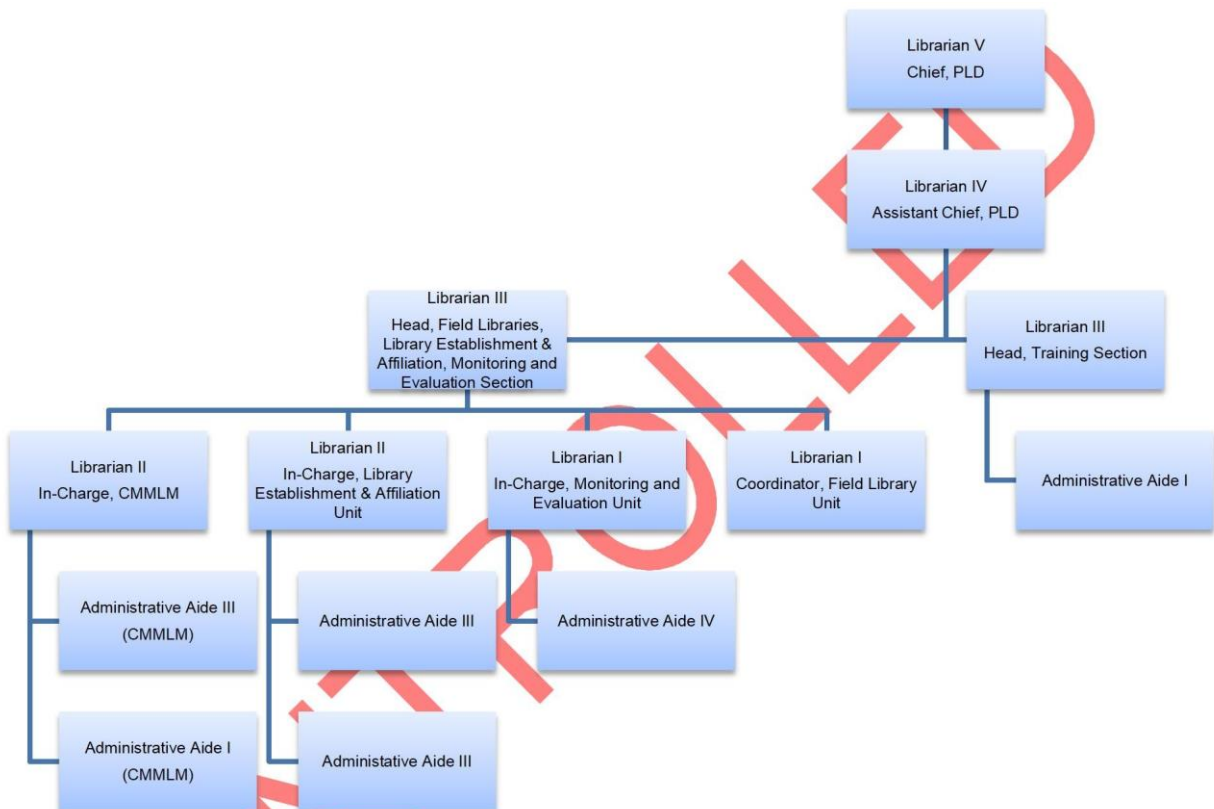
#### Training Section

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

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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**

### 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.

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- 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 (FLEAME) Section. Works under the immediate supervision of the Assistant Chief.
- Coordinates and collaborates with the units' In-charge and Coordinator 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 CMMLM, Library Establishment & Affiliation Unit, Monitoring and Evaluation Unit, and Field Libraries Unit.
- Performs other related duties.

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### **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 FLEAME 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 Head of the FLEAME Section and collaboratively with the Coordinator 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.



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### **Librarian I**


- Serves as Coordinator of the Field Libraries Unit. Works under the immediate supervision of the Head of the Field Libraries, Library Establishment and Affiliation, and Monitoring & Evaluation Section and in collaboration with OIC of CMMLM.
- 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.

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- 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.

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

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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.

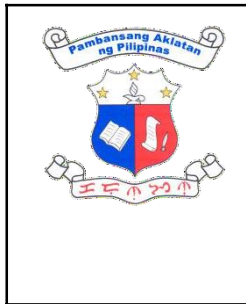
## **Processes and Procedures**

### **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:




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- 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) Requests the public librarian, library-in-charge or library staff to answer Feedback Form;
  - h) 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,
  - i) After the orientation training, LGU will receive a Certificate of Affiliation or Certificate of Re-Affirmation from the NLP.
  - j) 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. LGUs 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;
- 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.


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### **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

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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;
  - 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 Feedback Form.
- iv. PLD staff:
  - a) Issues a Certificate of Appearance;
  - b) Give signed copy of PTRs to Accounting Section, Property Section, CDD, Catalog Division, and COA;
  - c) Prepares Summary of Book Allocation / Distribution and submits the report every semester to Accounting Section.

**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:
  - a.) Prepares necessary documents and library resources;
  - b.) Requests the public librarian, library-in-charge, or library staff to:
    1. Check the PTRs against the allotted library resources;
    2. Sign the PTRs, if data is complete;
    3. Fill-out feedback form;
    4. Issue a Certificate of Appearance.
  - c.) PLD staff prepares liquidation, if necessary;
  - d.) Give signed copy of PTRs to Accounting Section, Property Section, CDD, Catalog Division, and COA;

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e.) Prepares Summary of Book Allocation / Distribution and submits the report every semester to Accounting Section.

**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.




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- 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

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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](mailto: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.

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- 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/or provides link to the training evaluation form to the participants.
  - h) Issues Certificates of Participation and Appearance to training participants in exchange of the accomplished and /or screenshot of submitted online 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:

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- 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) Provides link to the online evaluation form to the participants.
- h) Sends digital Certificate of Participation to participants who submitted their accomplished online evaluation form.
- i) 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:

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- a) If documents are incomplete, returns/coordinates with the originator for completion.
- b) Once completed, requests via email or postal mail shall be forwarded to the FAD for the preparation of OBR and DV.
- c) Coordinates with the Accounting Section the processing of payment.
- d) Updates the originator on the status of the request.
- e) Requests concern LFP personnel to accomplish Feedback Form.


