

ANNUAL REPORT 2020



**NATIONAL LIBRARY
OF THE PHILIPPINES**

ISSN 0115-740X

MANDATE

The National Library of the Philippines (NLP) is the repository of the printed and recorded cultural heritage of the country and other intellectual, literary and information sources.

VISION

By 2022, NLP shall have enhanced library facilities, relevant library resources and dynamic services that contribute to the intellectual, social, and cultural development of the Filipino society.

MISSION

Acquire, organize, conserve, and preserve Filipiniana materials and provide equitable access to library resources through a system of public libraries throughout the country

QUALITY POLICY

As a repository of cultural heritage, NLP commits to conserve and preserve all printed and recorded Filipiniana resources, ensure equitable and provide inclusive services to support intellectual, cultural and national development.

To uphold this commitment, NLP shall;

- 1.Acquire and generate relevant library resources;
- 2.Implement responsive policies, programs and initiatives;
- 3.Employ dynamic technology to deliver products and services to relevant interested parties;and
- 4.Provide efficient, effective and sustainable services aimed towards the highest satisfaction of its stakeholders.

It further commits to comply with statutory and legal requirements and to continually improve our quality management system.

MESSAGE



The outbreak of COVID-19 in the early quarter of 2020 threatened the disruption of public service delivery. Many institutions were suddenly closed as a result of nationwide lockdown, but were expected to provide continuous service to the people.

Like many government institutions, the National Library of the Philippines (NLP) builds strategic plans for effective and responsive public service in times of pandemic. NLP made broad efforts to still connect to its stakeholders and clients, enhancing the means of extending the function and mandate of the institution. We, in NLP, continued to make strides in technology as we venture into using various platforms and mediums to keep our services available to clients and library users.

This year's celebration of Library and Information Service Month (LISM) persisted to promote the significance of public libraries in the community while facing the challenges of the world health crisis. Also, the annual recognition of public libraries and public librarians and personnel during the NLP's anniversary in August gave more confidence to public libraries and staff to become more resilient while remaining to be accountable to the people. Because we prioritize and value our clients, NLP Citizen's Charter 2020 Edition is included in this year's report for our customers' guidance.

Aside from this, NLP has incessantly facilitated online trainings and webinars to assist its affiliated libraries on how to adapt to the new normal through benchmarking and by sharing to them different library service innovations. In addition, with our goal to make online services and library resources widely accessible, NLP has reinforced its existing technology and website.

Through the steadfast effort and support of our staff and the creditable leadership of the management, I am grateful to present this year's Annual Report, which highlights the agency's creativity, determination, resourcefulness, and commitment to deliver expanded, efficient, and effective services despite the many restrictions of the pandemic.

NLP continues to be at the forefront of public libraries in ensuring learning continuity of the community and in promoting equal access to knowledge and information.

CESAR GILBERT Q. ADRIANO
Director IV

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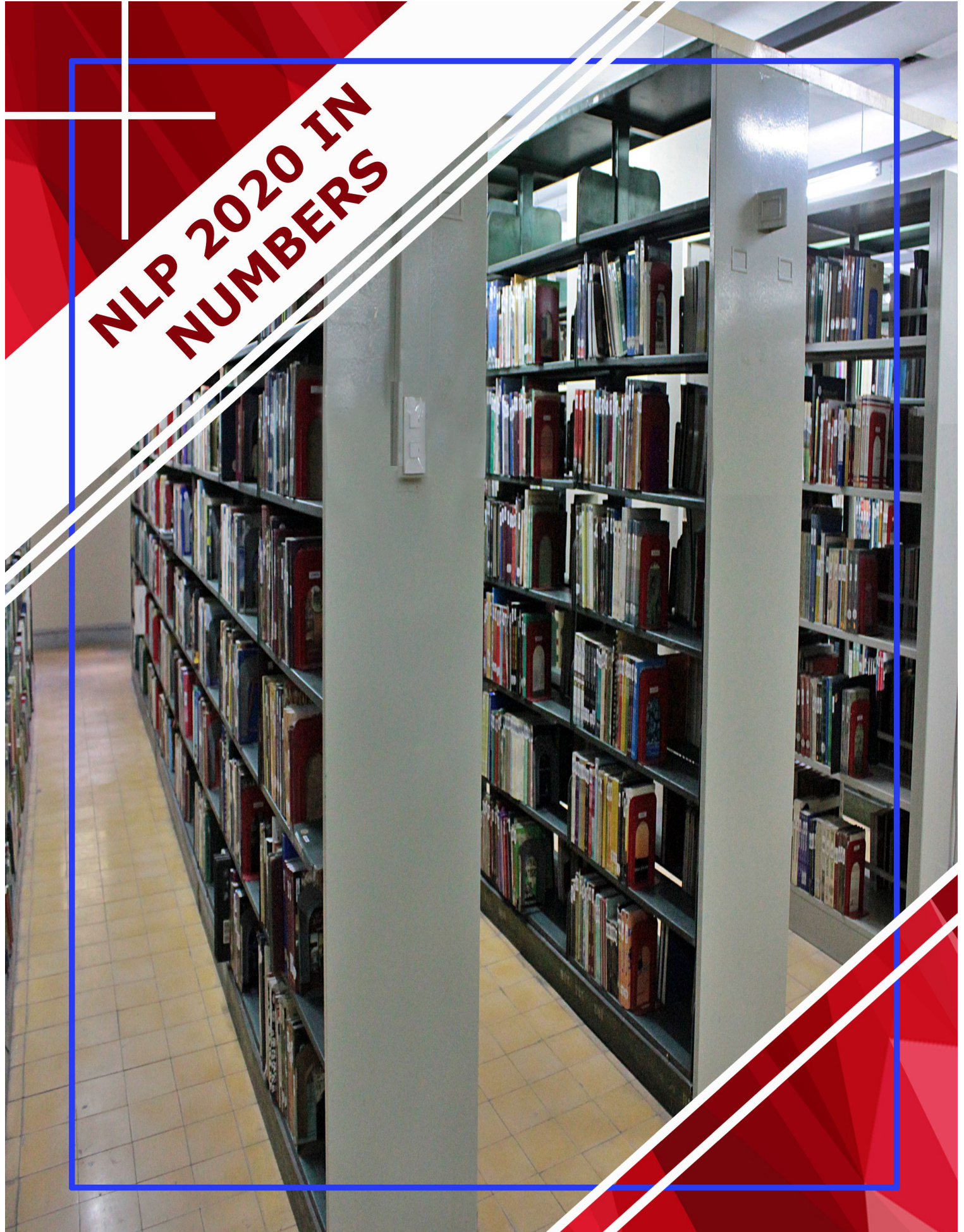
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NLP Citizen's Charter 2020 Edition

NLP 2020 IN NUMBERS



BUDGET UTILIZATION REPORT

STATEMENT OF APPROPRIATIONS, ALLOTMENT, OBLIGATIONS AND BALANCES AS OF THE QUARTER ENDING DECEMBER 31, 2020

PROJECT/ACTIVITY PROGRAM	ALLOTMENT	OBLIGATION	BALANCE
Regular Appropriation			
NLP	168,394,000.00	153,528,768.74	14,865,231.26
Tondo Congressional Library	2,160,000.00	1,743,700.66	416,299.34
Bohol Congressional library	575,000.00	488,604.67	86,395.33
Batanes Congressional library	1,023,000.00	815,135.39	207,864.61
Retrofitting Project			—
Retirement and Life insurance Premium (RLIP)	1,511,250.00	1,369,856.47	141,393.53
Special Purpose Fund	4,093,358.00	3,964,954.38	128,403.62
Total	177,756,608.00	161,911,020.31	15,845,587.69
Continuing Appropriations (CA)			—
NLP	5,435,909.55	4,763,220.28	672,689.27
Tondo Congressional Library	336,696.02	295,670.00	41,026.02
Bohol Congressional Library	2,577.36	1,414.20	1,163.16
Batanes Congressional Library	365,682.75	352,155.13	13,527.62
Total CA	6,140,865.68	5,412,459.61	728,406.07
Supplemental Appropriation			—
E-gov Fund (NLP)			—
Total NLP Budget for 2020	183,897,473.68	167,323,479.92	16,573,993.76

BIBLIOGRAPHIC SERVICES DIVISION

749

ENTRIES EDITED FOR PNB

ARTICLES INDEXED

10,100

6,807

**ISSUANCE OF NUMBERING SYSTEM
(ISBN, ISSN, ISMN)**

CATALOG DIVISION

8,441 VOLUMES

VOLUMES OF MATERIALS CATALOGED

9,055 VOLUMES

VOLUMES OF MATERIALS REVISED

7,399 VOLUMES

VOLUMES OF DELIVERED CATALOG MATERIALS

**1 TRAINING
SESSION**

NUMBER OF TRAINING SESSIONS CONDUCTED

COLLECTION DEVELOPMENT DIVISION

ACQUIRED MATERIALS
(PRINT AND ELECTRONIC)

1,378,868

**MECHANICAL PROCESSING OF
BOOKS AND OTHER MATERIALS**

1,336.054

**TECHNICAL PROCESSING OF BOOKS
AND OTHER LIBRARY MATERIALS**

1,319,842

**NO. OF BOOKS AND OTHER MATERIALS DELIVERED TO CATALOG DIVISION,
PLD, OTHER DIVISIONS, INCLUDING OTHER LIBRARY EXTENSION PROGRAM**

1,340,156

FILIPINIANA DIVISION

LIBRARY USERS SERVED

15,014

LIBRARY COLLECTIONS UTILIZED

25,873

**PAGES COLLECTIONS UNDER
MANAGEMENT AND PAGES PRESERVED**

122,439,800

FINANCE & ADMINISTRATIVE DIVISION

FINANCIAL MANAGEMENT

1. Budget plan, proposal and other requirements prepared, reviewed/facilitated/accomplished for recommendation to the director	39
1.1 Budget proposals reviewed	3
1.2 Physical report of operation prepared	6
2. Budget utilization documents	365
3. No. Of disbursement vouchers signed/approved	665
4. Tax Remittance Advice (TRA)	27
5. NCA received	13
6. No. of Official Receipts issued	997
7. Amount of collections received from Collecting Officers	836,505.76
8. No. of creditors informed for the release / issuance of their checks	86
9. No. of reports prepared on checks/LDDAP issued, certified and submitted to Accounting Section	71
10. Recruitment Plan prepared	324
11. Oath taking ceremonies facilitated and other documentary requirements prepared for newly hired employees. Facilitated Oath Taking ceremonies for 24 newly/hired and promoted employees. Prepared documentary requirements for CSC submission of appointment papers for 24 newly hired and promoted employees Competency Assessment reviewed / commented	
II. Appointments prepared and submitted Recruitment for FY2021 prepared submitted and approved by the Director	13
III. Competency Assessment reviewed / commented Competency Assessment results cascaded attended / monitored with L and D Team to Dcs, RPD, FAD, Section Heads and BSD staff	
1. No. of updates done on stock card and property card	98
2. Purchase Request (PR) barcoded / processed	397
3. No. of canvass conducted	22
4. No. of PhilGeps posting accomplished	5
5. No. of Purchased Order (PO) prepared	30
6 No. of facility maintenance activities conducted	15
7. No. of monitoring activities conducted on electrical units of the building, restrooms and the main building structures	15
8. No. of repairs conducted on the electrical units of the building structure	
9. No. of requests on repairs acted upon	26
10. Records Keeping	354
11. No. of records checked, verified and updated (i.e. service records)	42
12. No. of records disseminated	60
13. No. of vehicle requests for planned activities accommodated	514

INFORMATION TECHNOLOGY DIVISION

CUSTOMERS SERVED

24,296

IT/ TECHNICAL SUPPORT REQUESTS

978

ICT TRAINING HOURS

49

ICT SERVICES PROVIDED

436,221

PUBLIC LIBRARIES DIVISION

LIBRARIES AFFILIATED WITH SIGNED MOA 38

**AFFILIATED PUBLIC LIBRARIES ALLOCATED
WITH LIBRARY RESOURCES 159**

**AFFILIATED PUBLIC LIBRARIES
VISITED ON-SITE 69**

LIBRARIES VISITED FOR AFFILIATION 4

**PATRONS/ CLIENTS SERVED BY
PUBLIC LIBRARIES 3,368,164**

**SUPERVISED AND CONDUCTED TRAININGS / SEMINARS/
CONFERENCES/ MEETINGS WITH PUBLIC LIBRARIANS 26**

RESEARCH AND PUBLICATIONS DIVISION

3

PUBLICATIONS

4

**CULTURAL ACTIVITIES
CONDUCTED**

3,608

**COPYRIGHT APPLICATIONS
PROCESSED**

8,023

**COPYRIGHT REGISTRATION
/ CERTIFICATES ISSUED**

2,649

**ENCODES COPYRIGHT ENTRIES
IN KOHA DATABASE**

10,393

**ENCODES COPYRIGHT ENTRIES
IN WORDPAD**

REFERENCE

CUSTOMER SERVED

1,614

**CHILDREN ACCOMMODATED
WITH SPECIAL SERVICES**

913,096

**SESSIONS OF AWARENESS
PROGRAM/OUTREACH ACTIVITIES**

280

LIBRARY SELECTION UTILIZED

1,930

**REPRODUCED MATERIALS
BRAILLE
AUDIO BOOK**

14

10

14

DIVISION

ENTRIES OF COLLECTION MANAGED (TECHNICAL)	22,581
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INDEXED	16,193
EDITED IN KOHA	5,964
MODIFIED IN KOHA	426

VOLUMES COLLECTION	114,793	(sorted)
MANAGED (MECHANICAL)	41,518	(shelved)

MULTICULTURAL ACTIVITIES ORGANIZED	0
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**CONDUCTED CAPACITY BUILDING PROGRAMS = 12
SESSIONS WITH 323,006 PARTICIPANTS/ VIEW
(INTERACTIVE STORYTELLING WORKSHOP)**



2020 HIGHLIGHTS





30TH LIBRARY AND INFORMATION SERVICES (LIS) MONTH

VIRTUAL CEREMONIES OPENS LIS MONTH CELEBRATION

Mandated to promote public awareness, the National Library of the Philippines (NLP) renders its invaluable service to the public through its annual celebration of the Library Information Service (LIS) Month with the theme, "LibREAL: Libraries, Relate, Engage, Advocate, Lead."

