



**Dr. Emilio B. Espinosa, Sr. Memorial  
State College of Agriculture and Technology**  
Cabitan, Mandaon, Masbate

## **INSTITUTIONAL ACCREDITATION**

### **AREA VII LIBRARY**

**Area VII – Library** focuses on the administration and operations of the DEBESMSCAT Library, which serves as an academic support unit aligned with the institution's instructional, research, and community extension goals. Its governance is led by a qualified College Librarian and guided by a Board of Trustees-approved Library Manual and an active Library Committee. The document outlines key operational areas, including systematic staff development programs, strategic budgeting, and collection development policies for both print and digital resources. Additionally, Area VII highlights the integration of modern systems like the KOHA Library Management System alongside optimized physical facilities designed for user safety, comfort, and off-campus digital accessibility.

## PARAMETER A. LIBRARY – ADMINISTRATION

The **Dr. Emilio B. Espinosa Sr. Memorial State College of Agriculture and Technology** (DEBESMSCAT) Library is an integral academic support unit of the College that provides relevant, accessible, and quality information resources and services to support instruction, research, extension, production, and other institutional functions. Its administration is anchored on the College's vision, mission, goals, strategic directions, and commitment to quality, innovation, accountability and student-centered service. The Library is headed by a qualified and competent Head Librarian/Chief Librarian, who provides overall direction and supervision of library operations and services. The Head Librarian works in coordination with the College administration, academic units, faculty members, students, and other stakeholders to ensure that library programs, collections, facilities, technologies, and services are responsive to the changing information and learning needs of the DEBESMSCAT community.

The DEBESMSCAT General Library plays a pivotal role to its students, personnel, and researchers. It provides a wide range of 5 books across different fields from print, non-print and electronic resources to meet the academic needs and interests of its stakeholders acquired through the institution fund (Fiduciary Fund and GAA). In the pursuit of development and improvement, the institution had series of library evaluations from AACCUP, ISO Audit, and CHED RQAT. To consistently maintain its operation, the library implements the “NO NOON BREAK POLICY” to cater all its clientele, and to be responsive to the state-of-the-art technologies the library has existing subscriptions to various e-books and e-journals, with free Wi-Fi connectivity inside and outside the library building provided by the DICT Free Wi-Fi for all, equipped with several computer units, photocopy machines, and printers. The library has also an official website and Facebook page and currently adapts the KOHA Library Management System.

### A.1 Policies and procedures on the administration of the library.

To enhance and maintain the understanding and consistency in the use of the library facilities, services, and resources, the DEBESMSCAT has an existing Library Manual approved by the Board of Trustees through the Resolution No. 15-36-2015. Prior to its finalization and approval, the Library Manual has undergone series of evaluation and thorough scrutiny by the college librarian in coordination with the Dean of the Office of Student Affairs and Services together with the Vice President for Academic Affairs which later on presented before the Academic Council for feedback and approval and was later on endorsed to the members of the Board Trustees for final approval.

To ensure efficient and consistent operations, support the academic and research needs of the DEBESMSCAT academic community and provide access to information resources, the library implements policies and procedures. These were designed to maintain the operational activities of the institution along library services.

To ensure the smooth operation of the library, the following policies and procedures must be observed:

1. All Bonafide students of the institutions should have a library card duly approved by the College Librarian. The Library Card is non-transferrable.

2. Presentation of the validated library card is required upon entering the library building, in borrowing books and other printed materials, and in availing other services offered by the library.
3. Students and other clienteles are required to register in the logbook.
4. Bags and other belongings of the students and clienteles should be deposited in the designated area.
5. Charges/fines are imposed to those who fail to return borrowed items on time.
6. Reproduction of any materials especially theses/dissertation is strictly prohibited.
7. All library materials are presented to the library personnel for proper charging and discharging procedures.

## A.2 Organizational Structure

The DEBESMSCAT Library Services clearly functions and operates through a defined organizational structure approved by the SUC President III, headed by the College Librarian designated by the SUC President III. The College Librarian Designate functions under the leadership of the Vice President for Academic Affairs with direct supervision of the Dean of the Student Affairs and Services. The College Librarian Designate is responsible for overseeing the overall operations, processes, and operational budget of the college library. Administrative Personnel/Staff of the library are responsible for the daily operations such as record keeping and management, communication, and facilitating the needs of the students and other stakeholders. The coordinated participation of the College Librarian Designate and the administrative staff ensures that service delivery and other activities of the library are systematically implemented and aligned with the institutional strategic goals, regulatory requirements, and commitment to institutional excellence and the transformation of Masbate.



The Office of Library Services of DEBESMSCAT includes its general library in the Mandaon campus and one in the Cawayan Campus, both fully operational. Each library serves a distinct set of functions and purposes within the broader academic environment, providing specialized resources, services, and learning support tailored to the specific needs of students and other clienteles. Each library maintains carefully curated academic collections that are systematically developed and aligned with the program offerings, curricular requirements, research priorities, and educational objectives of the institution. Through the provision of

relevant books, scholarly journals, electronic resources, reference materials, multimedia resources, and other academic information sources, each library contributes to the effective delivery of instruction and the advancement of teaching, learning, and research. Moreover, the specialized nature of these collections ensures that students, faculty members, researchers, and other academic stakeholders have access to authoritative and discipline-appropriate information that supports their respective areas of study and professional development.

### A.3 Library Board/Committee

The Library Committee is approved by the SUC President III through the Office Memorandum No. 049, Series of 2026, composed of the Vice President for Academic Affairs as the Chairperson; Dean of the Office of Student Affairs and Services as the Vice Chairperson; Campus Administrator of Cawayan Campus, Deans of different colleges, Head of the Budget Office, and the Chairperson of the Supreme Student Council as members, and the Director of the College Library as the Secretary.

**OFFICE OF THE PRESIDENT**  
OFFICE MEMORANDUM  
NO. 049, S. 2026

TO: Concerned Officials  
This College

FROM: The SUC President

SUBJECT: COMPOSITION OF THE LIBRARY COMMITTEE FOR CY 2026.

DATE: February 2, 2026

The revised organizational structure of DEBESMSCAT provides for the new offices under the direct supervision of the Dean of the Office of Student Affairs and Services, which currently covers the Office of Library Services.

In view hereof and in accordance with the recommendation of the Director of the Office of Library Services, the following College officials are hereby designated to compose the DEBESMSCAT Library Committee for CY 2026, to wit:

|                   |                                                                                                                                             |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| Chairperson:      | Vice President for Academic Affairs                                                                                                         |
| Vice Chairperson: | Dean of the Office of Student Affairs and Services                                                                                          |
| Members:          | Campus Administrator of Cawayan Campus<br>Dean of Different Colleges<br>Head of Budget Office<br>Chairperson of the Supreme Student Council |
| Secretary:        | Director of the Office of Library Services                                                                                                  |

As provided in Section 7 of the Library Manual, please refer to the following duties and responsibilities for your guidance, to wit:

1. Consolidate the list of books and reference materials needed by the department;
2. Determine the student-book ratio;
3. See to it that every curricular subject has available references and books which give to its course content;
4. Recommend policies to govern the operation and program of the library;
5. Assist in planning and give guidance for expansion of library facilities; and
6. Perform other relevant functions as the need arises.

Office Memo No. 049, S. 2026, re Composition of Library Committee for CY 2026 Page 2 of 2

Further, the committee members shall have the following individual terms of reference, to wit:

|                                             |                                                                                                                                                                                                                                   |
|---------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Chairperson</b>                          | Oversee the committee's activities, ensuring effective management of library resources, and facilitating strategic development in alignment with the library's goals and objectives.                                              |
| <b>Vice Chairperson</b>                     | Support the Chairperson in the management and operations of the committee and assumes the Chairperson's responsibilities in their absence.                                                                                        |
| <b>Members:</b>                             |                                                                                                                                                                                                                                   |
| <b>Deans</b>                                | Responsible for providing strategic guidance, supporting the library's development and management, and ensuring that the library's services and resources align with the academic and research needs of their respective faculty. |
| <b>Head, Budget Office</b>                  | Responsible for managing and overseeing the library's budget, ensuring financial resources are allocated effectively to support the library's operations, initiatives, and strategic goals.                                       |
| <b>Chairperson, Supreme Student Council</b> | Represents the student body in library-related matters, ensuring that student needs and perspectives are considered in the library's decision-making processes and initiatives.                                                   |
| <b>Secretary</b>                            | Responsible for managing the administrative functions of the committee, ensuring effective communication, documentation, and organization of committee activities and meetings.                                                   |

Local issuances previously issued inconsistent with this are hereby repealed or modified accordingly.

Please be guided accordingly.

ARNEL B. MILLESICA, E.D., J.D.  
SUC President III

CC: Vice President for Administration and Finance  
Vice President for Research, Extension, Innovation...  
Records and Archives Office



The Library Committee is vested with the following duties and responsibilities as provided in Section 7 of the Library Manual:

1. Consolidate the list of books and reference materials needed by the department;
2. Determine the student: ratio;
3. See to it that every curricular subject has available references and books which jive to its course content;
4. Recommend policies to govern the operation and program of the library;
5. Assist in planning and give guidance for the expansion of library facilities; and
6. Perform other relevant functions as the need arises.

Aside from the general functions of the committee members, the following are the individual terms of references of each member of the committee:

1. Chairperson-Oversee the committee's activities, ensuring the effective management of library resources, and facilitating strategic development in alignment with the library's goals and objectives.
2. Vice Chairperson-Support the Chairperson in the management and operations of the committee and assumes the Chairperson's responsibilities in their absence.
3. Deans-Responsible for providing strategic guidance, supporting the library's development and management, and ensuring that the library's services and resources align with the academic and research needs of their respective faculty.
4. Head of Budget Office-Responsible for managing and overseeing the library's budget, ensuring financial resources are allocated effectively to support the library's operations, initiatives, and strategic goals.
5. Chairperson of Supreme Student Council-Represent the student body in library-related matters, ensuring that student needs and perspectives are considered in the library's decision-making processes and initiatives.
6. Secretary-Responsible for managing the administrative functions of the committee, ensuring effective communications, documentation, and organization of committee activities and meetings.

#### **A.4. Effects of an effective leadership in the Library**

1. Positive Library Work Environment, the leadership in the library fosters a positive workplace culture characterized by collaboration, mutual respect, and support among librarians and library personnel. Such an environment encourages employees to work effectively as a team while providing opportunities for personal and professional growth. A supportive and harmonious workplace ultimately contributes to improved employee performance, stronger teamwork, and the delivery of quality and responsive services to library users. Partnerships with other agencies and institutions
2. Enhanced Library Service Delivery and Clientele Satisfaction, the library continuously enhances its services, resources, and user experiences to respond effectively to the changing and diverse needs of its clientele through the broaden access of students to various resources with the installation of Free Wi-Fi from DICT. This is achieved by adopting efficient and user-centered approaches, utilizing appropriate technologies, actively seeking and responding to customer feedback, and promoting inclusive and accessible library services. These initiatives enable the library to provide more relevant, efficient, and responsive services that support the academic and information needs of its users.



