AREA VII - LIBRARY

PARAMETER A. ADMINISTRATION

1. SYSTEM – INPUTS AND PROCESS

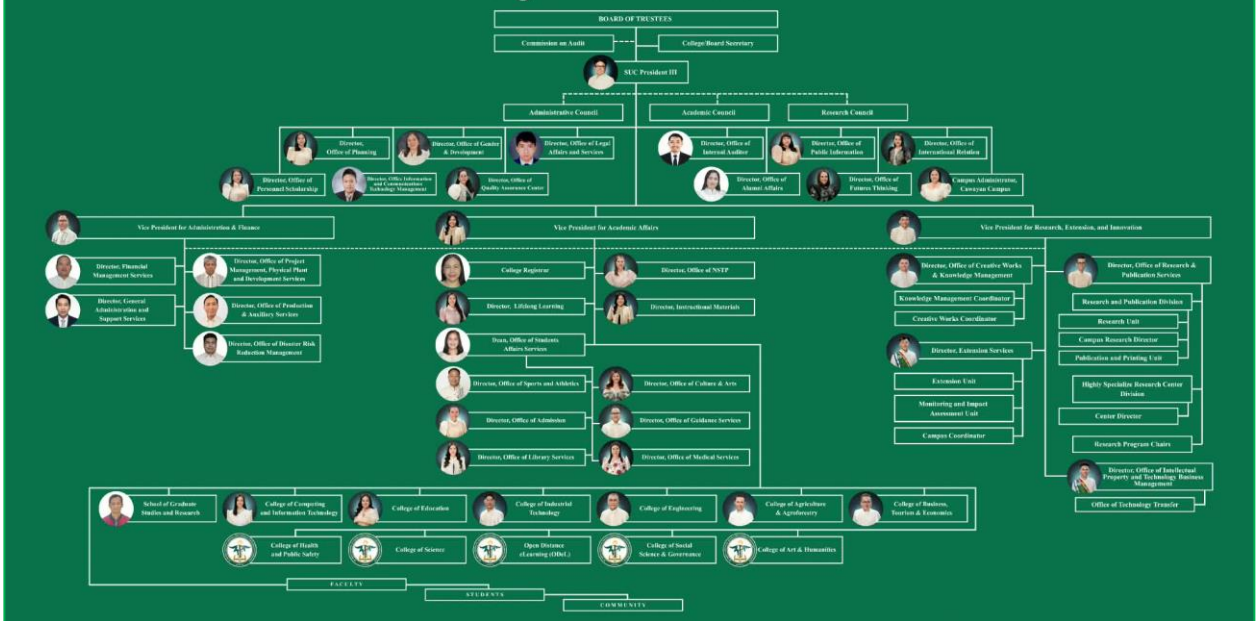
- Present the approved Organizational structure of the Library

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.

DEBESMSCAT
Organizational Chart

Board Resolution No. 26-21 dated March 13, 2026
DEBESMSCAT Strategic Development Plan 2026-2023



VISION

By 2050, **DEBESMSCAT** is a premier university that is globally focused, nationally recognized, and committed to the transformation of Masbate.

MISSION

1. Provide quality education, research, extension and production with accessible, data-driven, and internationalized quality service;
2. Produce academically and skills-prepared, values oriented and leadership-honed graduates that are lifelong learners and global market-ready;
3. Establish Centers of Development and Center of Excellence for all the flagship programs of the institution; and
4. Ensure partnership with multi-sectoral local, national and international institutions for academic research, production and community-based Collaboration.

Core Values (RODEO)

RESILIENCE
OPTIMISM
DEDICATION
EXCELLENCE, and
OBEISANCE

QUALITY POLICY

DEBESMSCAT commits to sustain excellent service delivery in instruction, research, extension and production to satisfy quality standards, legal and clientele requirements, and continual improvement of the Quality Management System.

OFFICE OF THE LIBRARY SERVICES
Organizational Chart

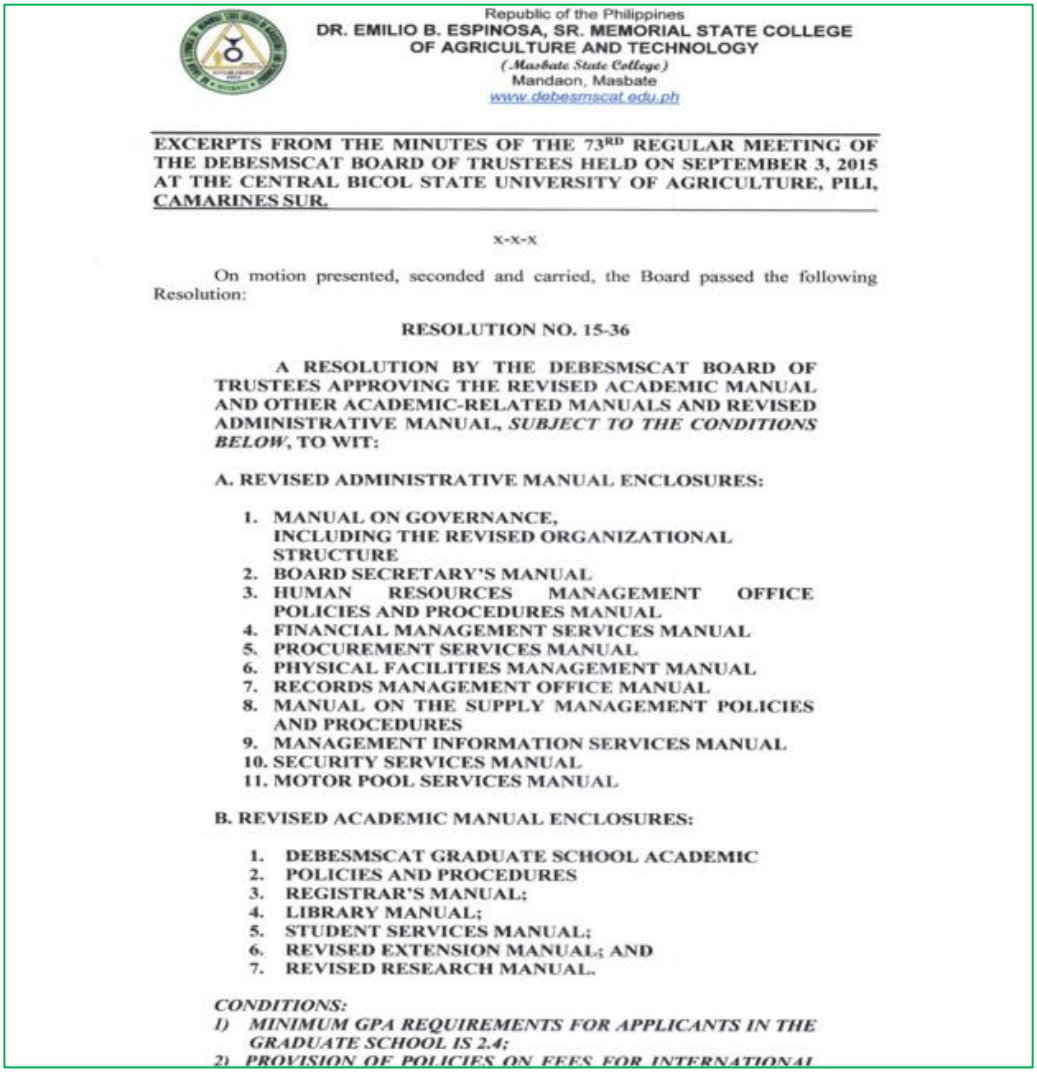


- Present the approved Library Manual

The 2015 edition of the DEBESMSCAT Library Manual has adopted the title **Manual** and just like the old version, it is recorded of the policies, organizational structure, and the office procedures and practices observed by the General Library and the job description of the professional and support staff. It serves as a reference for the personnel in the discharge of their duties and for consistency in their decisions related to library concerns. The manual was approved by the Board of Regents through **BOR Res. No. 15-36-2015.** Further, the manual is designed to serve the following purposes:

1. To acquaint new personnel with library policy, procedures and general information and;
2. To keep current personnel informed of changes in library policies and procedures.

The preliminary pages include the college Vision, Mission, Quality Policy of the Dr. Emilio B. Espinosa, Sr. Memorial State College of Agriculture and Technology and Objectives of the College Library.



Republic of the Philippines
DR. EMILIO B. ESPINOSA, SR. MEMORIAL STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY
(Masbate State College)
Mandaon, Masbate
www.debesmscat.edu.ph

EXCERPTS FROM THE MINUTES OF THE 73RD REGULAR MEETING OF THE DEBESMSCAT BOARD OF TRUSTEES HELD ON SEPTEMBER 3, 2015 AT THE CENTRAL BICOL STATE UNIVERSITY OF AGRICULTURE, PILI, CAMARINES SUR.

x-x-x

On motion presented, seconded and carried, the Board passed the following Resolution:

RESOLUTION NO. 15-36

A RESOLUTION BY THE DEBESMSCAT BOARD OF TRUSTEES APPROVING THE REVISED ACADEMIC MANUAL AND OTHER ACADEMIC-RELATED MANUALS AND REVISED ADMINISTRATIVE MANUAL, *SUBJECT TO THE CONDITIONS BELOW*, TO WIT:

A. REVISED ADMINISTRATIVE MANUAL ENCLOSURES:

1. **MANUAL ON GOVERNANCE, INCLUDING THE REVISED ORGANIZATIONAL STRUCTURE**
2. **BOARD SECRETARY'S MANUAL**
3. **HUMAN RESOURCES MANAGEMENT OFFICE POLICIES AND PROCEDURES MANUAL**
4. **FINANCIAL MANAGEMENT SERVICES MANUAL**
5. **PROCUREMENT SERVICES MANUAL**
6. **PHYSICAL FACILITIES MANAGEMENT MANUAL**
7. **RECORDS MANAGEMENT OFFICE MANUAL**
8. **MANUAL ON THE SUPPLY MANAGEMENT POLICIES AND PROCEDURES**
9. **MANAGEMENT INFORMATION SERVICES MANUAL**
10. **SECURITY SERVICES MANUAL**
11. **MOTOR POOL SERVICES MANUAL**