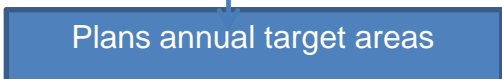

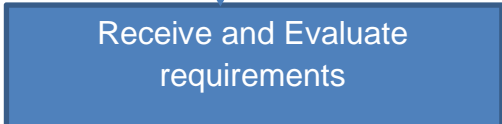

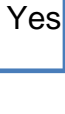

**a.4.2. Request for Endorsement and Approval**

- 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.
  - f) Requests concern LFP personnel to accomplish Feedback Form.

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**Flow Chart/ Process Flow**

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

ACTIVITY	PROCEDURE
	
	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;
	Sends an invitation letter to LGU via email, together with the requirements for library affiliation with NLP;
	Receives and evaluates requirements/ documents for affiliation with NLP from the LGU;
	<ul style="list-style-type: none"> <li>a) Two copies of signed Memorandum of Agreement;</li> <li>b) A Resolution adopted by the Sangguniang Panlalawigan/ Panlungsod / Bayan / Barangay expressing the intent to establish and affiliate a library;</li> <li>c) Regular annual appropriations</li> <li>d) Resume of designated librarian or permanent staff;</li> <li>e) Photographs of the library with: <ul style="list-style-type: none"> <li>i. Separate building / room of adequate size;</li> <li>ii. Sufficient number of chairs, reading tables, book shelves and other library equipment, fixtures and furniture;</li> <li>iii. Signage / Façade;</li> <li>iv. Other exterior and interior views.</li> </ul> </li> </ul>
	
	If the submitted requirements/documents are incomplete, notify the LGU on the status of the request;



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<p style="text-align: center;">A</p> <p style="text-align: center;">Endorse MOA</p>	<p>Endorses MOA to the PLD Chief of the Division and to the Office of the Director for signature;</p>
<p style="text-align: center;">Request Notarization</p>	<p>Requests notarization of the MOA between NLP and LGU;</p>
<p style="text-align: center;">Record, send notarized MOA, and request accomplishment of Feedback Form</p>	<p>Records, sends notarized MOA to the LGU via a courier, and requests accomplishment of the Customer Feedback Form</p>
<p style="text-align: center;">A.3</p> <p style="text-align: center;">Finished with Training?</p> <p>No</p>	<p>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,</p>
<p style="text-align: center;">Received Certificate of Affiliation / Re-Affirmation</p> <p style="text-align: right;">Yes</p>	<p>After the orientation training, LGU will receive a Certificate of Affiliation or Certificate of Re-Affirmation from the NLP.</p>
<p style="text-align: center;">Request to Submit Monthly Reports</p>	<p>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.</p>
<p style="text-align: center;">End</p>	



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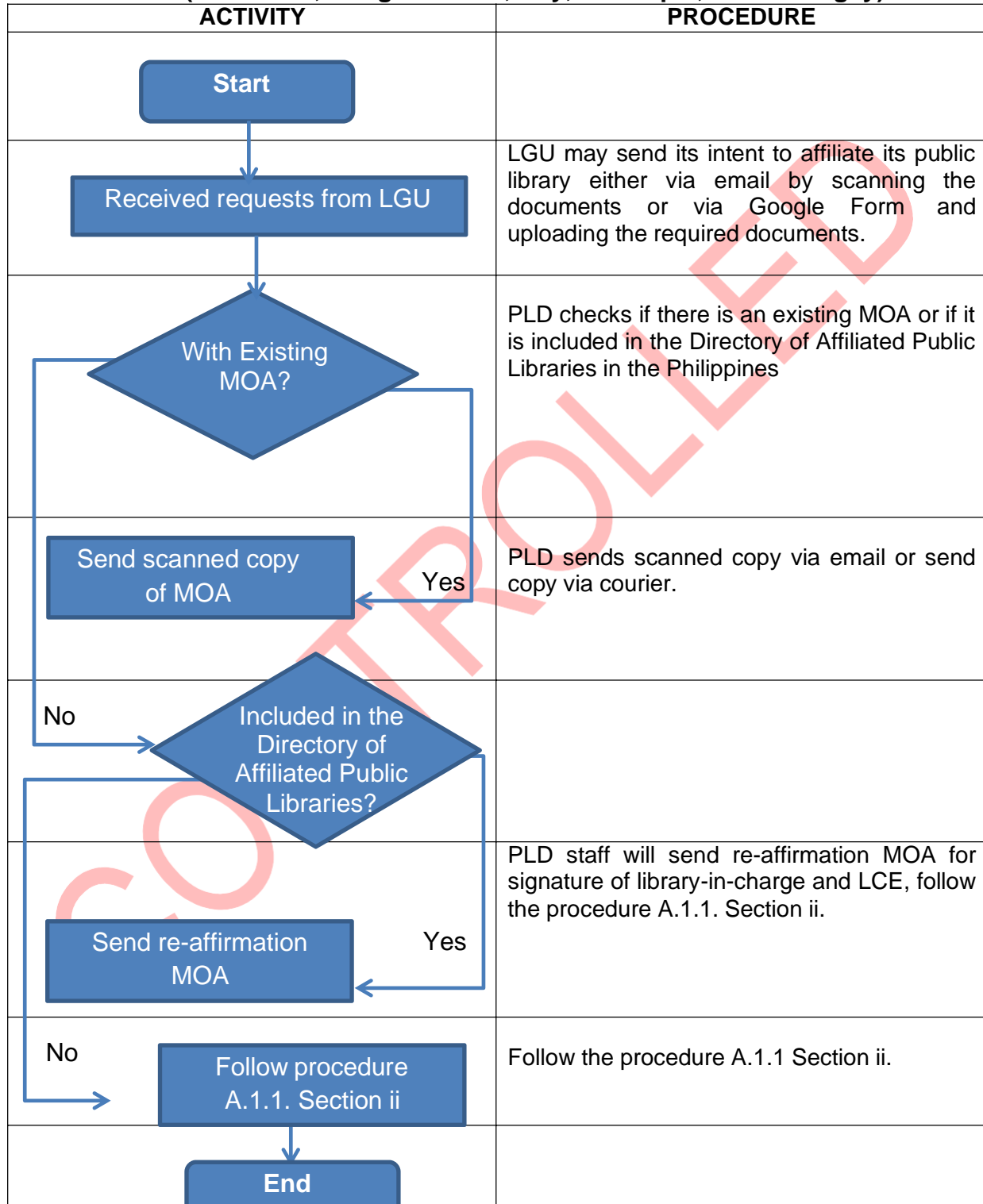
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**Library Affiliation / Re-Affirmation  
(Provincial, Congressional, City, Municipal, and Barangay)**