The National Commission for Culture and the Arts (NCCA) through the National Committee of Library Information Service (NCLIS) and the NLP, Proclamation No. 837 s. 1991, declares the entire month of November as Library and Information Service Month.

However, it was the first time to celebrate virtually the month-long program, due to the constraint posed by the pandemic. The virtual opening ceremonies were held on November 4, 2020, at 10:00 in the morning via Zoom and NLP's official Facebook and YouTube accounts.

A slide presentation of last year's LIS events launched the program, followed by the messages of President Rodrigo Roa Duterte and Vice President Leni Robredo. Maricel M. Ureña, the Chairperson of LIS Month 2020, welcomed all the participants, and an opening message was delivered by Cesar Gilbert Q. Adriano, the Director of the National Library of the Philippines.

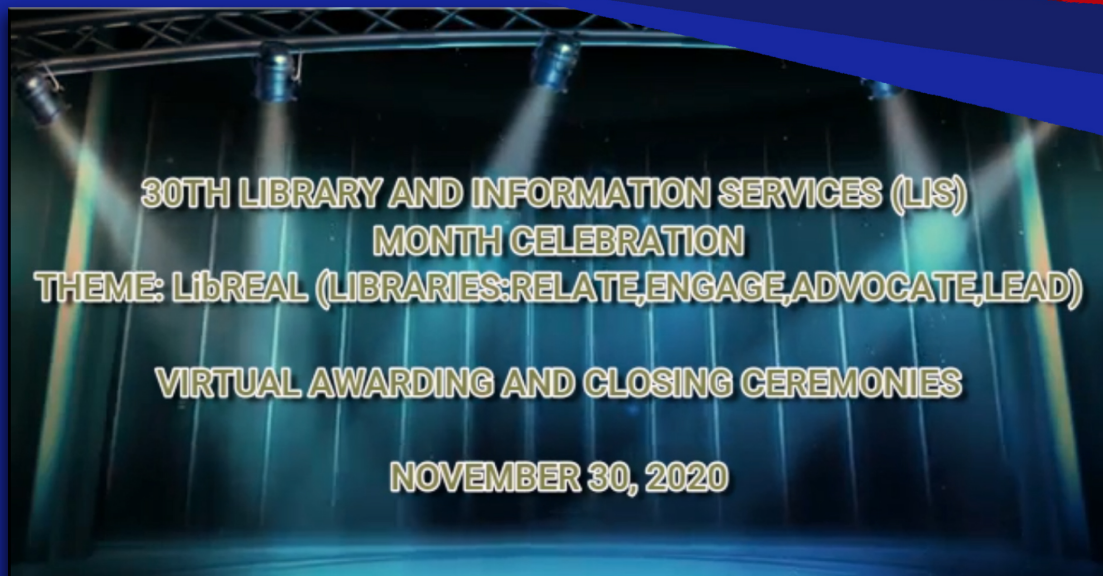
Another message by Professor Salvacion M. Allante, Head of the National Commission on Libraries and Information Services, was delivered. For a short entertainment, the NLP Band enchanted the audience with its performance in the middle of the program.

And as the highlight of the event, Ms. Christine Mackenzie, the President of the International Federation of Library Associations (IFLA), gave an inspiring speech and was introduced by Ms. Melanie A. Ramirez, Chairperson of the Operations Committee.

Another significant part of the program is the virtual celebration of the LIS Month conducted by the Department of Science and Technology-Science and Technology Information Institute (DOST-STII) and the Dagupan City Public Library and Information Center.

A message from the Assistant Director of the National Library of the Philippines, Mr. Edgardo B. Quiros, concluded the program.





Due to the Coronavirus pandemic raging throughout the country, the National Library of the Philippines (NLP) and the National Commission for Culture and the Arts-National Committee on Libraries and Information Services (NCCA-NCLIS) constrained to stage the Awarding and Closing Ceremonies of the 30th Library and Information Service Month not on a physical stage, but digitally and virtually through the internet. Like most other countries, mass gatherings here and abroad were not allowed in these trying times.

In keeping with the times, the program was held last November 30, 2020, via the NLPs' Youtube Channel and official Facebook page. The event's special guest was Professor Salvacion Allante, the Head of the NCLIS, the Honorable Gregorio B. Honasan II, Secretary of the Department of Information and Communication Technology (DICT), and Ms. Hanna Chaterina George Latuputty, the Regional Director of International Association of School Librarianship (IASL). Ms. Latuputty gave an inspiring special message.

Ms. Flodeliza Quiñones, Chairperson of the LIS Secretariat, introduced Secretary Honasan while Ms. Melanie Ramirez, Chairperson of the LIS Operations Committee had the honor of introducing the other VIP guest of the event, the keynote speaker Ms. Latuputty.

The testimonials of three library organizations which were presented, respectively, by Ms. Jean Vergara of the Association of Pangasinan Public Librarians Inc., Charito P. Basagre of the Philippine Association of School Librarians, and Remia Quebrar, of the Association of Public Information Specialist of Negros Occidental, were the other highlights of the event were. After the message was delivered by the various speakers, certificates of appreciation were presented.

Before the awarding proper the contest's official board of judges was presented through a slideshow presentation highlighting their accomplishments and qualifications. Winners of the various contest, such as Cutest Photo in the Library, Bookface, Digital Poster Making, Share-a-Book; Book-based interactive storytelling, Vlog on Libraries/ MakiVlog Na! LibREALlang, May Papremyo Pa, and Best Online Activities were given their awards, which consisted of a cash prize and an official certificate of Recognition.

As in previous years' awards ceremonies, even in the virtual event, the program was spiced up with an entertainment number featuring the University of the Philippines Manila Chorale Group.

NLP Director Cesar Gilbert Q. Adriano opened the program with his message and virtual closing remark from the Chairman of NCAA, Mr. Arsenio "Nick" Lizaso.



NLP AND ISSN PH ATTEND 45TH MEETING OF DIRECTORS

The International Standard Serial Number (ISSN) Philippines attended the 45th Meeting of Directors of ISSN National Centres held remotely via GoToMeeting on November 25, 2020.

The National Library of the Philippines (NLP) and the ISSN National Center Philippines, shared a video presentation during the meeting. Director Cesar Gilbert Q. Adriano reported that in response to the national crisis faced by the country, the NLP waived the Registration Fee for ISSN beginning May 22, 2020, through Public Advisory No. JET-01 and JET-03 to this effect.

He also mentioned that over the last three years, there is a decreasing number of ISSN assignments. However, the linked ISSN increases, which means that electronic journals, periodicals, serials, and continuing resources are now being developed in the Philippines by various publishers.

YEAR	ISSN PRINT ASSIGNED	LINKED ISSN ASSIGNED
2018	393	30
2019	324	10
2020	166	65

ISSN is one of the contributors to the Enhanced Philippine Development Plan 2017-2022 Results Matrices on Chapter 7 Promoting Philippine Culture and Values under the Sub-Sector Outcome "Pagkamalikhain" value of creative excellence advanced that shows in the number of unique Filipino published works registered (annual).

Director Adriano shares the NLP's long term plans: 1. Create a committee on the National Level to have local standardization activities relating to serials and other continuing resources and their bibliographic control, notably by checking the consistency between the rules specified in the ISSN standard and ISSN Manual and local bibliographic standards and rules; 2. Request to the International Center training offered by the ISSN International Center (IC), either in-person or remotely; 3. Deputize public libraries as recipients of the applications of ISSN in different regions of the country and to promote the use of ISSN as a control number by publishers, subscription agents, libraries, and other information providers at the national level; and, 4. Develop ISSN Online Application System.

Resolutions for the 45th ISSN Directors Meeting were also formulated:

1. The ISSN International Centre and the National Centres resolve to work together to have a consistent response to questionable publisher requests, and communicate clearly that the ISO 3297 standard states that an ISSN is not a stamp of approval of the content of any continuing resource.
2. ISSN+ will replace the Virtual system. The ISSN+ has new features such as gathering statistics and data quality checking. ISSN National Centres are advised to have a correct system requirement to connect and access the ISSN+ services.
3. All National Centres will review their websites, ISSN application, and request forms to ensure that their language and scope are in alignment with the ISO 3297.

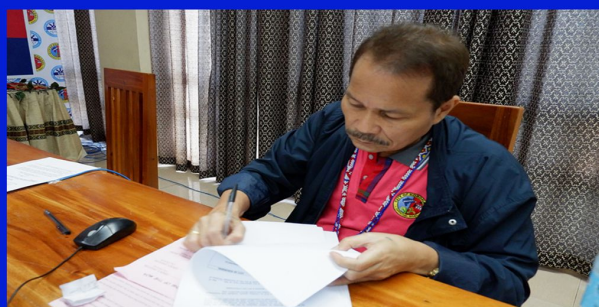
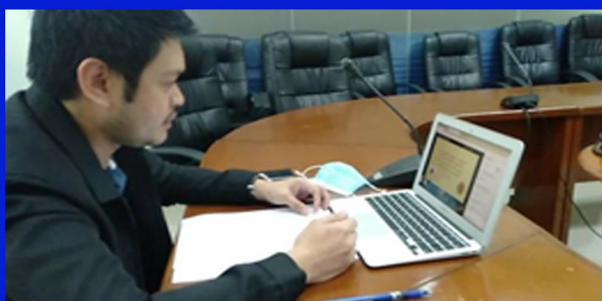
The next Directors' Meeting will be held in 2021 at the Deutsche Nationalbibliothek in Frankfurt am Main, Germany dates to be announced.

NLP AND KORONADAL CITY SIGN MOA FOR LIBRARY AFFILIATION

The first-ever virtual signing of the Memorandum of Agreement (MOA) happened last November 23, 2020, between the National Library of the Philippines (NLP) and the City of Koronadal Government. This event is for the reaffirmation of the affiliation of the City of Koronadal Library with NLP. Director Cesar Gilbert Q. Adriano is present as the representative of NLP and Mayor Eliordo Ogena for the City of Koronadal City Government.

Affiliation with the NLP helps in the mission of providing equitable access to library resources through a system of public libraries. Despite being technologically dependent, there is still information that can be found only in the library. More libraries established and affiliated will be a step in disseminating information to the community.

Spearheaded by Mr. Erwin Lagustan, the City Librarian of the City of Koronadal Library, the event was live via Google Meet. The program concluded with speeches delivered by Director Adriano and Mayor Ogena.



NLP Director Cesar Gilber Q. Adriano (Left) and Mayor Eliordo Ogena of Koronadal City during the virtual MOA signing on 23 November 2020

EVENTS



**2020 Search for
Gawad Parangal sa Natatanging Propesyunal na Tagapangasiwa at
Tagapaglingkod ng Pampublikong Aklatan
Virtual Awarding Ceremonies
August 25, 2020**



NLP RECOGNIZES OUTSTANDING PUBLIC LIBRARIANS, PUBLIC LIBRARY PERSONNEL AND PUBLIC LIBRARIES

In recognition of the excellence of the outstanding public librarians, public library personnel and public libraries, the National Library of the Philippines (NLP) in partnership with The Asia Foundation (TAF) held the 2020 Gawad Parangal sa Natatanging Propesyunal na Tagapangasiwa at Tagapaglingkod ng Pampublikong Aklatan via Webinar Jam and YouTube Channel of NLP last August 25, 2020.