B. REVISED ACADEMIC MANUAL ENCLOSURES:

1. **DEBESMSCAT GRADUATE SCHOOL ACADEMIC**
2. **POLICIES AND PROCEDURES**
3. **REGISTRAR'S MANUAL;**
4. **LIBRARY MANUAL;**
5. **STUDENT SERVICES MANUAL;**
6. **REVISED EXTENSION MANUAL; AND**
7. **REVISED RESEARCH MANUAL.**

CONDITIONS:

1) MINIMUM GPA REQUIREMENTS FOR APPLICANTS IN THE GRADUATE SCHOOL IS 2.4;
2) PROVISION OF POLICIES ON FEES FOR INTERNATIONAL

CONDITIONS:

1) ***MINIMUM GPA REQUIREMENTS FOR APPLICANTS IN THE GRADUATE SCHOOL IS 2.4;***
2) ***PROVISION OF POLICIES ON FEES FOR INTERNATIONAL STUDENTS TO MAKE SURE THAT THE COLLEGE WILL NOT SUBSIDIZE GRADUATE STUDENTS FROM OTHER COUNTRIES;***

3) ***FACULTY IN THE GRADUATE SCHOOL SHOULD BE ACCOMPLISHED RESEARCHERS WHO SHOULD BE ABLE TO PUBLISHED RESEARCHES IN REFEREED JOURNALS;***
4) ***MOST PART OF THE GRADUATE STUDIES SHOULD BE RESEARCH-ORIENTED;***
5) ***INCLUSION OF THE PROVISION OF VERTICAL ARTICULATION IN TERMS OF COURSES TO BE TAUGHT;***
6) ***THOSE WHO WOULD BE TASKED TO ADVISE SHOULD HAVE A HIGHER QUALIFICATION REQUIREMENT IN TERMS OF GREATER NUMBER OF PUBLICATION IN REFEREED JOURNALS;***
7) ***TO INCLUDE EXTERNAL MEMBERS OF THE COMMITTEES, BOTH ADVISORY AND EXAMINATION, THAT MAY COME FROM THE TOP FIVE HEIS IN THE COUNTRY OR ACCOMPLISHED SCIENTISTS OF DOST OR NAST; AND***
8) ***PROVISION IN THE GRADUATE SCHOOL MANUAL AS A REQUIREMENT FOR GRADUATION THE PUBLICATION OF RESEARCHES IN A REFEREED JOURNAL;***
9) ***THE MEMBERS OF THE COLLEGE ACADEMIC COUNCIL SHALL PASS A RESOLUTION THAT ALL THE PROVISIONS IN SAID ACADEMIC MANUAL ARE COMPLIANT WITH EXISTING RULES AND REGULATIONS; AND***
10) ***ALL INCENTIVES AND PROVISIONS THAT WOULD ENTAIL FINANCIAL REQUIREMENTS SHALL BE PRESENTED TO THE BOARD IN SEPARATE PROPOSALS.***

(Tabs L and M, Agenda, September 3, 2015)

x-x-x

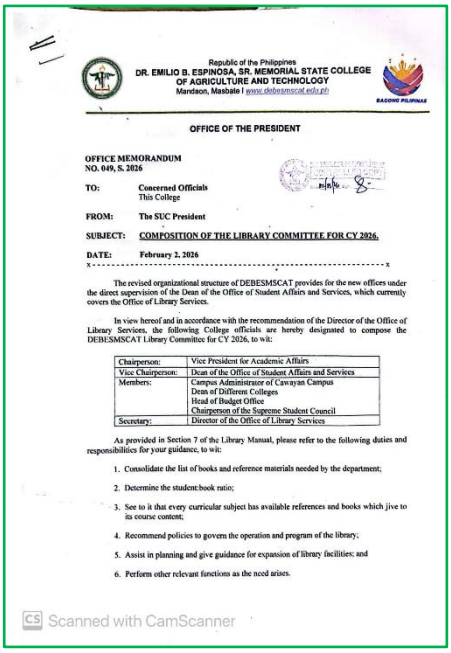
I hereby certify the veracity and authenticity of the foregoing Resolution.

ALLAN O. DELOS REYES
Board Secretary 5

Noted:

- Present the composition and functions of the 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.



Republic of the Philippines
DR. EMILIO B. ESPINOSA, SR. MEMORIAL STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY
Mandaon, Masbate I www.debesmscat.edu.ph

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.

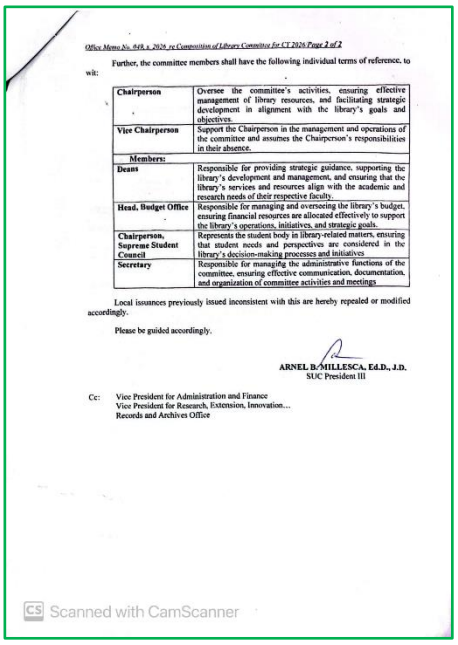
In view hereof and in accordance with the recommendation of the Director of the Office of Library Services, the following College officials are hereby designated to compose the DEBESMSCAT Library Committee for CY 2026, to wit:

Chairperson:	Vice President for Academic Affairs
Vice Chairperson:	Dean of the Office of Student Affairs and Services
Members:	Campus Administrator of Cawayan Campus Dean of Different Colleges Head of Budget Office 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 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 expansion of library facilities; and
6. Perform other relevant functions as the need arises.

Scanned with CamScanner



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:

Chairperson	Oversee the committee's activities, ensuring effective management of library resources, and facilitating strategic development in alignment with the library's goals and objectives.
Vice Chairperson	Support the Chairperson in the management and operations of the committee and assumes the Chairperson's responsibilities in their absence.
Members:	
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.
Head, 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.
Chairperson, Supreme Student Council	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
Secretary	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. MILLESCA, Ed.D., J.D.
SUC President III

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

Scanned with CamScanner



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.

- Present the approved Library Development Plan.

Republic of the Philippines
DR. EMILIO B. ESPINOSA, SR. MEMORIAL STATE COLLEGE
OF AGRICULTURE AND TECHNOLOGY
General Library
www.debesmscat.edu.ph | Cabitan, Mandaon, Masbate

BAGONG PILIPINAS

LIBRARY DEVELOPMENT PLAN 2023-2028

ACTIVITIES	OBJECTIVES	PERSON RESPONSIBLE	BUDGET
Purchase latest copyright books	To meet the quantitative requirements of books to be acquired according to CHED's standard	Librarian/Faculty/Admin	11,000,000.00
Yearly collection evaluation of every curricular programs offered	To provide a well-balanced collection which shall meet the curricular, institutional research & information needs of the academic community	Librarian/Faculty/Admin	
Acquire Professional Journals	To reinforce the needs of every program and to meet the requirements of professional journals according to CHED's Standard: 3 titles/ Undergraduate program 6 titles/Graduate Program	Librarian/Faculty/Admin	5,000,000.00
Acquire Periodicals	To provide other sources of information. To meet the CHED's Standard: --- Local & Foreign --- Print & electronic --- Current & relevant titles	Librarian/Faculty/Admin	3,000,000.00
Acquire newspaper subscription	To provide daily news about the current issues in the Philippines	Librarian/Admin	500,000.00
Purchase library database	For easy retrieval of books. To save time & energy of the staff & the user.	Librarian/IT/Admin	5,000,000.00
Painting of shelves	To provide good & lasting book shelves	Physical facilities	15,000.00
Hire additional professional librarian	To man the different services of the library First 1000 students = 1 licensed librarian	HRMO/President	
	1 library staff Additional 3,000 students =1 licensed librarian 3 support staffs		
Send staff to seminars & trainings to their field	To keep them informed of the new trends in librarianship. To give each staff the opportunity to develop themselves.	Librarian/Library Staff/Admin	500,000.00
Conduct Library Orientation	To help the students in familiarizing the use of the resources in the library.	Librarian/Library Staff/Students	5,000.00
Posting & announcing the new acquired books in the Bulletin board of the Library	To keep the students & faculty updated of the new books arrived that may be helpful to them	Librarian	
Organize and ensure efficient collection management	For easy retrieval & access of the collection	Librarian	
Online Public Access Catalog (OPAC) shall be made available	For easy retrieval & access of the collection	Librarian/IT	
Provide continuous access to electronic resources such as online database	To allow faculty members & students to undertake research & other academic activities outside the library	Librarian/IT	1,000,000.00
Library beautification/renovation/learning commons	To provide conducive learning for the students & faculty	Librarian/Library Staff/Physical Facilities	10,000,000.00
To facilitate Book Lovers Club	To engage students and encourage them to participate in any library activities	Librarian/Library Staff/Students	50,000.00
Regular weeding & deselection of materials	To keep collections relevant & up-to-date	Librarian/Library Staff	
Purchase of office supplies for the library	To provide sufficient supplies needed for the effective services in the library	Librarian/Admin	1,500,000.00
Purchase RFID Security Gate	To safeguard the collection of the library.	Librarian	5,000,000.00
TOTAL			**33,230,000.00**

Prepared by:

MARY IMMACULATE C. LIM, RL, MLIS
Chief Librarian/College Librarian III

Approved by:

ELREEN A. DELAVIN, Ed.DEL
Vice President for Academic Affairs

2. IMPLEMENTATION

- Describe the management, administration and supervision of the library.

In the organizational set up of the Dr. Emilio B. Espinosa, Sr. Memorial State College of Agriculture and Technology, the Chief Librarian as academic non-teaching and reports directly to the Vice President for Academic Affairs.