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**Library Resources for Allocation  
Preparation of Library Resources for Allocation**

ACTIVITY	PROCEDURE
	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
	Conducts needs assessment in coordination with the newly affiliated public libraries
	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 the library resources received from CDD and partners such as The Asia Foundation, Library Renewal Partnership, among others



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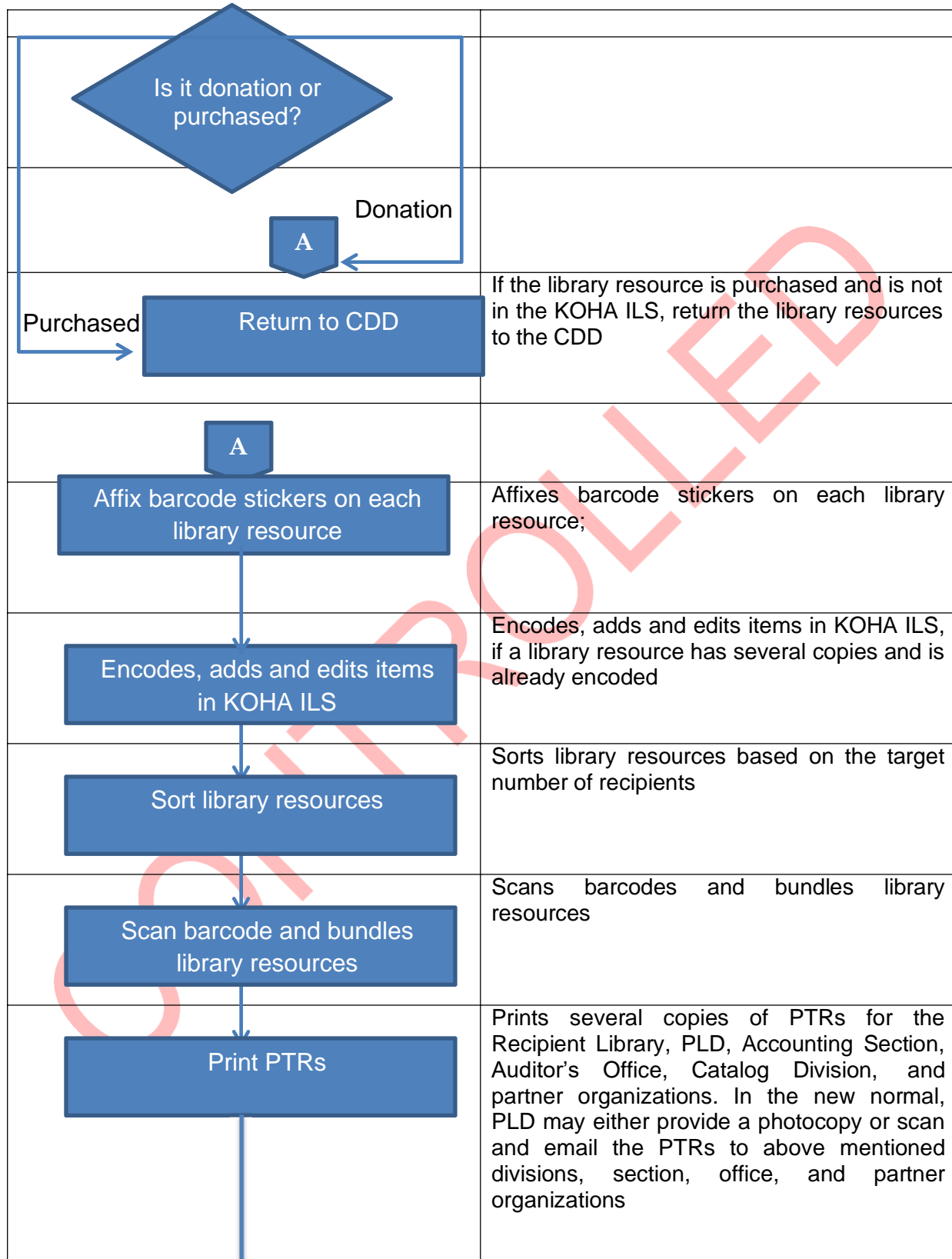
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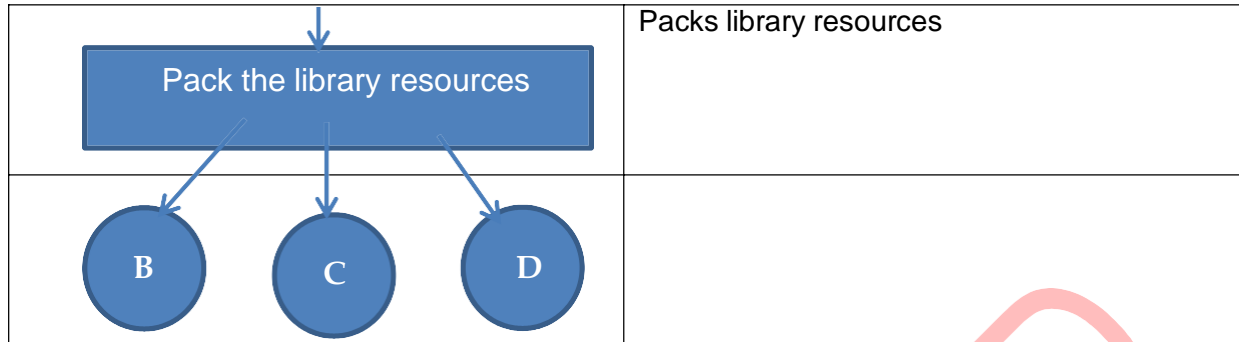
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**Library Resources for Allocation**  
*Onsite Issuance of Library Resources for Allocation*

ACTIVITY	PROCEDURE
	Public librarian, library-in-charge, or library staff checks PTRs against the allotted library resources
	PLD staff edits and reprints PTRs, if data is incomplete or any corrections.