The 2020 Gawad Parangal sa Natatanging Nanunungkulang Tagapaglingkod ng Pampublikong Aklatan (non-librarian category) and 2020 Gawad Parangal sa Natatanging Propesyunal na Tagapangasiwa ng Pampublikong Aklatan (Librarian Category) was judged by Honorable Lourdes David, Member, Professional Regulatory Board for Librarians (PRBL), Ms. Emma Rey, President of Philippine Librarians Association Inc. (PLAI) and Ms. Nelia Balagapo, Manager of the Economic and Financial Learning Center of the Bangko Sentral ng Pilipinas.

The awards conferred include the (1) Online Learning Completer on Essential Skills for Public Library Personnel (2) Most Sedulous Award (3) Best Promotional Poster (4) Online Learning Excellence Award (5) 2019 Monthly Report Completer (6) Top Performing Public Library Barangay, Municipal, City, Congressional, and Provincial Category (7) Most Diligent Public Library of the Philippines (8) Appreciation to Local Chief Executives (9) 2020 Gawad Parangal sa Natatanging Nanunungkulang Tagapaglingkod ng Pampublikong Aklatan (non-librarian category) and (10) 2020 Gawad Parangal sa Natatanging Propesyunal na Tagapangasiwa ng Pampublikong Aklatan (Librarian Category). These awards underscore their excellence in the field of public library services.

The list of awardees are:

2019 Top Performing Public Library (Barangay Category) in the Philippines

Quezon City Public Library – Talipapa Library – District 6 of Quezon City

In recognition of their outstanding performance by extending their library services to 12,371 clients in 2019; and, their commitment and dedication to public service.

2019 Top Performing Public Library (Municipal Category) in the Philippines

Malasiqui Municipal Library in Pangasinan

In recognition of their outstanding performance by extending their library services to 41,175 clients in 2019; and, their commitment and dedication to public service.

2019 Top Performing Public Library (City Category) in the Philippines

Dagupan City Library and Information Center.

In recognition of their outstanding performance by extending their library services to 133,585 clients in 2019; and, their commitment and dedication to public service.

2019 Top Performing Public Library (Congressional Category) in the Philippines

Balilihan Congressional District Library in

In recognition of their outstanding performance by extending their library services to 38, 584 clients in 2019; and, their commitment and dedication to public service.

2019 Top Performing Public Library (Provincial Category) in the Philippines

Cagayan Provincial Learning and Resource Center

In recognition of their outstanding performance by extending their library services to 50,125 clients in 2019; and, their commitment and dedication to public service.

2019 Most Diligent Public Library in the Philippines

Pozzorubio Municipal Library in Pangasinan

In recognition of their efforts in submitting their reports promptly to the NLP which sets an example worthy of emulation by other public libraries and barangay reading centers in the Philippines.

2020 Gawad Parangal sa Natatanging Nanunungkulang Tagapaglingkod ng Pampublikong Aklatan (non-librarian category)

MICHAEL NAGAS of San Fernando City Library, Province of La Union

Winner of the 2020 Gawad Parangal sa Natatanging Nanunungkulang Tagapaglingkod ng Pampublikong Aklatan

CISSETTE RICARDO of Parañaque City Library

Second Runner-Up for the 2020 Gawad Parangal sa Natatanging Nanunungkulang Tagapaglingkod ng Pampublikong Aklatan

PLAQUE OF APPRECIATION

HON. ALFREDO PABLO R. ORTEGA, Mayor, City of San Fernando, La Union

In recognition of his remarkable leadership to the advancement of Philippine public librarianship, his selfless dedication and exemplary actions to public library services as role model for local government officials, and his unrelenting advocacy to the plans, programs, and activities of Mr. Michael C. Nagas awarded as the 2020 Most Outstanding Public Library-In-Charge

HON. JOSE ANTONIO MIGUEL Y. PEREZ, Vice Mayor, Alaminos City

In recognition of his remarkable leadership to the advancement of Philippine Public librarianship, his selfless dedication and exemplary actions to public library services as role model for local government officials, and his unrelenting advocacy to the plans, programs, and activities of Ms. Zenaida C. Romero awarded as the 2020 Most Outstanding Public Librarian

2020 GAWAD PARANGAL SA NATATANGING PROPESYUNAL NA TAGAPANGASIWA ng PAMPUBLIKONG AKLATAN (librarian category)

Winner ZENAIDA ROMERO of Alaminos City Library

2nd Runner-Up MICHAEL A PINTO of Cagayan Provincial Learning and Resource Center

3rd Runner-Up MILED IBIAS of Lucena City Library

4th Runner-Up MARISSA D. ACOSTA of La Union Provincial Library

Online Learning Completer on Essential Skills for Public Library Personnel

Most Sedulous Award

Online learners who extended perseverance and constant effort to submit promptly the outputs.

Balatay, Carlito C (Manila City Library)
Baring, Mary Danielle C. (Bacood Public Library, Manila)
Bautista, Kristine Anne D. (Imus City Public Library)
Cayang, Joniel C. (Midsayap Municipal Library & Information Center)
Cidro, Elena A. (Valeriano E. Fugoso Library, Manila)
Evangelista, Cynthia M. (Manila City Library)
Galicia, Adrian O. (Manila City Library)
Javier, Merle M. (Manila City Library)
Paredes, Alyssa B. (Imus City Public Library)
Robles, Priscila P. (Manila-San Francisco Friendship Library)
Roman, Rosena V. (Imus City Public Library)
Rusit, Annabelle A. (Imus City Public Library)
Santos, Renan C. (Manila City Library)
Saporsantos, Leonora R. (Imus City Public Library)
Sirot, Kima N. (Senator Leticia Ramos Municipal Library of Asingan)
Villanueva, Mylene C. (Manila City Library)

The Best Promotional Poster

First Place Rosena V. Roman, Imus City Public Library

Second Place Kima N. Sirot, Sen. Leticia Ramos Municipal Library of Asingan

Third Place Kristine Anne Bautista, Imus City Public Library

Online Learning Excellence Award

Imus City Public Library

2019 Monthly Report Completer

Name	City/Municipality
BARMM Regional Library	Cotabato City
Batanes Provincial Library	Basco, Batanes
Bohol (Balilihan) Congressional District Library	Balilihan, Bohol
Crispina Marcos Memorial Library and Museum	Batac City, Ilocos Norte
Kaban ng Hiyas Congressional Library	Mandaluyong City
Agusan Del Sur Provincial Library	Prosperidad, Agusan del Sur
Albay Provincial Library and Information Center	Legazpi City, Albay
Batangas Provincial Library	Batangas City, Batangas
Benguet Provincial Library	La Trinidad, Benguet
Bohol Provincial Library and Information Center	Tagbilaran City, Bohol
Bulacan Provincial Library	Malolos City, Bulacan
Camarines Norte Provincial Library	Daet, Camarines Norte
Carlos P. Romulo Memorial Library	Tarlac City, Tarlac
Cotabato Provincial Library	Cotabato
Gregoria M. Rivera Memorial Library	Vigan City, Ilocos Sur
Kalinga Provincial Library	Tabuk, Kalinga
La Union Provincial Library	City of San Fernando, La Union
Misamis Oriental Provincial Library	Cagayan de Oro City, Misamis Oriental
Pangasinan Provincial Library	Lingayen, Pangasinan
Provincial Library of Negros Occidental	Bacolod City, Negros Occidental
Quezon Provincial Library	Lucena City, Quezon
Rizal Provincial Library	Antipolo City, Rizal
Samar Provincial Library	Catbalogan City, Samar
Alaminos City Library	Alaminos City
Angeles City Library and Information Center	Angeles City
Antipolo City Library	Antipolo City, Rizal
Bacolod City Library	Bacolod City
Bago City Public Library	Bago City
Borongan City Public Library	Borongan City, Eastern Samar

**Cabadbaran City Library and Information Center
Cadiz City Public Library
Cagayan de Oro City Public Library
Calapan City Library
Calbayog City Public Library and Tech4Ed Center
Caloocan City Public Library
City of Meycauayan Library and Mini Heritage Museum**

**Dagupan City Public Library and Information Center
Digos City Public Library
Dumaguete City Public Library
General Santos City Library
General Trias City Library**

Himamaylan City Public Library

**Iloilo City Public Library
Imus City Public Library
Iriga City Library
Lucena City Library
Kabankalan City Library
Kidapawan City Library and Information Center
Malabon City Library
Malaybalay City Library
Mandaue City Library
Muntinlupa City Library
Navotas City Library
Olongapo City Public Library
Oroquieta City Library
Pagadian City Library
Palayan City Library**

**Parañaque City Public Library
Pasay City Library
Puerto Princesa City Library**

**Quezon City Public Library
Raul S. Roco- Naga City Public Library
Sagay City Public Library**

San Carlos City Public Library

San Carlos City Library

City Library of San Fernando

San Jose City Library and Information Center

**Silay City Public Library
Tabaco City Library and Information Center
Tagum City Library
Talisay City Public Library and Information Center
Tayabas City Public Library
Teodoro M. Kalaw Memorial Library
Urdaneta City Library
Valencia City Public Library**

**Cabadbaran City
Cadiz City
Cagayan de Oro City
Calapan City
Calbayog City
Caloocan City
City of Meycauayan,
Bulacan
Dagupan City
Digos City
Dumaguete City
General Santos City
General Trias City,
Cavite
Himamaylan City,
Negros Occidental
Iloilo City
Imus City, Cavite
Iriga City
Lucena City
Kabankalan City
Kidapawan City
Malabon City
Malaybalay City
Mandaue City
Muntinlupa City
Navotas City
Olongapo City
Oroquieta City
Pagadian City
Palayan City,
Nueva Ecija
Parañaque City
Pasay City
Puerto Princesa,
Palawan
Quezon City
Naga City
Sagay City**

**San Carlos City,
Negros Occidental
San Carlos City,
Pangasinan
San Fernando City,
La Union
San Jose City,
Nueva Ecija
Silay City
Tabaco City
Tagum City
Talisay City
Tayabas City
Lipa City
Urdaneta City
Valencia City,
Bukidnon**

**Valenzuela City Public Library
Vigan City Library
Aklatang Bayan ng Bustos
Alabat Municipal Library
Alcala Municipal Library
Alimodian Municipal Library
Angono Municipal Library
Antequera Municipal Library
Aringay Municipal E-Library and Information Center
Atimonan Municipal Library
Atty. Jose A. Aruiza Memorial Library**

**Badoc Municipal Library
Bamban Municipal Library
Bani Municipal Library and Information Center
Basud Municipal Library**

Bayambang Municipal Library

Bayog Municipal Library

**Bolinao Municipal Library
Bontoc Municipal Library**

**Bugallon Municipal Library
Calasiao Municipal Library
Calauag Municipal Library
Carmen Municipal Library and Information Center**

**Daraga Municipal Library
Dr. Eufranio Chan Eriguel Congressional E-Library
Dulag Municipal Library
Gumaca Municipal Library
Gutalac Municipal Library and Information Center**

**Irosin Municipal Library
Itogon Municipal Library
Jagna Municipal Library and Information Center
Kalibo Municipal Library
La Castellana Municipal Public Library**

**Loon Public Library and Information Center
Malasiqui Municipal Library
Manaoag Municipal Library
Manuel E. Arguilla: Silid Karunungan at Kultura
Manukan Municipal Library**

**Maramag Municipal Library
Midsayap Municipal Library and Information Center
Moncada Municipal Library
Naic Municipal Library
New Bataan Municipal Library**

Panaon Municipal Library and Information Center

**Panukulan Municipal Library and Information Center
Pigcawayan Municipal Library and Information Center**

**Valenzuela City
Vigan City, Ilocos Sur
Bustos, Bulacan
Alabat, Quezon
Alcala, Pangasinan
Alimodian, Iloilo
Angono, Rizal
Antequera, Bohol
Aringay, La Union
Atimonan, Quezon
San Fabian
Pangasinan
Badoc, Ilocos Norte
Bamban, Tarlac
Bani, Pangasinan
Basud,
Camarines Norte
Bayambang,
Pangasinan
Bayog,
Zamboanga del Sur
Bolinao, Pangasinan
Bontoc,
Mountain Province
Bugallon, Pangasinan
Calasiao, Pangasinan
Calauag, Quezon
Carmen,
North Cotabato
Daraga, Albay
Agoo, La Union
Dulag, Leyte
Gumaca, Quezon
Gutalac,
Zamboanga del Norte
Irosin, Sorsogon
Itogon, Benguet
Jagna, Bohol
Kalibo, Aklan
La Castellana,
Negros Occidental
Loon, Bohol
Malasiqui, Pangasinan
Manaoag, Pangasinan
Bauang, La Union
Manukan,
Zamboanga del Norte
Maramag, Bukidnon
Midsayap, Cotabato
Moncada, Tarlac
Naic, Cavite
New Bataan,
Compostela Valley
Panaon,
Misamis Occidental
Panukulan, Quezon
Pigcawayan,
North Cotabato**



NLP LAUNCHES 86TH NATIONAL BOOK WEEK ACTIVITIES

NATIONAL BOOK WEEK : CELEBRATING THE LOVE FOR BOOKS AND LANGUAGE

The different online contest was conducted by the National Book Committee on October 28, 2020, as part of the 86th National Book Week Celebration with the theme "Libraries as Catalysts in the New Normal Environment: Changes. Reforms. Transformation."