- Describe the Head Librarian in terms of qualifications, supervisory functions and participation in academic and administrative activities of the institution.

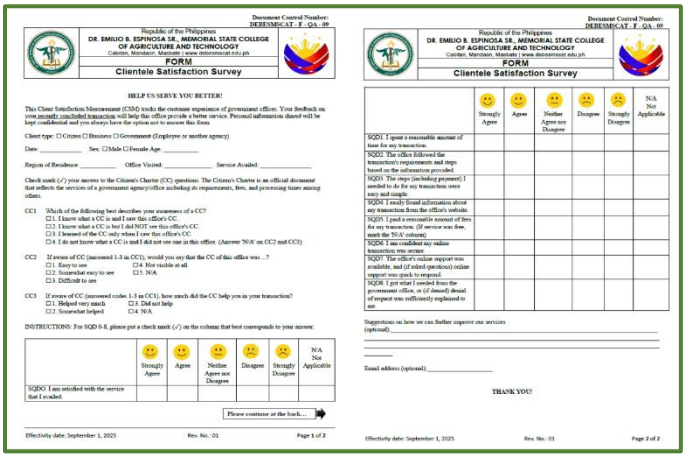
The position of the Head Librarian is a Plantilla item College Librarian III and is designated as Chief Librarian of the DEBESMSCAT General Library. As the head of unit, she supervises the daily services and deliver the office targets with promptness, efficiency and quality. She plans and implements programs related to the library help with the management system. She prepares the library's budget and ensures its implementation, monitoring and evaluation as well as submission of reportorial requirements and also, she perform other quasi-functions as the need arises.

Since the Library is under the Academic Office, the Chief Librarian reports to the Vice President for Academic Affairs and all concerns of the library are directed to the said office.

3. OUTCOMES

- Present / Show evidences that the goals and objectives of the library are satisfactory attained.

Based on the result of the Client's Satisfaction Rating of the General Library for the period of January-December, 2026. The library got an Outstanding rating of **98.55.** Clients Satisfaction rating the following are the service indicator:



Republic of the Philippines
DR. EMILIO B. ESPINOSA SR., MEMORIAL STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY
Calabtan, Mandaon, Masbate | www.debesmscat.edu.ph
FORM
Clientele Satisfaction Survey

Document Control Number: DEBESMSCAT - F - QA - 09

HELP US SERVE YOU BETTER!

This Client Satisfaction Measurement (CSM) tracks the customer experience of government offices. Your feedback on your recently concluded transaction will help this office provide a better service. Personal information shared will be kept confidential and you always have the option not to answer this form.

Client type: ☐ Citizen ☐ Business ☐ Government (Employee or another agency)

Date: _____ Sex: ☐ Male ☐ Female Age: _____

Region of Residence: _____ Office Visited: _____ Service Availed: _____

Check mark (✓) your answer to the Citizen's Charter (CC) questions. The Citizen's Charter is an official document that reflects the services of a government agency/office including its requirements, fees, and processing times among others.

CC1 Which of the following best describes your awareness of a CC?
☐1. I know what a CC is and I saw this office's CC
☐2. I know what a CC is but I did NOT see this office's CC
☐3. I learned of the CC only when I saw this office's CC
☐4. I do not know what a CC is and I did not see one in this office. (Answer 'N/A' on CC2 and CC3)

CC2 If aware of CC (answered 1-3 in CC1), would you say that the CC of this office was…?
☐1. Easy to see ☐4. Not visible at all
☐2. Somewhat easy to see ☐5. N/A
☐3. Difficult to see

CC3 If aware of CC (answered codes 1-3 in CC1), how much did the CC help you in your transaction?
☐1. Helped very much ☐3. Did not help
☐2. Somewhat helped ☐4. N/A

INSTRUCTIONS: For SQD 0-8, please put a check mark (✓) on the column that best corresponds to your answer.

	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	N/A Not Applicable
SQD0. I am satisfied with the service that I availed.						

Please continue at the back…

Effectivity date: September 1, 2025 Rev. No.: 01 Page 1 of 2

Republic of the Philippines
DR. EMILIO B. ESPINOSA SR., MEMORIAL STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY
Calabtan, Mandaon, Masbate | www.debesmscat.edu.ph
FORM
Clientele Satisfaction Survey

Document Control Number: DEBESMSCAT - F - QA - 09

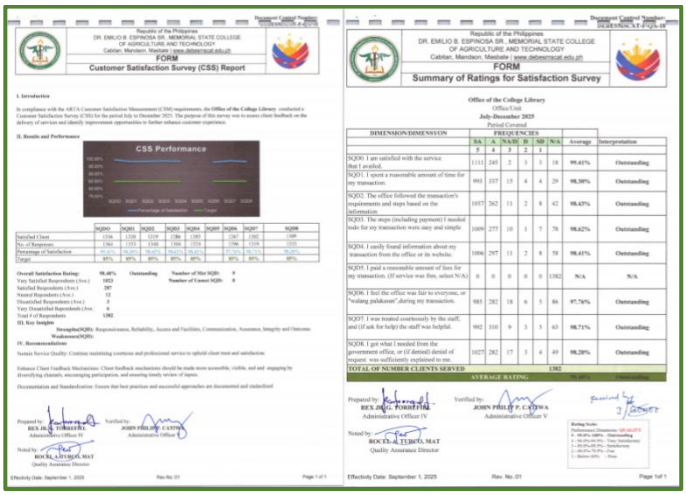
	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	N/A Not Applicable
SQD1. I spent a reasonable amount of time for my transaction.						
SQD2. The office followed the transaction's requirements and steps based on the information provided.						
SQD3. The steps (including payment) I needed to do for my transaction were easy and simple.						
SQD4. I easily found information about my transaction from the office's website.						
SQD5. I paid a reasonable amount of fees for my transaction. (If service was free, mark the 'N/A' column)						
SQD6. I am confident my online transaction was secure.						
SQD7. The office's online support was available, and (if asked questions) online support was quick to respond.						
SQD8. I got what I needed from the government office, or (if denied) denial of request was sufficiently explained to me.						

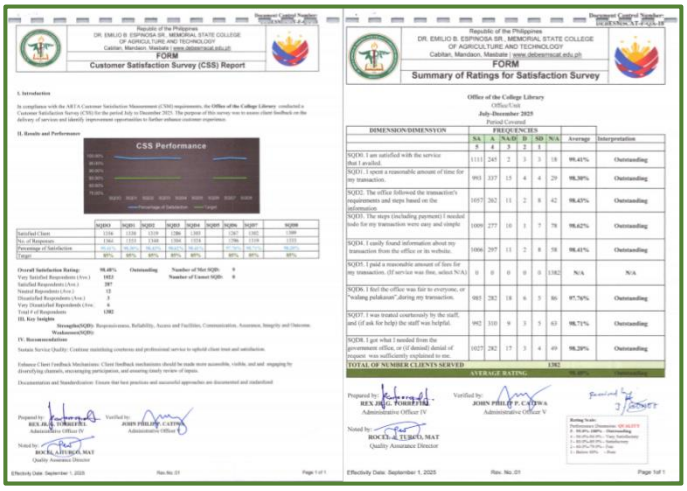
Suggestions on how we can further improve our services (optional)_____

Email address (optional)_____

THANK YOU!

Effectivity date: September 1, 2025 Rev. No.: 01 Page 2 of 2





4. BEST PRACTICES

- Cite as many best practices as you can on parameter A (Administration).

  - ❖ The library has a clientele survey questionnaire for library clients to evaluate if it has satisfactorily attained its goal and objectives.
  - ❖ The president of the supreme student council is involved as a member of Library Committee to represent the student body.

PARAMETER B- ADMINISTRATIVE STAFF

1. SYSTEM-INPUTS AND PROCESS

- Present the Plantilla of Personnel for the Library.

Name	Position/Designation	Status of Appointment
Mary Immaculate C. Lim	College Librarian III/ Chief Librarian	Permanent
Jose Leandro M. Lanuzo III	College Librarian I	Permanent

- Present the appointment /special order (if any) of Library personnel

Name	Position/Designation	Appointment/Special Order
Mary Immaculate C. Lim	College Librarian III/ Chief Librarian	February 12, 2020
Jose Leandro M. Lanuzo III	College Librarian I	April 12, 2021

2. IMPLEMENTATION

- Present the Profile of the Library Personnel /Staff

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

					37th AACCUP Annual National Conference and General Assembly 2024, March 20-22, 2024 Webinar on Outcome-Based Quality Assurance and Online Accreditation Orientation, July 24-26, 2023 PAARL National Summer Conference 2023, March 26-28, 2023 Supervisory Development Program Module 5: Improving Organization and Individual Performance, March 20-21, 2023 Future Ready DEBESMSCAT: Honing Middle Level Unit Heads,

					December 01-02, 2022 Operational Planning and Budgeting Workshop Towards a Future-Proof DEBESMSCAT, November 28-29, 2022 2022 PLAI Congress and General Assembly, November 22-25, 2022 Supervisory Development Program Module 1, October 18-21, 2022
Jose Leandro M. Lanuzo III	Designated Librarian	Bachelor of Library and Information Science Master in Library and Information Science	Permanent	5 years and 4 months	KOHA Training Workshop: Harnessing the Power of Open-Source Library System, September 25-27, 2024 Plan2: Paper Presentation and Seminar-Workshop on Risk Management in Libraries,

					October 25-27, 2023 PLAI National Congress 2022, November 21-25, 2022 Collection Management and Development in Philippine Public Libraries, June 28, 2021 Gender, Equity, Disability, and Social Inclusion Orientation, June 27, 2021 Online Echo Training Course on Knowledge Management, June 19, 2021 LIKAS 2020-2021 Webinar Series: Libraries' Effective Response and Preparedness in this Time of Pandemic, February 19, 2021 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	2024 POPCEN-CBMS (Census of Population and Community-Based Monitoring System) Household Data Collection and Geotagging-Municipal Level Training, July 1-6, 2024 2024 Cencus of Agriculture and Fisheries (CAF) Data Processing of Barangay and Household Questionnaire 2nd Level Training-Data Processor, November 15-17, 2023 Digital Job Ph Technical Training: Graphic Design Course, January 27-February 18, 2023
John Eroll A. Roxas, LPT	Office Aide	Bachelor in Secondary Education major in English	Contract of Service (COS)	1 month	LEADCON-RESOLVE 2026: Conflict Resolution and