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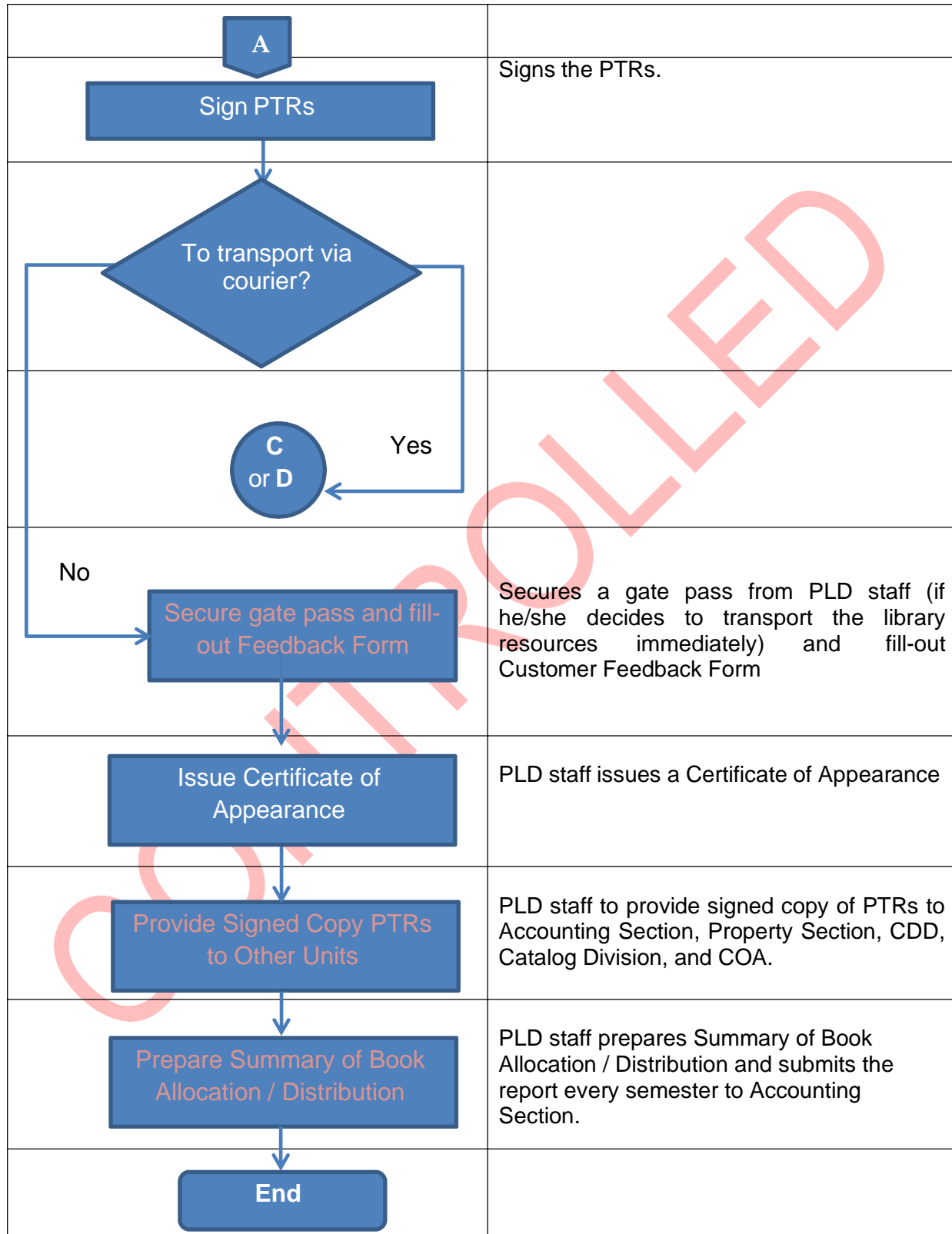
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**Library Resources for Allocation  
Delivery of Library Resources by Province or Capital City/Municipality**

ACTIVITY	PROCEDURE
	<p>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</p>
	<p>PLD Chief of the Division will endorse both documents to the Office of the Directors for approval, and issuance of an officer order</p>