DEPARTMENT OF AGRICULTURE  
BUREAU OF AGRICULTURAL EXTENSION  
OFFICE OF AGRICULTURE AND TECHNOLOGY  
CAGAYAN DE ORO  
FORM  
Customer Satisfaction Survey (CSS) Report



**I. Introduction**

In compliance with the ART's Customer Satisfaction Measurement (CSM) requirement, the Office of the College Librarian conducted a Customer Satisfaction Survey (CSS) for the period July to September 2023. The purpose of this survey was to assess customer feedback on the delivery of services and identify improvement opportunities to further enhance customer experience.

**II. Results and Performance**



**CSS Performance**

| Service Area                | Score | Percentage  | Remarks                    |
|-----------------------------|-------|-------------|----------------------------|
| Overall Satisfaction Rating | 96.4% | Outstanding | Number of Total Clients: 0 |
| Staffed/Unstaffed           | 100%  | Outstanding | Number of Total Clients: 0 |
| Waiting Time                | 100%  | Outstanding | Number of Total Clients: 0 |
| Professionalism             | 100%  | Outstanding | Number of Total Clients: 0 |
| Facilities/Services         | 100%  | Outstanding | Number of Total Clients: 0 |
| Overall Satisfaction Rating | 96.4% | Outstanding | Number of Total Clients: 0 |
| Staffed/Unstaffed           | 100%  | Outstanding | Number of Total Clients: 0 |
| Waiting Time                | 100%  | Outstanding | Number of Total Clients: 0 |
| Professionalism             | 100%  | Outstanding | Number of Total Clients: 0 |
| Facilities/Services         | 100%  | Outstanding | Number of Total Clients: 0 |

**Service Area**   **Score**   **Percentage**   **Remarks**

Overall Satisfaction Rating: 96.4% Outstanding Number of Total Clients: 0

Staffed/Unstaffed: 100% Outstanding Number of Total Clients: 0

Waiting Time: 100% Outstanding Number of Total Clients: 0

Professionalism: 100% Outstanding Number of Total Clients: 0

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Waiting Time: 100% Outstanding Number of Total Clients: 0

Professionalism: 100% Outstanding Number of Total Clients: 0

Facilities/Services: 100% Outstanding Number of Total Clients: 0

## A.5 Strategies used in the Library Administration

- ## AREA VII -LIBRARY

reports, and recommendations from quality assurance and accreditation activities are used as inputs for improvement.



## B. Personnel

### B.1 Library Personnel/Staff

#### B.1.1 Profile of the Library Personnel/Staff

| Name                                      | Position/<br>Designation                                  | Educational<br>Qualification                                                                                                                                                          | Status of<br>Appointment | Length of<br>Service in<br>the Library | Relevant<br>Experience/<br>Training<br>Completed                                                                                                                                                                                                                                                                                                                                                                                                              |
|-------------------------------------------|-----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Mary<br>Immaculate<br>C. Lim, RL,<br>MLIS | College Librarian<br>III, Director of<br>Library Services | Bachelor of<br>Library and<br>Information<br>Science<br><br>Master in<br>Library and<br>Information<br>Science<br><br>Doctor in<br>Library and<br>Information<br>Science (9<br>units) | Permanent                | 6 years and<br>6 months                | DEBESMSCAT<br>ISO Journey-<br>Internal Auditors<br>Training, April 01-<br>03, 2025<br><br>38 <sup>th</sup> AACCUP<br>Annual National<br>Conference and<br>General Assembly<br>2025, March 05-07,<br>2025<br><br>2024 PLAI<br>Congress and<br>General Assembly,<br>November 19-22,<br>2024<br><br>Training on Failure<br>Mode and Effects<br>Analysis, July 01-<br>02, 2024<br><br>Workshop on<br>Quality Policy and<br>Quality Objectives,<br>May 14-15, 2024 |



| Name | Position/<br>Designation | Educational<br>Qualification | Status of<br>Appointment | Length of<br>Service in<br>the Library | Relevant<br>Experience/<br>Training<br>Completed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|------|--------------------------|------------------------------|--------------------------|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|      |                          |                              |                          |                                        | <p>37<sup>th</sup> AACUP Annual National Conference and General Assembly 2024, March 20-22, 2024</p> <p>Webinar on Outcome-Based Quality Assurance and Online Accreditation Orientation, July 24-26, 2023</p> <p>PAARL National Summer Conference 2023, March 26-28, 2023</p> <p>Supervisory Development Program Module 5: Improving Organization and Individual Performance, March 20-21, 2023</p> <p>Future Ready DEBESMSCAT: Honing Middle Level Unit Heads, December 01-02, 2022</p> <p>Operational Planning and Budgeting Workshop Towards a Future-Proof DEBESMSCAT, November 28-29, 2022</p> <p>2022 PLAI Congress and General Assembly, November 22-25, 2022</p> <p>Supervisory Development</p> |

| Name                             | Position/<br>Designation | Educational<br>Qualification                                                                                   | Status of<br>Appointment | Length of<br>Service in<br>the Library | Relevant<br>Experience/<br>Training<br>Completed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------|--------------------------|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                  |                          |                                                                                                                |                          |                                        | Program Module 1,<br>October 18-21,<br>2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Jose<br>Leandro M.<br>Lanuzo III | Designated<br>Librarian  | Bachelor of<br>Library and<br>Information<br>Science<br><br>Master in<br>Library and<br>Information<br>Science | Permanent                | 5 years and<br>4 months                | KOHA Training<br>Workshop:<br>Harnessing the<br>Power of Open-<br>Source Library<br>System, September<br>25-27, 2024<br><br>Plan2: Paper<br>Presentation and<br>Seminar-Workshop<br>on Risk<br>Management in<br>Libraries, October<br>25-27, 2023<br><br>PLAI National<br>Congress 2022,<br>November 21-25,<br>2022<br><br>Collection<br>Management and<br>Development in<br>Philippine Public<br>Libraries, June 28,<br>2021<br><br>Gender, Equity,<br>Disability, and<br>Social Inclusion<br>Orientation, June<br>27, 2021<br><br>Online Echo<br>Training Course on<br>Knowledge<br>Management, June<br>19, 2021<br><br>LIKAS 2020-2021<br>Webinar Series:<br>Libraries' Effective<br>Response and<br>Preparedness in this<br>Time of Pandemic,<br>February 19, 2021 |

| Name                     | Position/<br>Designation | Educational<br>Qualification                     | Status of<br>Appointment | Length of<br>Service in<br>the Library | Relevant<br>Experience/<br>Training<br>Completed                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------|--------------------------|--------------------------------------------------|--------------------------|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                          |                          |                                                  |                          |                                        | Responding to New Normal Environment or Pandemic: Keeping Your Staff, Patrons, and Facilities Safe, June 26, 2020                                                                                                                                                                                                                                                                                                                                     |
| Earl Carl D. Lagarde     | Administrative Aide VI   | Bachelor of Science in Computer Science          | Permanent                | 2 months                               | <p>2024 POPCEN-CBMS (Census of Population and Community-Based Monitoring System) Household Data Collection and Geotagging-Municipal Level Training, July 1-6, 2024</p> <p>2024 Census of Agriculture and Fisheries (CAF) Data Processing of Barangay and Household Questionnaire 2<sup>nd</sup> Level Training-Data Processor, November 15-17, 2023</p> <p>Digital Job Ph Technical Training: Graphic Design Course, January 27-February 18, 2023</p> |
| John Eroll A. Roxas, LPT | Office Aide              | Bachelor in Secondary Education major in English | Contrat of Service (COS) | 1 month                                | <p>LEADCON-RESOLVE 2026: Conflict Resolution and Leadership Conference cum Research Seminar, July 18-19, 2026</p> <p>Upskilling and Reskilling Teaching and Supervision Skills Training, October 15-24, 2025</p>                                                                                                                                                                                                                                      |

| Name                       | Position/<br>Designation | Educational<br>Qualification                      | Status of<br>Appointment  | Length of<br>Service in<br>the Library | Relevant<br>Experience/<br>Training<br>Completed                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----------------------------|--------------------------|---------------------------------------------------|---------------------------|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                            |                          |                                                   |                           |                                        | <p>Computer Skills Development Training: Improving Classroom Instruction Through ICT, October 01-19, 2025</p> <p>Seminar on Educational Innovation Pedagogies for Teachers in English Major, September 15-24, 2025</p>                                                                                                                                                                                                                                                                                            |
| Honey Lou S. Beltrano, LPT | Office Aid               | Bachelor in Secondary Education major in Filipino | Contract of Service (COS) | 6 months                               | <p>Crash Course on Advanced Statistical Methods Research and Innovation: A Collaborative Training Program of DEBESMSCAT and Aroroy East district, Schools Division of Masbate Province, March 21-23, 2026</p> <p>Integrating Stem Across Curriculum, February 02, 2025</p> <p>Cultivating Mindset, Empowering Students to Succeed, January 11, 2025</p> <p>Facilitating Effectiveness Student Learning Through Research and Innovation, July 13, 2024</p> <p>Office System Application Course, April 01, 2023</p> |

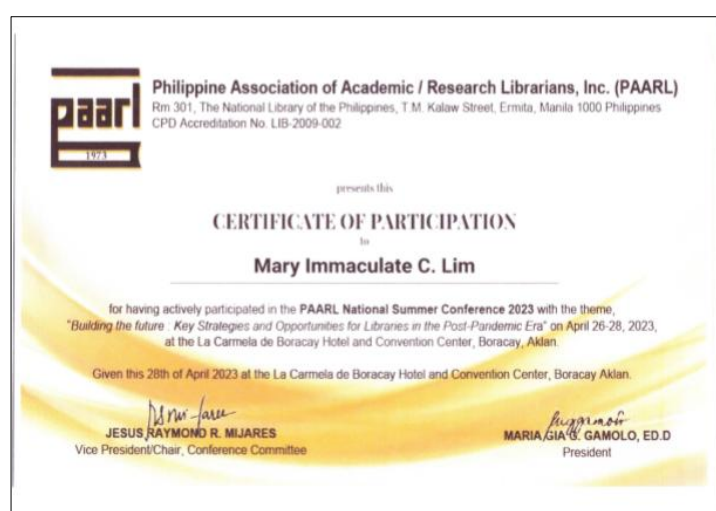
| Name                  | Position/<br>Designation | Educational<br>Qualification                                                                  | Status of<br>Appointment        | Length of<br>Service in<br>the Library | Relevant<br>Experience/<br>Training<br>Completed                                                                                                                                                     |
|-----------------------|--------------------------|-----------------------------------------------------------------------------------------------|---------------------------------|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Tyril E.<br>Costramos | Office Aide              | Bachelor of<br>Science in<br>Entrepreneurship                                                 | Contract of<br>Service<br>(COS) | 1 month                                | LEADCON-<br>RESOLVE 2026:<br>Conflict Resolution<br>and Leadership<br>Conference cum<br>Research Seminar,<br>July 18-19, 2026<br><br>Operational<br>Planning and<br>Budgeting, August<br>18-19, 2025 |
| Jony D.<br>Llaguna    | Office Aide              | Bachelor of<br>Science in<br>Industrial<br>Technology<br>major in<br>Automotive<br>Technology | Contract of<br>Service<br>(COS) | 10 years                               | N/A                                                                                                                                                                                                  |