					Leadership Conference cum Research Seminar, July 18-19, 2026 Upskilling and Reskilling Teaching and Supervision Skills Training, October 15-24, 2025 Computer Skills Development Training: Improving Classroom Instruction Through ICT, October 01-19, 2025 Seminar on Educational Innovation Pedagogies for Teachers in English Major, September 15-24, 2025
Honey Lou S. Beltrano, LPT	Office Aide	Bachelor in Secondary Education major in Filipino	Contract of Service (COS)	6 months	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 Integrating Stem Across Curriculum, February 02, 2025 Cultivating Mindset, Empowering Students to Succeed, January 11, 2025 Facilitating Effectiveness Student Learning Through Research and Innovation, July 13, 2024 Office System Application Course, April 01, 2023
Jony D. Llaguna	Office Aide	Bachelor of Science in Industrial Technology major in Automotive Technology	Contract of Service (COS)	10 years	N/A

Tyril E. Costramos	Office Aide	Bachelor of Science in Entrepreneurship	Contract of Service (COS)	1 month	LEADCON-RESOLVE 2026: Conflict Resolution and Leadership Conference cum Research Seminar, July 18-19, 2026 Operational Planning and Budgeting, August 18-19, 2025

- Present briefly Outline of the Library staff Development Program

Staff development is a continuous process to guide and encourage staff members to develop their skills, capabilities, knowledge and attitudes in order to mutually benefit both the organization and the individual. The goal is career improvement and determines gaps in skills, technology, customer service, and other relevant areas to library service to enhance staff performance.

Staff development is an integral part of the overall library program. Time committed to staff development activities is well spent, ensuring improvements in staff performance and knowledge and a culture of lifelong learning and therefore contribute to existing operations of a long-term vision for fostering a learning-centered library environment.

Personnel	**Activities**	**Tablet**				
		2020	**2021**	**2022**	**2023**	**2024**
Mary Immaculate C. Lim	Graduate Master in Library and Information Science	√				
	Attended seminars/ Workshop and trainings on several training related to library	√	√	√	√	√
Jose Leandro M. Lanuzo III	Graduate Master in Library and Information Science					√
	Attended seminars/ Workshop and trainings on several training related to library		√	√	√	√

- Present Compensation, fringe benefits and incentives in the last 3-5 years

Fringe Benefit/s	CY 2021	CY 2022	CY 2023	CY 2024	CY 2025
	Amount Granted	Amount Granted	Amount Granted	Amount Granted	Amount 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 (CNA)	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					

3. OUTCOMES

- Describe briefly that all personnel holding librarian's position are qualified.

Ms. Mary Immaculate C. Lim earned her Bachelor of Library and Information Science at Divine Word College of Legazpi in April 2014. Graduated her Master in Library and Information Science from University of Perpetual Help System, Laguna

on July 2020. She holds Plantilla item College Librarian III with permanent status and she is a licensed librarian with license number 0008548 valid until December 8, 2026.

Ms. Lim was designated as the Chief Librarian. She has been in the profession in this state college for almost 5 years. Likewise, she is actively involved in accreditation having been trained at the AACCUP training for Accreditors and has served as accreditor of libraries of others SUCS. She is also an active member of the Philippine Librarians Associations, Inc. – Bicol Region Librarians Council and Philippine Association of Academic/Research Librarians.

Mr. Jose Leandro M. Lanuzo III earned her Bachelor of Library and Information Science at Divine Word College of Legazpi. Graduated his Master in Library and Information Science from University of Perpetual Help System, Laguna on June 2024. She holds Plantilla item College Librarian III with permanent status and she is a licensed librarian with license number 0009859 valid until November 11, 2025. He is assigned of the technical services section.

4. BEST PRACTICES

- Cite as many best practices as you can on Parameter B (Administrative Staff).

❖ Personnel holding the position of Librarian are all licensed librarians and both of them earned their Master's degree in Library Science.

PARAMETER C- COLLECTION DEVELOPMENT, ORGANIZATION AND PRESERVATION

1. SYSTEM- INPUTS AND PROCESSES

- Present the Institution's Collection Development Policy

The DEBESMSCAT General Library serves as the center of knowledge in the institutions. The library has a documented Collection Development Policy that governs the collection of resources for instructional, research, and other program purposes. Purchase, exchange, and donation are all methods of acquiring library resources. This policy establishes the principles that will guide the creation of a high-quality library collection that will meet the information demands of the academic community. The policy will ensure that the collection's quality is maintained by ensuring consistency in the selection and de-selection processes, as well as a continual review process.

Selection and Acquisition Policy

❖ When lack of funds limit acquisition, current publications of lasting and scholarly due value will be given priority over older and out-of-print materials.
❖ Materials will be acquired through other means if the originals are not available or too expensive.

- ❖ Duplication copies will be purchased only by justification of heavy and continuous use.
- ❖ 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.
- ❖ 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.

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 agreements with other institution whenever the desired publications are available only on exchange and whenever such exchange of publications is advantageous to the library as determined by the Chief Librarian.

Weeding/Deselection

- ❖ Last Date of Circulation – if the materials have not been used in ten years (or less depending on the type of library), it is weeded.
- ❖ Physical Condition – if the condition is bad, the item is weeded, although a decision must be made whether to repair the item or to replace it.
- ❖ Timeliness – this is one of the most frequent criteria. Reference is made to:

    - Out-of-date materials particularly in the science and technology. A role of thumb is to weed almost everything more than three to five years age gap.
    - Materials no longer in demand or that do not support the curriculum or current community programs.
    - Older edition that is no longer used.
    - Obsolete books.

Preservation, General Care, and Upkeep of Library Resources

- ❖ Begin to exercise cure the first time you open a book. Lay the book on its back. Open it a new page at a time. Beginning with one side, then on the other. Press lightly along the bound (inside) edge as you turn the pages to minimize the stiffness. It also helps to prevent “spine” injury.
- ❖ Make it a habit of using a book lying face down page corners or leaving a book lying face down.
- ❖ Don’t overcrowd book shelves, to allow easy removal of books, otherwise the spine will damage if you do it by force. To pull out a book from shelf, insert forefinger and thumb on either side of the book, then gently slide it out.
- ❖ Stack flat over-sized book such as atlases, arts and music books.
- ❖ To preserve their binding, don’t let your books stump on partly filled shelves. Use book ends so that they will stand upright.
- ❖ Set book near the front of the shelf to allow air to circulate at the back.

- ❖ Remember that too much heat dries out books, too much moisture causes mildew.
- ❖ Condition leather-bound books for temperature changes with saddle soap or a fine paste wax. The best time to do it is when the book is new, then repeat every year or every two years. Apply a small amount of wax on a piece of clean white, absorbent cloth. Spread quickly and lightly over the leather, making sure not to touch the end paper or pages. Muff immediately with second soft, clean cloth.
- ❖ Mend turn pages with gummed rice paper, onion skin or tissue.
- ❖ Dust books every month with soft, clean cloth.
- ❖ Once every year, remove books from shelves and dust them individually.

2. IMPLEMENTATION

- Describe the Institution's policies and procedures, collection development, organization and preservation of library materials and resources.

All duly enrolled students of DEBESMSCAT are entitled to use the General Library facilities and its resources subject to the following rules and regulations.

- ❖ Silence shall be observed at all times in all parts of the library.
- ❖ Loud discussions, smoking, eating, playing cards, or engaging in other activities disruptive of Library operations are strictly prohibited.
- ❖ Students shall be subjected to disciplinary action of any of the following acts: (a) any form of dishonesty, deception, or fraud in borrowing/using Library materials; (b) gross and deliberate discourtesy; (c) damaging or defacing Library property; (d) unlawful taking of Library property.
- ❖ Students are required to present their duly countersigned Library and Borrower's cards when entering the library and checking out any library material.
- ❖ Any person who lends his/her Library and Borrower's cards shall make a promissory letter signed by the adviser and director of student services. Similarly, any user who uses Library and Borrower's cards not his/her own will be subjected to the same penalties.
- ❖ Students caught defacing, mutilating, or stealing any Library material or property will be fined and required to replace the same or pay the replacement and processing cost. In appropriate cases, the additional penalty of suspension or expulsion shall be imposed.
- ❖ Bags, attaché cases, knapsacks, and other big containers must be deposited at the baggage depository.
- ❖ Wet umbrellas should not be brought inside the library.
- ❖ Students should present books and personal belongings for inspection upon leaving the library.
- ❖ Students are advised to read notices and be guided accordingly by notices posted on the bulletin board and Circulation area.
- ❖ A student who fails to settle his or her Library accounts will not be: (a) allowed to register; (b) permitted to use the library; (c) issued a college clearance.

- ❖ Mobile phones must be switched off or put on silent mode when inside the library.
- ❖ Students should be properly groomed before entering the library.
- ❖ Taking pictures of library materials is strictly prohibited.

- Present inventory of Book collection and other learning resources in the library.

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

Books on various fields of specialization





- Illustrate Number of book titles and volumes in the various fields of specialization (*if applicable).*

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	-	-	-

- Present 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	-	-
Films	-	-
Filmstrips	-	-
Microforms	-	-
Slides	-	-
Sound Recordings	-	-
Video Recordings	-	-
CD-ROMs	-	-
Others, please specify	-	-

- Present available functional audio- visual equipment

Audio- Visual Equipment	**Total No. of Units**	**No. of functional/Usable Units**

Overhead projector	-	-
Micro-reader	-	-
Opaque projector	-	-
16 mm film projector	-	-
Television	1	-
VHS player	-	-
CD/VCD/DVD player	-	-
Laserdisc player	-	-
Record player	-	-
Laptop/computer	21	21
LCD projector	-	-
Others, please specify	1	-

3. OUTCOMES

- Present / show evidences that the library core collection is adequate, update and well-balanced.

