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Fortune Towne Campus

# LIBRARY

# Accomplishment

# Report

## 2019



*Productivity is never an accident. It is always the result of a commitment to excellence, intelligent planning, & focused effort.*

*~Paul J. Meyer*



# Carlos Hilado Memorial State College

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*To be a leading GREEN institution of higher learning in the global community by 2030  
(Good governance, Research-oriented, Extension-driven, Education for Sustainable Development & Nation-building)*

## Accomplishment 2019

The College Library commits to support the instructional, research, and extension programs of the College; to assist and collaborate with faculty members in their instructional and research program; to provide facilities and equipment that will help maximize the effective use of library resources; to continuously develop a balanced collection; to organize effective library information sources for easy access of the customers; to strengthen human resource skills and knowledge in the field of library information science and technology; and to effectively evaluate the library services. This Accomplishment Report highlights the library's key statistics and achievements for Calendar Year 2019 in its continued support and quality service delivery to CBMA students, faculty, staff, administrators, and even to the community.

OBJECTIVES	ACTIVITIES
To support the instructional, research and extension programs of the College	<ol style="list-style-type: none"><li>1. Provide varied resources for diverse information needs of the faculty and students.</li><li>2. Orientation of library policies, preservation and care of materials and resources, and dissemination of services and resources among new students.</li><li>3. Provide the library users with pathfinders.</li><li>4. Conduct information literacy session.</li><li>5. Conduct community extension/outreach activities.</li></ol>



# Carlos Hilado Memorial State College

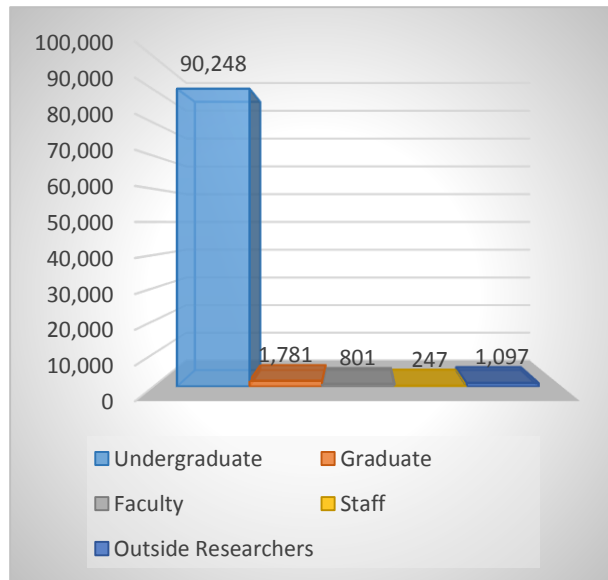
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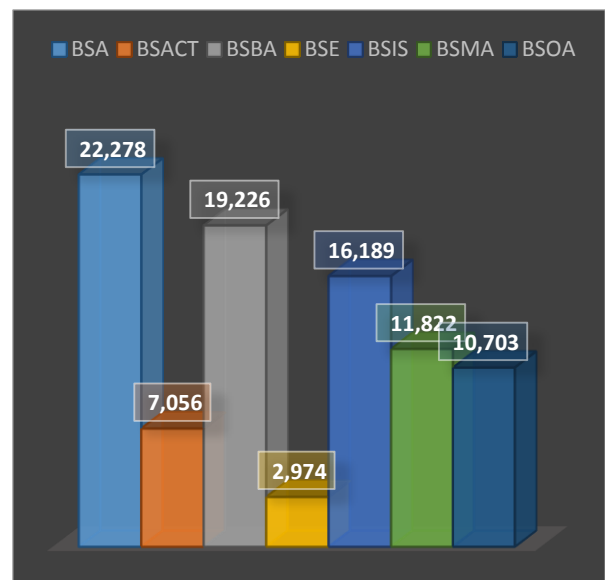
## ACCOMPLISHMENTS

The following data entails the full utilization of the library resources and services to support the instructional, research, and information needs of the College.

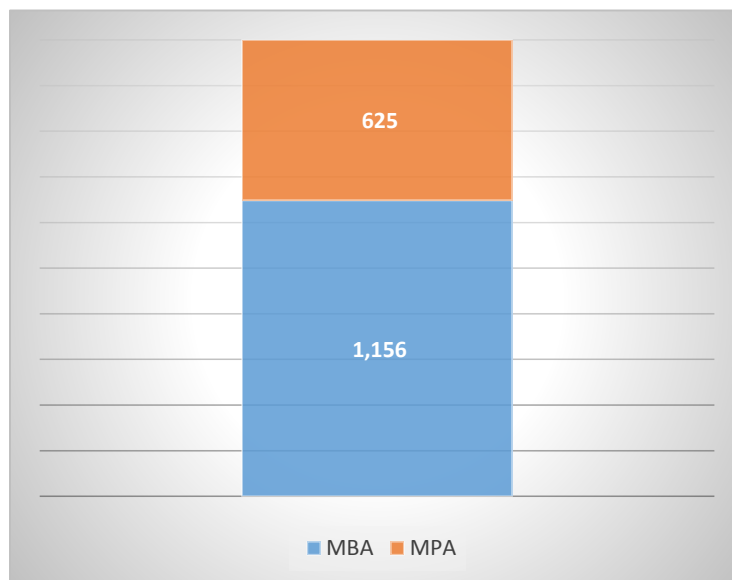
- **Reader's Admission.** For the period of January to December 2019, the library admitted a total of **94,174** readers.



**Figure 1. Summary of Admission/Attendance Report by Type of Users**



**Figure 2. Summary of Admission/Attendance Report Undergraduate by Program**



**Figure 3. Summary of Admission/Attendance Report Graduate by Program**



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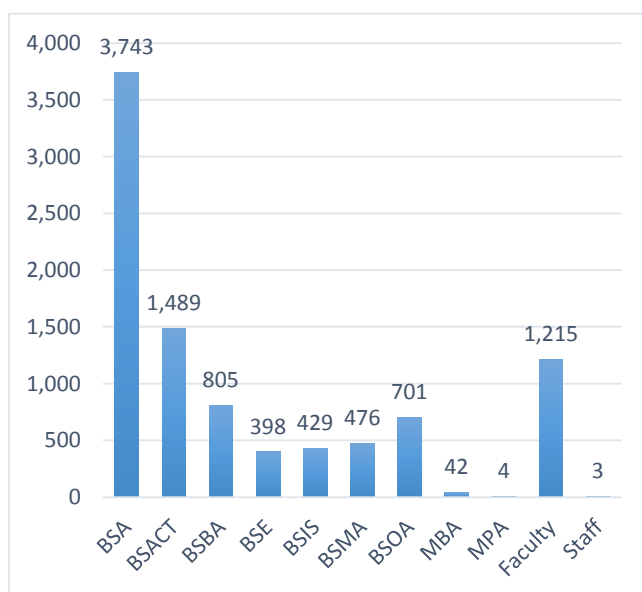
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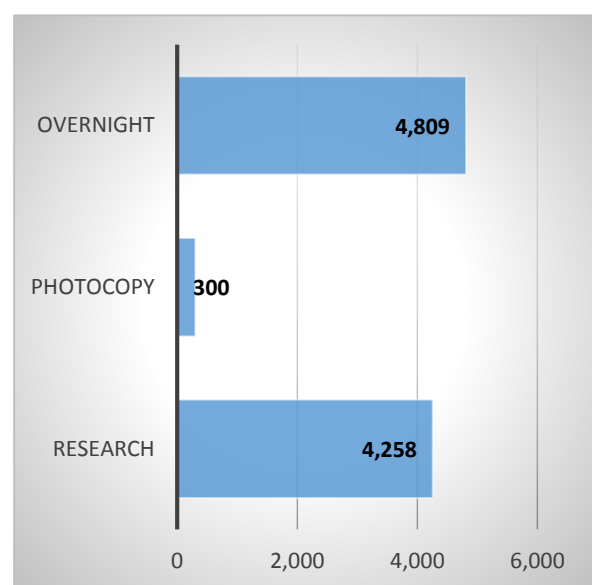
The data in Figure 1 shows that the library's most numbered admission for CY 2019 were undergraduate students with a total of 90,248 followed by the Graduate School Students with 1,781, Outside Researchers 1,097, Faculty 801, and Staff 247. Furthermore, the library was able to meet its target to increase library attendance from previous year. There was an increase of 32,546 or 52.8% from previous year's library attendance data of 61,628.