### B.1.2 Brief Outline of the Library Staff Development Program

The Library Staff Development Program is designed to ensure the continuous enhancement of the knowledge, skills, competencies, and professional capabilities of library personnel in support of the institution's academic goals and quality assurance standards. The program adopts a systematic and needs-based approach, beginning with the regular assessment of staff competencies and development needs to identify gaps and establish appropriate priorities for professional development. Based on the identified needs, relevant training programs, workshops, seminars, and capability-building activities are implemented in areas such as information literacy, emerging library technologies, research support, digital services, and other competencies essential to the effective delivery of library services. The program further promotes professional growth through participation in conferences, continuing professional education, and other relevant learning opportunities, while a structured mentoring initiative facilitates knowledge sharing, peer support, and the effective integration of new employees into the organization. Through these mechanisms, the Library ensures that staff development activities are planned, implemented, monitored, and evaluated as part of a continuing improvement process, thereby strengthening staff performance, promoting a culture of lifelong learning and professional excellence, and ensuring the delivery of responsive, relevant, and quality library services that meet the evolving needs of the academic community.

| Fringe Benefit/s                                                  | CY 2021                                            | CY 2022                 | CY 2023                 | CY 2024                 | CY 2025                 |
|-------------------------------------------------------------------|----------------------------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
|                                                                   | Amount<br>Granted                                  | Amount<br>Granted       | Amount<br>Granted       | Amount<br>Granted       | Amount<br>Granted       |
| 1. Clothing Allowance                                             | 6,000                                              | 6,000                   | 6,000                   | 6,000                   | 7,000                   |
| 2. Performance Enhancement Incentive/Productivity Incentive Bonus | 5,000                                              | 5,000                   | 5,000                   | 5,000                   | 5,000                   |
| 3. Performance-Based Bonus                                        | Suspension on the grant of Performance-Based Bonus |                         |                         |                         |                         |
| 4. Anniversary Bonus                                              | -                                                  | -                       | -                       | -                       | -                       |
| 5. Collective Negotiation Agreement (CAN)                         | 17,410.92                                          | 22,500                  | 26,000                  |                         | 30,000                  |
| 6. Service Recognition Incentive (SRI)                            | 7,500                                              | 15,000                  |                         |                         |                         |
| 7. Mid-Year Bonus                                                 | Equal to 1 month salary                            | Equal to 1 month salary | Equal to 1 month salary | Equal to 1 month salary | Equal to 1 month salary |
| 8. Cash Gift                                                      | 5,000                                              | 5,000                   | 5,000                   | 5,000                   | 5,000                   |
| 9. Year-End Bonus                                                 | Equal to 1 month salary                            | Equal to 1 month salary | Equal to 1 month salary | Equal to 1 month salary | Equal to 1 month salary |
| 10. Overtime Pay                                                  | 59,520.00                                          | 120,000.00              | 100,000.00              | 120,000.00              | 90,000.00               |
| Total Amount Granted                                              |                                                    |                         |                         |                         |                         |

## CERTIFICATES OF TRAININGS/SEMINARS/WEBINARS





## TEAM BUILDING ACTIVITIES



### B.1.3 Compensation, fringe benefits and incentives in the last 3-5 years

Over the past three to five years, DEBESMSCAT has systematically enhanced its librarian compensation framework to align with accreditation standards that emphasize the recognition and support of essential academic personnel. Salary adjustments have been implemented in accordance with government budgetary guidelines, ensuring competitive and equitable remuneration. Comprehensive fringe benefits now consistently include health insurance, retirement plans, paid leave, and other benefits, reflecting institutional compliance with best practices in employee welfare.

Furthermore, the university has introduced targeted incentives such as professional development funding, performance-based bonuses, recognition programs, and certification support such as the CAN and SRI, specifically designed to motivate and reward both permanent librarians and library staff employed under casual status. These initiatives demonstrate the university's commitment to fostering a supportive, engaged, and professionally growing library workforce, thereby reinforcing the library's vital role in the

institution's academic mission. These enhancements underscore the institution's dedication to continuous improvement in line with accreditation requirements concerning human resource development and institutional effectiveness.

## B.2 Cite three primary effects of the benefits given to the Library Personnel.

1. Enhanced Job Satisfaction and Motivation, the institution's provision of equitable compensation and comprehensive benefits to both permanent and casual library personnel contribute significantly to employee job satisfaction and motivation. Benefits such as paid leave, health insurance, incentives, and retirement plans promote staff well-being, financial security, and a positive working environment. These provisions encourage personnel to perform their duties effectively and contribute meaningfully to the achievement of the library's goals and the institution's broader mission.

2. Improved Staff Retention and Workforce Stability, competitive compensation and employee benefits strengthen the library's capacity to retain qualified and experienced personnel. The

long tenure of staff members, including employees who have served for more than 10 years, demonstrates a high level of organizational commitment and workforce stability. This continuity supports the preservation of institutional knowledge, consistent delivery of library services, and sustained implementation of the library's programs and objectives.

3. Improved Library Service Quality and Productivity, library personnel actively participate in and support institutional initiatives promoting mental health and work-life balance. These engagements contribute to a positive and supportive workplace environment while enabling personnel to maintain a high level of efficiency in the delivery of library services. Through sustained commitment to professional responsibilities, client-centered assistance, and continuous improvement initiatives, the library ensures the provision of responsive, accessible, and quality services. These efforts are geared toward enhancing operational efficiency, strengthening service delivery, and achieving higher levels of client satisfaction.



### **B.3 Techniques that have been adopted for the upgrading and benefits of personnel.**

1. Promotion and Career Advancement, the institution provides opportunities for career advancement through promotion and appropriate appointment to available positions. The transition of qualified library personnel from job order arrangements to more stable employment positions, when warranted by institutional requirements and applicable policies, contributes to greater job security, employee motivation, and organizational commitment. These opportunities encourage personnel to develop their competencies, assume greater responsibilities, and pursue long-term professional growth within the institution. Such practices also support employee retention and contribute to the continuity and sustainability of library operations and services.

2. Continuing Professional Development and Capacity-Building Programs, the institution supports the continuing professional development of librarians and library personnel by encouraging and facilitating their participation in relevant conferences, conventions, seminars, workshops, training programs, webinars, and other professional learning activities conducted through face-to-face, blended, or online modalities. These initiatives enable personnel to acquire updated knowledge, skills, and competencies in librarianship, information management, digital technologies, library services, and emerging trends in the profession. Participation in professional development activities also provides opportunities for knowledge sharing, networking, benchmarking, and the adoption of effective and innovative practices that can further improve the quality and responsiveness of library services.
3. Flexible Work Arrangements and Employee Welfare Initiatives, the institution implements appropriate and flexible work arrangements to promote personnel welfare, work-life balance, and effective workload management, consistent with applicable government policies and institutional guidelines. These may include work-from-home arrangements, mental health breaks, and other appropriate mechanisms designed to address the changing needs and circumstances of personnel. Such initiatives help minimize work-related stress, promote employee well-being, and sustain productivity while ensuring the continuity and quality of essential library services. By giving due consideration to both institutional requirements and employee welfare, the institution fosters a supportive, inclusive, and conducive work environment that encourages personnel engagement, commitment, and sustained performance.

## **C. Collection Development, Organization and Preservation**

### **C.1 Policies on Library Collection**

The Collection Development Policy (CDP) of the Dr. Emilio B. Espinosa Sr. Memorial State College of Agriculture and Technology provides clear guidelines on the examination, evaluation selection, acquisition, organization, and preservation of library resources in various formats.

The librarian and library personnel shall observe the primary objective of the collection.

The DEBESMSCAT library assists its clientele, especially the students, in their academic and personal developments, through the provision of updating library resources and services in order to efficiently participate in the attainment of the institutional mission and objectives to be more responsive to information demand.

### **Limitations of the Selection and Acquisition Policy**

1. When lack of funds limit acquisition, current publications of lasting and scholarly value will be given priority over older and out-of-print materials.
2. Materials will be acquired through other means if the originals are not available or too expensive.
3. Duplication copies will be purchased only by justification of heavy and continuous use.

4. The library will not purchase extensive in-depth materials for scientific research needs of graduate students or for short term research projects of staff member unless the library acquisition policy specifies intensive collection development in that area.

5. The library will not purchase duplicate copies of publications not held by the library for the sole use of individuals, academic departments and administrative office.

### **Duplication**

Duplicate materials needed for teaching, extension and research will be acquired in accordance with the following guidelines:

1. Multiple, heavy and continuous demands for specific titles.
2. Duplicate copies of carefully selected books and periodicals title may be purchased for the library.
3. Additional copies of books will be purchased for the circulation/reserve section if the teachers intend to make extensive assignments using these books.

### **Exchange**

The trading of publications among librarians is another means of acquiring library materials. In all exchange agreements, an attempt is made to maintain an equitable balance in the value of materials sent and received. The library will enter into exchange agreement with other institution whenever the desired publications are advantageous to the library as determined by the College Librarian.

### **Acquisition**

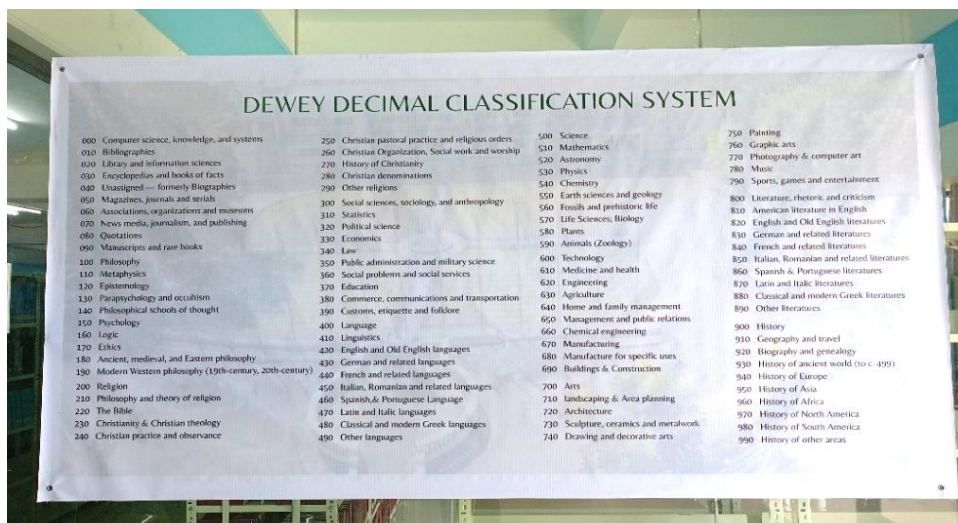
Materials acquired through gifts, donations, and exchange shall be duly recognized.