The General Library is the center of knowledge in the Dr. Emilio B. Espinosa, Sr. Memorial State College of Agriculture and Technology.

In adhering to the mission, vision, goals and objectives of the institution and program outcomes the General library selects and acquire library materials in any form and format to supports these objectives.

As of 2024, the General Library has a total core collection of 20,647 of the total collection is copyrighted for the last ten (10) years.

- Present/ show evidences that the professional books, journals and electronic resources for the program are sufficient.

4. BEST PRACTICES

- Cite as many best practices as you can on Parameter C (Collection Development, Organization and Preservation).

❖ The library is a recipient of the Bangko Sentral ng Pilipinas – Knowledge Resources Collection.
❖ Professional journals in electronic format to support the program are sufficient.

- ❖ It provides necessary hardware such as desktop computers, laptops and tablets for the utilization of its electronic resources.

PARAMETER D- SERVICES AND UTILIZATION

1. SYSTEM-INPUTS AND PROCESSES

- Describe the procedures in the utilization of the library resources and availment of personnel services.

  To provide ample time in serving its clientele, the General library is open 9 ½ hours per day, Monday to Friday, from 7:30 A.M. to 5:00 P.M. and 9 hours on Saturday, from 8:00 A.M. to 5:00 P.M. without noon break. During these hours, librarians are present to attend to the research needs of the students and faculty members. While the librarians are having their lunch break at noontime, the library staff are present and trained student assistants are available to oversee the different sections and to cater the needs of the clientele. Moreover, the library practices the open shelves in all its sections so that the faculty and students alike can enjoy the privilege of selecting the references of their choice for their research works and classroom assignments.

  To create awareness of the library services among freshmen and new students, a Library Orientation program is conducted at the start of the school year supplemented with the distribution of Library Guide.

2. IMPLEMENTATION

- Present list available physical facilities.

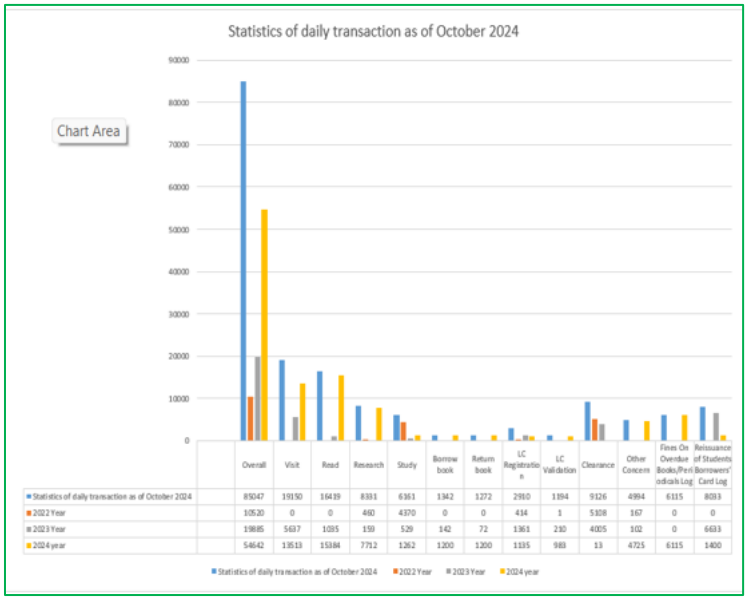
Room	Area (sq. m.)	Capacity (# of clientele)
Reading room	800 sq.m	276
Work stations	15.75 sq.m	10
Staff room/s	15.75 sq.m	6
Librarian's office	15.75 sq.m	2
Technical room	15.75 sq.m	6
Audio-visual/multi-media room	15.75sq.m	10
Bindery/Printing Room	N/A	N/A
Others		

- Present list of available furniture/equipment/fixtures.

Furniture/Equipment	Quantity	Location
Bookshelves • 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, Circulation Area, Librarian's Office, 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

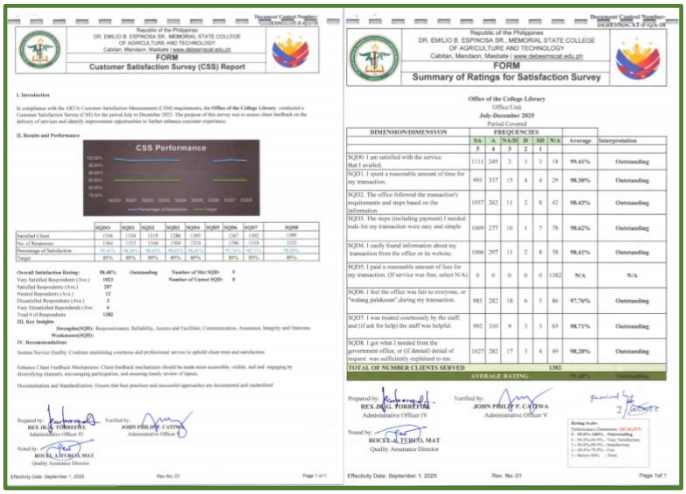
Industrial Fan	1	Graduate School Library
Ceiling fan	17 units	Librarians' office, Circulation area, Reading area
CCTV camera	24 cameras	Technical Area
Office table	6 units	(General references section, librarian's office)
Computer Table	29 units	ICT Room, Workstation for Electronic Resources
Water dispenser, hot/cold	2 units	Technical area, 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, Technical Room, Faculty Area, Information Desk, ICT Room & Graduate School Library

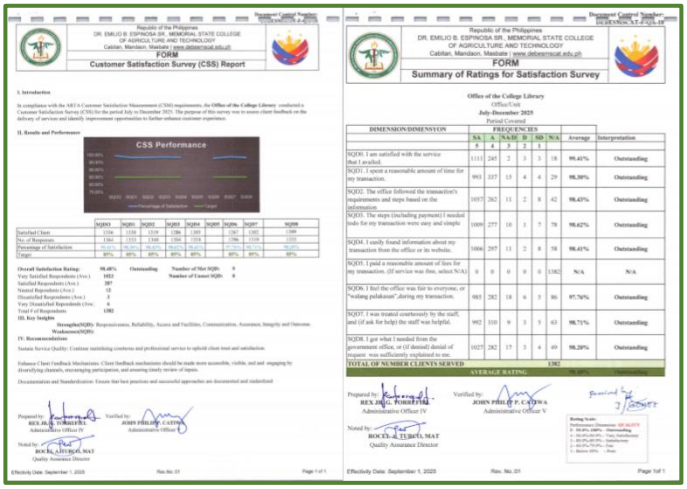
- Present evidence/s of the extent of utilization of the library by clientele and end –users.



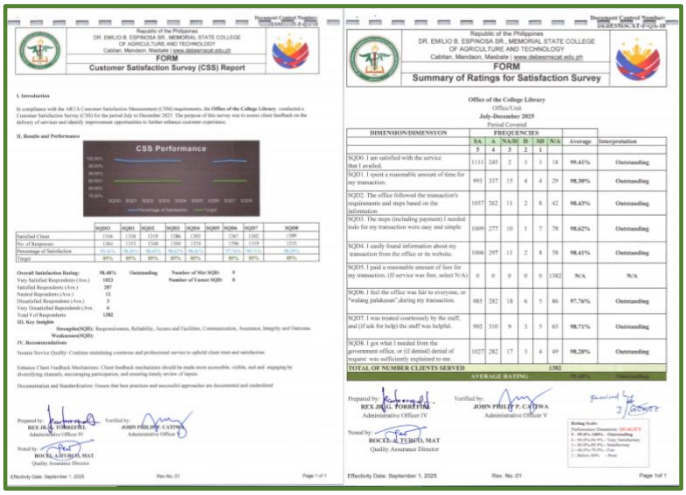
3. OUTCOMES

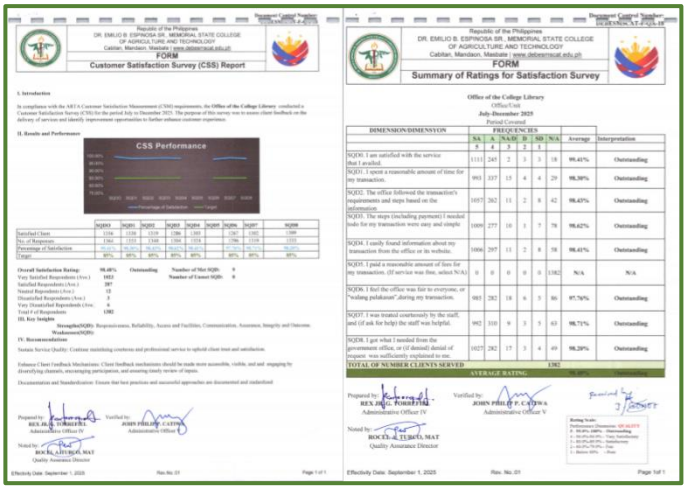
- Show evidences and /or manifestations that library services are efficiently and effectively provided.





- Show manifestations that library users are satisfied with library services.





4. BEST PRACTICES

- Cite as many practices as you can on Parameter D (Services and Utilization).