Figure 2 presents that among the undergraduate programs, BSA has the highest library attendance of 22,278. It was followed by BSBA with library attendance of 19,226 and BSIS with 16,189. For Graduate Programs as shown in Figure 3, MBA has the highest library attendance of 1,156 and followed by the MPA with 625.

- **Circulation Services.** For Circulation Services, a total of **9,305** transactions were catered.



**Figure 4. Borrowing Transactions by Type of Users**



**Figure 5. Borrowing Transactions by Purpose**

Figure 4 presents the borrowing transactions of the Library Users. The data shows that among the users, BSA has the highest utilization in the Circulation Services with a total of 3,743. It is followed by BSACT with 1,489 and Faculty 1,215. Furthermore, the data in Figure 5 revealed that library users preferred to borrow books for Overnight use.

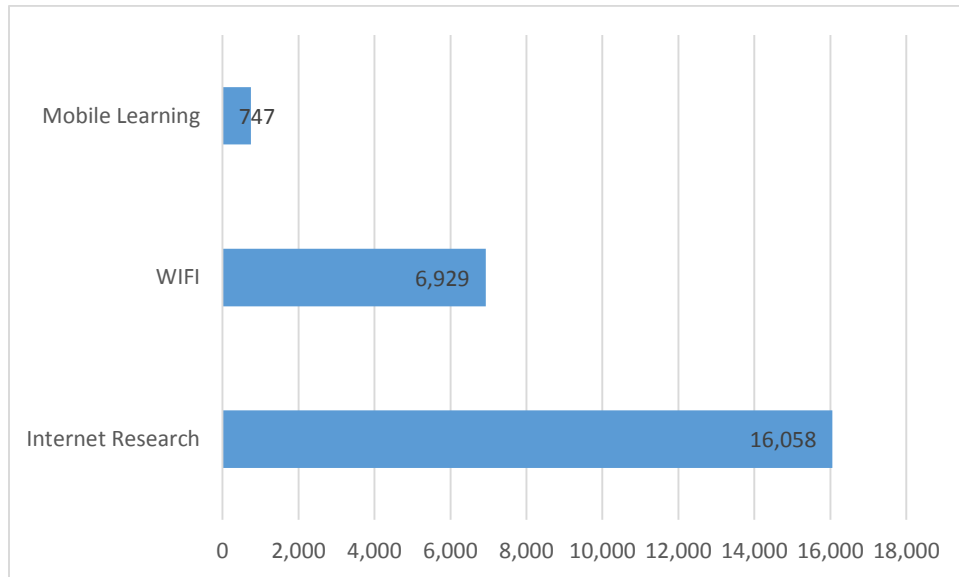


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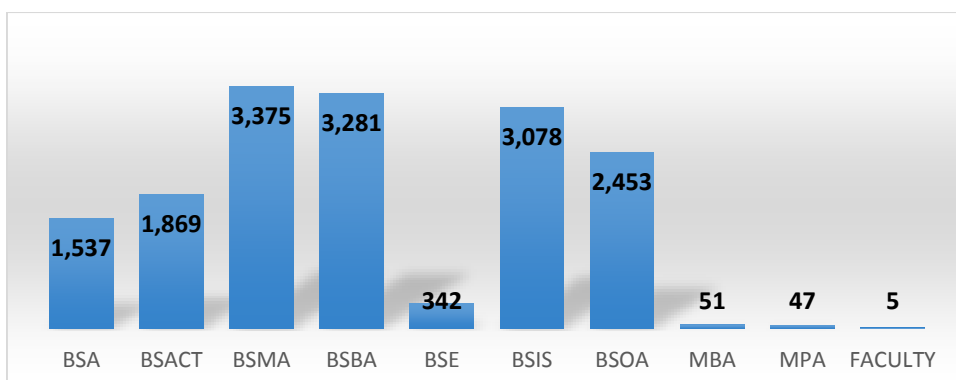
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- **Internet and Computer-Aided Research Services.** A total of **23,734** library users availed the services to access online information through Internet, WIFI and Mobile Learning to complete their academic and research requirements. This implies that library users preferred to use these services for easy and fast access to information. Moreover, the Internet Research Services has the highest utilization.



**Figure 6. Summary of Internet and Computer-Aided Research Services**

Specifically, Figure 7 presents the Internet Access Utilization Report. The data shows that students of BS in Management Accounting, BS in Business Administration, and BS in Information System were the top 3 courses who availed the service with 3,375, 3,281 and 3,078 frequencies. This entails the high demands to information through accessing electronic resources.



**Figure 7. Internet Access Utilization**

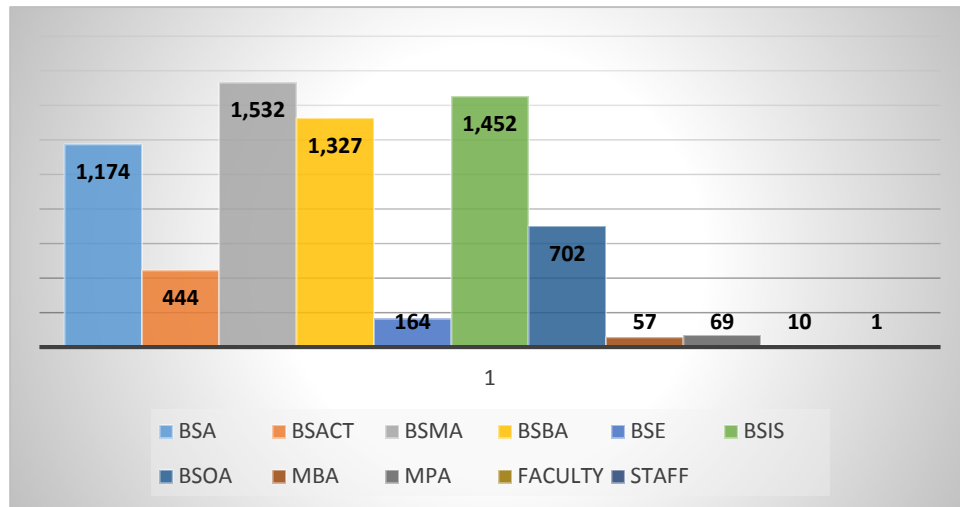


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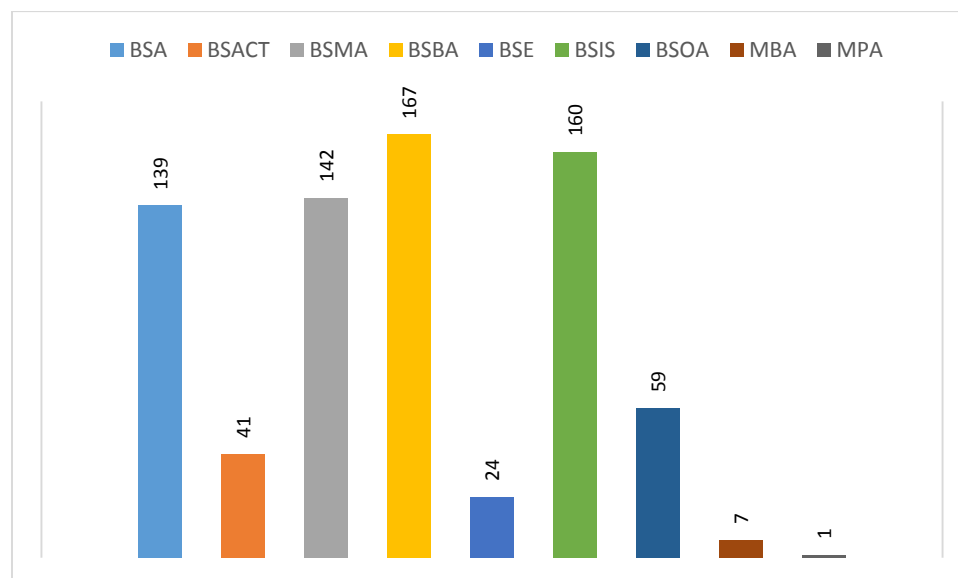
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Moreover, Figure 8 presents the WIFI Utilization Report. The data shows that students in BS in Management Accounting, BS in Information System, and BS in Business Administration were the top 3 courses with 1,532, 1,452, and 1,327 frequencies respectively. This reveals high demands of accessing online information through WIFI Services for the completion of their academic requirements.