1. Library materials are acquired by purchase, donations and exchange to meet the curricular needs of the institution;
2. Titles recommended by faculty members, Deans, and the Library Committee shall be given priority in the acquisition of library resources.
3. In demand and frequently used books are considered for purchase;
4. Research materials duly approved by the library committee are automatically procured;
5. Donated books and other materials shall be accepted provided that they are relevant to the institution's curriculum, courses, and subjects offered.

## **C.2 Library Collection**

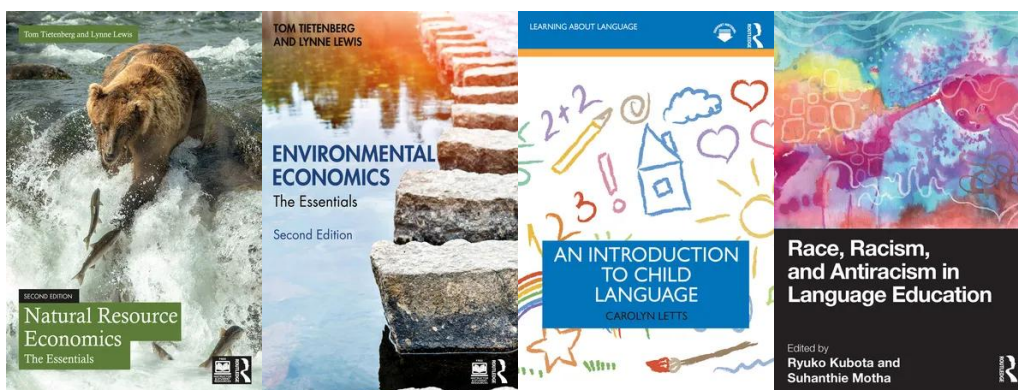
### **C.2.1 Books**

#### **C.2.1.1 Updated library collection (Based on the Union Catalog)**



| Classification           | No. of Book Titles | No. of Volumes | No. of Book Titles Copyrighted (within the last 10 years) |
|--------------------------|--------------------|----------------|-----------------------------------------------------------|
| Encyclopedias            | 204                | 240            | 0                                                         |
| Dictionaries             | 48                 | 117            | 0                                                         |
| Atlas                    | 2                  | 4              | 0                                                         |
| Almanac                  | 4                  | 4              | 0                                                         |
| Gazette                  | -                  | -              | -                                                         |
| Other General References | 859                | 1,253          | 29                                                        |
| Philosophy               | 116                | 494            | 34                                                        |
| Social Sciences          | 675                | 3,093          | 240                                                       |
| Pure Sciences            | 525                | 2,232          | 169                                                       |
| Applied Sciences         | 1,154              | 3,003          | 385                                                       |
| Arts                     | 88                 | 266            | 31                                                        |
| Literature               | 76                 | 609            | 22                                                        |
| History/Biography        | 54                 | 146            | 25                                                        |
| Filipiniana              | 1,472              | 8,893          | 375                                                       |
| Fiction                  | 372                | 380            | 32                                                        |

### C.2.1.2 Books on various fields of specialization





### C.2.1.3 Inventory of book collection and other learning resources in the library

| Classification                                          | No. of Book Titles | No. of Volumes | No. of Copyrighted books (within the last 10 years) |
|---------------------------------------------------------|--------------------|----------------|-----------------------------------------------------|
| Standard sets of encyclopedia                           | 204                | 240            | 0                                                   |
| General references (Atlas, Almanac, Dictionaries, etc.) | 859                | 1,253          | 29                                                  |
| Philosophy                                              | 116                | 494            | 34                                                  |
| Religion                                                | 10                 | 32             | 2                                                   |
| Social Sciences                                         | 675                | 3,093          | 240                                                 |
| Languages                                               | 187                | 1,642          | 36                                                  |
| Pure Sciences                                           | 525                | 2,232          | 169                                                 |
| Applied Sciences                                        | 1,154              | 3,003          | 385                                                 |
| Arts                                                    | 88                 | 266            | 31                                                  |
| Literature                                              | 76                 | 609            | 22                                                  |
| History/Biography                                       | 54                 | 146            | 25                                                  |
| Filipiniana                                             | 1,472              | 8,893          | 375                                                 |
| Fiction                                                 | 372                | 380            | 32                                                  |

### C.2.1.4 Book titles and volumes in the various fields of specialization

| Specialization                            | No. of Book Titles | Volumes |                                               |
|-------------------------------------------|--------------------|---------|-----------------------------------------------|
|                                           |                    | Total   | No. of copyrighted (within the last 10 years) |
| Bachelor of Science in Computer Science   | 248                | 352     | 229                                           |
| Bachelor of science in information system | 223                | 330     | 209                                           |

|                                                                              |     |     |     |
|------------------------------------------------------------------------------|-----|-----|-----|
| Bachelor of Science in Computer Engineering                                  | 212 | 302 | 176 |
| Bachelor in Public Administration                                            | 255 | 361 | 361 |
| Bachelor of Science in Entrepreneurship                                      | 286 | 342 | 276 |
| Bachelor of Arts in Economics                                                | 51  | 397 | 218 |
| Bachelor of Science in Agriculture major in Crop Science                     | 307 | 411 | 303 |
| Bachelor of Science in Agriculture major in Animal Science                   | 306 | 413 | 302 |
| Bachelor of Science in Agribusiness                                          | 224 | 328 | 220 |
| Bachelor of Science in Agroforestry                                          | 224 | 328 | 220 |
| Bachelor of Science in Environmental Science                                 | 227 | 318 | 217 |
| Bachelor of Science in Chemical Engineering                                  | 265 | 332 | 228 |
| Bachelor of Science in Civil Engineering (BSCE)                              | 192 | 227 | 160 |
| Bachelor of Science in Mechanical Engineering (BSME)                         | 226 | 287 | 190 |
| Bachelor of Science in Electrical Engineering (BSEE)                         | 239 | 301 | 195 |
| Bachelor of Science in Agricultural and Biosystems Engineering (BSABE)       | 215 | 275 | 173 |
| Bachelor in Early Childhood Education                                        | 268 | 398 | 250 |
| Bachelor in Social Studies                                                   | 274 | 417 | 250 |
| Bachelor of Physical Education (BPED)                                        | 275 | 401 | 261 |
| Bachelor in Technology and Livelihood Education                              | 280 | 410 | 258 |
| Bachelor of Elementary Education (BEED)                                      | 264 | 434 | 245 |
| Bachelor of Secondary Education in English                                   | 274 | 406 | 265 |
| Bachelor of Secondary Education in Mathematics                               | 260 | 386 | 243 |
| Bachelor of Secondary Education (BSED) in Filipino                           | 265 | 370 | 213 |
| Bachelor of Secondary Education (BSED) in Science                            | 265 | 372 | 252 |
| Bachelor of Science in Industrial Technology Major in Food Technology        | 276 | 354 | 263 |
| Bachelor of Science in Industrial Technology Major in Electronics Technology | 257 | 338 | 248 |
| Bachelor of Science in Industrial Technology Major in Electrical Technology  | 276 | 343 | 252 |

|                                                                             |     |     |     |
|-----------------------------------------------------------------------------|-----|-----|-----|
| Bachelor of Science in Industrial Technology Major in Civil Technology      | 274 | 333 | 243 |
| Bachelor of Science in Industrial Technology Major in Automotive Technology | 297 | 369 | 278 |
| Doctor of Education in Educational Leadership                               | 78  | 78  | 78  |
| Master of arts in Education major in Science Education                      | 176 | 176 | 176 |
| Master of arts in Education major in English Education                      | 146 | 146 | 146 |
| Master of arts in Education major in Mathematics Education                  | 118 | 118 | 118 |
| Master of arts in Education major in Administration & Supervision           | 119 | 119 | 119 |
| Master in Public Administration                                             | 111 | 125 | 111 |
| Master of Science in Agriculture                                            | 87  | 87  | 87  |
| Doctor of Philosophy in Science                                             | -   | -   | -   |
| Doctor of Philosophy in English                                             | -   | -   | -   |

## C.2.2 Audio-visual and non-print materials

### C.2.2.1 Available audio-visual and other non-print materials

| Audio-Visual Material  | Total No. of Units | No. of Functional/ Usable Units |
|------------------------|--------------------|---------------------------------|
| Maps/globes            | 10                 | 9                               |
| Posters                | N/A                | N/A                             |
| Films                  | N/A                | N/A                             |
| Filmstrips             | N/A                | N/A                             |
| Microforms             | N/A                | N/A                             |
| Slides                 | N/A                | N/A                             |
| Sound recordings       | N/A                | N/A                             |
| Video recordings       | N/A                | N/A                             |
| CD-ROMs                |                    |                                 |
| Others, please specify |                    |                                 |

### C.2.2.2 Available functional audio-visual equipment

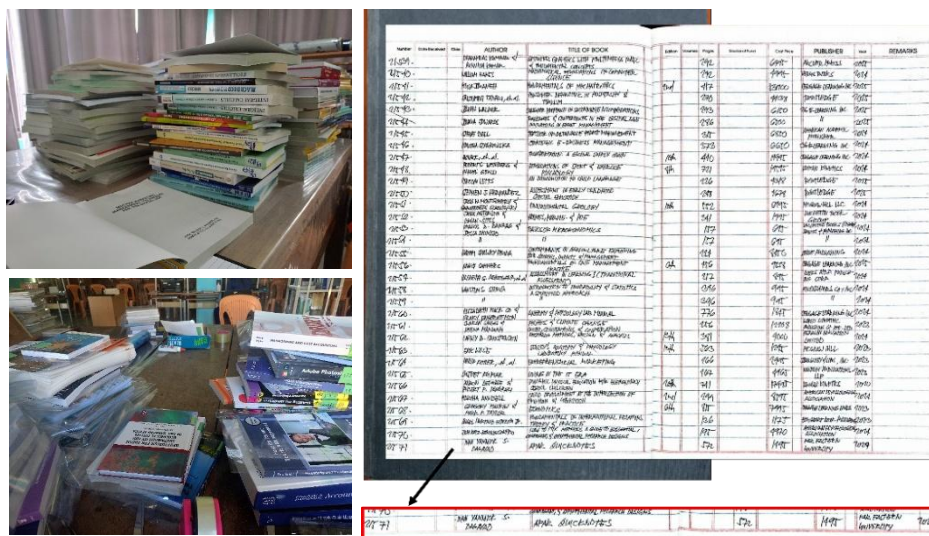
| Audio-Visual Equipment | Total No. of Units | No. of Functional/ Usable Units |
|------------------------|--------------------|---------------------------------|
| Overhead projector     | N/A                | N/A                             |
| Slide projector        | N/A                | N/A                             |
| Micro-reader           | N/A                | N/A                             |
| Opaque projector       | N/A                | N/A                             |
| 16 mm film projector   | N/A                | N/A                             |
| Television             | 1                  | -                               |
| VHS player             | N/A                | N/A                             |
| CD/VCD/DVD player      | N/A                | N/A                             |
| Laserdisc player       | N/A                | N/A                             |
| Record player          | N/A                | N/A                             |
| Laptop/Computer        | 22                 | 22                              |
| LCD projector          | -                  | -                               |

### C.3 Book collection for general references and specializations.

1. Updated and relevant library reference materials, where the library maintains current, curriculum-aligned, and relevant reference materials that support both general education subjects and specialized fields, contributing to positive outcomes.
2. Comprehensive library collection, provides a wide range of resources covering different academic programs, ensuring that students and other library users have access to essential information from basic to advanced levels.
3. Increased resource utilization and client satisfaction, the availability of relevant and updated reference materials encourages greater use of library resources, resulting in higher user satisfaction and improved learning experiences.