This is a collaboration of the Philippine Libraries Association, Inc. (PLAI), the National Commission for Culture and the Arts- National Committee on Libraries and Information Services (NCCA-NCLIS), the National Library of the Philippines (NLP), The Asia Foundation (TAF), Cavite Provincial Library (CPL), Laguna Provincial Library (LPL), Urdaneta City Library (UCL) and other stakeholders.

Despite the limited access to the services of public libraries, the online contest gave an opportunity to its participants to show their skills in reading translations, spoken poetry, and storytelling contest.

While the Pinoy Book Character contest motivates Filipino families to promote and enjoy the love for reading. It is also a way of educating the community to make reading a habit.

These are the participants who won in the different categories:

1. Pinoy Book Character Online Contest

Date: November 24, 2020

First Place: Zildjian C. Clemente

Title: Moymoy, Lulumboy

Second Place: Frianna Ysahbelle R. Castro

Title: Pinocchio

Third Place: Jasmine Romme A. Paulite

Title: Ang Punong Marikit

2. Let's Read Translation

Date: November 26, 2020

Librarian Category: Central Bicol to Filipino

Title: Si Pogi, Si Pogs asin an Tora-Tora

First Place: Maureen R. Ng

Second Place: Marites G. Koh

Third Place: Bernardita T. Chan

General Public Category:

Central Bicol to English

Title: An Inot na Katuod ni Iko

First Place: Syrelle France S. Paterter

Second Place: Michael Bryan Z. Rayos

Third Place: Emma N. Malapo

Librarian Category: Hiligaynon to Filipino

Title: May Torotot sa Saranggutan

First Place: Anna Lisa M. Eraso

Second Place: Bella Joy Q. Bardollas

Third Place: none

General Public Category:

Hiligaynon to English

Title: Strawla, Reyna sang mga Basura

First Place: Zhared Liahona T. Almaquer

Second Place: Rustom E. Guanzon

Third Place: Eddy Glyn M. Lucas

**3. Spoken Word Poetry Contest
(Librarian and Library Staff Category)**

Date: November 26, 2020

First Place: Ms. Antonette F. Bayarcal

Title: Libraries as Catalyst in the New

**Normal Environment: Changes,
Reforms, Transformations**

Second Place: Ms. Julie Ann C. Baylon

**Title: Libraries as Catalyst in the
New Normal Environment: Changes,
Reforms, Transformations**

Third Place: Ms. Regine C. Abool

**Title: Aklatan at Librarian sa Bagong
Normal**

**4. Tell in Tandem Interactive Online
Storytelling Contest**

Date: November 25, 2020

First Place: Sharon A. Gallego and

Elisha A. Gallego

Title: Ang Matamis na Mansanas

Second Place: Myrter C. De Leon and

Chrisha Myr C. De Leon

Title: Green Star

Third Place: Joel L. Marasigan and

Kamira L. Marasigan

LIS MONTH ACTIVITIES

A LIVE KWENTUHAN

Let's LibREAL!

Ito ang mga salitang unang ginamit ni Director Cesar Gibert Q. Adriano sa kaniyang mensahe sa pagbubukas ng programa ng pagdiwang ng Buwan ng Library and Information Services (LIS). Nagsilbing inspirasyon ng komite ang pahayag na ito sa pagsasagawa ng mga panayam sa mga kilalang tao sa larangan ng librarianship kasabay ng pagsusulong ng literasi.

Pinangunahan ng isa sa mga bihasa nang tagapangasiwa ng aklatan na si Prof. Salvacio M. Arlante, Chairperson ng National Committee on Library and Information Services ng National Commission on Culture and the Arts ang paglalahad ng mga aktibidades ng LIS. Nagsalaysay din siya ng kaniyang mga karanasan bilang isang laybraryan na magbibigay inspirasyon sa iba. Ibinahagi din niya ang kahalagahan pagiging laybraryan at kung paano makatutulong ang aklatan sa panahon ng pandemya.

Ang bawat letra ng LibREAL ay nasilbing ring paksa ng mga tagapanayam sa "live kuwentuhan."

R-RELATE

Ibinahagi ni Geomel Jetonzo, Educational Technical Program Manager ng World Vision Development Foundation at siya ringnaging utak ng BRIGADA PAGBASA PROJECT, Ito ay Sama-sama, Tulong-tulong sa Pagpapaunlad ng Kultura ng Pagbasa" nilalayon ng pagsama-samahin ang mga tagapagturo, tagagawa ng patakaran at stakeholder sa lahat ng sektor upang bigyan ng kasangkapan ang mga nag-aaral ng Filipino na may pinahusay na kasanayan sa pagbasa. Kasama sa mga layunin nito ang agbabagong pang-edukasyon sa pamamagitan ng mga diskarte sa digital at di-digital, pagkakakilanlan ng mga diskarte na may mababang gastos upang mapabuti ang pagkamit ng mataas na kalidad ng edukasyon at bumuo ng higit na kasamang mga kapaligran sa pag-aaral at bukod sa iba pa.

E- Engage

Naglahad naman si Zarah Gagatiga, ay isang gurong librarian, premyadong manunulat, blogger at kuwentista. Siya ang PRO ng Philippine Association of School Librarians (PASLI) at sektor ng mga librarian ng Philippine Board on Books for Young People (PBBY). Si Zarah ay naniniwala sa kapangyariha ng pag-ibig; sa kahalagahan ng pamilya at pagkakaibigan; at, gamit ang tamang pamamaraan ng pagtuturo, ang aklat at pagbabasa ay may kakayahang gawing pambihira ang isang buhay.

A-Advocate

Tampok ang Mother Association ng Librarianship ay ang Philippine Librarians Association, Inc. (PLAI) sa pangunguna ni Emma M. Rey na itaguyod ang papel ng aklatan sa pagkamit ng Sustainable Development Goals (SDGs) na nakapaloob sa United Nation 2030 Agenda at bahagi din ng ating Philippine Development Plan (PDP) 2017-2022. Inilahad niya ang layunin ng PLAI sa mga miyembro at paano makatulong sa panahong ng pandemya.

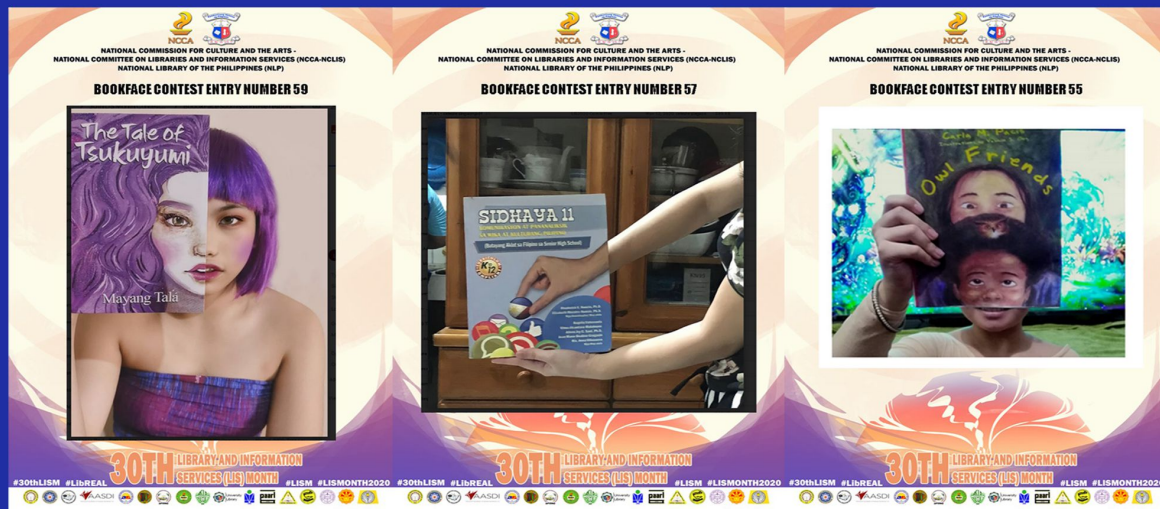
L-LEAD

Manguna sa isang kapaligiran na kaaya-aya sa pagbabago, pagbibigay kapangyarihan, pagkamalikhain at kalayaan sa intelektwal na inilahad naman ni Michael Pinto sa kaniyang panayan na naging isang masayang talakayan.

Aang pagbabahagi ng mga tagapanayam ay nakapaghatid ng karagdagang kaalaman at inspirasyon sa panahong nahaharap ang ating bansa sa hamon ng pandemya. Kaya sabay-sabay nating sabihing Let's get LibREAL!

The poster is for a "LIVE KUWENTUHAN" event. At the top, it lists the organizing bodies: NCCA, National Commission for Culture and the Arts, National Committee on Libraries and Information Services (NCCA-NCLIS), and National Library of the Philippines (NLP). The title "LIVE KUWENTUHAN" is prominently displayed in large, bold letters. Below the title, it says "kasama sina" (along with). Two speakers are featured with their photos and names: Melanie A. Ramirez, Librarian, Storyteller and Puppeteer, and Prof. Salvacion M. Arlante, Head of NCCA - NCLIS. The event is scheduled for November 05, 2020, at 3:00 PM, and will be live via NLP Book Cart Project FB Page. At the bottom, there is a banner for the 30th LIBRARY AND INFORMATION SERVICES (LIS) MONTH, with various logos and social media handles like #30thLISM, #LibREAL, and #LISMONTH2020.

BOOK FACE CONTEST



The top Three winners of the Book Face Contest

The oft-quoted phrase “A picture is worth a thousand words,” was invented by an advertising executive, Fred A. Barnard. A graphic illustration can convey a more emphatic message than mere words ever could in most communications.

It is in this spirit that, The Book Face contest was conceptualized by the National Library of the Philippines (NLP) and the National Commission for Culture and the Arts-National Committee on Libraries and Information Services (NCCA-NCLIS). The contest aims to showcase the Filipinos’ creativity through the use of books as artistic objects and to foster the love for reading through the promotion of Philippine print collections.

The contest involves strategically augmenting or obscuring selected parts of the body of face other objects alongside a book cover that features a matching body part so that it appears a melding of life and art.

Twenty-three out of ninety-five entries were submitted by various contestants and selected by the judges and posted on the NLP’s Facebook page. These carefully chosen entries then competed for the highest number of netizen favorable responses through their corresponding number of “loves” (heart emoji) as a share.

The book by Mia Alvar entitled “In the Country” was used by seven contestants, followed by different books about Rizal with six (6) entries.

The contestant generated more than 67,700 views and 1,500 engagements on the NLP Facebook page. According to one of the judges, the contest was “a refreshing activity for the people to take their minds off things that stresses them, especially during the pandemic. This is a welcome distraction that showcased the artistic side of the Junior High School students who joined.”

Ultimately, the winners were Hannah Dominique E. Belarmino, who won 1st prize, and Yumiko Cheska M. Cando, and Anica Millaine I. Cubillejo, who won 2nd and 3rd prize, respectively.

CUTEST PHOTO IN THE LIBRARY CONTEST

There's no place a bookworm would rather be than the library. A warm place indoors and cozying up to a good book is equivalent to paradise to many of them. Actual books that can be held in the hands, with printed text on paper bound between covers, either softbound or hardbound, remain popular and revered items especially in this when people are not only encouraged but sometimes required to stay indoors to avoid the virus.

To showcase these memorable moments between bookworms and books inside their beloved libraries, a photo contest entitled "the Cutest Photo in the Library" was launched by the National Library of the Philippines (NLP) and the National Commission for the Culture and the Arts- National Committee on the Libraries and Information Service (NCCA-NCLIS) to promote and raise the consciousness about reading and libraries in the country. The contest successfully attracted scores of entries, with twenty-three (23) out of forty-one (41) entries consisting of pictures taken in the library and contestant's mini-library of reading in their own homes.

Nine entries were chosen by the judges that all passed the requirements and 20% measure of audience response counting the number of hearts and shares of the submitted photos. These photographs managed to reach 18.9k total viewers and engaged 256 people on the NLP's Facebook page.

Ultimately, the booklover with the best photo was Maria Natasia Q. Natividad, who won 1st Prize. Angeline E. Escarnuela and Mary Gene P. Fernandez took the 2nd and 3rd prize, respectively.