**Figure 8. WIFI Utilization**

Figure 9 presents the Mobile Learning Services Utilization Report. The data shows that a total of 747 availed the service. Further, the top 3 programs who frequently availed the service were BS in Business Administration with 167, BS in Information System with 160, and BS in Management Accounting with 142 frequencies.



**Figure 9. Mobile Learning Services Utilization**

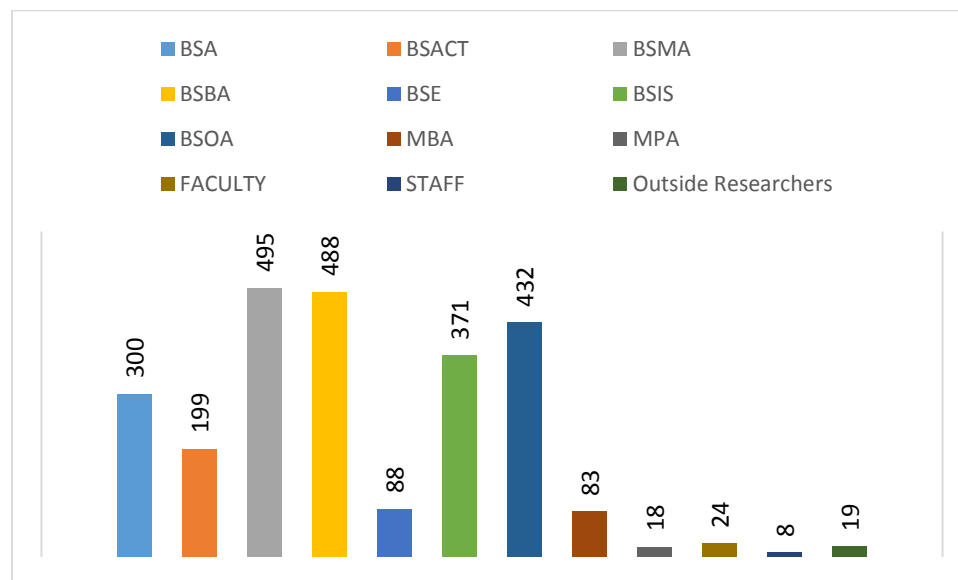


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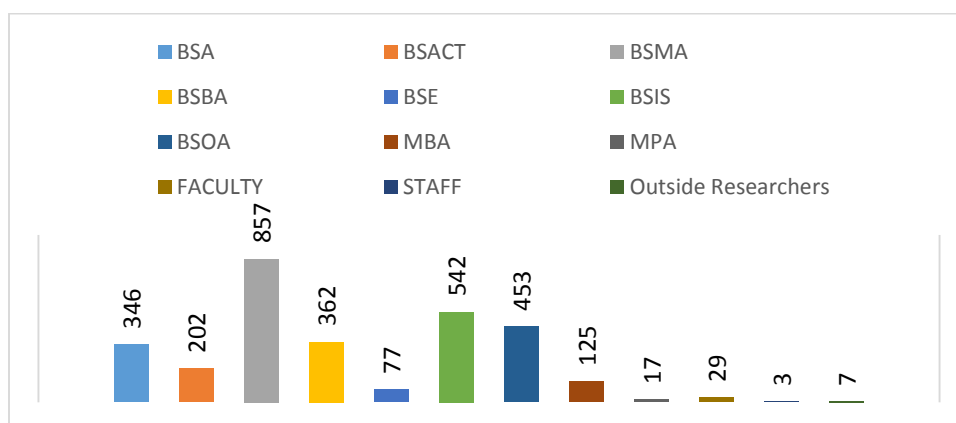
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- **Photocopy Services.** A total of **2,525** library users availed the Photocopy Services. The data in Figure 10 reveals that the Top 3 Programs who availed the said Services are BS in Management Accounting with frequency of 495, BS in Business Administration with 488, and BS in Office Administration with 432 respectively.



**Figure 10. Photocopy Services Utilization**

- **Printing Services.** A total of **3,020** library users availed the Printing Services. The data in Figure 11 reveals that the Top 3 Programs who availed the said Services are BS in Management Accounting with frequency of 857, BS in Information System with 542, and BS in Office Administration with 453 respectively.



**Figure 11. Printing Services Utilization**



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## LIBRARY ORIENTATION

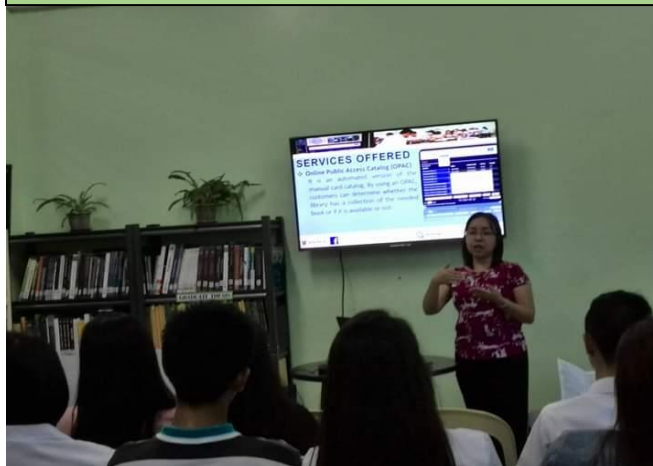
The College Library conducted library orientation of library policies, resources and services, and preservation and care of materials and resources among new students. The said orientation was conducted on August 13-16, 2019.



The College Library distributes Library Guide to Freshmen Students during the Library Orientation



The Freshmen Students eagerly listens to the Librarians during the Library Orientation







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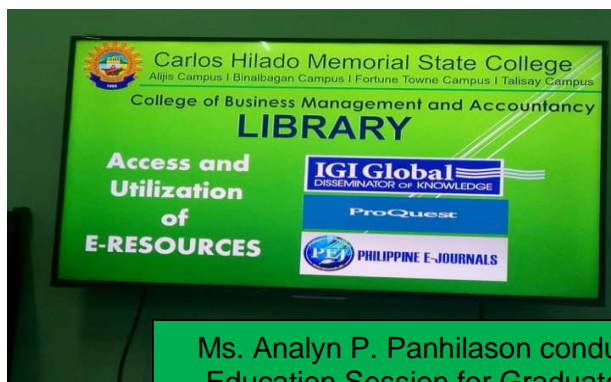
## PATHFINDERS

The College Library devised Pathfinders for Entrepreneurship, Ethics, Human Resource Management, and Strategic Management. A Pathfinder is a bibliography created to help begin research in a particular topic or subject.



## INFORMATION LITERACY PROGRAM

The Librarians conducted Library User Education sessions on the Access and Utilization of E-Resources; and Online Research and Citation Management to Graduate School Students and Undergraduate Students who were enrolled in Research. This program is important because it helped the students succeed in their thesis/research writing.



Ms. Anlyn P. Panhilason conducted the Library User Education Session for Graduate School Students on September 21, 2019





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Dr. Ruvy M. Tuble and Ms. Analyn P. Panhilason conducted the Library User Education Session for Undergraduate Students on November 14-15, 2019



## RECOGNITION OF LIBRARY TOP USERS AND BORROWERS

The College Library recognized its Top Users and Borrowers both for Faculty and Student Category, Top Program/Course with most numbered library users, and Service Awards for deserving Student Assistants. The awarding was held during the celebration of World Book Day on March 7, 2019.