### C.4 Best techniques used to increase book collection

1. Annual Book Acquisition Program, every year, the administration provides funding from GAA and Fiduciary for the acquisition of books through public bidding and negotiated procurement. This program enables the library to acquire newly published and subject-specific books that are aligned with the institution's curricular programs. It also helps ensure that the library meets the required standards in terms of the quality and quantity of its book collection.



2. Book Donation Drive, our library often receives donations from students, faculty members, and private individuals. These donations include newly purchased books, materials from personal collections, and publications authored by donors. This approach is cost-effective and plays an important role in enriching and updating the library's existing collection.



3. Library Exchange of Publications, our library participates in book and publication exchange programs with institutions such as Ifugao State University, Camarines Sur Polytechnic Colleges, and Central Bicol State University in Agriculture. Through these partnerships, books and institutional publications are exchanged, allowing the library to continuously expand and strengthen its available resources.

## D. Services and Utilization

### D.1 Procedures

The library is accessible to all stakeholders from Monday to Thursday, except on Saturdays, with operating hours from **7:00 AM to 6:00 PM**. The e-resources are adopted to give students and faculty members convenient access to the library's collections and services.

To use the library's resources and services, students must first apply for and validate their library cards. They are required to accomplish the designated logbook and submit the necessary documents before receiving their library card. Once validated, the card allows students to avail themselves of the various library services. Borrowers may check out books for overnight use provided that students present a valid library card.

The borrowing process is conducted at the circulation desk and follows the prescribed loan periods and return policies stated in the library manual. Other services offered include library orientation, referrals, clearance processing, and other related services. Library users may also utilize designated quiet study areas and group study spaces, as well as available like online resources and computers.

### D.2 List of available physical facilities





| Room                          | Area (sq. m) | Capacity (# of clientele) |
|-------------------------------|--------------|---------------------------|
| Reading room                  | 800 sq.m     | 276                       |
| Work stations                 | 15.75 sq.m   | 10                        |
| Staff room/s                  | 5.75 sq.m    | 6                         |
| Librarian's office            | 15.75 sq.m   | 2                         |
| Technical room                | 15.75 sq.m   | 6                         |
| Audio-visual/Multi-media room | 15.75sq.m    | 10                        |
| Bindery/Printing Room         | N/A          | N/A                       |
| Others                        |              |                           |

### D.3 List of available furniture/equipment/fixtures

| Furniture/Equipment                  | Quantity   | Location                                                                               |
|--------------------------------------|------------|----------------------------------------------------------------------------------------|
| Bookshelves<br>Fabricated steel      | 84 units   | Reading area                                                                           |
| Magazine rack                        | 2 units    | Periodical section                                                                     |
| Newspaper rack                       | 1 unit     | Periodical section                                                                     |
| Library chairs                       | 276 pcs    | Reading area                                                                           |
| Library tables                       | 29 pcs     | Reading area                                                                           |
| Carrels for individual study         | 13 pcs     | Reading area                                                                           |
| Desk and chairs for staff            | 5 pcs      | Staff work area                                                                        |
| Charging desk                        | 1 pc       | Circulation area                                                                       |
| Dictionary stand                     | 4 pcs      | Reading area/Circulation area                                                          |
| Atlas stand                          | 1 pc       | General Reference Section                                                              |
| Bulletin board                       | 0          | For replacement                                                                        |
| Book racks                           | 2 pcs      | Circulation area                                                                       |
| Map stand and cabinets               | 2 pcs      | Circulation area                                                                       |
| Filing cabinet                       | 4 pcs      | Technical area,<br>Circulation Area,<br>Librarian's Office,<br>Graduate School Library |
| Typewriter                           | 0          |                                                                                        |
| Computer set (computer with printer) | 3 units    | Work Station                                                                           |
| Computer set                         | 21 units   | ICT Area                                                                               |
| Others:                              |            |                                                                                        |
| ID Laminating machine                | 1 unit     | Technical room                                                                         |
| Paper Cutter                         | 2 units    | Technical room                                                                         |
| Ring Binder                          | 1 unit     | Technical room                                                                         |
| Fire Extinguisher                    | 4 units    | Reading Area & Circulation Area                                                        |
| Photocopying Machine                 | 4 units    | Technical Area                                                                         |
| Book stand                           | 50 pcs     | Reading Area                                                                           |
| Card catalog (steel cabinet)         | 1 unit     | Technical Room                                                                         |
| Industrial Fan                       | 1          | Graduate School Library                                                                |
| Ceiling fan                          | 17 units   | Librarians' office,<br>Circulation area,<br>Reading area                               |
| CCTV camera                          | 24 cameras | Technical Area                                                                         |
| Office table                         | 6 units    | (General references section, librarian's office)                                       |
| Computer Table                       | 29 units   | ICT Room,<br>Workstation for Electronic Resources                                      |
| Water dispenser, hot/cold            | 2 units    | Technical area,<br>Librarian's Office                                                  |
| Airconditioned                       | 9 units    | All Areas of the Library                                                               |

|                  |         |                                                                                                                       |
|------------------|---------|-----------------------------------------------------------------------------------------------------------------------|
| Emergency Lights | 6 pcs   | All Areas of the Library                                                                                              |
| TCL TV           | 1 unit  | Reading Area                                                                                                          |
| Stand Fan        | 6 units | Librarians' Office,<br>Technical Room,<br>Faculty Area,<br>Information Desk, ICT<br>Room & Graduate<br>School Library |

#### D.4. Electronics and Digital Resources available in the College Library

1. E-Book and E-Journal Subscriptions
2. Online Databases
3. Electronic Searching

The College Library maintains subscriptions to reputable electronic books (e-books) and electronic journals (e-journals) to support the academic, instructional, research, and extension needs of its students, faculty, researchers, and other authorized users. These electronic resources provide convenient, timely, and equitable access to current scholarly literature, peer-reviewed research articles, academic publications, and relevant reference materials across various disciplines and areas of specialization.





## DOST STARBOOKS

The First Philippine Science Digital Library

Your access to a wealth of science and technology information right at your fingertips.

**Science and Technology Academic & Research-Based Openly Operated Kiosk Station**

*Your One-Stop S&T Information System*

For more information, contact:



Department of Science and Technology  
**SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE**  
DOST Complex, General Santos Avenue, Bicutan, Taguig City  
Tel.No. 837-2191 / 837-7518  
www.stii.dost.gov.ph  
e-mail: starbooks@stii.dost.gov.ph

**STARBOOKS** contains thousands of digitized science and technology resources in various formats (text and video/audio) placed in specially designed "pods" set in a user-friendly interface.

**Who should avail:**

- \* Local Government Units, (LGUs)
- \* Non-Government Organizations (NGOs)
- \* Educational Institutions

**How to avail:**

1. Make a formal request (Letter addressed to the STII Director)
2. Ensure compliance to requirements (IT and manpower components)
3. Purchase of Equipments
4. MoU signing
5. Installation of kiosks
6. Training of focal persons (Preferably IT and Librarians or both)

## SUBSCRIBER'S CERTIFICATIONS FROM CE-LOGIC



## SUBSCRIBER'S CERTIFICATIONS FROM IG PUBLISHING GROUP



## D.5 Technology utilization in library operations

### D.5.1 Integrated library system

An Integrated Library System (ILS) serves as Online Public Access Catalog (OPAC) and cataloging tool while QMS >>>>

The system incorporates functional modules designed to optimize library management:

- Cataloging: Systematic organization and metadata management of bibliographic records.
- Circulation: Automated monitoring and administration of resource lending, returns, and inventory status.
- Acquisition: Procurement, budgeting, and order tracking for incoming library materials.
- Serials Management: Management, control, and tracking of continuous publications, including magazines and scholarly journals.
- Online Public Access Catalog (OPAC): Searchable interface enabling patrons to discover and locate library holdings. The implementation of an ILS (such as KOHA) enhances operational efficiency, ensures accurate resource tracking, and improves service delivery for both patrons and administrative staff.

KOHA is a full-featured Integrated Library Management System (ILMS). In use worldwide in libraries of all sizes true enterprise-class ILMS, should have comprehensive functionality including basic or advanced options.