CUTEST PHOTO IN THE LIBRARY ENTRY NUMBER 21



PHOTO TAKEN IN (YEAR / NAME OF LIBRARY)
2019 / Adamson University Elementary Library

DESCRIPTION OF YOUR LIBRARY EXPERIENCE
This was during the time I had signed up for a storytelling program at my school. It was for the All-Together Reading Campaign. I read a children story to the elementary students who were aged 7-10 years old. I really enjoy storytelling and spending time in the library especially with children so this experience was very memorable and enjoyable for me.

CUTEST PHOTO IN THE LIBRARY ENTRY NUMBER 31



PHOTO TAKEN IN (YEAR / NAME OF LIBRARY)
January of 2019 at the Robotics Library of Quezon City Interactive Center

DESCRIPTION OF YOUR LIBRARY EXPERIENCE
It was sunny Saturday morning and I had another Center for Research and Excellence (CENTREX) session. I greet the security guard, "Good morning po!", climb the stairs to the second floor of the Quezon City Science Interactive Center open the glass door to the Robotics Library, get slapped in the face by cold air, and pick the perfect seat. This is where we hold every CENTREX session. This is also where I feel like I belong the best—among books and knowledge. I am surrounded by books about technology and technology that promotes reading—the perfect combination. I gleefully look around and skim over the titles of the books available before the Assistant Superintendents of the Quezon City Schools Division Office start the lectures. Another day in the library, another day full of knowledge.

CUTEST PHOTO IN THE LIBRARY ENTRY NUMBER 30



PHOTO TAKEN IN (YEAR / NAME OF LIBRARY)
2019/ UMINGAN MUNICIPAL LIBRARY, UMINGAN, PANGASINAN

DESCRIPTION OF YOUR LIBRARY EXPERIENCE
My son's priceless smile relieves stress. Seeing all those colorful and children's books brightens up his face and poses for a selfie. It gave me an idea that he stays with me in the library after his SPED class. I'm so happy that he develops a connection with our children's book collection and he pretends to be reading and murmuring words when I read him stories. I hope that through reading he develops his vocabulary and speaks clear and understandable words soon.

30th LIBRARY AND INFORMATION SERVICES (LIS) MONTH

#30thLISM #LibREAL #LISM #LISMONTH2020

Three entries of the Cutest Photo in the Library Contest who won the top prize.

MAKI VLOG NA, LibREALang, MAY PAPREMYO PA!

A contemporary way of connecting people from different parts of the globe, and a new medium of expressing one's ideas and daily experiences, vlogging dominates the virtual world. As its value goes beyond mere entertainment and serves as a platform for insight and perspectives, vlogging becomes a tool to share the idea of LibREAL: Libraries, Relate, Engage, Advocate and Lead," the theme for the Library and Information Service Month of 2020.

And as a primary component of this month-long celebration, the National Library in the auspices and direction of the National Commission for Culture and the Arts- National Committee on Libraries and Information Services (NCCA-NCLIS) conducted the Maki Vlog na! LibREALang, May Papremyo Pa!, a Vlog Making Contest in October 2020.

The Talaria Communication Arts Guild was declared First Place, Second Place winner from Benguet State University Library and Information Services showing the Ideal-REAListic Library Service During the Pandemic, and the Third Place Winner from College of Immaculate Concepcion whose vlog was about the 5 Misconceptions about Libraries and Librarians. All the winners received a cash prize of Php. 15,000, pesos, Php. 10, 000 pesos and Php. 5,000 pesos respectively.

All the video entries were scrutinized by a respected panel of judges who are expert on their field namely; Ms. Rochelle Silverio, Head Librarian of Pamantasan ng Lungsod ng Valenzuela City Public Library; Mr. Jejomar C. Alda, Senior Education Program Specialist from DepEd-Bureau of Learning Resources-Pasig, and; Ms. Rhodora Espiritu-Valdez, Senior High School Librarian of De La Salle Santiago Zobel-Vermosa Campus, Imus, Cavite.

Strict guidelines for the video entries were implemented. It must be created by an individual or group or an institution, explaining the theme in a 3-5 minute video including the credits. All submitted entries must not have been seen in public.

BASIC PUPPETRY WORKSHOP

One of the most interesting and unique workshops conducted during the Library and Information Services Month was the Basic Puppetry Workshop. It was facilitated by Wanlu, a world-class Filipino puppeteer and ventriloquist who has yearly represented the Philippines in International Puppetry Festivals in Malaysia, Thailand, Singapore, Vietnam, and Japan through the auspices for himself the title "Philippine Ambassador of Puppetry."

Wanlu is also the author of a book entitled "Ang Batang Gustong Maging Papet" and a Talented Pinoy Hall of Fame Awardee. He is also a member of the International Ventriloquist Society based in the USA. One of his regular activities is a weekly talk on The New Channel (TNC) dubbed "The Papet Stories," which features various puppeteers and puppetry arts from all over the world.

The workshop session conducted by Wanlu was broadcast live via Facebook's Stream yard last November 6, 2020. There were 2,913 views garnered during the session from a total of 46 participants officially registered. In these sessions, he gave tutorials on how to make a simple sock puppet as well as a progression of more complicated puppets.

Wanlu also shared basic techniques on how to manipulate these puppets and demonstrated how to open and close the lips of the puppet to stimulate talking, moving of head from left to right, and other basic movements. To show this, he performed a puppet show with his puppet named "Nicolo. The viewers of the entire puppetry workshop truly enjoyed watching the show

For those who wanted to pursue and go beyond the basics and were more interested in puppetry more as a hobby or career, he suggested places where they could get more advanced training, such as the Cultural Center of the Philippines (CCP) and the International Ventriloquist Society (IVS).

Through this workshop, we can promote one of the agenda of the United Nation's Sustainable Development Goals --the love for book and reading.

NCCA
NATIONAL COMMISSION FOR CULTURE AND THE ARTS -
NATIONAL COMMITTEE ON LIBRARIES AND INFORMATION SERVICES (NCCA-NCLIS)
NATIONAL LIBRARY OF THE PHILIPPINES (NLP)

BASIC PUPPETRY WORKSHOP

with
WANLU
Philippine Ambassador
of Puppetry

Materials needed:
Colorful knee sock, colorful yarn,
glue, scissors, rubber band,
art paper (black, red, yellow, white)

**November 06, 2020
1:30 PM**
Live via NLP Book Cart Project FB Page

30TH LIBRARY AND INFORMATION SERVICES (LIS) MONTH
#30thLISM #LibREAL #LISM #LISMONTH2020

DIGITAL POSTER MAKING CONTEST

In the light of the celebration of the 30th Library and Information Services (LIS) Month, the National Library of the Philippines and the National Commission for Culture and the Arts-National Committee on the Libraries and Information Services (NCCA-NCLIS) launched the LIS Digital Poster Making Contest last August 2020. The contest will serve as an avenue for amateur, senior high school, and college students to transcend their artistic prowess to a greater audience by getting a chance to have their work chosen as the official poster of the upcoming 30th LIS Month celebration in November 2020.

As stated in the guidelines, the contest is open to all senior high school and college students who are Filipino citizens residing in the Philippines. The participants must illustrate, interpret and emphasize their poster to the theme 30th LIS Month: "LibREAL: Libraries, Relate, Engage, Advocate, Lead." The LIS committee set the deadline for submission of poster entries until August 31, 2020 with the accomplished Certificate of Originality and Entry form and attached school I.D/registration form.

A total of 224 participants from senior high school and college students submitted their entries, with 143 entries were disqualified because of nonconforming to the guidelines and criteria. The LIS committee has chosen the top 25 poster entrants for review from the 81 entrants remaining. The judges' result was presented after days of the decision. And on September 20, 2020, the LIS committee and the judges, deliberated on the top 10 posters submitted.

During the virtual launch of the LIS Month on September 22, 2020, winners were deliberated and announced the top 3 winners, live via Zoom. The following are the victorious participants: First Place- Mr. Jan Peolo S. Gargaran of Cebu Institute of Technology; Second Place- Ms. Sheena P. Canonoy of the University of the Philippines-Tacloban College; and Third place- Ms. Marikei R. Carnato of College of the Holy Spirit-Mendiola. The winners received prize money with a certificate of recognition; first place Php. 15, 000.00, second place Php. 10, 000.00, and third place Php. 5, 000.

All the entries were judged by a professional artist in various institutions namely; Mr. Ruben De Jesus, an Illustrator from Illustrators ng Kabataan (INK); Mr. John Ronnel Popa, Illustrator from Department of Education, Batangas; and Mr. Arolf Jay Batis, a Web Designer from AffinityX.

As part of the winner's prize, Mr. Gargaran's poster has been used in the various promotional materials of the LIS Month, while the other two posters made by Ms. Canonoy and Ms. Caranto were attached to the souvenir program.

During the closing ceremonies of the LIS month, the winners were recognized on November 30, 2020.



BEST ONLINE ACTIVITIES CONTEST BY LIS ASSOCIATIONS

Showcasing the diversity and versatility of libraries in the digital and online area, the National Library of the Philippines together with the National Commission for Culture and the Arts- National Committee on the Libraries and Information Services (NCCA-NCLIS) launched the "The Best Online Activities by LIS Associations" contest as part of Library and Information Services (LIS) month.

The competition is open to all LIS Associations in the Philippines with one official entry, while the collaboration of association is allowed and considered one joint entry. All entries could be any online activity and must be shared and published on the NLP Facebook page with the official hashtag of #LibREAL and #30thLISM. All entries must be viewed from November 4-25, 2020. The LIS committee set the deadline for submission of entries on October 15, 2020.

A total of 4 associations joined the contest. After the deliberation of the Board of Judges held last November 22, 2020, the winners were determined as follows:

1st Place: UP Future Library and Information Professionals of the Philippines
2nd Place: Association of Librarians and Paraprofessionals of Zamboanga Peninsula
3rd Place: Association of Pangasinan Public Librarians, Inc.

The Board of Judges for this contest is composed of personalities from prestigious institutions, namely; Ms. Frances Ong, the Managing Editor of the Ilaw ng Tahanan Publishing, Inc.; Ms. Charlyn Depante Chua, Lead Teacher Mentor of the Shaws CDLC@Katong Post Singapore; and, Ms. Beverly W. Siy, Chief of the Intertextual Division of the Cultural Center of the Philippines (CCP) Cultural Content Department.

A virtual awarding held on November 30, 2020, through the NLP Youtube Channel. The 1st place winner received 50,000 pesos, 2nd place received 30, 000 and the 3rd place winner received 20,000. All of them also received Certificates of Recognition.



TRAININGS





“Philippine Libraries and Their Roles in the United Nations Sustainable Development Goals (SDGs)”

November 20, 2020
9:00 AM to 12:00 NN
via Webinar Jam





 National Library of the Philippines (NLP)
  American Library Association (ALA)

WEBINAR INTRODUCTION



ASST. PROF. RHEA ROWENA U. APOLINARIO
 College Secretary
 University of the Philippines - School of Library
 and Information Science (SLIS)

“Philippine Libraries and Their Roles in the United Nations Sustainable Development Goals (SDGs)”
 in collaboration with



November 20, 2020
 9:00 AM to 12:00 NN
 via Webinar Jam

These goals were designed and intended for the participating libraries/librarians and Philippine libraries, in particular, to ensure that their plans, activities, and programs are aligned and following the 17 identified sustainable development goals.

Presiding over the webinar was the president of the American Library Association (ALA) for 2018-2019 and the ALA Chair of the UN 2030 Sustainable Development Goals Task Force, Ms. Loida Garcia-Febo, who provided a keynote address that focused on the general roles of libraries in the achievement of SDGs.

Some of the other distinguished resource people were Dr. Basheerhamad Shadrach, Advisor of the Commonwealth of Learning in Canada, who discussed the benchmark and activities that libraries in South East Asia may adopt to meet the set goals as agents of societal changes: Ms. Donna Wills Scheeder, 2015-2027 president of the International Federation of Library Associations and Institutions (IFLA), who highlighted how libraries transform the practice of society and countries; and lastly, Ms. Erika Long, a school librarian from Tennessee, Ms. Robin Kear, Liason Librarian from the University of Pittsburgh, and Mr. John Szabo, Director of the Los Angeles Public Library, who shared how school libraries, academic libraries, and public libraries set examples and provide assistance for communities to reach the objectives.

The webinar received feedback from the participants, who mostly expressed and reaffirmed the crucial roles libraries and librarians play in the attainment of the different sustainable goals. They also looked forward to conducting a follow-up program in their respective workplaces to address this call to action.

Director Cesa Gilbert Q. Adriano emphasized that societal changes initiated by libraries, however small they may seem to be, create an impact when viewed collectively.