Left to Right: Ms. Analyn P. Panhilason delivers a Welcome Message; Dr. Andrew Eusebio S. Tan gave his Inspirational Message; Ms. Ruvy M. Tuble said her Closing Remarks



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## ○ TOP BORROWERS (FACULTY CATEGORY)

1. Dr. Ma. Fara J. Magada
2. Mr. Gene Claude Y. Mapa
3. Dr. Ma. Teresa B. Ballados



Ms. Ruvy M. Tuble and Ms. Anilyn P. Panhilason with one of the Top Borrowers (Faculty Category), Dr. Ma. Fara J. Magada

## ○ TOP BORROWERS (STUDENT CATEGORY)

1. Joshea Geselle P. Belicano – BSA
2. Ramy Z. Friez – BSE
3. Christian Jude T. Alcantara – BSA



The Librarians with the two of the Top Borrowers, Joshea Geselle P. Belicano and Ramy Z. Friez



Ramy Z. Friez delivers his inspirational response as Top Borrower Awardee



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## ○ TOP USERS (FACULTY CATEGORY)

1. Dr. Joseph Robert P. Jo
2. Mr. Ronelo T. Lemoncito
3. Ms. Ma. Chariz T. Demapula



The Librarians with Dr. Joseph Robert P. Jo and Mr. Ronelo T. Lemoncito

## ○ TOP USERS (STUDENT CATEGORY)

1. Catherine Joy J. Ortega – BSA
2. Jenemy J. Villarino – BSA
3. Francine Gayle Q. Pasagdan – BSA



The Librarians with the Top Users (Student Category): Catherine Joy J. Ortega and Jenemy J. Villarino



The Librarians with the BSA Students and its Program Chair, Dr. Ma. Fara Magada receives the award as the Top Program with Most Numbered Library Users



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## ○ STUDENT ASSISTANTS SERVICE AWARD

1. Darilyn T. Lalantacon – BSACT
2. Ma. Geraldine G. Mala-ay – BSACT
3. Jhona Mae C. Barreto – BSACT
4. Angelika C. Casilagan - BSACT



Ms. Analyn P. Panhilason with Student Assistants Service Awardees



Darilyn T. Lalantacon delivers her inspirational response as a Student Assistant Service Awardee

## RQAT, NQAT, AND OIQAG

The Library supports the College when the CHED RQAT, NQAT, and OIQAG evaluated the CBMA Programs on October 16, 2019. The Librarians and Library Staff prepared the necessary documents as proof that the Library is in compliance of the requirements for the different programs.



The CHED RQAT evaluation for BS in Information System



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Library Documents were prepared for the CHED RQAT, NQAT, and OIQAG Visit and Evaluation for all CBMA Programs



The Librarians and the Program Chairs of BSA and BSACT/BSMA being interviewed by the CHED Evaluator

## ISO AUDIT

The College Library is one of the units of the College that undergoes Internal Audit and Surveillance Audit.

- **Internal Audit**



The Internal Auditors, Ms. Ma. Chariz Demapula and Ms. Joena Balladares scrutinized and evaluated the library processes to ensure the delivery of quality library services last October 24, 2019



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## ○ External Audit



The Librarians underwent ISO Surveillance Audit (January 29, 2019)  
with Ms. Rose Sheila Gatchalian (Auditor)



The Librarians underwent ISO Surveillance Audit (November 7, 2019)  
with Engr. Rodolfo C. Viola Jr. (Auditor)



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## LIBRARY EXTENSION PROGRAM

The College Library conducted storytelling/feeding program activities to 40 pupils of Estefania Proper Day Care Center on March 8, 2019 in celebration of World Book Day. Storytelling was conducted by Darilyn Lalantacon and Angelika Casilagan. Feeding Program was sponsored by Mr. and Mrs. Combite of The Filipino Homes.







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## Brigada Eskwela

CHMSC-FT Librarians participated in the Brigada Eskwela of Bacolod City National High School – SHS. They also have initial visit to its SHS Library.





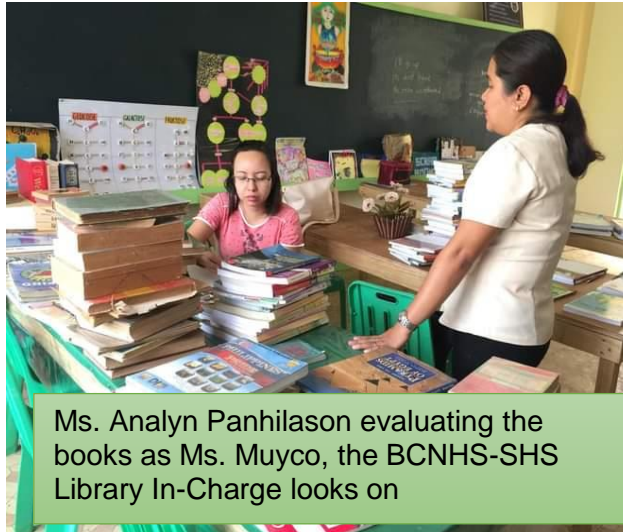
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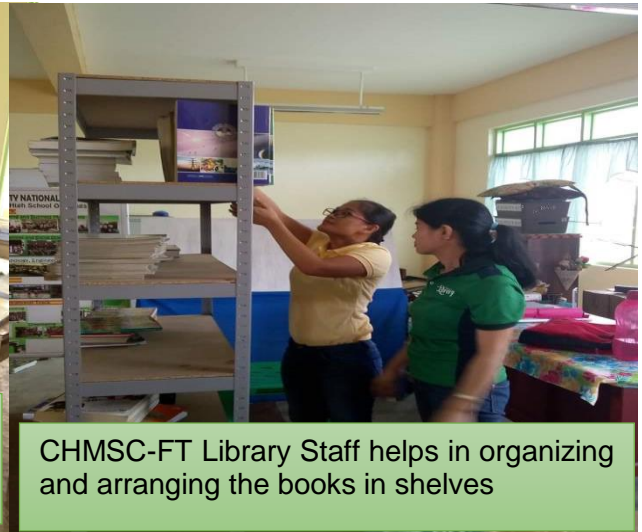
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## **Adopt A Library Program**

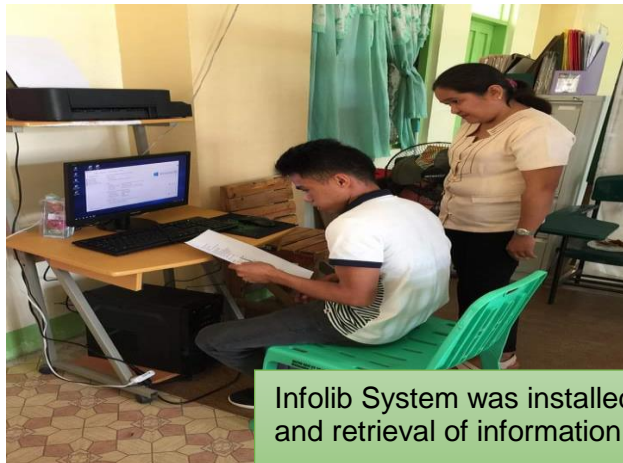
The Librarians and Library Staff organized the library collection of BCNHS-SHS Library and installed the Infolib System for easier access and retrieval of information through the “Adopt A Library Program” last July 25, 2019.



Ms. Analyn Panhilason evaluating the books as Ms. Muyco, the BCNHS-SHS Library In-Charge looks on



CHMSC-FT Library Staff helps in organizing and arranging the books in shelves



Infolib System was installed for easier access and retrieval of information



The CHMSC-FT Library Personnel with the BCNHS-SHS Library In-Charge



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OBJECTIVES	ACTIVITIES
To assist and collaborate with faculty members in their instructional and research program	<ol style="list-style-type: none"> <li>1. Facilitate bookfair for the faculty members to select and recommend books for requisition.</li> <li>2. Provide faculty members with Books' Bibliography on the subject/s he/she is teaching.</li> <li>3. Provide faculty members with List of New Acquisitions.</li> </ol>

## ACCOMPLISHMENTS

### ○ Book Fair

The Library facilitated a Book Fair dated March 7-8, 2019 with four (4) Book Dealers/Jobbers and September 5-6, 2019 with three (3) invited exhibitors who were able to display their instructional resources for browsing and selection of CBMA Faculty members and students.