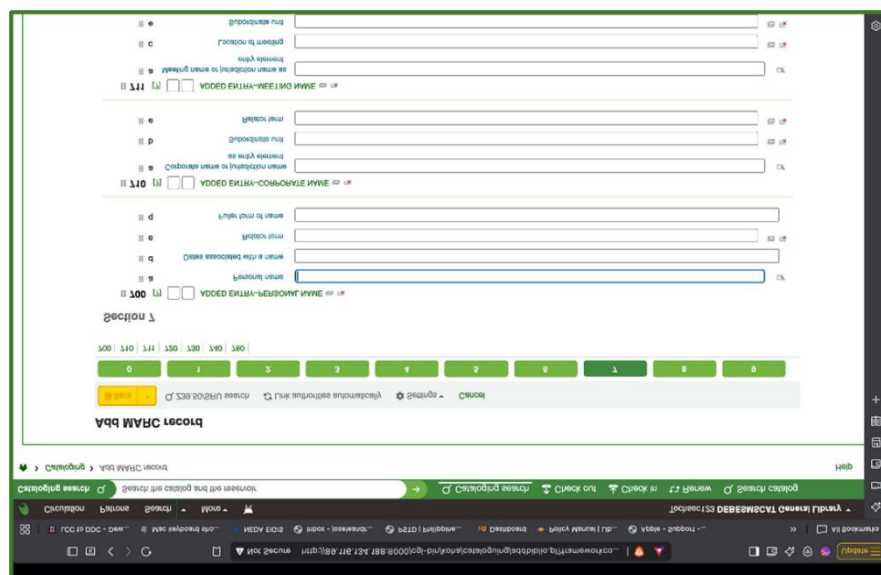
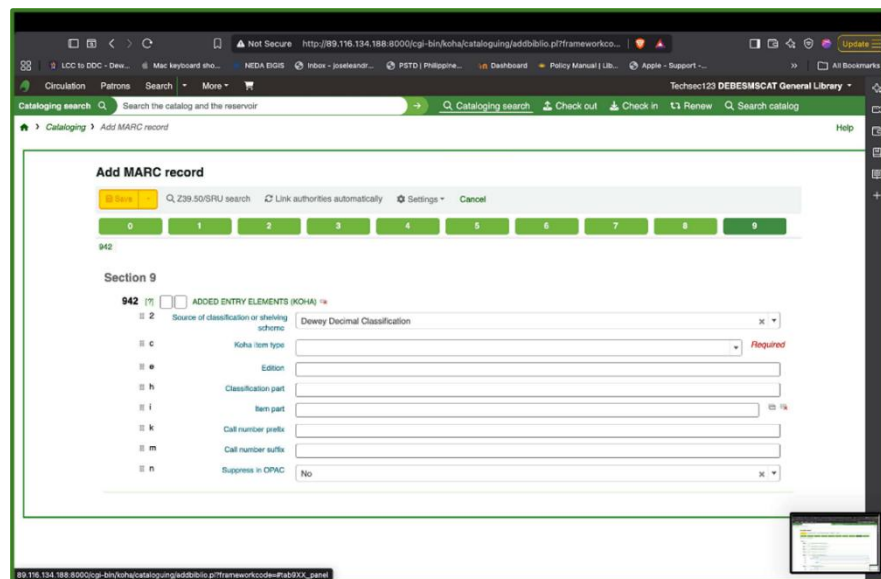
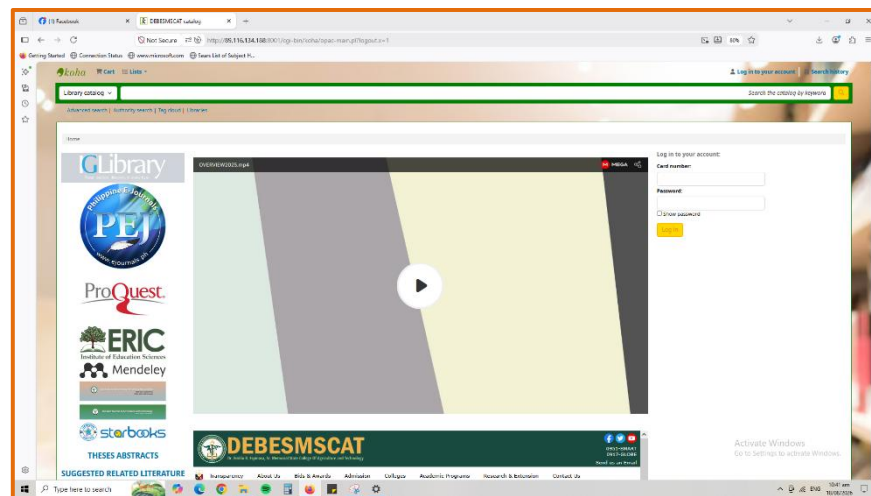
KOHA is a fully web-based solution that supports all library standards. It is highly integrated modules with any third-party solution. KOHA System Architecture:

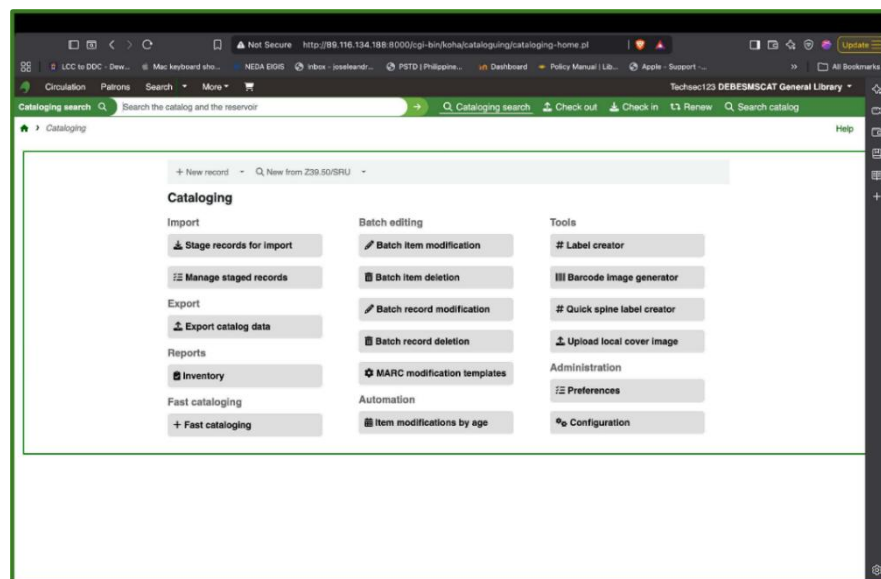
- Single centralized database with unlimited user license
- Dual Database Design
- Library Standards Compliant
- Web-based Interfaces
- Network server and client workstation compatibility
- Mobile phones and tablet compatibility KOHA ILMS includes modules for circulation, cataloguing, acquisitions, serials, reservation, patron management, branch relationships, and many more.

Here are the modules of KOHA ILMS:

- Cataloging module (Includes Z39.50 interface)
- OPAC Modules
- MARC Import – Import MARC record from another library using ISO2709 format.
- MARC Export – Export MARC record from KOHA ILMS to another KOHA ILMS library or other MARC Compliance library system.
- Barcode Generator and Barcode Spine Label Print Utilities
- System Preferences – Control preferences for KOHA ILMS

## INTEGRATED LIBRARY SYSTEM





#### D.5.2 Access to electronic collections

The library provides secure, 24/7 access to digital resources—including e-books, online scholarly journals, and research databases—across web-enabled devices. Authorized users can access these collections off-campus or on-site via the library portal, facilitating independent research and remote learning.

| ELECTRONIC RESOURCES                                                                |                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ONLINE DATABASE                                                                     | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                          |
|  | <p>ENGINEERING COLLECTION,<br/>AGRICULTURAL SCIENCE<br/>COLLECTION AND RESEARCH<br/>LIBRARY.</p> <p>URL <span style="float: right;">Link:</span><br/> <a href="https://www.proquest.com/">https://www.proquest.com/</a></p> <p>Username: LIBREOURCES<br/>         Password: Debesmscat@2025</p> <p>Username: Faculty_PQRL<br/>         Password: Debesmscat@2025</p> |
|  | <p>196 SCIENTIFIC<br/>INTERNATIONAL TITLES.</p> <p>URL Link:<br/> <a href="https://www.igpublish.com/">https://www.igpublish.com/</a></p>                                                                                                                                                                                                                            |



PHILIPPINE E-JOURNALS

PHILIPPINE E-JOURNALS  
PREMIUM 2025 (ONSITE AND  
REMOTE ACCESS).

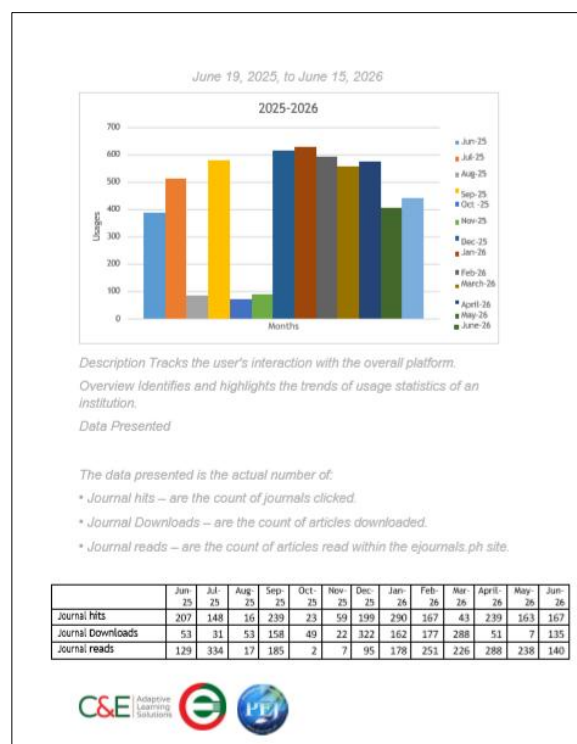
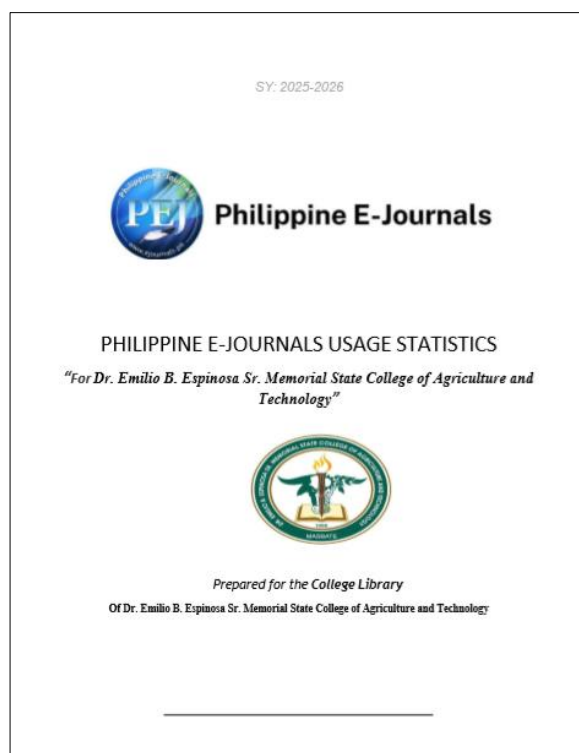
URL Link: <https://ejournals.ph/>

### D.5.3 Access to online database and e-resources

Access to electronic collections allows library users to utilize digital resources such as e-books, online journals, and research databases through their phones, laptops, or computers anytime and from any location.

Users only need an active library account to access these resources through the library's website. This convenient online service enables students and faculty to read, conduct research, and study without having to visit the physical library. Electronic resources are particularly beneficial for distance learning and late-night studying while providing users with access to a broader range of information beyond the materials available in the library's physical collection.