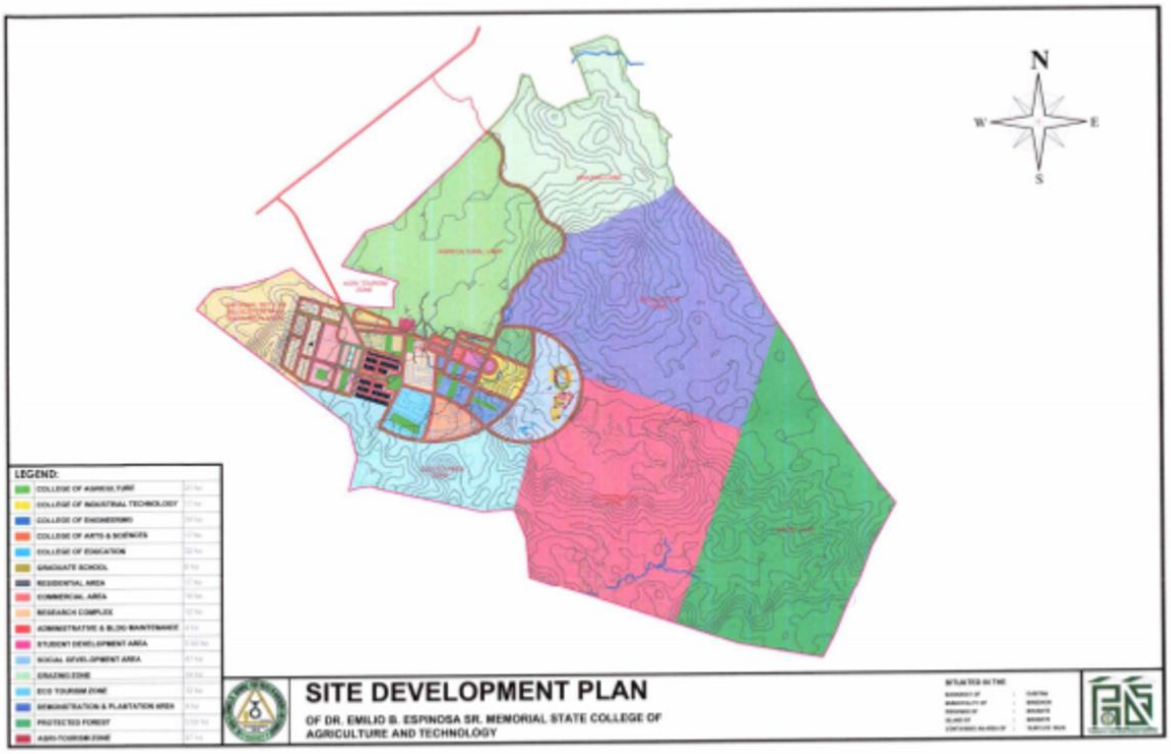
  - ❖ The library uses an open shelves system so that students and faculty have the opportunity to choose the books that will satisfy their reading and reference needs.

- ❖ It is open 9 ½ hours per day, Monday to Friday, from 7:30 A.M. to 5:00 P.M. and 9 hours on Saturday, from 8:00 A.M. to 5:00 P.M. without noon break.
- ❖ There is the KOHA, an integrated library system that provided Online Public Access Catalog (OPAC).
- ❖ Library orientation to new students is conducted at the start of the school year.

PARAMETER E- PHYSICAL SET-UP AND FACILITIES

1. SYSTEM –INPUTS AND PROCESS

- Present the location map of the library with illustration of the different sections.



2. IMPLEMENTATION

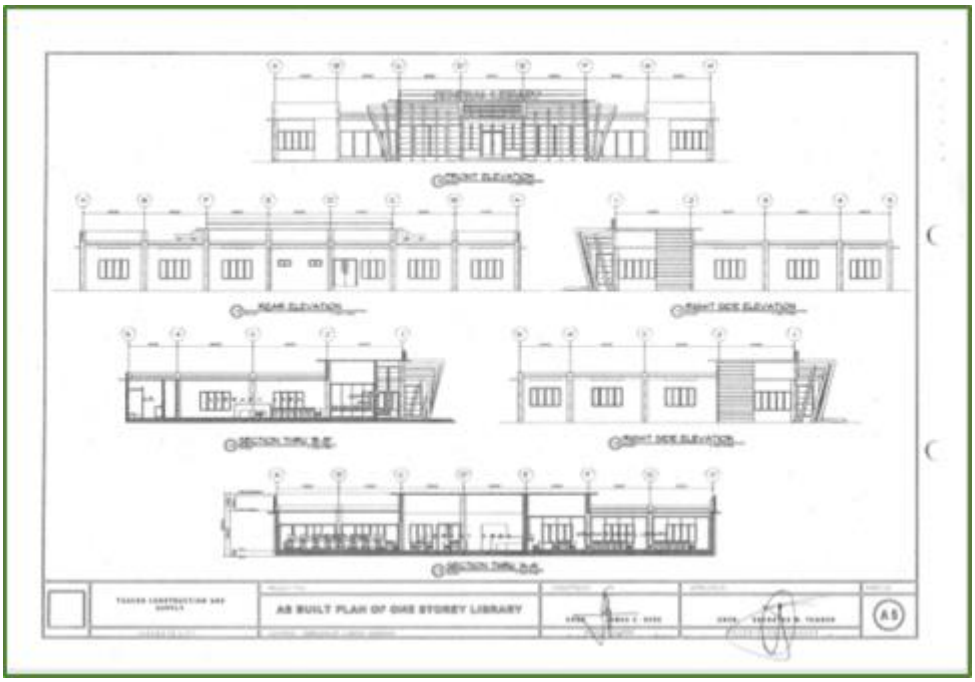
- Describe the Library Set-up (e.g. location and site, pace requirement for the different sections, etc.)

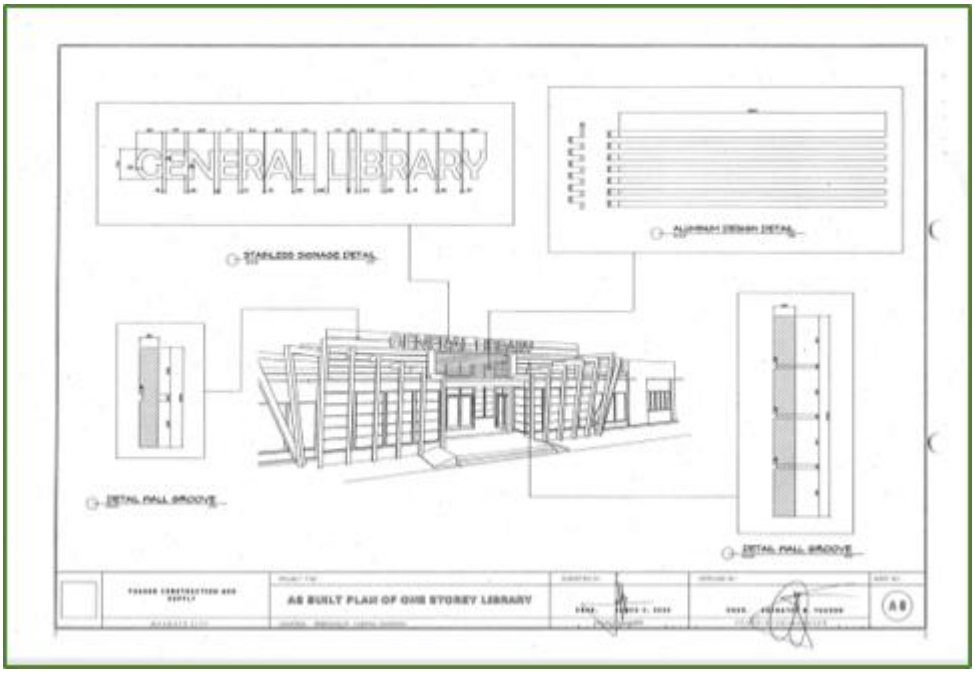
The DEBESMSCAT General library main campus is strategically located at the back of the Admin Building and beside the registrar's office. It is a one-story building with a total area of 800 square meters which is easily accessible from any point on main campus. The librarians' office, reference section, technical section are easily accessible. The area can accommodate a total of 226 clients at once and most Bonafide clients are encouraged to borrow library materials in order to avoid the overcrowding the main campus.


GENERAL LIBRARY






AS BUILT PLAN OF ONE STOREY LIBRARY
A1



- Description of other provisions (e.g. security/control, IT software, multi- media equipment, etc.)

  The librarian is responsible for all library holdings. The responsibilities of the Library Staff include lending, retrieval, assessment of borrowed books at the end of the day. For security reasons, the librarian handles the inventory of library materials every year. They are guided by policies by logging in their names in the logbook for reference purposes.

  Personal belongings are placed at the designated counter/ area security measures for books, equipment, facilities during working hours. Fire extinguishers are available.

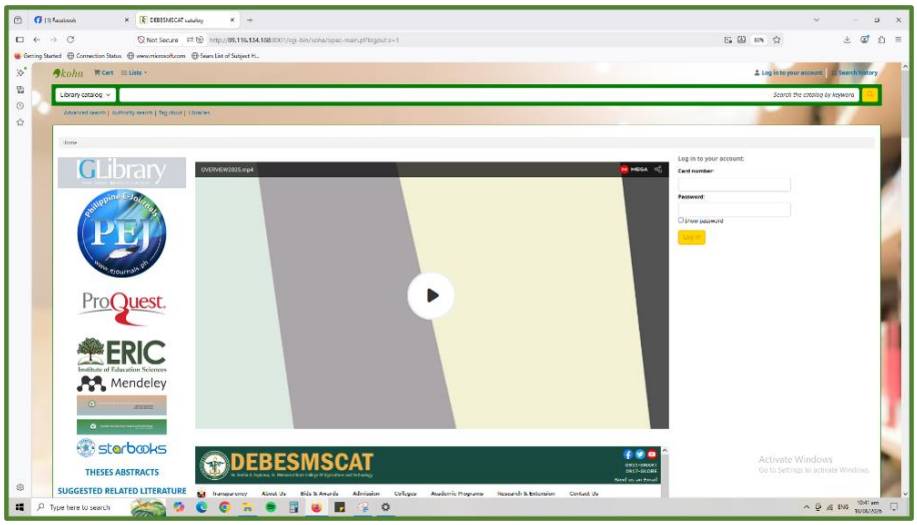
  Section 374 All information technology equipment and software that have not been specifically identified as the property of other parties will be treated as though it is a DEBESMSCAT Corporate asset. It is the policy of the DEBESMSCAT to prohibit unauthorized maintenance procedures, components, replacement or major and/ or minor repairs to be done by workers or technicians hired for the purpose.