CBMA Faculty members and students actively participated in the book selection dated March 7-8, 2019

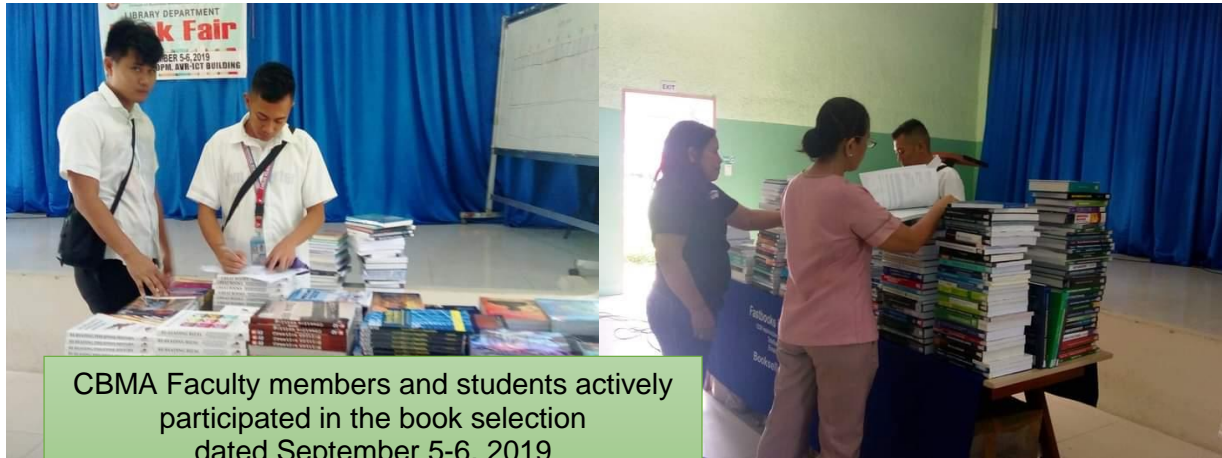




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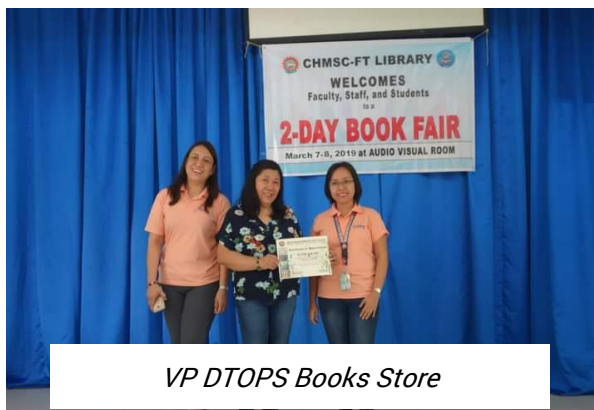
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CBMA Faculty members and students actively participated in the book selection dated September 5-6, 2019



## Book Dealers/Jobbers Participated in the Book Fair



*VP DTOPS Books Store*



*Great Books Trading*



*C & E Publishing*



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## ○ List of New Acquisitions

The College Library distributed the List of New Acquisitions to the Faculty members.

## ○ Books Bibliography

The College Library provided the requesting faculty members of the books' bibliography on the subjects they're teaching.

OBJECTIVES	ACTIVITIES
To provide facilities and equipment that will help maximize the effective use of library resources	Regular monitoring and updating of applications and programs to library's computers

## ACCOMPLISHMENTS

- To make sure that computer units in the College Library are free from Malwares and viruses, computer units of the Library were reformatted, antivirus was installed, and the server for the library's internet access was set up. This was accomplished in coordination with Mr. Ryan Dela Gente and Mr. Arnel Maghinay, BSIS Faculty Members. Their technical expertise was requested to do the tasks.





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OBJECTIVES	ACTIVITIES
To continuously develop a balanced collection	<ol style="list-style-type: none"> <li>1. Request to purchase additional books especially on the professional subjects of the 8 programs.</li> <li>2. Download and store atleast 30 titles of e-books</li> <li>3. Request to subscribe to e-resources (database) related to Business Management and Accountancy field and Information Systems</li> </ol>

## ACCOMPLISHMENTS

### ○ Acquisition Report 2019

CALL NUMBER	2014 - Below		2015 - 2019		TOTAL	
	Titles	Volumes	Titles	Volumes	Titles	Volumes
000 - 099	5	4	65	74	70	78
100 - 199	1	1	24	50	25	51
200 - 299	1	1	0	0	1	1
300 - 399	17	17	54	94	71	111
400 - 499	0	0	3	5	3	5
500 - 599	2	2	35	51	37	53
600 - 699	44	44	109	157	153	201
700 - 799	1	1	8	14	9	15
800 - 899	1	1	17	33	18	34
900 - 999	3	3	11	25	14	28
Fiction	28	29	2	2	30	31
<b>TOTAL</b>	<b>103</b>	<b>103</b>	<b>328</b>	<b>505</b>	<b>431</b>	<b>608</b>



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## Donations



## Books Donations received from Ms. Cora Pantosa and New Day Publishers

### ○ E-Books

77 titles of e-books were downloaded and stored. These e-books are available upon request.



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- **E-Journals Subscription**

The CHMSC-FT Library is subscribed to IGI Global InfoSci Journals from September 2019-September 2020.







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## ○ Periodicals Subscriptions

The Library is subscribed to 18 titles.

**CONTRACT OF AGREEMENT**

KNOW ALL MEN BY THESE PRESENTS:

This Contract of Agreement is made and entered into by and between:

The **CARLOS HILADO MEMORIAL STATE COLLEGE**, a government academic institution with business address of Talisay City, Negros Occidental represented by **MS. RUVY M. TUBLE** (Head Librarian), **MS. LIGAYA FUENTES** (Management Audit Specialist) and **MR. PHILIP AL ESTACION** (Supply Officer) referred to as the CLIENT;

and

The **GS PONTILLAS BOOKSTORE**, a business establishment with business address at Unit 305 Don Raul Building 77 Kamuning Road Quezon City, Metro Manila 1103 herein represented by its Owner, **MS. GINA S. PONTILLAS**, and hereafter referred to as the SUPPLIER;

Witnesseth that:

WHEREAS, the SUPPLIER is duly licensed to engage in the subscription distribution, supply and sale of US and Philippine magazines, periodicals, and journals and other educational materials;

WHEREAS, the SUPPLIER made an offer for the supply of various titles of periodicals which appears herewith as Annex "A" as per **Sales Invoice No. 0050** required by CLIENT; details of the subscriptions below:

(Please see attached SALES INVOICE for titles of Journals and Magazines)

WHEREAS, the CLIENT is contracting the services of SUPPLIER for its educational materials requirements.

NOW THEREFORE, for and consideration of the mutual commitments herein set forth, both contracting parties hereto have voluntarily agreed for the purchase of US products from the SUPPLIER, and further agreed to the following terms, conditions:

1. That, the CLIENT will order its educational materials requirements from the SUPPLIER. **Subscriptions of various local & foreign titles journals and magazines.**
2. That, the CLIENT will process the **whole payment** which is the **net amount of PHP 79,220.00** and the SUPPLIER after receiving the whole payment will process/order to the publisher and delivered the said materials/items to the CLIENT.
3. That, the SUPPLIER upon receipt of the check shall give the Collection Receipt (CR), Sales Invoice and the Contract of Agreement;
4. That the SUPPLIER, after a processing period of **2 to 4 Months** (SURFACE MAIL) for indent titles while **2 to 6 weeks** (for local titles) will serve the CLIENT their subscription requirements, and will deliver to the CLIENT's the CURRENT issue of the subscription ordered;
5. That, the SUPPLIER must be properly notified from time to time the status of ordered materials. If subscriptions encountered problem with the publisher like missing issue or no delivery at all;
6. The CLIENT will have three (3) options: 1) **Change it with related titles.** 2) **Change it with another product like (books, dvds etc.)** 3) **Refund** per single issues undelivered. However due to long processing period also of requesting refund to the publishers we will refund it to you **one year** after on the date of your payment.