### UTILIZATION OF ONLINE RESOURCES AND CLIENTELE AND END-USERS



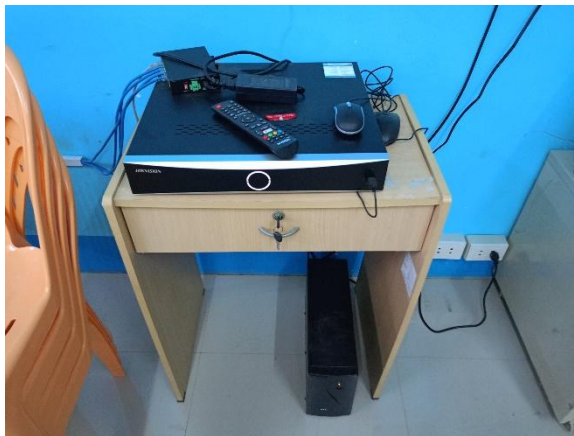
### D.5.4 Institutional repositories

The library maintains an institutional repository to collect, organize, and provide access to the scholarly and academic works produced by the institution. Theses, dissertations, research papers, faculty publications, and other relevant academic materials are submitted to

the library through the prescribed donation. Upon receipt, the library personnel record, evaluate, classify, and properly organize the materials for inclusion in the repository.

#### **D.6 Other provisions**

To optimize operational efficiency and elevate the user experience, the College Library maintains comprehensive provisions for security and control, information technology, and multimedia resources. Security protocols include Radio-Frequency Identification (RFID) material tracking, closed-circuit television (CCTV) surveillance, and stationed security personnel to ensure physical safety and asset protection. In terms of software infrastructure, the Library utilizes the Koha Integrated Library System (ILS), an open-source solution that facilitates efficient collection management and seamless resource discovery. Furthermore, the Library integrates modern multimedia equipment and provides high-speed Wi-Fi connectivity throughout the facility. Computer workstations and tablets equipped with essential academic software are fully accessible to support the teaching, learning, and research requirements of students, faculty, and institutional stakeholders.



#### **D.7 Effective procedures on the utilization of library resources and services.**

1. Enhanced User Satisfaction. Well-defined procedures for circulation, retrieval, and access to physical and digital library collections have enhanced patron satisfaction, resulting in increased overall facility visitation and system engagement among students and faculty.
2. Optimized Collection Utilization. Streamlined workflows and user-friendly service delivery mechanisms have increased access to both print holdings and electronic assets (e.g., online databases and reference materials), thereby maximizing the institutional value and utility of the library's repository.
3. Advanced Information Competency. Through systematic annual orientations and instruction, stakeholders cultivate essential research skills to independently locate, evaluate, and synthesize information resources across disciplines.



#### **D.8 Best strategies utilized on library services and utilization.**

1. Integration of Digital Technologies. Modernizing resource access through institutional subscriptions to electronic databases, e-journals, and e-books, supplemented by remote service touchpoints such as virtual reference and digital clearance processing.
2. Strategic Stakeholder Engagement and Outreach. Utilizing multi-channel communication strategies, including official social media platforms and targeted email campaigns, to systematically promote new acquisitions, academic library events, and digital repository features.
3. Provision of Flexible Learning Environments and Tailored Support. Enhancing user engagement by offering specialized physical and digital learning spaces, such as dedicated E-Library spaces, individual study carrels, and collaborative discussion zones tailored to diverse academic needs.



### **E. Physical Set-Up and Facilities**

#### **E.1 Set – up**

The library is strategically located at the back of the Administration Building, providing convenient access to students, faculty, and other members of the academic community. It is a one-story facility with a total floor area of approximately 800 square meters, designated to accommodate library users and support various library services and activities. The facility can accommodate up to 276 users at a time, when its different sections and service areas arranged to facilitate accessibility and efficient delivery of library services.

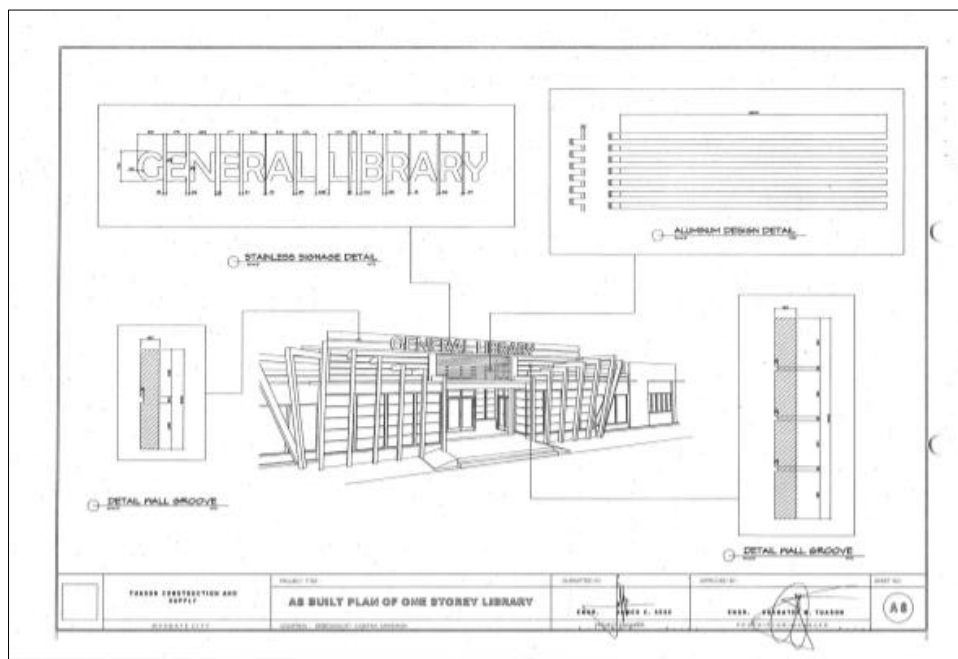
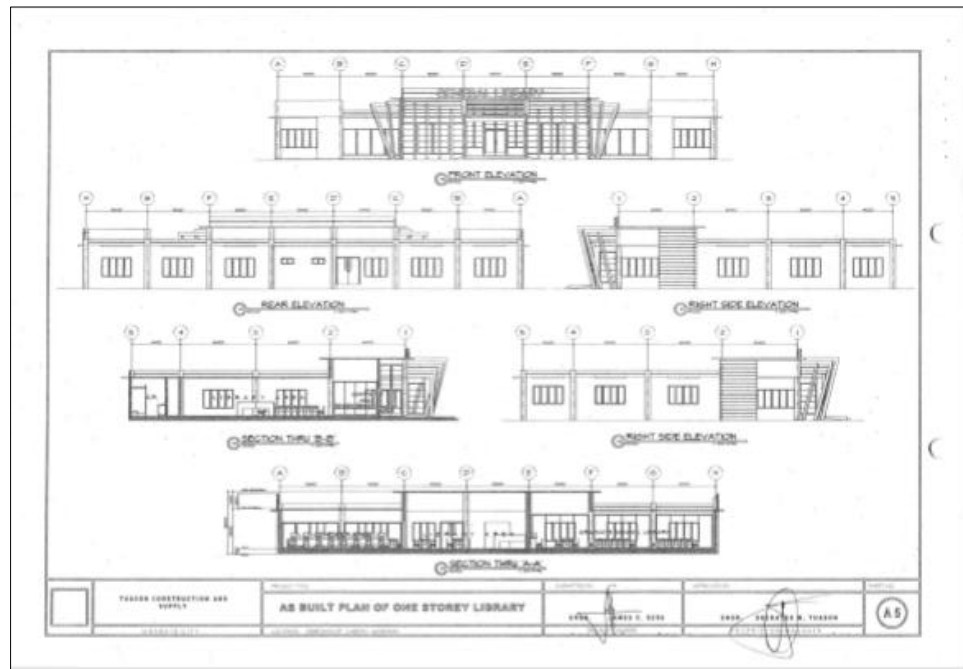
The library house the Librarian's Office, General Reference Section, Technical Section, Circulation Section, reading area, Periodical Section, Reserved Books Section, Filipiniana Section, New Acquisition Section, and Charging & Discharging Section, among others. It also

provides designated spaces for undergraduate theses, master's theses and dissertations, faculty area, and other specialized areas.

The library facility is equipped with a lobby and baggage counter, supported by CCTV cameras to help ensure the safety and security of library users and resources. The Graduate School Library is located adjacent to the General Library, providing additional resources and services to graduate students.

Dedicated areas such as BSP Corner and GAD Corner are also provided to support specific academic and institutional information needs. Overall, the library's physical arrangement and designated sections are intended to provide a functional, accessible, secure, and conducive environment for study, research, reading, and other academic activities.





## E.2 Facilities

### LIGHTING

The College Library is strategically equipped with a balanced combination of natural and artificial lighting systems designed to create an optimal, comfortable, and well-illuminated environment conducive to academic work. Large windows installed along the exterior walls maximize the influx of natural daylight into the primary reading zones, study areas, and specialized library sections. Complementing this natural light, artificial fixtures are strategically positioned throughout the facility to deliver uniform, glare-free illumination that meets standard visual ergonomic requirements. This comprehensive lighting scheme ensures

optimal visibility, minimizes eye strain, and fosters a productive space for reading, extended study sessions, research, and general resource utilization for all library patrons.



### VENTILATION

The College Library facility is equipped with a modern air-conditioning system engineered to maintain consistent climate control and efficient air circulation across all study and administrative zones. To promote indoor air quality and manage ambient humidity, fresh outdoor air is regularly integrated into the circulation system, including during off-peak hours outside the institutional air-conditioning operating schedule (9:00 AM – 4:00 PM). Facilities management continuously monitors and regulates system settings to sustain a comfortable environment optimized for intellectual work and research. Furthermore, physical plant and facilities (PPF) personnel conduct routine preventive maintenance to safeguard equipment reliability, energy efficiency, and operational compliance.



### SECURITY

To safeguard institutional collections and ensure the physical safety of patrons and staff, the University Library implements a comprehensive security management framework. Dedicated security personnel are stationed on-site throughout operating hours to maintain a visible deterrent, manage emergency protocols, and assist with safety-related concerns. The facility is equipped with integrated security infrastructure, including closed-circuit television (CCTV) surveillance, detection alarm systems, and controlled access mechanisms at key entry points. Stationed guards actively monitor live surveillance footage and respond promptly to suspicious activities or policy infractions. Furthermore, physical entry controls, such as reinforced door locks and access restriction systems to prevent unauthorized access to restricted areas. To preserve order and protect personal property, a designated baggage counter

with a systematic number-tagging process is provided for the secure storage of patron belongings upon entry.