  Section 375 In addition, it is the policy of DEBESMSCAT to protect information technology equipment and software belonging to the third parties that has been entrusted to DEBESMSCAT in confidence as well as in accordance with applicable contracts and industry standards. *(Excerpts from Chapter 37 Article 1 of DEBESMSCAT Administrative Manual)*

- Description of technology utilization in library operations such as;

  - **Integrated library system**

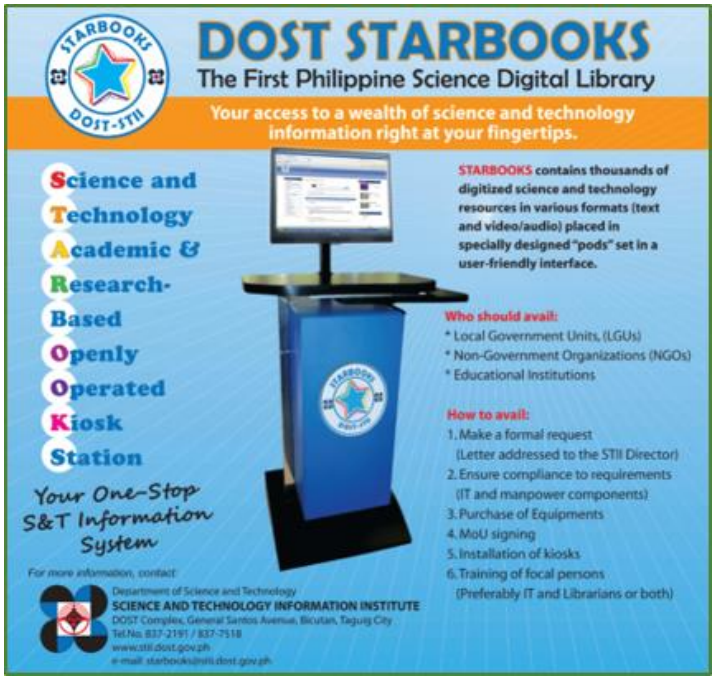
As of the present, the General library uses Koha, an integrated library system which takes control on cataloging, reports, circulation, patron management, serials (ongoing implementation), acquisition, and tools.



- Access to electronic collections (e.g. books –journals, internet access)

The DEBESMSCAT General Library is connected to PLDT as its internet service provider. This allows 24/7 access of the internet. It has a separate server located at the ICT room and is maintained by the MIS office.

There are 19 units of computer which are available at the ICT room and are purposely provided for online research and for accessing electronic collections especially the e-journals and e-books. The students can access for free.



SUBSCRIBER'S CERTIFICATIONS FROM CE-LOGIC









SUBSCRIBER'S CERTIFICATIONS FROM IG PUBLISHING GROUP



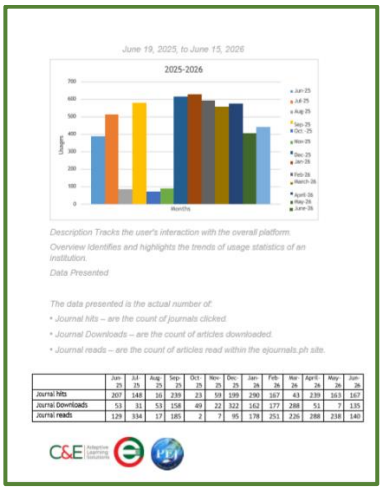
- Access to online database and e-resources

The DEBESMSCAT General Library has subscribed to a number of e-books and e-journals form IG Publishing, ProQuest Research Library, ProQuest Engineering Collection, ProQuest Agricultural Collection and Philippine E-Journals (PEJ). These online databases and e-resources are shared with the satellite campus library using the username and password.

ELECTRONIC RESOURCES	
ONLINE DATABASE	**DESCRIPTION**
ProQuest	ENGINEERING COLLECTION, AGRICULTURAL SCIENCE COLLECTION AND RESEARCH LIBRARY. URL Link: https://www.proquest.com/ Username: LIBREOURCES Password: Debesmscat@2025 Username: Faculty_PQRL Password: Debesmscat@2025
IGPublishing iGroup	196 SCIENTIFIC INTERNATIONAL TITLES. URL Link: https://www.igpublish.com/ Username: ph_emilio Password: ph_emilio@report
PHILIPPINE E-JOURNALS	PHILIPPINE E-JOURNALS PREMIUM 2025 (ONSITE AND REMOTE ACCESS). URL Link: https://ejournals.ph/ Username: debesmscatpej Password: debesmscatpej

UTILIZATION OF ONLINE RESOURCES AND CLIENTELE AND END-USERS





- Institutional repositories

The library itself is a repository of books, reading materials and other resources for use of students, faculty, non-teaching staff, guest and community. Once the College grows, additional repositories may be built or provided.



3. OUTCOMES

- Present evidences / manifestations that the environment in the library is conducive to learning.

- **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

4. BEST PRACTICES

- Cite as many best practices as you can on Parameter E (Physical Set-up and facilities).

  - ❖ The library is well-lighted and well-ventilated an atmosphere that is conducive to learning.
  - ❖ It has a guaranteed 24/7 access of the internet. WI-FI and DICT connectivity are likewise available. This allows students to connect to the internet with the use if their electronic gadgets and access the online databases and e-resources of the library.
  - ❖ Multimedia equipment is available to support the instructional needs of the faculty and students.

PARAMETER F. FINANCIAL SUPPORT

1. SYSTEM –INPUTS AND PROCESS

- Present the approved Annual Financial Plan of the Library**.**

  The General Library ahs a separate, realistic and adequate budget to support its various programs and services. Budget allocations are given on regular operations, program and activities targeted for a particular calendar year is also given priority.

  The Annual Financial Plan of the library is prepared by the Chief Librarian in consultation with its staff and countersigned by the Budget Office that funds are available and eventually recommending it for approval by the SUC President.

2. IMPLEMENTATION

- Illustrate the 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/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						

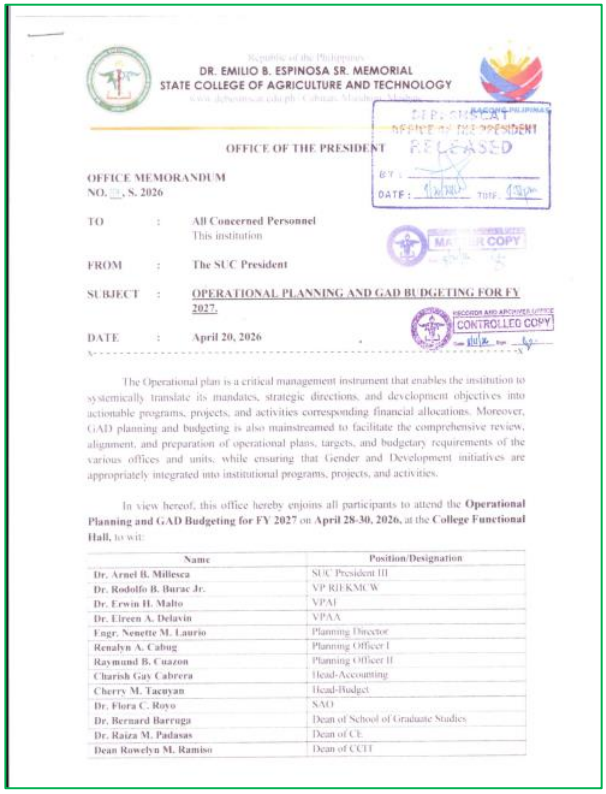
- Describe the Librarian and Staff participation in the Annual Budget Preparation.

Annual Budget preparation is delegated to the different colleges. Each college is given the amount to be allocated to their different programs and projects for the year. The actual income is dependent on the number of students who officially enrolled and any variance from the actual income is given to the library. The said amount is utilized to finance the purchase of additional books, furniture and fixtures. During the operational planning, the details of budget preparation, PPMP and PRE are explained by the Budget Officers and Supply Officer respectively.

For its regular operations, the library allocates for the maintenance and other operational expenses (MOOE), Capital Outlay (CO) and General Services.

The preparation of the Annual Library Budget is always a collegial effort of the head librarian together with her staff. After the budget forum, a library staff meeting is held to inform the body about the ceiling amount and to assess the needs of the library. The needs are then prioritized and the body decides what programs/projects are to be include for the year and their corresponding allocation.

The Annual Budget Plan of the library is prepared by the Chief Librarian in consultation with her staff, submitted to the Vice President for Academic Affairs for review and countersigned by the Budget Officer that funds are available and eventually recommending it for approval by the SUC President.



DR. EMILIO B. ESPINOSA SR. MEMORIAL
STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY

OFFICE OF THE PRESIDENT

OFFICE MEMORANDUM
NO. [illegible], S. 2026

TO : All Concerned Personnel
This institution

FROM : The SUC President

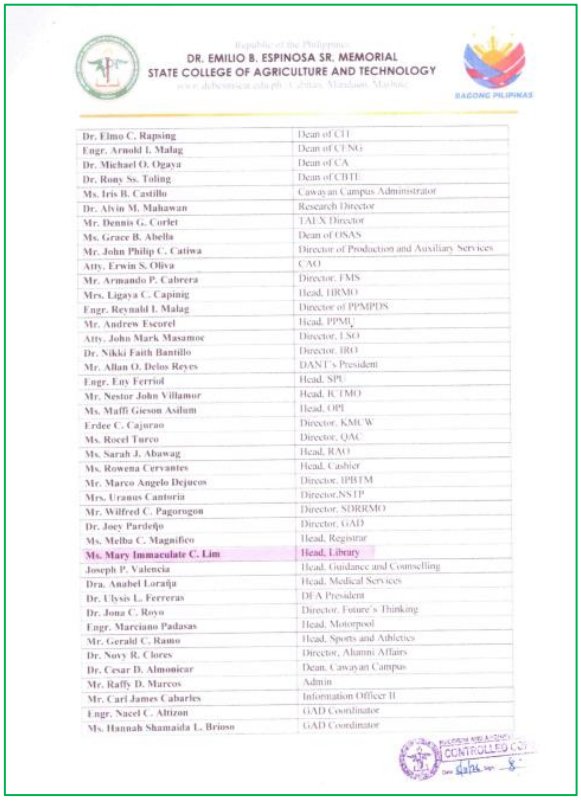
SUBJECT : OPERATIONAL PLANNING AND GAD BUDGETING FOR FY 2027.