IN WITNESS, WHEREOF, the parties, thru their authorized representatives have hereto affixed their signatures this 10th of February, 2020 at Metro Manila, Philippines.

For: GS PONTILLAS BOOKSTORE  
**MS. GINA S. PONTILLAS** - Owner

For: CARLOS HILADO MEMORIAL STATE COLLEGE  
**MS. RUVY M. TUBLE** - Head Librarian  
**MS. LIGAYA FUENTES** - Audit Specialist  
**MR. PHILIP AL ESTACION** - Supply Officer

**ACKNOWLEDGMENT**

IN WITNESS WHEREOF, the parties, thru their authorized representatives have hereto affixed their signatures this 10th of February, 2020 at Metro Manila, Philippines.

	Valid ID	Place & Date Issued
<b>GINA S. PONTILLAS</b>	178-983-929-000	MANILA, 01/14/2003
<b>RUVY M. TUBLE</b>	RAY 0310 1975	BACELOR CITY, 01/03/2017
<b>LIGAYA FUENTES</b>	CITIZEN ID LEF120170	BACELOR CITY, 04/10/2019
<b>PHILIP AL ESTACION</b>	CITIZEN ID PC2002863	104-19 TALIAY CITY

Known to me to be the same persons who executed the foregoing document consisting of (1) one page including this page, and they acknowledged to me that the same is their free and voluntary act and deed and of the corporations represented.

WITNESS my hand and notarial seal.

Doc. No. 379  
Page No. 11  
Book No. 11  
Series of 2020

**ATTY. ROGELIO J. BOLIVAR**  
NOTARY PUBLIC IN QUEZON CITY  
ANI Adm. Not. Comm. No. NP-124 1-02-10 until 12-31-2020  
EJP C.R. No. 002265 Jan. 2019 & EJP QJAL No. 003250 Jan. 2020  
PPLOR No. 0022104 C 1-3-2009 / Seal No. 03000 / TIME 12047-1-11  
MILE No. 14-022633 motorcycle 04/18/18 Valid until 04/18/28 Quezon City  
Address: 31-F Harvard St. Cuesco, Q.C.



# Carlos Hilado Memorial State College

Alijis Campus | Binalbagan Campus | Fortune Towne Campus | Talisay Campus

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Project Reference Number - 20-132  
Name of the Project - 6651802  
Location of the Project

Standard Form Number: SF-0000-06  
Revised on: May 24, 2004

**PURCHASE ORDER**  
CARLOS HILADO MEMORIAL STATE COLLEGE  
Talisay City, Negros Occidental  
Telephone: (034) 712-9404 / 495-3767  
http://www.chmst.edu.ph

Supplier: GS FORTILLAS BOOKSTORE  
Address: Unit 315 Dan Road Bldg. 77 Kuning Road, Quezon City 1103  
Telephone No.: (02) 8753-7829 / 0915-7400092  
TIN:

P.O. No.: 0004-000-20  
Date: February 4, 2020  
Mode of Procurement: ALTERNATIVE (Small Value Procurement)

Page 1 of 2

Please furnish this office the following articles subject to the terms and conditions contained herein:

Place of Delivery: Fortune Towne Campus  
Date of Delivery: FEB 13 2021  
Delivery Term: within the receipt of PO  
Payment Term: not exceeding 30 days upon completion of delivery

ITEM NO.	UNIT	DESCRIPTION	QTY.	UNIT COST	AMOUNT
<b>LOT 1</b>					
1	cps	Journal of Accountancy 12 issues/yr			7,650.00
2	cps	Journal of Applied Finance (JAF) 2 issues/yr			8,245.00
3	cps	Phil Company Magazine 10 issues/yr			6,645.00
4	cps	PA Times (ASPA) 8 issues/yr			7,565.00
5	cps	Public Management (ICMA) 11 issues/yr			5,525.00
6	cps	MIT Technology Review 6 issues/yr			5,610.00
7	cps	Business Traveller 12 issues/yr			3,810.00
8	cps	National Geographic 12 issues/yr			5,015.00
9	cps	Reader's Digest Asia 12 issues/yr			2,550.00
10	cps	Office Pro (IAAP) 7 issues/yr			5,329.00
			Total Lot 1		58,055.00
<b>LOT 2</b>					
1	cps	CPI Journal 12 issues/yr			2,975.00
2	cps	ILSI Business & Economics Review 2 issues/yr			2,126.00
3	cps	Journal of Management for Global Sustainability 2 issues/yr			2,975.00
4	cps	Philippine Management Review 1 issue/yr			1,620.00
			Sub Total		67,300.00
<b>TOTAL CARRIED FORWARD</b>					

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one (1) percent for every day of delay shall be imposed.

Very truly yours,  
REYNALDO M. SOROLLA, Ph.D.  
SUC President III

Confirms:  
Signature over printed name of Supplier  
Date: 02-12-2020

Funds Available:  
JERRY S. SUMAYTA  
Account III - 576

ALOS No.:  
Amount:

Project Reference Number - 20-132  
Name of the Project - 6651802  
Location of the Project

Standard Form Number: SF-0000-06  
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Page 2 of 2

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ITEM NO.	UNIT	DESCRIPTION	QTY.	UNIT COST	AMOUNT	
<b>TOTAL BROUGHT FORWARD</b>						
5	cps	Philippine Journal of Public Policy 1 issue/yr			1,275.00	
6	cps	Asian Review on Public Administration 2 issues/yr			2,125.00	
7	cps	Philippine Computing Journal 2 issues/yr			2,295.00	
8	cps	Admin Network & Security Magazine 6 issues/yr			6,575.00	
*****nothing follows*****						
PR# 19-411-1009 10-09-19						
INCOME 187-164-19-10 10-02-19						
JOURNALS AND MAGAZINES SUBSCRIPTION FOR CBMA FOR AY 2019-2020- FORTUNE TOWNE CAMPUS/ A. PANTILAGON						
(Total Amount in Words) Seventy-Nine Thousand Two Hundred Twenty-Five Pesos Only					Grand Total	79,220.00

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one (1) percent for every day of delay shall be imposed.

Very truly yours,  
REYNALDO M. SOROLLA, Ph.D.  
SUC President III

Confirms:  
Signature over printed name of Supplier  
Date: 02-12-2020

Funds Available:  
JERRY S. SUMAYTA  
Account III - 576

ALOS No.:  
Amount:



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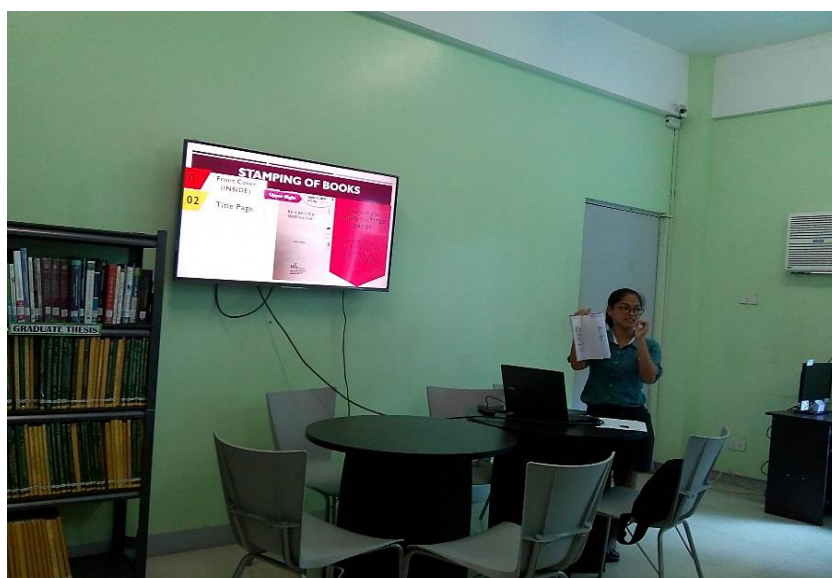
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OBJECTIVES	ACTIVITIES
To strengthen human resource skills and knowledge in the field of library information science and technology	<ol style="list-style-type: none"><li>1. Facilitate in-service training for library staff and SAs</li><li>2. Benchmarking activity to atleast 2 academic libraries in Negros Occidental.</li></ol>