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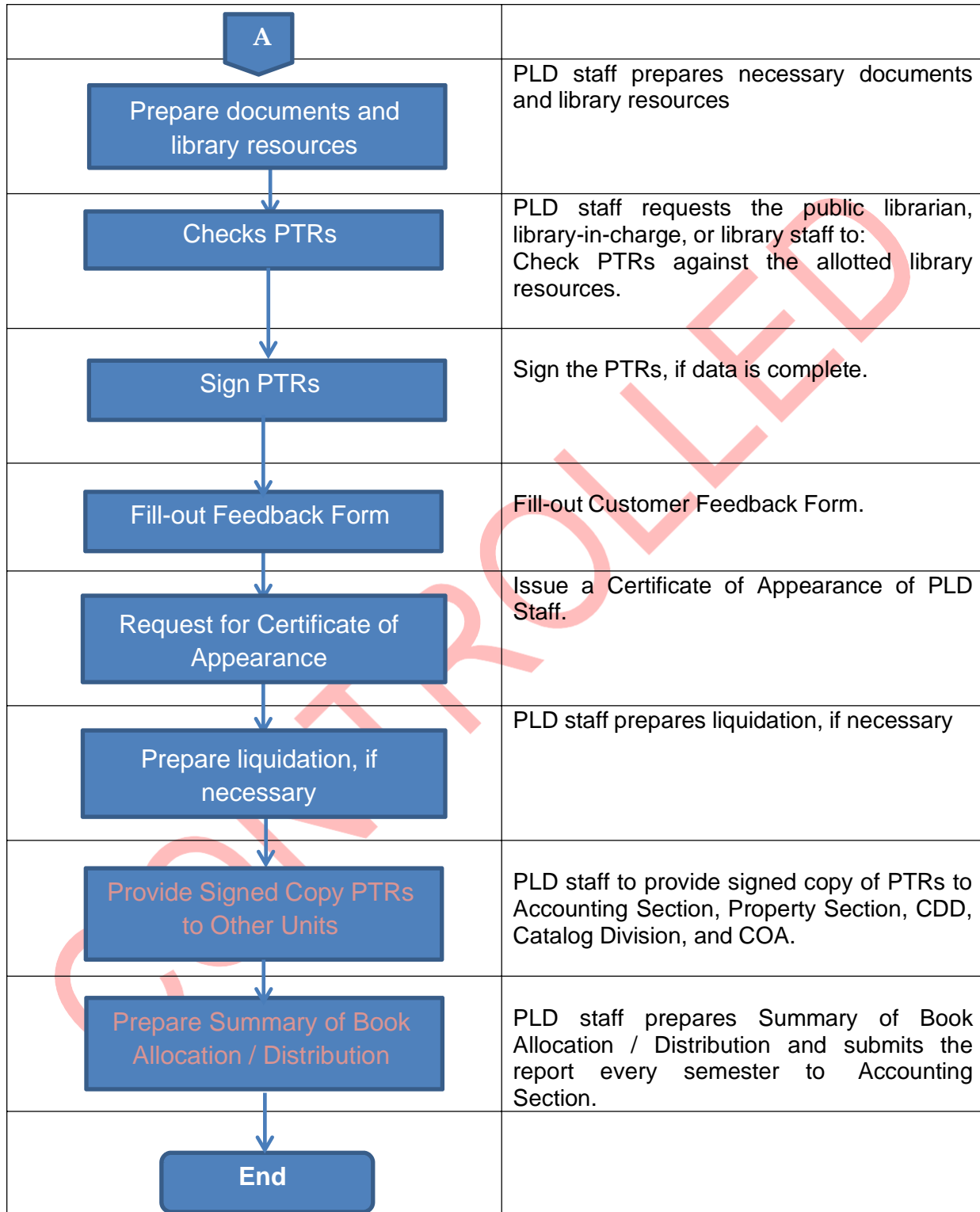
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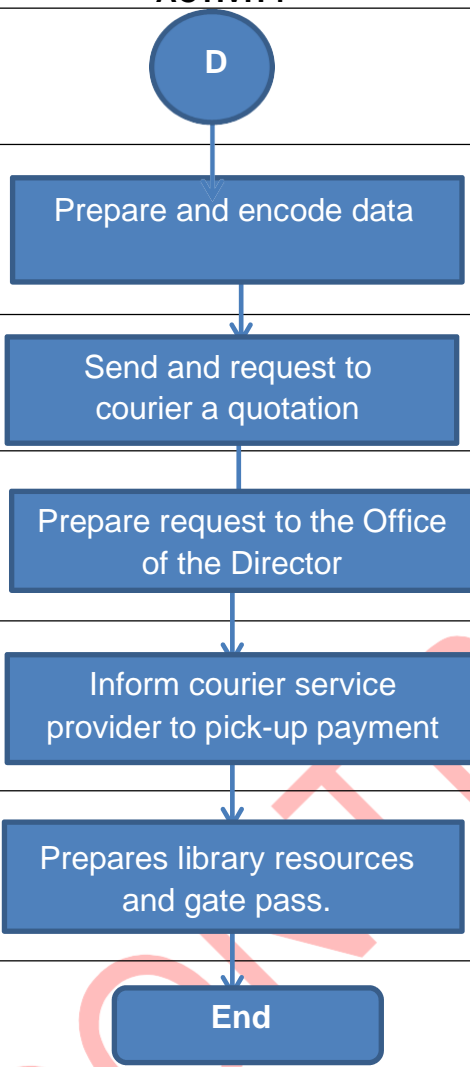
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**Library Resources for Allocation  
Processing of library resources for freight / courier services**

ACTIVITY	PROCEDURE
	
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	





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**Monitoring / Visitation / Ocular Inspection  
On-site Monitoring**

ACTIVITY	PROCEDURE
<p style="text-align: center;"><b>Start</b></p>	
<p style="text-align: center;">Plans annual target areas</p>	<p>The Monitoring &amp; 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 &amp; Evaluation Section Head, for review of the Assistant Division Chief, and for approval of the Division Chief.</p>
<p style="text-align: center;">Prepare itinerary and other documents</p>	<p>Prepares tentative itineraries of travel, and other documents</p>
<p style="text-align: center;">Secure Budget Clearance</p>	<p>Secures a budget clearance from the Budget Section</p>
<p style="text-align: center;">Request for approval and office order</p>	<p>Requests for approval and issuance of an Office Order from the Office of the Directors</p>
<p style="text-align: center;">Approved?</p>	
<p style="text-align: center;"> <span style="border: 1px solid black; padding: 2px;">A</span> Yes            No → Make necessary revision         </p>	



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<p style="text-align: center;"><b>A</b></p> <p style="text-align: center;">Conduct onsite monitoring</p>	<p>Conducts on-site monitoring of affiliated public libraries and pays a courtesy call to LCEs to campaign library establishment and affiliation.</p>
<p style="text-align: center;">Observe and interview</p>	<p>Observes and interviews librarian, library-in-charge or library staff</p>
<p style="text-align: center;">Request to accomplish forms</p>	<p>PLD staff requests librarian, library-in-charge or library staff shall accomplish the Library Monitoring Form, and Customer Feedback Form.</p>
<p style="text-align: center;">Collect accomplished forms</p>	<p>Collects duly accomplished library monitoring form, and Customer Feedback Form</p>
<p style="text-align: center;">Secure a Certificate of Appearance</p>	<p>Secures a Certificate of Appearance</p>
<p style="text-align: center;">Submit travel and liquidation reports</p>	<p>Submits travel and liquidation reports to Finance and Administrative Division</p>
<p style="text-align: center;">Prepare and send thank you letter and commendations, observations, and recommendations</p>	<p>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.</p>



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<p style="text-align: center;">↓</p> <p style="text-align: center;">Forward LGU Visit Forms</p>	<p>Forwards a list of LGUs visited to the Library Establishment and Affiliation Unit for follow-up.</p>
<p style="text-align: center;">↓</p> <p style="text-align: center;">Update Directory of Affiliated Public Libraries</p>	<p>Monitoring &amp; Evaluation Unit In-charge updates the Directory of Affiliated Public Libraries with NLP.</p>
<p style="text-align: center;">↓</p> <p style="text-align: center;">End</p>	