DATE : April 20, 2026

The Operational plan is a critical management instrument that enables the institution to systemically translate its mandates, strategic directions, and development objectives into actionable programs, projects, and activities corresponding financial allocations. Moreover, GAD planning and budgeting is also mainstreamed to facilitate the comprehensive review, alignment, and preparation of operational plans, targets, and budgetary requirements of the various offices and units, while ensuring that Gender and Development initiatives are appropriately integrated into institutional programs, projects, and activities.

In view hereof, this office hereby enjoins all participants to attend the **Operational Planning and GAD Budgeting for FY 2027** on **April 28-30, 2026,** at the **College Functional Hall,** to wit:

Name	Position/Designation
Dr. Arnel B. Millesca	SUC President III
Dr. Rodolfo B. Burac Jr.	VP REKMCW
Dr. Erwin H. Malto	VPAI
Dr. Eireen A. Delavin	VPAA
Engr. Nenette M. Laurio	Planning Director
Renalyn A. Cabug	Planning Officer I
Raymund B. Cuazon	Planning Officer II
Charish Gay Cabrera	Head-Accounting
Cherry M. Tacuyan	Head-Budget
Dr. Flora C. Royo	SAO
Dr. Bernard Barruga	Dean of School of Graduate Studies
Dr. Raiza M. Padasas	Dean of CE
Dean Ruwelyn M. Ramiso	Dean of CCIT



DR. EMILIO B. ESPINOSA SR. MEMORIAL
STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY

Dr. Elmo C. Rapsing	Dean of CIT
Engr. Arnold L. Malag	Dean of CENG
Dr. Michael O. Ogaya	Dean of CA
Dr. Rony Ss. Toling	Dean of CBTE
Ms. Iris B. Castillo	Cawayan Campus Administrator
Dr. Alvin M. Mahawan	Research Director
Mr. Dennis G. Corlet	TALEX Director
Ms. Grace B. Abella	Dean of OSAS
Mr. John Philip C. Catiwa	Director of Production and Auxiliary Services
Atty. Erwin S. Oliva	CAO
Mr. Armando P. Cabrera	Director, FMS
Mrs. Ligaya C. Capinig	Head, HRMO
Engr. Reynald I. Malag	Director of PPMPDS
Mr. Andrew Escorel	Head, PPMU
Atty. John Mark Masamoc	Director, LSO
Dr. Nikki Faith Bantillo	Director, IRO
Mr. Allan O. Delos Reyes	DANT's President
Engr. Eny Ferriol	Head, SPU
Mr. Nestor John Villamor	Head, ICTMO
Ms. Maffi Gieson Asilum	Head, OPI
Erdee C. Cajurao	Director, KMLW
Ms. Rocel Turco	Director, QAC
Ms. Sarah J. Abawag	Head, RAO
Ms. Rowena Cervantes	Head, Cashier
Mr. Marco Angelo Dejucos	Director, IPBTM
Mrs. Uranus Cantoria	Director,NSTP
Mr. Wilfred C. Pagorogon	Director, SDRRMO
Dr. Joey Pardeño	Director, GAD
Ms. Melba C. Magnifico	Head, Registrar
Ms. Mary Immaculate C. Lim	Head, Library
Joseph P. Valencia	Head, Guidance and Counselling
Dra. Anabel Lorayña	Head, Medical Services
Dr. Ulysis L. Ferreras	DEA President
Dr. Jona C. Royo	Director, Future's Thinking
Engr. Marciano Padasas	Head, Motorpool
Mr. Gerald C. Ranto	Head, Sports and Athletics
Dr. Novy R. Clores	Director, Alumni Affairs
Dr. Cesar D. Almonicar	Dean, Cawayan Campus
Mr. Raffy D. Marcos	Admin
Mr. Carl James Cabarles	Information Officer II
Engr. Nacel C. Altizon	GAD Coordinator
Ms. Hannah Shamaida L. Brioso	GAD Coordinator





1. OUTCOMES

- Show evidences that library financial support from fiduciary, supplemental and external funds is adequate.

The General Library ahs a separate, realistic and adequate budget to support its various programs and services. Since it is fiduciary in nature, its operation is financed by the income generated from library fees of students.

Library Collections in the institution are fiduciary in nature and are exclusively for library operations pursuant to Section 2.1.3 of Commission on Audit (COA) Circular No. 2000-02 dated in April 4, 2000 that states that all fiduciary fees shall be disbursed for the specific purposes for which they are collected.

2. BEST PRACTICES

- Cites as many best practices as you can on Parameter F (Financial Support).

The preparation of the library annual budget is a collegial effort of the head librarian together with her staff. This process involves participation of the members of the library staff in order for them to prioritize their activities for the year and how much is to be allocated. In doing so, they became aware as to the financial capability of the General Library.

The library has a separate and realistic budget to support its projects and activities.

Library collections in the institutions including library fees, library fines and others are fiduciary in nature and are used exclusively for library operations.

PARAMETER G - LINKAGES

1. SYSTEM –INPUTS AND PROCESS

- Describe the library's linkages with other agencies, foundation etc.

Establishing linkages with other institutions, agencies, foundations, alumni and some benevolent private individuals is done by the library the purpose of which is to increase its resources and enhance its services. These linkages are in the form of consortium, gifts, donations or exchange of publications.

For the library consortium, DEBESMSCAT general library is an institutional/PAARLNET member of Philippine Association of Academic/Research Librarians., Inc.

Likewise, the DEBESMSCAT general library also receives book donations from private individuals, alumni and foundations. Moreover, it is also a regular recipient of publications of several government and non-government agencies like the Bangko Sentral ng Pilipinas (BSP), Philrice, Searca and Department of Science and Technology.

2. IMPLEMENTATION

- State /Name All Linkages of the Library

Republic of the Philippines
DR. EMILIO B. ESPINOSA SR. MEMORIAL STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY
www.debesmscat.edu.ph | Cabitan, Mandaon, Masbate

BAGONG PILIPINAS

STATE AND NAME ALL LINKAGES OF THE LIBRARY

AGENCY/INSTITUTION/INDIVIDUAL	ADDRESS	NATURE OF LINKAGE (EXCHANGE/DONATION/ETC.)	LEVEL (INT'L, NAT'L, REG'L, LOCAL)
Bangko Sentral ng Pilipinas – Legazpi Branch	Legazpi City	Donation	Local
Carlos Hilado Memorial State College	Negros Occidental	Exchange	National
DOST Starbooks	Legazpi City	Donation	Regional
Philrice	Paulog, Ligao City	Donation	Regional
SEARCA	Los Baños, Laguna	Donation	National
De La Salle University	Taft Avenue, Malate, Manila	Donation	National
Sherwin E. Balbuena	Cabitan, Mandaon, Masbate	Donation	Local
Luz Lopez Rodriguez	Alas, Mandaon	Donation	Local
C&E Publishing, Inc.	Quezon City	Donation	National
Omni Clan Reading Outreach Initiative thru The Eleanor Library	Mobo, Masbate	Donation	Local
Ifugao State University	Lamut, Ifugao	Exchange	National
University of the Philippines - Diliman	Quezon City	Resource Sharing	National
Tarlac Agricultural University	Camiling, Tarlac	Exchange	National

SSS

Silliman State University	Dumaguete City, Negros Oriental	Exchange	National
Benguet State University	La Trinidad, Benguet	Exchange	National
Carlos Hilado Memorial State University	Negros Occidental	Exchange	National
Central Bicol State University of Agriculture	Pili, Camarines Sur	Exchange	National
Central Luzon State University	Muñoz, Nueva Ecija	Exchange	National
Mariano Marcos State University	Batac, Ilocos Norte	Exchange	National
Cagayan State University	Caritan Sur, Tuguegarao City, Cagayan Valley	Exchange	National
Isabela State University	San Fabian, Echague, Isabela	Exchange	National
Central Mindanao University	University Town, Musuan, Maramag, Bukidnon	Exchange	National
University of the Philippines – Los Baños	Los Baños, Laguna	Exchange	National
Visayas State University	Baybay City, Leyte	Exchange	National
Pampanga State Agricultural University	San Agustin, Magalang, Pampanga	Exchange	National
Southern Luzon State University	Brgy. Kulapi, Lucban, Quezon	Exchange	National
Bulacan Agricultural State College	Brgy. Pinaod, San Ildefonso, Bulacan	Exchange	National
Bicol University – Guinobatan Campus	Guinobatan, Albay	Exchange	National

sss

Bataan Peninsula State University	Balanga, Bataan	Exchange	National
Laguna State Polytechnic University	Brgy. Bubucal, Sta. Cruz, Laguna	Exchange	National
Western Philippines University	San Juan, Aborlan, Palawan	Exchange	National
Cavite State University	Bancod, Indang, Cavite	Exchange	National
University of Southern Mindanao	Kabacan, Cotabato	Exchange	National
Mindanao State University	Marawi City, Lanao del Sur	Exchange	National
Don Mariano Marcos Memorial State University	Bacnotan, La Union	Exchange	National

3. OUTCOMES

- Show evidences that library resource sharing and linkages are well- established.

Nature of Lingkages	Level		
	International	National	Regional/Local
Donations	0	3	6
Exchanges	0	25	0
Resource Exchange	0	1	0
Total:	0	29	6

4. BEST PRACTICES

- Cite as many best practices as you can on Parameter G (Linkages).

❖ Linkage with other institutions, government and non-government agencies, and private individual is very strong.
❖ The membership of the library consortium is very active.

5. EXTENT OF COMPLIANCE with the Team Recommendations on Area VII (Library) in the last survey visit.

- Present the status of Compliance matrix of Area VII focusing on interventions done on the recommendations.

Duly Accomplished Self- Survey Instrument

- Present the Summary of Findings and recommendations for Area VII (Library) during the _____ (Preliminary , 1st Survey, 2nd Survey, 3rd Survey, or 4th Survey) in terms of;

1. Strengths

2. Areas needing Improvement

3. Recommendations

4. Present the Summary of Ratings on the quantitative assessment on Area VII