## ACCOMPLISHMENTS

- **Orientation / Re-orientation and In-Service Training for Student Assistants was held July 31 – August 2, 2019**





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- The Library Personnel participated in the Team Building Activity for GASS on July 12, 2019





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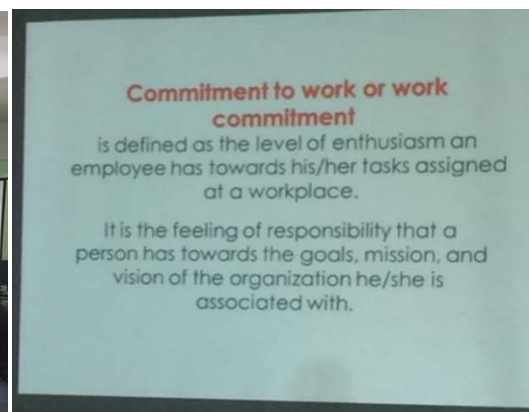
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## ○ LIBRARY DAY

The College Library held the 10<sup>th</sup> Library Day with the theme, “Work Commitment for Quality Service Delivery” on December 9-10, 2019 at Mailum Mountain Resort. In-Service Training for Staff and Student Assistants were conducted with the following topics:

- Commitment to Work: Definition and Tips to Improve Work
- Diversity Management in Libraries



Ms. Diwani F. Duropan talks on “Commitment to Work: Definition and Tips to Improve Work”



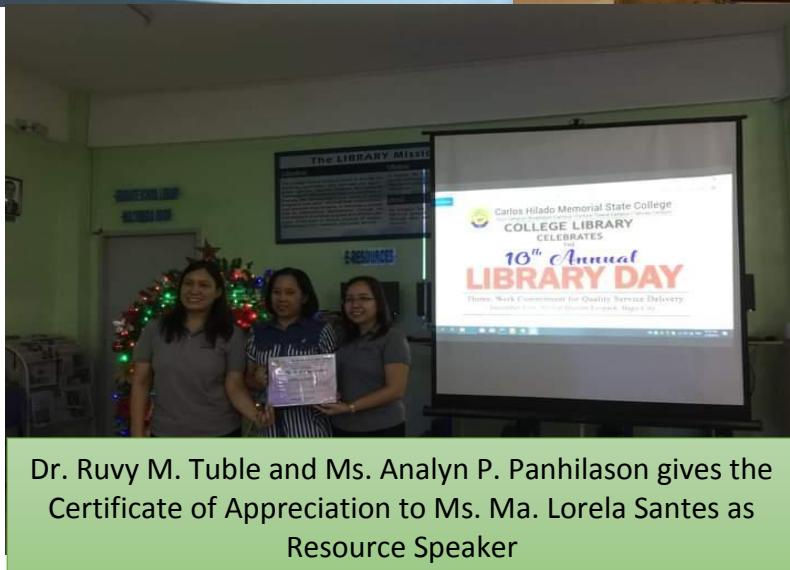
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Ms. Ma. Lorela Santes talks about Diversity Management in Libraries



Dr. Ruvy M. Tuble and Ms. Analyn P. Panhilason gives the Certificate of Appreciation to Ms. Ma. Lorela Santes as Resource Speaker



The CHMSC-FT Library Staff and Student Assistants together with the library personnel of Alijis and Binalbagan Campus with the Resource Speakers.





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CHMSC-FT Library Personnel all smiles as they celebrate their 10<sup>th</sup> Library Day



Ms. Analyn P. Panhilason presented the 2019 Yearend Report and Dr. Ruvy M. Tuble led the SWOT Analysis and 2020 Action Planning



CHMSC-FT Library Personnel did the SWOT Analysis



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- The Librarians attended the seminar-workshop and general assembly organized by Negros Occidental Librarians Association with the theme, “Redefining Library Professionals Towards a Customer-Driven Services” on August 1-2, 2019.







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- The librarians attended the PLAI 2019 National Congress in TICC, Tagaytay City



CHMSC Librarians with Librarians from Negros Island Region during the Librarians Night



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## BENCHMARKING ACTIVITIES

Benchmarking activity is one way of exposing the library personnel to other libraries to keep them attuned with the trends, principles, and practices necessary for quality service delivery. Through the benchmarking activity, the librarians and library personnel were able to observe and see the best practices of each libraries they visited.

The CHMSC-FT Librarians, Personnel and Student Assistants had their Benchmarking Activity on June 28, 2019 in Academic Libraries of Colegio De Sta. Ana De Victorias, PNU-Visayas, and NONESCOST.

### **The Romeo V. Sta. Ana Library**





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## **PNU-Visayas Library**





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## **NONESCOST Library**





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The CHMSC Librarians had their Benchmarking Activity on November 20, 2019 in Cavite State University Library.





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## ○ 1<sup>st</sup> Quarter Meeting

Conducted 1st Quarter library meeting on March 5, 2019 with the following agenda:

- ✓ Calendar of activities for year 2019
- ✓ Signing of clearance
- ✓ World Book Day Celebration
- ✓ Book Fair
- ✓ Duties and responsibilities of SAs

## ○ 2<sup>nd</sup> Quarter Meeting



Conducted 2nd Quarter Library meeting on June 4, 2019 with the following agenda:

- ✓ Benchmarking Activity
- ✓ Calendar of activities for 3rd and 4th quarter
- ✓ Status of the inventory
- ✓ Other matters



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## ○ 3<sup>rd</sup> Quarter Meeting



Conducted 3<sup>rd</sup> Quarter Library meeting on July 12, 2019 with the following agenda:

- ✓ Library Manual
- ✓ Work Procedure
- ✓ Midyear Performance Review
- ✓ Newsletter
- ✓ Other matters

## ○ 4<sup>th</sup> Quarter Meeting

Conducted 4<sup>th</sup> Quarter Library meeting on October 30, 2019 with the following agenda:

- ✓ Upcoming 3<sup>rd</sup> ISO 9001:2015 Surveillance Audit
- ✓ National Book Week Activities
- ✓ Library Day
- ✓ Other Matters



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OBJECTIVES	ACTIVITIES
To effectively evaluate the library services	Conduct evaluation of library services among library users

## ACCOMPLISHMENTS

The College Library conducted an evaluation of library services among its library users and the result revealed that library users were very highly satisfied in four (4) areas (Collection, Services, Facilities, and Personnel).

Office of the College Librarian  
June 24, 2019  
DR. MARISSA S. QUEZON  
Dean, CBMA  
Dear Madam:  
This is to respectfully furnish your good office with a copy of the User Satisfaction of CHMSC-FT Library Resources, Services, Facilities, and Personnel for 2<sup>nd</sup> Semester, AY 2018-2019. The survey was conducted in March 2019.  
Thank you very much.  
Yours truly,  
ANALYN P. PANHILASON, RL  
College Librarian I

beliefs, age, gender or social status.

de Jager, K. (2015) claimed that students acknowledge the importance of library staff who make them feel welcome and are able to assist them in their work. According to Kannappanavar & Kumbargoudar (as cited in Adekoya, C. O., 2019), effective delivery of library services in academic libraries is not unconnected with the quality of their manpower and their philosophy towards total quality management. This makes manpower planning and total quality management (TQM) inevitable in libraries. Manpower planning and total quality management are necessities in libraries as libraries provide services that support learning in an academic environment.

**Table 6. Summary of User Satisfaction with Library Resources, Services, Facilities, and Personnel**

	Very Highly Satisfied %	Very Satisfied %	Satisfied %	Less Satisfied %	Dissatisfied %	Total %
Resources	58.62	38.6	2.7	0.08	0	100
Services	62.13	34.93	2.84	0.1	0	100
Facilities	64.78	32.78	2.37	0.07	0	100
Personnel	69.13	29.48	1.35	0.04	0	100

Overall, Table 6 revealed that most of the students are very highly satisfied with the library resources, services, facilities, and personnel. This implies that the library as a unit did an excellent job in the delivery of effective and efficient library services to its users. That, as a unit, the students as library users were pleased to the highest level with its resources and services. However, it also shows that resources need to be improved as it got the lowest score of 58.62% in the very highly satisfied category. Thus, the library needs to continually develop its collection to cater to the diverse information needs of its users.