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

ACTIVITY	PROCEDURE
<p style="text-align: center;"><b>Start</b></p>	
<p style="text-align: center;">Coordinate with Provincial Librarian</p>	<p>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.</p>
<p style="text-align: center;">Provide instructions in the conduct of VM</p>	<p>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.</p>
<p style="text-align: center;">Provide Meeting ID and Password</p>	<p>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.</p>
<p style="text-align: center;">Conduct of VM</p>	<p>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.</p>
<p style="text-align: center;">Request to accomplish forms</p>	<p>PLD staff requests librarian, library-in-charge or library staff shall accomplish the Library Monitoring Form, and Customer Feedback Form.</p>



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<p>↓</p> <p>Prepare and email a commendation and recommendation</p>	<p>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.</p>
<p>↓</p> <p>Update Directory of Affiliated Public Libraries</p>	<p>Monitoring &amp; Evaluation Unit In-charge updates the Directory of Affiliated Public Libraries with NLP.</p>
<p>↓</p> <p>End</p>	

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

ACTIVITY	PROCEDURE
	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.
	PLD endorses the planned annual training target to the Office of the Directors for approval and issuance of an Office Order.
	The Training Section Head prepares documents and requirements for CPD Units Application.
	Secures a budget clearance from the Budget Section.
	Coordinates with the host public libraries and other partners for the conduct of training.
	Prepares training materials for the conduct of training (i.e., module, powerpoint presentations, invitation to resource speakers and participants, etc.).



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	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.
	Conducts the training.
	Distributes and/ or provides link to online training evaluation forms and issues Certificate of Participation and Appearance upon submission.
	The Training Section Head prepares reports, liquidation, etc.

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**Training**

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

ACTIVITY	PROCEDURE
<p style="text-align: center;">Start</p>	
<p style="text-align: center;">Plans targets</p>	<p>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.</p>
<p style="text-align: center;">Endorse plans</p>	<p>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.</p>
<p style="text-align: center;">Prepare documents and requirements for CPD Units application</p>	<p>The Training Section Head prepares documents and requirements for CPD Application.</p>
<p style="text-align: center;">Coordinate with ITD, speakers and partners</p>	<p>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.</p>
<p style="text-align: center;">Prepare program</p>	<p>Prepares the virtual / online training program and submits to the Assistant Chief for review and to the Chief of the Division for recommending approval</p>
<p style="text-align: center;">Prepare promotional materials</p>	<p>Prepares promotional materials with the online registration link for the participants.</p>





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<p>Prepare Certificate of Participation and Appreciation</p>	<p>Prepares the Certificate of Participation and Certificate of Appreciation for the Resource Speakers for uploading to the platform.</p>
<p>Posts promotional materials</p>	<p>Posts the promotional materials in the social media sites.</p>
<p>Conduct test-runs</p>	<p>Conducts test-run 2-3 days before the actual conduct of training.</p>
<p>Provide link to online evaluation form and send digital certificates</p>	<p>Provides link to the online evaluation form and sends digital Certificate of Participation to online participants who successfully submitted their accomplished evaluation form.</p>
<p>Generate consolidated evaluation</p>	<p>Generates the consolidated evaluation of the training, and prepares a summary of the evaluation.</p>
<p>Prepare reports and requests for honoraria for resource speakers</p>	<p>The Training Section Head prepares terminal reports, requests for honorarium for resource speakers, liquidation, etc.</p>
<p>End</p>	



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**Training  
Received Request for Training**

ACTIVITY	PROCEDURE
<p style="text-align: center;">Start</p>	
<p style="text-align: center;">Receive request letter</p>	<p>Receives letter of request from the Public Librarian/Library-in-charge.</p>
<p style="text-align: center;">Endorse requests</p>	<p>Endorses request letter to the concerned Division and/or Office of the Directors for approval.</p>
<p style="text-align: center;">Approved?</p>	
<p style="text-align: center;">Follow procedure a.3.1 or a.3.2</p>	<p style="text-align: right;">Yes</p>
<p style="text-align: center;">Inform Requesting Party via email</p>	<p style="text-align: left;">No</p>
<p style="text-align: center;">End</p>	



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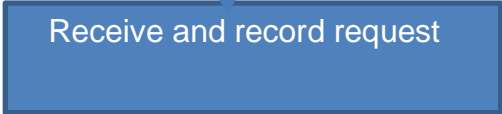
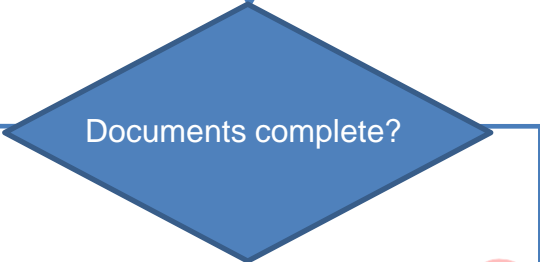

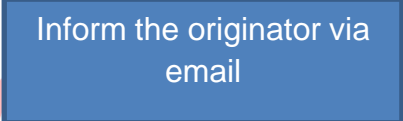
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**Field Libraries Section  
Request for Payment Processing**

ACTIVITY	PROCEDURE
	
	Librarian / Library-in-Charge receive and record request from the LFPs .
	