 National Library of the Philippines (NLP)
  American Library Association (ALA)

Topic 1

SDGS: BEST PRACTICES AND RECOMMENDATIONS FOR SOUTH ASIA



DR. BASHEERHAMAD SHADRACH
 Advisor: Skills, Commonwealth of Learning Canada

“Philippine Libraries and Their Roles in the United Nations Sustainable Development Goals (SDGs)”
 in collaboration with



FILIPINIANA OF THE NLP

"A Trove of Cultural and Intellectual Publications and Other Materials"

PRESERVING AND PROTECTING FILIPINIANA COLLECTIONS

In line with the 30th year celebration of the Library and Information Services (LIS), the Filipiniana Division prepared a two-day webinar-workshop via Zoom and the National Library (NLP) Facebook page entitled, "Filipiniana of the NLP: A Trove of Cultural and Intellectual Publications and other Materials."

Esteemed speakers who are expert on their field were able to share significant information about the libraries' role in preserving cultural and historical documents.

Stephen John A. Pamorada, Project Manager of PRECUP (NCAA) discussed "The Philippine Registry of Cultural Property (PRECUP): NCAA and NLP Programs." He emphasized the significant role of NLP in the registry and policy formulation to ensure protection of Filipiniana Collections. He mentioned some of the NLP's list of cultural properties as part of our national heritage and history. According to him, it is important to have a cultural mapping of the primary resources and documents despite of the many challenges in the preservation and protection of cultural and historic materials.



NATIONAL COMMISSION FOR CULTURE AND THE ARTS - NATIONAL COMMITTEE ON LIBRARIES AND INFORMATION SERVICES (NCCA-NCLIS) NATIONAL LIBRARY OF THE PHILIPPINES (NLP)

FILIPINIANA OF THE NLP:
A Trove of Cultural and Intellectual Publications and Other Materials

Webinar Series 2 | November 19-20, 2020 | 9:00 A.M. - 4:00 P.M.

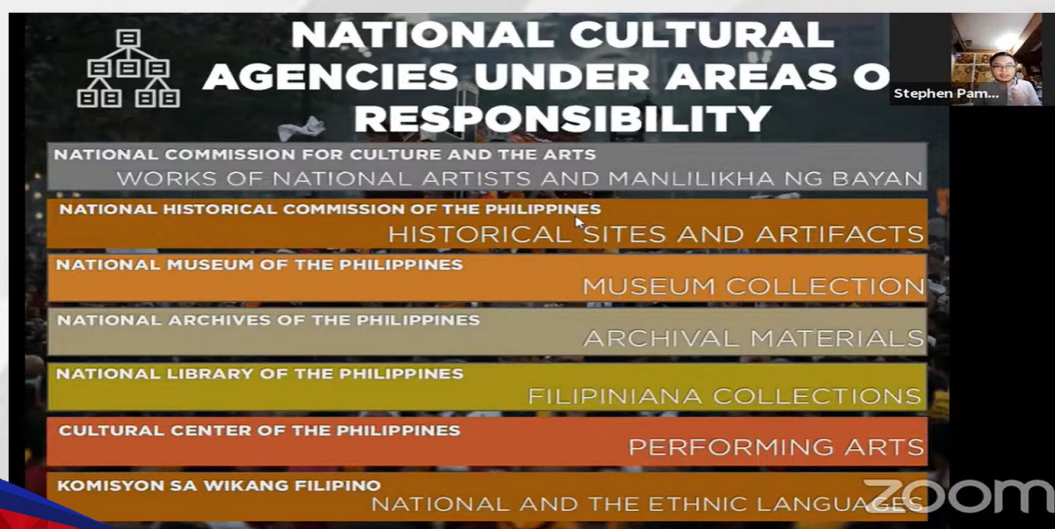
RESOURCE SPEAKERS

- STEPHEN JOHN A. PAMORADA**
Project Manager, PRECUP (NCCA)
- EMMA M. REY**
President, PLAI
- IAN CHRISTOPHER ALFONSO**
National Historical Commission of the Philippines
- ANNE ROSETTE G. CRELENCIA**
Assistant Chief, Filipiniana Division, NLP

Theme: LibREAL
"Libraries. Relate. Engage. Advocate. Lead"

30TH LIBRARY AND INFORMATION SERVICES (LIS) MONTH

#30thLISM #LibREAL #LISM #LISM2020



NATIONAL CULTURAL AGENCIES UNDER AREAS OF RESPONSIBILITY

NATIONAL COMMISSION FOR CULTURE AND THE ARTS	WORKS OF NATIONAL ARTISTS AND MANLIKHA NG BAYAN
NATIONAL HISTORICAL COMMISSION OF THE PHILIPPINES	HISTORICAL SITES AND ARTIFACTS
NATIONAL MUSEUM OF THE PHILIPPINES	MUSEUM COLLECTION
NATIONAL ARCHIVES OF THE PHILIPPINES	ARCHIVAL MATERIALS
NATIONAL LIBRARY OF THE PHILIPPINES	FILIPINIANA COLLECTIONS
CULTURAL CENTER OF THE PHILIPPINES	PERFORMING ARTS
KOMISYON SA WIKANG FILIPINO	NATIONAL AND THE ETHNIC LANGUAGES

Stephen Pamorada

zoom



Local History Collections and Its Role in the Preservation of Philippine Cultural Heritage

Ian Christopher B. Alfonso

Secretariat Head, NHCP Local Historical Committees Network

20 November 2020 • Via **zoom**

IN SOLIDARITY WITH



And to broaden the knowledge in preservation management, Emma M. Rey, President of Philippine Librarians Association, Inc., elaborated on the Management Preservation of Cultural Heritage Collections. She also emphasized on planning an administrative structure for preservation programs and on the importance of general action survey for library, to maintain the condition of the Filipiniana collections specially the rare materials.

Preserving these type of collections is also vital in protecting resources for recording and documenting history. Through the discussions made by Ian Christopher Alfonso from the National Historical Commission of the Philippines (NHCP), he pointed out the function of NLP in conserving local history collection in the preservation of the cultural heritage. Furthermore, he mentioned on the democratization of national and local history by making the resources more accessible to the public.

In relation to this, for the past ten years, NLP exerted best effort to preserve its prime collection according to the presentation of Anne Rosette G. Crelencia, the Assistant Chief of the Filipiniana Division of the National Library who shared about "NLP Preservation Initiatives." She was able to present some of the projects and partnerships of the NLP with other institutions from 2010 to present.

The two-day seminar, enriched the knowledge of the participants in the significant role of the library as guardians of the Filipiniana collections. NLP continues its programs in preservation and conservation of cultural and historical materials to promote our national heritage. Without these initiatives, our history and culture may be forgotten if resources like this will not be taken cared of. And through the words of Ma'am Emma M. Rey, preservation is better than conservation, much better than restoration.



ROLE OF LIBRARIES IN PRESERVATION MANAGEMENT OF CULTURAL HERITAGE

EMMA M. REY, RL
Librarian/Archivist

Senior Lecturer
Archives Conservation
UP SLIS

Ret. Executive Director (Director V)
Congressional Library Bureau, HRep

zoom



WEBINAR SERIES 1

LIBRARIES OF THE NEW NORMAL

PROTOCOLS



30th LIS Month Webinar Series Protocols: Libraries of the New Normal

The stifling and suffocating conditions arising out of the current pandemic has not deterred the National Library of the Philippines (NLP) from going about its mandated functions, albeit in a safe and modified manner. And as part of the 30th LIS month celebration with the theme "Libreal: Library, Relate, Engage, Advocate, Lead," a webinar series entitled Protocols: Libraries of the New Normal held on November 4, 2020, via Webinar Jam.

The webinar featured resource speakers and experts from the La Salle Greenhills Association of Special Libraries of the Philippines, De La Salle University- Manila, and the Urdaneta City Library. The discussions were about the following themes:

Protocols in the Academic Libraries Internationally

Presented by Ms. Roana Marie Flores from the Reader Service Librarian of De La Salle University, Manila, she expounded on the latest set up and trends adopted by the most innovative academic libraries.

Protocols: Libraries of the New Normal- School Libraries

A discussion by Ms. Charito Basagre, head of the Learning Resource Center of Las Salle Greenhills about the danger posed by COVID-19 to children during the pandemic, and the reasons why school libraries remain essential social infrastructure in the new normal and expounded on the current needs of the school libraries.

She also cited the Library Continuity Plan, health and safety protocols, human resource protocols, collection development, and access protocols, and the importance of keeping the library open and functional to users through online channels during the pandemic.

Protocols: Libraries of the New Normal- Public Libraries

Ms. Bernandine Gravela, a librarian from Urdaneta City, explained the modified rules and regulations in the library in light of the pandemic, an online appointment for library clientele, and the new arrangements of libraries to comply with the national directives at the local level. She also discussed essential information on the Risk Categories, particularly the Medium Exposure Risk, Vulnerable Groups and Most at Risk Population, and the standard protocols in reopening the libraries in compliance with the Inter-Agency Task Force (IATF) and Department of Health (DOH) guidelines.

Protocols: Libraries of the New Normal- Special Libraries

Mr. Kevin Conrad Tansiongco, a member of the Board of Directors of the Association of Special Libraries of the Philippines and the founder of the Magbasa Tayo Movement discussed the different types of libraries categorized as Special Academic, Legislative, Executive, Law, Health, Medical, Bank and Financial Libraries. He stressed the importance of fast and reliable internet connections and hardware needed in the transition to online service. He also cited the new protocols in terms of collection, programs and services, personnel, and library space.

Most of the participants considered the webinar beneficial and gained positive feedback. According to them, the webinar was a great help to continue the operation of the library without taking any risk. The different library services and practices can continue serving the clientele despite the pandemic.

Others would say that the webinar helps them to understand the protocol implemented within the library in the new normal set-up and gives them a clear idea of how the librarian remains resilient.

The seminars were participated by students, teachers, librarians, and representatives from different schools and academic and learning institutions. An after-forum evaluation with 507 responses was conducted. Participants from NCR with 29.6% have the largest participants, Region IV-A with 14.4%, Region I 12.4%, and Region III with 11.2%.



NATIONAL BOOK WEEK SEMINAR EMPOWER LIBRARIAN IN THE 'NEW NORMAL'



Facing the challenges of the 'new normal,' the National Library of the Philippines (NLP) conducts a webinar series that aims to understand the turning points of the library in establishing a new normal environment.

The webinar covers themes in each topic; Changes, Reforms, and Transformations.

Justina P. Garcia from the Laguna Provincial Library discussed the utilization and promotion of library collection under the new policies implemented by the IATF in the opening of public institutions such as public libraries.

The reformation of librarians' skills was elaborated by Bernadine Gravela, Librarian from Urdaneta City Public Library. According to her, librarians' approaches must adapt to the changing situation due to strict implementation of safety guidelines due to pandemic. On the other hand, Concepcion Villanueva of Cavite Provincial Library gave important points on library transformation opportunities.

The webinar is part of the celebration of the 86th National Book Week on November 24-30, 2020, in the virtue of Proclamation No. 109, s. 1936. The celebration was collaborated by the Philippine Librarian Associations, Inc. with the National Commission for Culture and the Arts- National Committee on Libraries and Information Services, the National Library of the Philippines, the Asia Foundation, Cavite Provincial Library, Laguna Provincial Library, Urdaneta City Library, and other stakeholders.

PLD LAUNCHED ITS OLESPLP IN TIME OF COVID-19 OUTBREAK

On April 15, 2020, the National Library of the Philippines' (NLP) Public Libraries Division (PLD) launched the Online Learning on Essential Skills for Public Library Personnel (OLESPLP). This online learning will have three batches, and each will run every quarter of 2020.

In this time of COVID-19 outbreak, from face-to-face or in-person training format, this online learning has been developed by the PLD. The NLP assisted by the Information Technology Division (ITD) to join the movement on "Keeping the Doors of Learning Open," and address the training needs of public library personnel, while both the PLD Staff and participants undergo a work from home arrangement. It also aimed to empower public library personnel in asserting the importance of their roles and responsibilities in their communities by providing relevant and appropriate library programming and services. Furthermore, this will make PLD continuously perform its commitment in providing relevant training and improve products and services in its Training Section.

The OLESPLP is a free online learning program on public library concepts, services, and best practices. It features 10 self-paced, asynchronous, and online modules, each dedicated to a specific element of the final output. Every module includes text, informational videos, and activities that can be taken within a specific schedule. This online learning will run for 11 weeks and offers approximately 448 hours. However, each module can be completed in 4-8 hours. Furthermore, each Online Module has a designated online teacher to guide online learners in an online learning environment.

Upon completion of the Online Learning, participants should be able to have the capacity to:

1. describe, analyze, and evaluate the community needs, skills, and interests in their respective public libraries, and understand their vital role where sources and access to information on culture, education, and society take place, thus, to effectively and efficiently serve their communities;
2. integrate knowledge on Sustainable Development Goals (SDGs), Philippine Development Plan (PDP), and NLP-PLD Vision and Mission to their public library programs and services, and;
3. integrate theories and knowledge in partnership, promotion, communication, monitoring, and evaluation in the formulation and implementation of a 3-year development plan.