It is also observed that there were very few students who were less satisfied with the library resources and services. Thus, it implies that the College Library has to exert extra effort to reach out to this few but important clientele.





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## OTHER ACCOMPLISHMENTS

### ○ **Greening Program**

The Library had Environmental Care and Awareness Book Display in celebration of Greening CHMSC Week





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## ○ **Inventory**



## ○ **Strengthening Linkages**

- CHMSC-FT Library, as recipient of BSP Knowledge Resource Corner, received 2 computer units and additional reading materials from Bangko Sentral ng Pilipinas, Bacolod Branch on June 27, 2019. The said donations were personally received by librarians, Dr. Ruvy M. Tuble and Ms. Analyn P. Panhilason.





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- The Librarians supported the Negros Occidental Librarians Association on its Poster Making Contest held on September 3, 2019 in Bacolod City Public Library.



## ○ **National Book Week**

The Library celebrated the National Book Week on November 25-29, 2019 with the following activities:

- BookFace Challenge
- Book Spine Poetry Contest
- Find Me!
- Book Week Posters Exhibit
- Top 3 Library Early Birds of November 25-29, 2019



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### BookFace Challenge

**Aaron S. Dioneo**  
**BSA 4**

Accounting was known to be one of the hardest subject if a person will encounter. Especially if that human is taking BS Accountancy or Business Courses. The cover from the national geographic with the title Almost Human showing the eyes of medieval human depicts the eyes of the accounting students nowadays. But the book reminds the students (and the holder himself) that it may be hard, but the rewards of finishing the subject and the course itself is all worth it. Reminding us, you're almost there, human, love accounting.

**1<sup>st</sup> Place**

### BookFace Challenge

**Jemar C. Nemenzo**  
**BSA-4**

As stated in the cover that he will be one of the next generation leaders, it will serve as an inspiration to me and to those generation following us that no matter what the race, we belong to can succeed if we strive hard.

**2<sup>nd</sup> Place**

### BookFace Challenge

**Lyndee Grace P. Presas**  
**BSE-1A**

Taking excessive pills is now being used for drugs and once people try to abuse it, a life could be in danger. We need to be careful in taking medicines through proper medication and prescription of the doctors. Awareness in our health status is important so we can avoid medicines that could harm more in our immune system.

**3<sup>rd</sup> Place**



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**Book Spine Poetry Contest**

**Ladydeave Pellejo BSA-4**  
["An open Letter to my Man"]

Dear Mr. Henshaw,  
Let's close a deal  
If I Stay,  
Please understand me,  
My joy my sorrow  
beyond sugar and spice,  
Everything I ever wanted  
The inner eye of love,  
True love  
Danii

**1st Place**

**Book Spine Poetry Contest**

**Christian Jude T. Alcantara BSA-4**

Everyday with Jesus,  
You can win the race.  
When faith is all you've got,  
Why Worry? Be Happy!  
Eat, Pray, Love, Rejoice!  
Until the trumpet sounds.

**2nd Place**

**Book Spine Poetry Contest**

**Nerisse Danielle C. Capili BSE-1**

Stress less Achieve more  
Get lucky  
Say Goodbye to stress  
Mission Success!

**3rd Place**

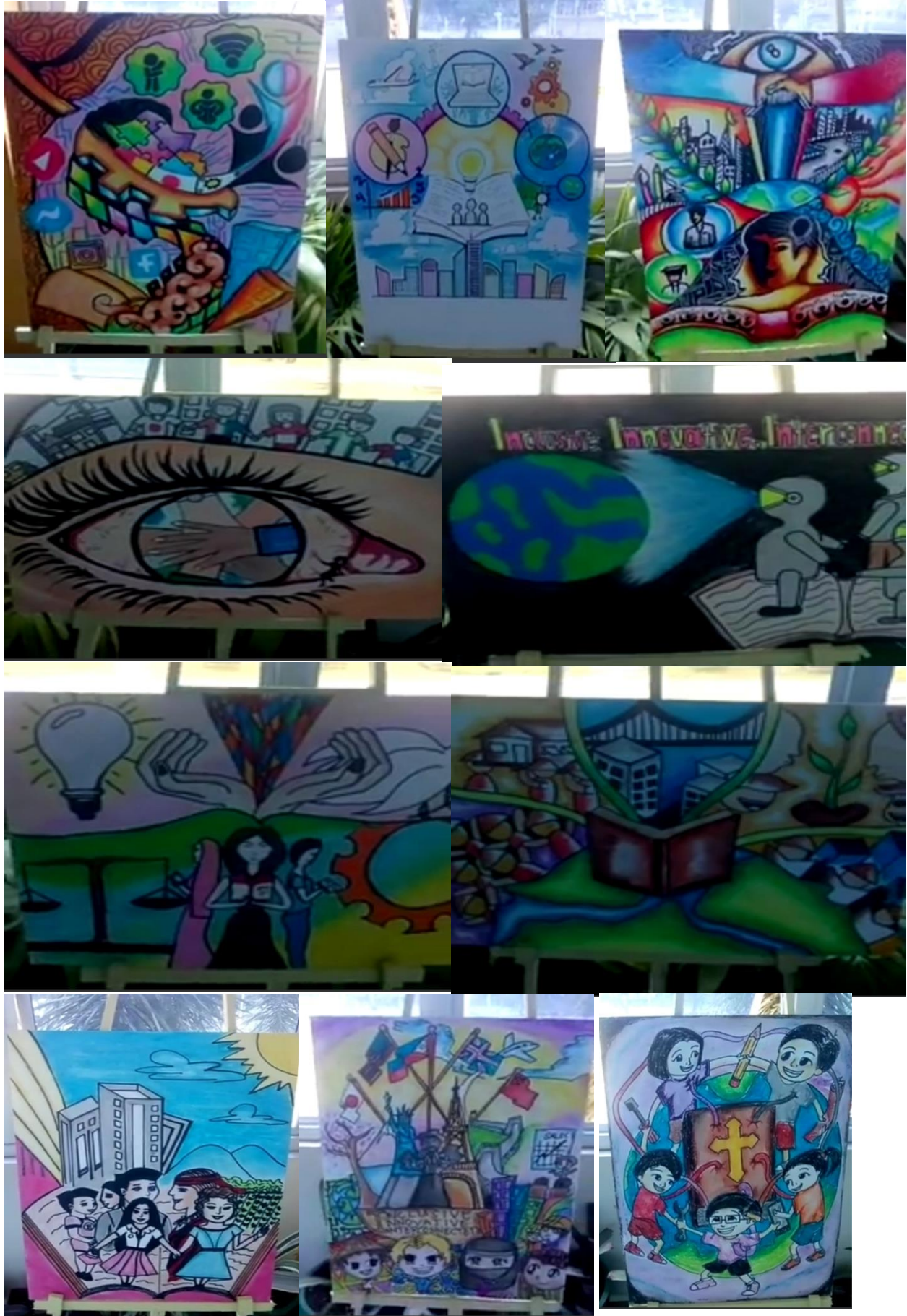


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## POSTERS EXHIBITS





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## **LIBRARY EARLY BIRDS (Nov. 25-29,2019)**

November 25, 2019

1. Rachel Anne C. Piojo – BSA II
2. Desiree B. Goque – BSMA II
3. Jellie Mar F. Moreño – BSBA-FM

November 26, 2019

1. Gleanesque P. Lemoncito – BSBA-FM
2. Welalyn F. Rebuyas – BSA
3. Reham V. Gawan – BSA

November 27, 2019

1. Micon D. Camingawan – BSMA
2. Justin L. Pornales - BSBA
3. Ma. Victoria Anne F. Manojó – BSBA

November 28, 2019

1. Nichole Shane M. Taño – BSIS
2. Michelle L. Librando – BSIS
3. Angelie P. Villarosa – BSIS

November 29, 2019

1. Roxie R. Grave – BSBA-FM
2. Shane Mariz S. Angel – BSIS
3. Mary Joy L. Sanidad