	
	

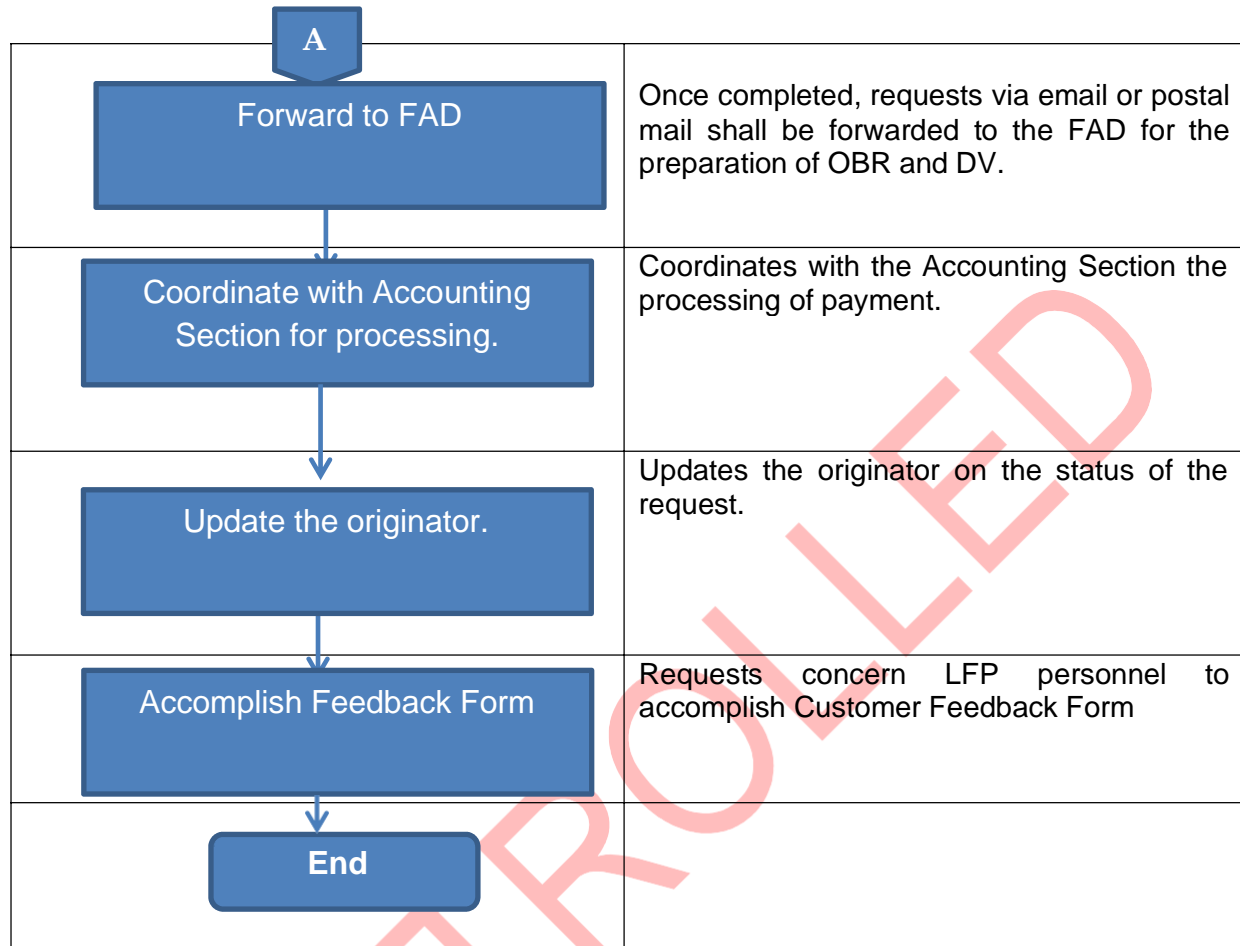


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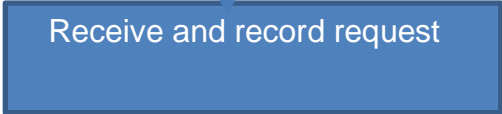
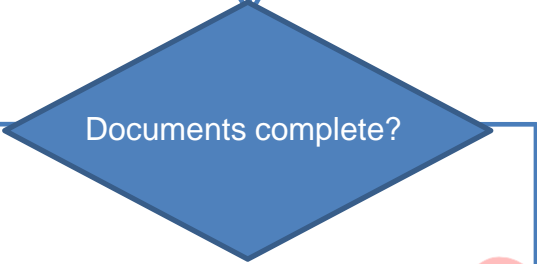

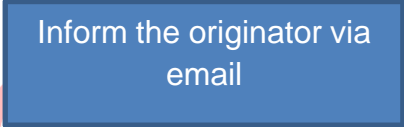
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**Field Libraries Section  
Request for Endorsement and Approval**

ACTIVITY	PROCEDURE
	
	Librarian / Library-in-Charge receives and records requests from the LFPs.
	
	
	



