



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
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DepED MEMORANDUM
No. 238, s. 2004

MAY 26 2004

SA PAGBASA, MAY PAG-ASA: A STORYBOOK DRIVE

To: Regional Directors
Schools Division/City Superintendents
Heads, Public Elementary Schools

1. The League of Corporate Foundations (LCF), Inc. announces the launching of the "Sa Pagbasa, May Pag-asa: A Storybook Drive". The project, which will run from May 2004 to February 2005, is a modest attempt by the League to respond to the lack of educational materials in public schools.
2. Specifically, the LCF hopes to mobilize the corporate sector in collecting one million storybooks for distribution to at least 1,000 public elementary schools identified and prioritized by the Department of Education (DepED). By distributing storybooks, LCF hopes to help expose public school children to a wide range of creative, interesting and age-appropriate reading materials, and in so doing, help them develop a "culture of reading" that is so critical to the learning process. The LCF believes that helping children to read and to love reading is a significant contribution to their future.
3. Schools chosen by the donor companies are expected to provide adequate space for 500-1,000 storybooks, assign a librarian or person-in-charge to ensure proper care, maintenance and utilization of the books, submit monitoring reports on the usage of the storybooks, and be ready to implement a reading program within the school to promote love for reading among the schoolchildren.
4. The schools are also expected to sign a deed of donation with the donor companies and facilitate preparations for the turnover ceremonies in their respective schools. Please see enclosure for more details.
5. For more information, contact Ms. Irene D. Labitad, at tel nos. 898-8898/8855 or telefax no. 818-5656.
6. Immediate dissemination of this Memorandum is desired.

R. C. Bacani
RAMON C. BACANI
Undersecretary
Officer-in-charge

Encl.: As stated
Reference: None
Allotment: 1- -(D.O. 50-97)
To be indicated in the Perpetual Index
under the following subjects:

BOOKS PUPILS SCHOOLS

**LEAGUE OF CORPORATE FOUNDATIONS, INC.
COMMITTEE ON EDUCATION
"SA PAGBASA, MAY PAG-ASA STORYBOOK DRIVE"**

**GUIDELINES FOR SCHOOL MOBILIZATION
AND PREPARATION**

For the Donor Company:

The following are guidelines, which you may use in coordinating with the recipient school. You may wish to adopt or refine, subject to your requirements.

Space Requirements

1. Recipient schools must provide adequate space to place/display the books. It can be the existing library, or if not, an available room or space within the school premises.
2. Should no room be available, a reading corner/nook or storybook carts may be provided in an existing classroom or any office within the school.
3. Bookshelves or cabinets that can accommodate 500-1,000 storybooks must be provided. To provide an atmosphere that is conducive to reading, throw pillows and mat or small tables and chairs may be provided.
4. However, if the school is really poor and does not have any shelf, the donor company might consider donating these facilities to the school.

Manpower

5. The recipient schools must be able to assign a librarian or any person in-charge to ensure proper care, maintenance and utilization of the books.
6. He/she should be able to refine the Guidelines for the use of the library and the books (Annex A), which were drafted by the Task Force and must ensure that these are strictly observed.

Management, Maintenance and Care of the Books

7. Upon receipt and turnover of the books, the librarian/person-in-charge must have the capability and time to do an immediate inventory of the books and classification as to the following:

Category A: Books for Primary Level, i.e., Pres-School to Grade 3
Category B: Books for Intermediate Level, i.e., Grades 4-6
8. Books must be further classified into English or Filipino books.

9. For record purposes and to facilitate inventory and handling, schools must commit that books be catalogued and arranged alphabetically by title. The catalogue should contain simple control numbers and each book must have borrower's card.
10. The school must ensure that the books are safe and secured, i.e., safe from elements of whatever nature. Specifically, locks should be provided to avoid theft/loss and library/room should have no water leaks or pests, to prevent damage.

Monitoring/Reporting Arrangement

11. Each recipient school shall be required to submit regular monitoring reports on the usage of the storybooks, anecdotes, photos, related activities implemented, for monitoring and documentation purposes.
12. The Librarian/Person-in-charge must accomplish the monitoring form provided by the Task Force, to be certified by the School Principal/Teacher-in-Charge and submitted to the Donor Company copy furnished the Task Force Chairman.
13. The school must provide also logbooks to record library visits of students and ask them to accomplish a feedback survey form (Annex B) indicating their name, grade level, title of book/s read, and comments.
14. The school must conduct an inventory of books annually, which may be included in the monitoring reports to be submitted to the Donor Company.

Reading Program

15. To promote love for reading, the Donor Company may ask the recipient school to implement and schedule a reading session, which may be incorporated in an English Class activity and which may be done once a week per level. The English Teacher must give priority to non-readers to encourage them to learn how to read and to love reading.
16. To further complement the reading session, the School Principal may designate an English Teacher or get volunteers such as students or parents to serve as Storyteller for a certain period.
17. As guide, the Librarian may post in school bulletin boards or newsletter the "Book of the Month" or list of available books recommended for reading at a particular time. An abstract or short description may be provided.