Expected to complete the 10-online module, the online learners must submit their activity outputs and their 3-year development plan for each participating public library as their final output.

The first run of this OLESPLP started on April 15, 2020, and will end on June 30, 2020, participated by 87 public library personnel from 56 public libraries nationwide. The second and third runs will be in the following quarters of the year.



NLP'S LAST QUARTER TRAINING PROGRAMS FOR 2020, REVISITS

The stretch of the COVID-19 pandemic has taken its toll on the set activities of every organization, the libraries included. However, the global scare has not hampered the Public Libraries Division (PLD) from fulfilling one of its strategic goals of optimizing access to the products and services being offered by the National Library of the Philippines (NLP) and its system of public libraries nationwide through the provision of various online training/capacity programs.

Capping the year, the PLD offered five training programs in the last quarter of 2020. These were the following:

1. Webinar on Free Resources for Online Learning administered on 23 October 2020;
2. The Online Training-Orientation for the National Library of the Philippines Newly Affiliated Public Libraries and Online Learning on Essential Skills for Public Library Personnel last 11 November 2020;
3. The Webinar on Philippine Libraries and Their Roles in the United Nations Sustainable Development Goals conducted last 20 November 2020;
4. the Webinar on Story Telling in the New Normal facilitated on 23 November 2020, and;
5. The Webinar on Libraries at the Turning Point to the New Normal held last 27 November 2020.

A total of 1,839 participants and 602 public libraries attended the training activities.

A common goal exists between these training programs: ensuring that the plans, activities, and programs set by libraries (whether public, academic, school and even special libraries) remain uninterrupted amidst the pandemic. It equipped our library personnel with knowledge and skills on how to improve further the services they offer. Also, to market these among their users by utilizing all available means, including electronic or digital facilities. It also gave them insights into the responsibilities they have to fulfill as affiliate libraries of the National Library of the Philippines and their stake in achieving the United Nations Sustainable Development Goals.

Participants evaluated the programs positively and are looking forward to applying, and further developing the learnings they have acquired. Training certificates were given, and in case they want to revisit and review the programs, replay links of the sessions were also provided. As a token of appreciation, all the resource speakers were given Certificates of Appreciation duly-signed Ms. Blesila Velasco, the head of the PLD, and Mr. Cesar Gilbert Adriano, the director of the NLP.



NATIONAL LIBRARY OF THE PHILIPPINES OFFICIALS AND MANAGEMENT COMMITTEE

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Reference Division

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

NLP DIVISION AND SERVICES

BIBLIOGRAPHIC SERVICE DIVISION (BSD)

BSD's main task is to compile the Philippine National Bibliography (PNB) and serves the National Center of Philippines for International Standard Number for books, serials and music (ISBN, ISSN, ISMN). It also indexes serial publications so that they may be found more easily in the Online Public Access Catalog (OPAC).

CATALOG DIVISION (CD)

CD ensures that the books of NLP and of affiliated public libraries are properly catalogued. The division is also responsible for the Cataloguing-in-Publication (CIP) of book publishers. It also sets cataloguing standards in the country and spearheads the use of Resource Description and Access (RDA).

COLLECTION AND DEVELOPMENT DIVISION (CDD)

CDD is responsible for the acquisition and technical processing of books which are then catalogued by the CD and eventually sent to the reading rooms of the NLP or to be allocated to affiliated public libraries. It also issues certifications that permit newspaper to publish legal notices.

FILIPINIANA DIVISION (FD)

NLP's goal of preserving a comprehensive collection of materials written by Filipinos, as well as materials printed in and about the Philippines are entirely centered in the Filipiniana Division's activities. Theses and dissertations are also maintained by this division.

FINANCE ADMINISTRATIVE DIVISION (FAD)

This division handles the logistics, human resource development and financial management of the Agency. It implements and executes administrative policies on the organization and functions of the NLP. It is also responsible for the coordination among divisions on administrative support and services.

INFORMATION TECHNOLOGY DIVISION (ITD)

ITD manages and maintains the Information and Communications Technology (ICT) of the Office. It also conducts free ICT trainings for NLP staff, public libraries and stakeholders.

PUBLIC LIBRARIES DIVISION (PLD)

PLD discharges public library functions and campaigns for the establishment, development and maintenance of public libraries in the provinces, cities, municipalities, and barangays throughout the country. It also plans and conducts training programs, seminars, workshops, and conferences for public librarians.

REFERENCE DIVISION (RD)

This division maintains reading room services and provides information, reference, and research services from foreign sources. It has also multicultural sections sponsored by foreign governments. RD also provides services for children and young adults such as story-telling and puppetry. Finally, the division also maintains a section for visually impaired clients and those with disability.

RESEARCH AND PUBLICATIONS DIVISION (RPD)

RPD's primary task is the conduct of research and publications. Applications for copyright registration is also with the division. It handles library tours and exhibits for the Agency.



NATIONAL LIBRARY OF THE PHILIPPINES

CITIZEN'S CHARTER
2020 EDITION

I. Mandate

The National Library of the Philippines (NLP) is the repository of the printed and recorded cultural heritage of the country and other intellectual, literary and information sources.

II. Vision

By 2022, NLP shall have enhanced library facilities, relevant library resources, and dynamic services that contribute to the intellectual, social, and cultural development of the Filipino society.

III. Mission

Acquire, organize, conserve and preserve Filipiniana materials and provide equitable access to library resources through a system of public libraries throughout the country.

IV. Quality Policy

As a repository of cultural heritage, NLP commits to conserve and preserve all printed and recorded Filipiniana resources, ensure equitable and provide inclusive services to support intellectual, cultural and national development.

To uphold this commitment, NLP shall;

- Acquire and generate relevant library resources;
- Implement responsive policies, programs and initiatives;
- Employ dynamic technology to deliver products and services to relevant interested parties; and
- Provide efficient, effective and sustainable services aimed towards the highest satisfaction of its stakeholders.

It further commits to comply with statutory and legal requirements and to continually improve our quality management system.

List of Services

External Services

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I. Simple Services

1. Cataloguing-in-publication (CIP) Service

Cataloging in Publication (CIP) record is a voluntary free service offered to publishers by the National Library of the Philippines which provides bibliographic record for books before it is published.

Division:	Catalog Division (CD)			
Classification:	Simple			
Type of Transaction:	G2G, G2C. G2B			
Who may avail:	Book publishers/authors; NGAs			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Galley proof/blueprint of the publications (Manuscript should have title page, copyright page and/ or at least first 3 chapters)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit galley proof/blueprint of the publications for verification/ review (Manuscript should have title page, copyright page and/ or at least first 3 chapters)	1. Receive the materials from publisher/ clients 2. Recording of publisher's information in logbook 3. Prepare the cataloging and classification 4. Revise the processed cataloging and classification 5. Send the CIP thru via e-mail or walk-in 6. Encode the CIP in Integrated Library Solution (KOHA system)	NONE	3 working days upon receipt of materials, on a first come first serve basis	1. Division Chief, CD 2. Librarian III, CD 3. Librarian II, CD
TOTAL:		NONE	3 days	

2. In-Service Training (On-the-Job Training)

Division:	Catalog Division (CD)			
Classification:	Simple			
Type of Transaction:	G2G, G2B, G2C			
Who may avail:	Affiliated public libraries; private libraries; library professionals; para-professionals; library and information system interns			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request		Office of Dean for LIS interns; Library heads of offices		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure letter request from Dean of School for LIS interns; head librarians of school or head of office. 2. Submit letter of request to NLP.	1. Orientation of Catalog Division policies (for LIS students, librarians, etc.) 2. Provide instruction of Resource Description and Access (RDA), cataloging rules and procedures using cataloging tools 3. Hands-on practice in manual cataloging and classification 4. Check the descriptive cataloging, classification numbers, author numbers and subject headings 5. Encoding of entries using MARC 21 Formats in KOHA system 6. Checking/ Evaluation of encoded entries in KOHA System	NONE	3 working days upon receipt of letter request; will inform the party through email approval of request	1. Librarian IV, CD 2. Librarian III, CD 3. Librarian II, CD 4. Librarian I, CD
TOTAL:		NONE	3 days	

3.User/Client Registration

Client transaction stub is required for all readers before using the library facilities and resources.

Division:	Information Technology Division (ITD)			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	General public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Any valid ID (e.g. school ID, driver’s license, PRC ID, government issued ID)		NLP client/user registration station		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present valid id and get stub from IT Division Front Desk. (1 min)	1. Verify presented valid ID and issue transaction stub 2. Take photo of client	NONE	10 minutes	ITD Staff
2. Fill up the online registration form. (3-5 mins)				ITD Staff
3. Proceed to picture taking booth - Get a small white board that is provided and affix your signature (1 min) - Fall in line for picture taking. (1 min)		Optional PVC ID Php100		
TOTAL:		P100.00 Optional	10 minutes	

4.Digital Reproduction

Division:	Information Technology Division			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
NLP Library ID or library transaction stub and any valid ID			NLP client/user registration station	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client request for materials to be digitized.	1. Check materials for digital reproduction (Scanning).	Local P30.00 per page Foreign P50.00 per page	5-10 minutes	ITD Staff
2. Client proceeds to cashier for payment.	2. Give the client the Order of Payment form with transaction number.		5 minutes	
3. Show receipt to IT Division (Digitization Room) for digital reproduction.	3. Give client schedule for release of digital image.		1 minute	
	4. Reproduction/ Printing: (15 minutes / page) -Scan the materials. - 3 minutes / page (Letter / A4 size) - Do image processing (cropping, adjusting orientation, etc.) - (3 minutes / page)			

	- Save image to CD/DVD or to a flash drive or external storage of the client if requested. (10-15 minutes) 7. Allow the client to view the digitized material before releasing the requested item/s.			
	TOTAL:	Local P30.00 per page Foreign P50.00 per page	16 minutes	

5. Access to Online Databases / Internet / Digital collections

Division:	Information Technology Division			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
NLP Library ID; NLP transaction stub or any valid ID		NLP Client/user registration station		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to internet kiosk to access online services 2. Wait for your turn in-case the kiosk is full	1. Provide client a kiosk on first come first service basis due to limited slots	NONE	1 hour maximum access to online services/ internet per client/user	ITD Staff
TOTAL:		NONE	1 hour	

6. Book Allocation

Division:	Public Libraries Division (PLD)			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	Affiliated Public Library / Librarian (during conference or other NLP events)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Property Transfer Report Form		Public Libraries Division Allocation Unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Check Property Transfer Report (PTR) against library resources	1. Receive / review signed PTRs	NONE	1 minute	Librarian II. PLD
2. Sign the PTR	2. Box the materials and transport to the ground floor lobby		5 minutes	
3. Wait while the requested documents and materials being prepared				
4. Fill out gate pass form	3. Sign the gate pass form and release the materials		1 minute	
TOTAL:		NONE	7 minutes	

7. Training of Affiliated Public Libraries

Division:	Public Libraries Division (PLD)			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	LGU-Affiliated Public Libraries			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request		LGUs		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Send letter request address to the Director of NLP thru the Chief of the Public Libraries Division (PLD)	1. Review the request and endorse to the Division Concern	NONE	5 minutes	Librarian IV, PLD
	2. Division/s concern send response or comment thru the routing slip		5 minutes	
	3. PLD will endorse to the Office of the Director for approval			
	4. PLD send response to the requesting party through email			
2. Attend training	4. Conduct training proper		5 minutes	
TOTAL:		NONE	15 minutes	

9. Reader's Services (without NLP ID/ Transaction Stub)

Division:	Reference Division; Filipiniana Division			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Any valid ID				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present any valid ID	1. Validate presented ID	NONE	1 minute	Security Guard on duty
2. Proceed to the 3rd floor registration	2. Instruct the client to proceed to the 3rd Floor, client/user registration		Information Desk Officer, FAD	
3. Encode personal information into the system	3. ITD Staff will check the database if name is existing		3 minutes	ITD Staff
4. Proceed to the photo booth and write name in white board	4. If name is in the existing file, ITD Staff will print barcode			
5. Proceed to the Reading Areas (2nd Floor Reference Division or 3rd Floor Filipiniana Division)	5. If no existing file, instruct the client to go to the computer terminal			
	6. ITD Staff will assist the client in encoding personal information if needed		5 minutes	
6. Proceed to the Online	7. ITD Staff will take photo of client to be		2 minutes	