### INTERNET ACCESS

To support digital learning, research, and resource accessibility, the College Library provides robust, high-speed Wi-Fi coverage throughout the entire facility. This network infrastructure offers seamless, secure connectivity for students, faculty, and visiting researchers, enabling reliable access to online institutional databases, digital repositories, and collaborative academic tools. Network performance and bandwidth are continuously monitored and optimized by campus IT administrators to ensure uninterrupted digital services and accommodate the high volume of simultaneous user connections across all study and administrative zones.



| Library | Size | Location                | Amenities/Equipment Provided              |
|---------|------|-------------------------|-------------------------------------------|
|         |      | Library Entrance        | Lighting, Ventilation, CCTV Camera, Staff |
|         |      | Graduate School Library | Lighting, Ventilation, CCTV Camera, Staff |
|         |      | E-Library Section       | Lighting, Ventilation, CCTV Camera, WiFi  |
|         |      | Lobby/Hallway           | Lighting, Ventilation, CCTV Camera, Staff |
|         |      | Reading Area            | Lighting, Ventilation, CCTV Camera        |
|         |      | Lounge                  | Lighting, Ventilation, CCTV Camera, WiFi  |
|         |      | Books Sections          | Lighting, Ventilation, CCTV Camera        |
|         |      | Receiving Area          | Lighting, Ventilation, CCTV Camera, Staff |
|         |      | Librarian Office        | Lighting, Ventilation, CCTV Camera, WiFi  |

### **E.3 Cite three effects of the effective physical set-up and facilities.**

1. Enhanced Accessibility and Efficient Navigation, the library's well-planned physical layout, complemented by clear and strategically placed signage, promotes ease of access and efficient navigation for students, faculty, researchers, and other library users. The systematic arrangement of library collections, equipment, furniture, and fixtures enables users to locate resources and utilize available services with minimal difficulty. This organized physical environment facilitates efficient movement within the library, maximizes the use of available spaces, and ensures that essential resources and facilities are readily accessible to all clients.
2. Improved Availability and Utilization of Print and Digital Resources, the provision of adequate and modern technological facilities enhances the accessibility and utilization of both print and online information resources. The library is equipped with desktop computers, and other appropriate instructional and information technology facilities that support the academic, instructional, and research requirements of its clientele. These facilities provide users with convenient access to information, enable efficient retrieval and processing of resources, and support various learning and research activities. Consequently, the effective integration of physical facilities and technology contributes to a more responsive, resource-rich, and learner-centered library environment.
3. Promotion of User Comfort, Mental Well-Being, and Positive Learning Experiences, the effective physical set-up of the library contributes significantly to the comfort, safety, and overall well-being of its users. Adequate and comfortable seating, appropriate space allocation, conducive lighting, pleasant interior design, and the incorporation of indoor plants and other biophilic elements help create a welcoming and relaxing learning environment. These features may help reduce stress, promote concentration, and encourage longer and more productive study sessions. By providing a clean, comfortable, aesthetically pleasing, and user-centered environment, the library supports not only the academic needs of its clientele but also their overall well-being and positive learning experience.

### **E.4 Cite three best techniques on the library set-up and facilities.**

1. Strategic Library Space Planning and Functional Zoning, the library implements a systematic and purposeful approach to space planning by appropriately organizing its different sections, service areas, collections, and key facilities. The arrangement is designed to maximize the available space while ensuring convenient access and efficient movement of library users. Functional zoning enables the library to accommodate a range of activities, including individual study, collaborative learning, research, information retrieval, circulation, and other academic-related services. This user-centered approach promotes an organized, accessible, and conducive environment that responds to the varying needs of students, faculty, researchers, and other stakeholders.
2. Comprehensive Safety, Security, and Emergency Preparedness Measures, the library prioritizes the safety and security of its collections, personnel, and clientele through the implementation of appropriate security and emergency preparedness measures. These include the installation and use of CCTV surveillance systems, fire alarm and detection devices, clearly visible emergency exit signs, designated exit doors, and the provision of a permanent and station-specific security guard. These measures strengthen the library's capacity to prevent and respond to potential security threats, fire incidents, emergencies, and other hazards. The systematic implementation of safety protocols contributes to the protection of library resources and ensures a secure and reassuring environment conducive to learning and research.

3. Aesthetic, Inclusive, and User-Centered Library Environment, the library integrates appropriate aesthetic and environmental elements to create a visually appealing, welcoming, and functional learning space. Thoughtful consideration of interior arrangement, furniture, lighting, color, décor, and other aesthetic features enhances the overall atmosphere of the library while maintaining its primary academic and functional purpose. A pleasant and inviting physical environment encourages students and other clientele to utilize library facilities, engage in independent and collaborative learning, and explore available information resources. This approach supports the development of a positive library experience while promoting comfort, interaction, engagement, and a stronger culture of learning and knowledge-sharing within the academic community.

## F. Financial Support

### F.1 Financial Support

#### F.1.1 Annual library fund allocation in the last 3-5 years.

| Item                               | Source of Fund  | CY 2021      | CY 2022      | CY 2023      | CY 2024      | CY 2025      |
|------------------------------------|-----------------|--------------|--------------|--------------|--------------|--------------|
| Salaries of professional personnel | GAA             | 43,681.00    | 45,203.00    | 47,228.00    | 49,542.00    | 53,832.00    |
| Wages of non-professional staff    | Fiduciary       | 370,469.40   | 396,869.40   | 111,800.00   | 520,000.00   | 600,000.00   |
| Books                              | GAA & Fiduciary | 476,238.17   | 1,968,040.03 | 850,000.00   | 1,264,000.00 | 5,091,819.00 |
| Periodicals/S subscriptions        | -               | N/A          | N/A          | N/A          | 4,000.00     | N/A          |
| Multimedia materials               | -               | N/A          | N/A          | N/A          | N/A          | N/A          |
| Repair, binding and maintenance    | Fiduciary       | 503,017.64   | 50,000.00    | -            | 100,000.00   | 200,000.00   |
| Supplies and Materials             | Fiduciary       | 120,297.00   | 24,000.00    | 50,000.00    | 35,000.00    | 126,000.00   |
| Staff development                  | Fiduciary       | –            | –            | 90,000.00    | 80,000.00    | 70,000.00    |
| Online Database Subscriptions      | GAA             | 1,500,000.00 | 1,000,000.00 | 1,000,000.00 | 1,000,000.00 | 1,000,000.00 |
| Others                             |                 |              |              |              |              |              |

#### F.1.2 Description of the Librarian and Staff's participation in the Annual Budget Preparation

The active participation of librarian and library staff in the annual budget preparation is important in ensuring that financial resources are aligned with the needs of the academic community and the institution's goals. This budget preparation promotes a sense of responsibility and accountability while it ensures that the library's financial resources are properly allocated to support and improve library services. Evidence of the librarian participation in the college annual budget preparation can be found in the memorandums, attendance, along with the prepared budget and program receipt and expenditures. The

proposed budget is subsequently presented to the Board for review and approval.

## **F.2 Cite three effects of adequate financial support for the library.**

1. Improved Library Facilities, through the annual budget provided to the library, its facilities can be expanded, improved, and maintained, creating a more comfortable and welcoming environment for studying and learning.

2. Enhanced Library Resources, financial support from Special budget and Fiduciary allows the library to acquire updated print, non-print, and electronic resources. This ensures that the library maintains relevant and current collections that meet academic and comply with the recommendations of the regulatory bodies.

3. Improved Library Services, with sufficient funding allows the library to employ additional staff, resulting in better and more efficient services. It also supports the development of innovative services and activities that respond to the changing needs of the academic community.

## **F.3 Cite the best three strategies used in the management of financial support of the library.**

1. Effective and Efficient Library Budgeting, our library prepares its budget based on identified needs and priorities. Funds are distributed fairly according to the usage and demand for library resources. Regular monitoring of budget performance is also conducted to ensure that funds are properly utilized and disbursed.

2. Effective Library Financial Planning, we ensure that library allocated funds are properly planned, utilized, and disbursed. When savings or unutilized funds occur, alternative plans are prepared for budget realignment, including the necessary processes for re-PR and re-PPMP. Library personnel are kept informed of budget plans and undertakings through regular monitoring and communication.

3. Connect through Linkages and Partnerships, we establish connections with stakeholders and partner organizations with build trust, confidence, and support while providing opportunities to enhance library services and program

## **G. Linkages**

### **G.1 Linkages**

| Agency/Institution/Individuals                                    | Address              | Nature of Linkage<br>(exchange/donations/etc) | Level<br>(int'l, nat'l, reg'l, local) |
|-------------------------------------------------------------------|----------------------|-----------------------------------------------|---------------------------------------|
| 1. Bangko Sentral ng Pilipinas                                    | Legazpi City         | Donation                                      | National                              |
| 2. Carlos Hilado Memorial State College                           | Negros Occidental    | Exchange                                      | National                              |
| 3. DOST Starbooks                                                 | Masbate Field Office | Donation                                      | Regional                              |
| 4. Philrice                                                       | Ligao City           | Donation                                      | Regional                              |
| 5. SEARCA                                                         | Manila               | Donation                                      | National                              |
| 6. De La Salle University                                         | Manila               | Donation                                      | National                              |
| 7. Sherwin E. Balbuena                                            | Mandaon, Masbate     | Donation                                      | Local                                 |
| 8. C&E Publishing, Inc.                                           | Manila               | Donation                                      | National                              |
| 9. Omni Clan Reading Outreach Initiative thru The Eleanor Library | Masbate City         | Donation                                      | Local                                 |
| 10. Camarines Sur Polytechnic University                          | Nabua, Camarines Sur | Exchange                                      | Regional                              |

| Agency/Institution/Individuals                    | Address             | Nature of Linkage<br>(exchange/donations/etc) | Level<br>(int'l, nat'l, reg'l, local) |
|---------------------------------------------------|---------------------|-----------------------------------------------|---------------------------------------|
| 11. Divine Word College of Legazpi                | Legazpi city        | Exchange                                      | Regional                              |
| 12. Central Bicol State University of Agriculture | Pili, Camarines Sur | Exchange                                      | Regional                              |
| 13. Ifugao State University                       | Lamut, Ifugao       | Exchange                                      | National                              |
| 14. University of the Philippines-Diliman         | Quezon City         | Consortium                                    | National                              |

## G.2 Cite at least three effects of local and international linkages.

1. Library Resource Sharing: Member institutions collaborate to share print and electronic collections, expanding users' access to diverse information sources.
2. Broader Access to Global Resources: Strategic partnerships with local, national, and international institutions grant users access to databases and digital collections beyond current subscriptions, while maintaining strict adherence to MOA/MOU terms.
3. Community Program Engagements: Local partnerships with nearby organizations and government units enable outreach programs that promote literacy and reading in remote areas.

## G.3 Cite the best three styles used in increasing library linkages.

1. Resource-Sharing Collaboration: Partnering with other institutions enables cross-access to extended research materials for students beyond their home campus collections.
2. Active Library Outreach: Utilizing Online Public Access Catalogs (OPAC), publishing newsletters, and sharing updates on official social media platforms increases visibility and engagement.
3. Community-Based Partnerships: Teaming up with local government units and community colleges, helps extend library services and reading materials to underserved and remote communities.