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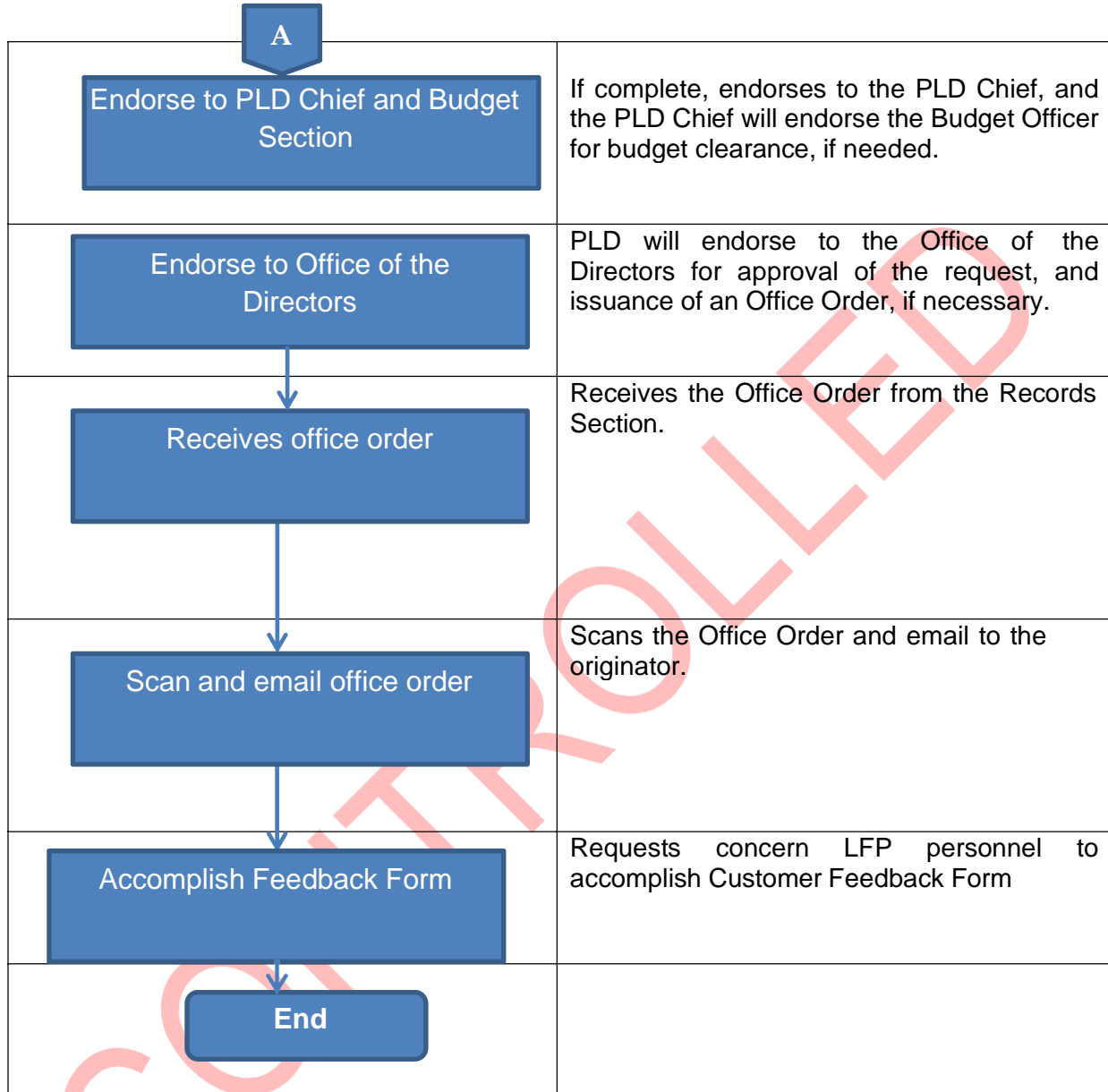
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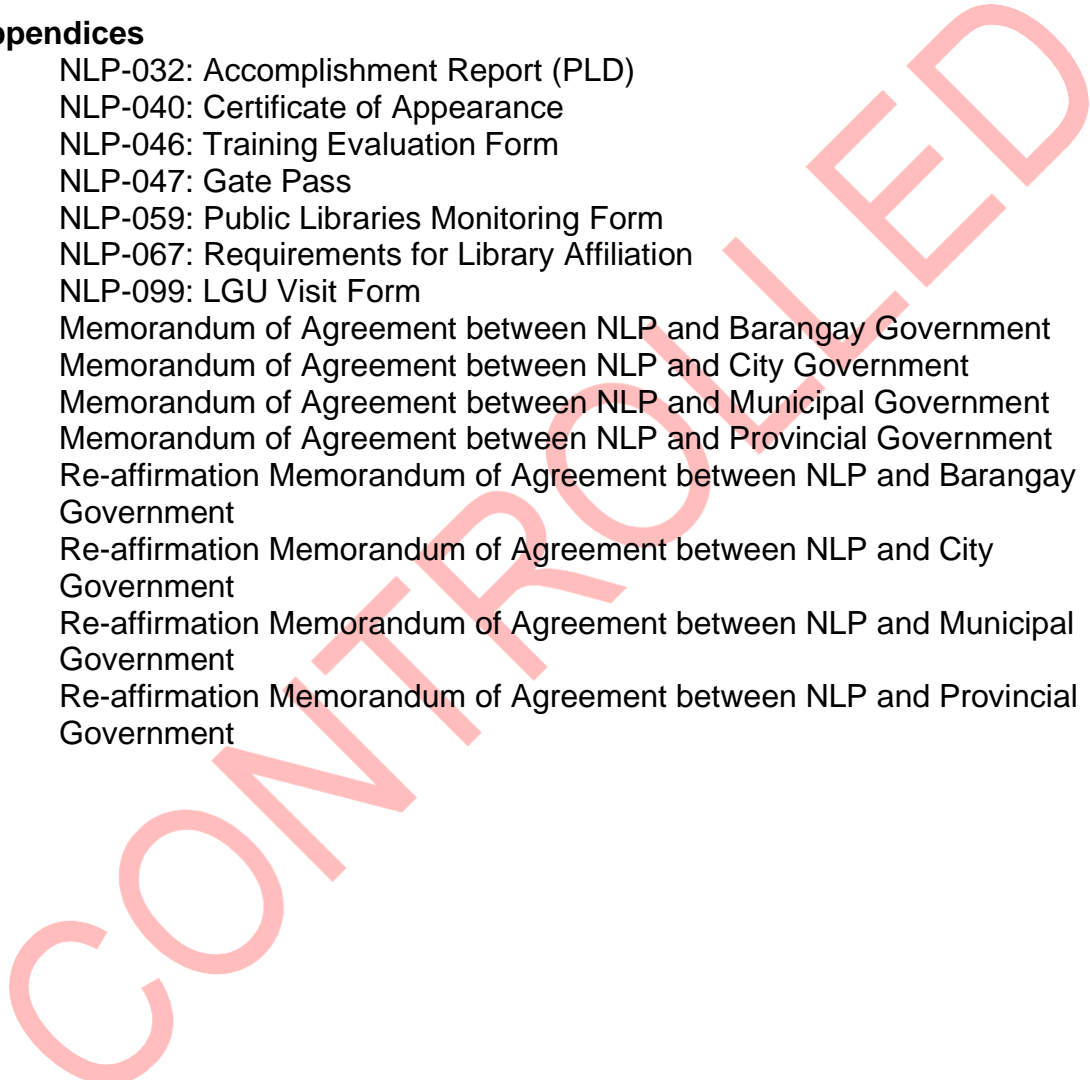
### Division Contact Details


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### Appendices

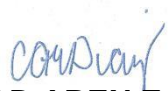
- NLP-032: Accomplishment Report (PLD)
- NLP-040: Certificate of Appearance
- NLP-046: Training Evaluation Form
- NLP-047: Gate Pass
- NLP-059: Public Libraries Monitoring Form
- NLP-067: Requirements for Library Affiliation
- NLP-099: LGU Visit Form
- Memorandum of Agreement between NLP and Barangay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





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