Public Access Catalog (OPAC)				
7. Copy the bibliographic description (title, author, call number) of the selected library resources	included in the system			
8. Proceed to the Information Bar and present the first four (4) bibliographic description together with the NLP Reader's ID	8. Print barcode and give it to the client			
9. Wait for the requested library resources	9. ITD Staff will provide instructions on where to locate library collections			Librarian (Reference) Librarian (Filipiniana)
8. Return the library resources borrowed to the Information Bar	10. Assist client with the use of OPAC			Librarian III Section Head (Filipiniana - Thesis)
	11. Librarian will check the request form if complete			
	12. Librarian will get the requested library resources			
	13. Librarian will call the name of the client to give the requested library resources			
	14. Librarian will return the NLP Reader's ID and get the library resources			
TOTAL:		NONE	10 minutes	

9. Reader's Services (without NLP ID/ Transaction Stub)

Division:	Reference Division; Filipiniana Division				
Classification:	Simple				
Type of Transaction:	G2C				
Who may avail:	General Public				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
Any valid ID					
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Present any valid ID	1. Validate presented ID	NONE	1 minute	Security Guard on duty	
2. Proceed to the 3rd floor registration	2. Instruct the client to proceed to the 3rd Floor, client/user registration		3 minutes	Information Desk Officer, FAD	
3. Encode personal information into the system	3. ITD Staff will check the database if name is existing				ITD Staff
4. Proceed to the photo booth and write name in white board	4. If name is in the existing file, ITD Staff will print barcode				
5. Proceed to the Reading Areas (2nd Floor Reference Division or 3rd Floor Filipiniana Division)	5. If no existing file, instruct the client to go to the computer terminal		5 minutes		
	6. ITD Staff will assist the client in encoding personal information if needed				
6. Proceed to the Online	7. ITD Staff will take photo of client to be		2 minutes		

Public Access Catalog (OPAC)				
7. Copy the bibliographic description (title, author, call number) of the selected library resources	included in the system			
8. Proceed to the Information Bar and present the first four (4) bibliographic description together with the NLP Reader's ID	8. Print barcode and give it to the client			
9. Wait for the requested library resources	9. ITD Staff will provide instructions on where to locate library collections			Librarian (Reference) Librarian (Filipiniana)
8. Return the library resources borrowed to the Information Bar	10. Assist client with the use of OPAC			Librarian III Section Head (Filipiniana - Thesis)
	11. Librarian will check the request form if complete			
	12. Librarian will get the requested library resources			
	13. Librarian will call the name of the client to give the requested library resources			
	14. Librarian will return the NLP Reader's ID and get the library resources			
TOTAL:		NONE	10 minutes	

11. Legal Deposit

Legal deposit covers the implementation of provisions of laws and issuances requiring submission of materials to National Library of the Philippines.

Division:	Collection Development Division			
Classification:	Simple			
Type of Transaction:	G2G, G2B, G2C			
Who may avail:	National Government Agencies Private Institutions General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Written formal request				
Copy(s) of publication				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the Info desk	1. Review / evaluate the submitted requirements	NONE	3 minutes	CDD Staff
2. Present copy of publications and the written formal requests for certification	2. Upon verification, print Legal Deposit Certificate with dry 3. Issue the Legal Deposit Certificate			
3. Return to NLP to get certificate			2 days	
TOTAL:		NONE	2 days & 3 minutes	

II. Complex Services

12. Affiliation of Public Libraries

Division:	Public Libraries Division			
Classification:	Complex			
Type of Transaction:	G2G			
Who may avail:	Local Government Units			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Two (2) copies of Signed Memorandum of Agreement (MOA)		Resolution from Sangguniang Panlalawigan / Panglunsod / Bayan/Barangay Memorandum of Agreement (MOA) Availability of Funds (Budget Office)		
2. A Resolution adopted by the Sangguniang Panlalawigan/ Panlungsod /Bayan/Barangay expressing their intent to establish and affiliate a public library				
3. Regular annual appropriation for an up-to-date and adequate collection of books, serials, periodicals, newspapers and other library materials to be certified by Local Treasurer				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The LGU will present the documents required for evaluation (e.g. MOA, Resolution) 2. Submit the regular annual appropriation for an up-to-date and adequate collection of books, serials,	1. Evaluates the submitted documentary requirements; 2. Chief of Public Libraries Division signs the MOA;	NONE	7 working days	Vida Dorea Mendoza Librarian II

11. Legal Deposit

Legal deposit covers the implementation of provisions of laws and issuances requiring submission of materials to National Library of the Philippines.

Division:	Collection Development Division			
Classification:	Simple			
Type of Transaction:	G2G, G2B, G2C			
Who may avail:	National Government Agencies Private Institutions General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Written formal request				
Copy(s) of publication				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the Info desk	1. Review / evaluate the submitted requirements	NONE	3 minutes	CDD Staff
2. Present copy of publications and the written formal requests for certification	2. Upon verification, print Legal Deposit Certificate with dry 3. Issue the Legal Deposit Certificate			
3. Return to NLP to get certificate			2 days	
TOTAL:		NONE	2 days & 3 minutes	

II. Complex Services

12. Affiliation of Public Libraries

Division:	Public Libraries Division			
Classification:	Complex			
Type of Transaction:	G2G			
Who may avail:	Local Government Units			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Two (2) copies of Signed Memorandum of Agreement (MOA)		Resolution from Sangguniang Panlalawigan / Panglungsod / Bayan/Barangay Memorandum of Agreement (MOA) Availability of Funds (Budget Office)		
2. A Resolution adopted by the Sangguniang Panlalawigan/ Panlungsod /Bayan/Barangay expressing their intent to establish and affiliate a public library				
3. Regular annual appropriation for an up-to-date and adequate collection of books, serials, periodicals, newspapers and other library materials to be certified by Local Treasurer				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The LGU will present the documents required for evaluation (e.g. MOA, Resolution) 2. Submit the regular annual appropriation for an up-to-date and adequate collection of books, serials,	1. Evaluates the submitted documentary requirements; 2. Chief of Public Libraries Division signs the MOA;	NONE	7 working days	Vida Dorea Mendoza Librarian II

<p>periodicals, newspapers and other library materials to be certified by Local Treasurer</p> <p>3. Provide the resume of designated librarian or permanent staff (must be assigned full-time in the library)</p> <p>4. Submit photos of the Public Library</p> <p>1. Separate building / room of adequate size</p> <p>2. Sufficient number of chairs, reading tables, bookshelves, and other library equipment , fixtures and furniture necessary for effective library operation</p> <p>3. Signages/</p>	<p>3. Request for notarization of MOA;</p> <p>4. Sends notarized copies of MOA to LGU</p>			
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Façade 4. Other exterior and interior views				
TOTAL:		NONE	7 working days	

13. Copyright Registration

Division:	Research and Publication Division			
Classification:	Complex			
Type of Transaction:	G2G, G2C, G2B			
Who may avail:	General Public; Authors/Publishers; NGAs; SUCs			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Two (2) copies of Application form Two (2) copies of materials for deposit SEC registration or Certificate of Business Name (DTI registration)		Copyright Office (front desk) Securities and Exchange Commission Department of Trade and Industry		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out the application form for copyright, have it notarized and submit to the Copyright Front Desk	1. Receive / review and evaluate submitted requirements	P200.00 per application (waived during the time of pandemic)	2 minutes	Copyright Examiner
2. Proceed to the Cashier for payment of assessed fees	2. Examination of complete requirements, issue an order of payment to be presented to the Cashier		5 minutes	Cashier
3. Go back to Copyright Front Desk to present payment and receive claim stub	3. Issue claim stub		3 minutes	
4. Claim copyright certificate on specified date in the claim stub	4. Recording and stamping of applications and material deposit		10 days	
	5. Encoding of application in the copyright database			

	6. Preparation and signing of Certificate of Copyright Registration and Deposit			
	7. Release / Issue Certificate of Registration			
TOTAL:		P200.00 per title	10 days & 10 minutes	

III. Non-Frontline Services

14. Children's Library Services

Division		Reference Division		
Transaction		Request for storytelling		
Type of Transaction		Non-frontline		
Who may avail		General Public (children)		
CHECKLIST OF REQUIREMENTS NLP Library ID or library transaction stub and any valid ID		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present NLP Client's ID	1. Validate presented ID	NONE	2 minutes	CLS Section
			2 minutes	
2. Proceed to the librarian-in-charge for interview	2. Librarian-in-charge interviews the client		1 minute	Division Chief
3. Send letter of request to childrenslibrary@nlp.gov.ph	3. Approval of the request		10 minutes	
	4. Coordinate the details of the request		5 minutes	
	5. Identify the audience/participants		45 minutes (includes question and answer portion but still depends on the length of the story to tell)	Section Head, CLS
	6. Select/choose story according to the level of the audience/participants		2 minutes	
	7. Identify the type of storytelling to			

	use (solo, tandem, chamber) 8. Conduct the storytelling/ read aloud 9. Distribute evaluation form for participants to fill out			
	TOTAL	NONE	68 minutes	

Division		Reference Division		
Transaction		Request for read aloud		
Type of Transaction		Non-frontline		
Who may avail		General Public (children)		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
NLP Library ID or library transaction stub and any valid ID				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present NLP Client's ID	1. Validate presented ID	NONE	2 minutes	CLS Section
			2 minutes	
2. Proceed to the librarian-in-charge for interview	2. Librarian-in-charge interviews the client		1 minute	
	3. Identify the audience/participants		15 minutes (includes sound system testing)	
	4. Set up the stage puppet and sound system		4 minutes	

	5. Select/choose story according to the level of the audience/participants 6. Prepare the puppets to be used 7. Perform the puppet show 8. Question and Answer Portion 9. Distribute evaluation form for participants to fill out		5 minutes 5 minutes 15 minutes 2 minutes	
	TOTAL	NONE	51 minutes	

Division		REFERENCE DIVISION		
Transaction		Request for Mascot/puppet performances		
Type of Transaction		Non-frontline		
Who may avail		General Public (children)		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
NLP Library ID or library transaction stub and any valid ID				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present NLP Client's ID	1. Validate presented ID	NONE	2 minutes	-CLS Section
2. Proceed to the librarian-in-charge for interview	2. Librarian-in-charge interview the client		2 minutes	

3. Send letter of request to childrenslibrary@nlp.gov.ph	3. Approval of the request		1 minute	Division Chief
	4. Coordinate details of the request		10 minutes	
	5. Identify the mascot/s		5 minutes	Section Head, CLS
	6. Prepare materials needed for the performance		20 minutes	
	7. Dress up with the costume		30 minutes	
	8. Perform			
	9. Distribute evaluation form for participants to fill out		2 minutes	
	TOTAL	NONE	72 minutes	

1. Feedback and Complaints

FEEDBACK AND COMPLAINTS MECHANISMS	
How to send a feedback	Answer the client feedback form and drop it at the designated box in front of the Info Desk or Division concerned. Contact info: 5336-7200; 5310-5035; 5310-5056 or email do@nlp.gov.ph
How feedback is processed	At the start of each week, the feedback forms from the previous week shall be collected by the designated members of the Risk Management Team (RMT) Feedback requiring answers are forwarded to the relevant offices.
How to file a complaint	Answer the Feedback Form and drop it at the designated drop box in front of the Info Desk or at the Division Office. Complaints can also be filed via telephone, email, social media. Make sure to provide the following information: <ul style="list-style-type: none">• Name of person complained• Incident• Evidence The division shall then forward the feedback with applicable documentation to the RMT for inclusion in the feedback report. For inquiries and follow-ups, clients may contact the Risk Management Team
How complaints are processed	The RMT opens the complaint drop box on a weekly basis and evaluates each feedback form. Upon evaluation, the RMT shall forward the complaint to the relevant office for their explanation. The Division concern will create a report and submit it to the Head of the Agency for appropriate action. The client will be given a feedback on the action taken in the complaint.
Contact Information of NLP	Email: do@nlp.gov.ph Website: web@nlp.gov.ph Telephone No.: 5336-7200; 5310-5035; 5310-5056

2. List of Offices

Office	e-mail	Contact number
Director's Office	do@nlp.gov.ph cqadriano@nlp.gov.ph	Direct Line: 5310-5032 Ext. 301; 303 Fax; 5523-4054
Assistant Director	ebquiros@nlp.gov.ph	Ext. 302; 303
Bibliographic Services Division	jbdimasaca@nlp.gov.ph	Direct Line: 5320-5031 Ext. 406; 407
Catalog Division	asdecastro@nlp.gov.ph	Ext. 402; 403
Collection Development Division	mmmadrid@nlp.gov.ph	Ext. 404; 405
Information Technology Division	lpbernabe@nlp.gov.ph	Ext. 201
Filipiniana Division	sjfetalco@nlp.gov.ph	Ext 309; 311
Finance and Administrative Division	fbbasagre@nlp.gov.ph	Ext. 304
Public Libraries Division	bpvelasco@nlp.gov.ph	Ext. 204; 205
Reference Division	ddcarungui@nlp.gov.ph	Ext. 207
Research and Publication Division (Copyright)	mmurena@nlp.gov.ph	Ext. 412



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