LIFELONG LEARNING MEASURES

AY 2025-2026

4.3.1 Free Public Learning Resources

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Republic of the Philippines
COMPOSTELA VALLEY STATE COLLEGE
Purok 10, Poblacion, Compostela, Compostela Valley 8803
www.cvsc.edu.ph

Excerpt from the minutes of the 21st Regular CVSC Board of Trustees Meeting held on October 11, 2018, 9:00 AM at The Ritz Hotel garden Suites, Sn. Obrero, Davao City

RESOLUTION NO. 2018-037, SERIES OF 2018

A RESOLUTION APPROVING THE CVSC LIBRARY MANUAL

WHEREAS, the CVSC College Library is one of the institutions' principal educational resources whose main purpose is to make instructional resources available and accessible to students, teachers, administrators and non-teaching staff;

WHEREAS, the College has no existing Library Manual;

WHEREAS, for the systematic operation of the College Library, a College Library Manual was crafted containing comprehensive policies and procedures that promote the effective and efficient delivery of library services;

WHEREAS, the proposed College Library Manual points out the importance of integrating and consulting Collection Development Policy as the College continues to develop its library collection;

WHEREAS, the proposed College Library Manual went a series of democratic consultations attended by the members of the Academic and Administrative Council;

WHEREAS, the proposed College Library Manual is seen significant to the general welfare and day-to-day operations of the College;

RESOLVED, AS IT IS HEREBY RESOLVED, that the Compostela Valley State College (CVSC) Board of Trustees hereby approves the CVSC Library Manual;

APPROVED UNANIMOUSLY, this 11th day of October, Two Thousand Eighteen, at The Ritz Hotel, Sn. Obrero, Davao City.

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NAME OF BOT MEMBERS	ACTION TAKEN		
	APPROVED	DISAPPROVED	REMARKS
Hon. Perfecto A. Alibán,Ph.D *CHED Commissioner* *CVSC BOT Chair*			
Hon. Christie Jean V. Ganiera, Ed.D *Vice Chair, CVSC BOT* *CVSC College President*			
Hon. Anthony C. Sales, CESO III *Member, CVSC BOT* *DOST XI, Regional Director* Represented by **Mirasol G. Domingo**			
Hon. Maria Lourdes D. Lim, CESO II *Member, CVSC BOT* *NEDA Regional Director*			
Hon. Almeera T. Limbo *Member, CVSC BOT* *Faculty Representative*			
Hon. Clark Vincent O. Suarez *Member, CVSC BOT* *Student Representative*			
Hon. Almalyn N. Costelo *Member, CVSC BOT* *Private Sector Representative*			
Dr. Raul C. Alvarez Jr., CESO III *Resource Person* *CHED, Regional Director*			

CERTIFIED TRUE AND CORRECT:

RUSSEL I. APORBO, MEAL
College Board Secretary-Designate

CERTIFIED PHOTOCOPY

Legal Basis for the Library Policy. The DDOSC Library Manual, approved under CVSC Board of Trustees (BOT) Resolution No. 072, Series of 2018, dated October 11, 2018, serves as the basis for the library policy on accommodating external clients.

APPROVED
CVSC BOT Resolution No. 072, series 2018
10-11-18

G. **Online and Offline Computer Access Services**
The College Library provides access to online and offline resources. The access of the services is facilitated by the Library Staff assigned in assisting possible and immediate access to a wide range of information.

LIBRARY RULES AND REGULATIONS

A. **Service Hours**
The College Library is open on Mondays to Fridays, from 8:00am to 9:30pm and on Saturdays, from 9:30am to 5:00pm. Bona fide clienteles are given privilege to enter the library as long as the College Library is open for service. Library users may access and use library resources needed for instruction, research, and other academic purposes. Visitors may be allowed to enter and access resource materials provided that they complied the necessary requisites as set by the College Librarian or Staff.

The following rules are set for the smooth supervision of the library:

- Library users should strictly observe SILENCE at all times. Mobile phones should be set in silent mode.
- Eating, smoking, and sleeping are not allowed in the library.
- Books should be returned to their proper places after used.
- Use of the library card.

Library card will be issued to freshmen and transferee students upon presentation of the Certificate of Registration (COR) and submission of 2 pieces, 1x1 recent photograph, to be pasted in the library card and borrower's card. The card is non-transferable. The fee for the issuance of another card in case of loss is twenty pesos (Php20.00).

B. **Control Procedures**
Attaché case, bags, big envelopes, and folders must be left at the baggage counter. Upon leaving the library, every user is required to:

a. Show the due slips for every library material that has been removed.
b. Return the due slip at the checking area.

C. **Bona Fide Users of the College Library**

The College Library may be used by:

1. The members of the Compostela Valley State College constitute the following:
   a. Faculty Members
   b. Non-teaching Staff
   c. Students
2. Non-members of CVSC community who may be allowed to use the library are expected to follow its rules and regulations. They are expected to

An excerpt from the DDOSC Library Manual, page 22, states that the library caters to external clients. The manual was approved under CVSC Board of Trustees (BOT) Resolution No. 072, Series of 2018, dated October 11, 2018.

LIBRARY SERVICES UNIT

Website: www.ddosc.edu.ph Email: library.compostela@ddosc.edu.ph Contact #: 0910-177-5283

CERTIFICATION

This is to certify that the Davao de Oro State College (DDOSC) Library Services Unit (LSU) serves as a Free Public Learning Space for individuals who are not members of the DDOSC community,providing them access to a conducive learning environment that supports reading, independent learning, research, and academic enrichment, including access to its physical library, e-Library, reading areas, and Audio-Visual Room (AVR), subject to availability, applicable access restrictions, and prior approval when required.

External users are expected to comply with the library's rules and regulations, registration and documentation requirements, and other guidelines prescribed by the College Librarian or authorized personnel. They must observe proper decorum and exercise due care in using the library's facilities, equipment, and resources. While the use of the learning space is free of charge, applicable fees may be collected for services involving photocopying, printing, downloading, or reproducing library resources, subject to institutional policies, copyright laws, and applicable database licensing agreements. The use of the AVR and other facilities shall likewise be subject to scheduling, availability, and established guidelines.

This certification is issued to affirm DDOSC's commitment to accessible learning, information sharing, and community engagement.

Certified by:

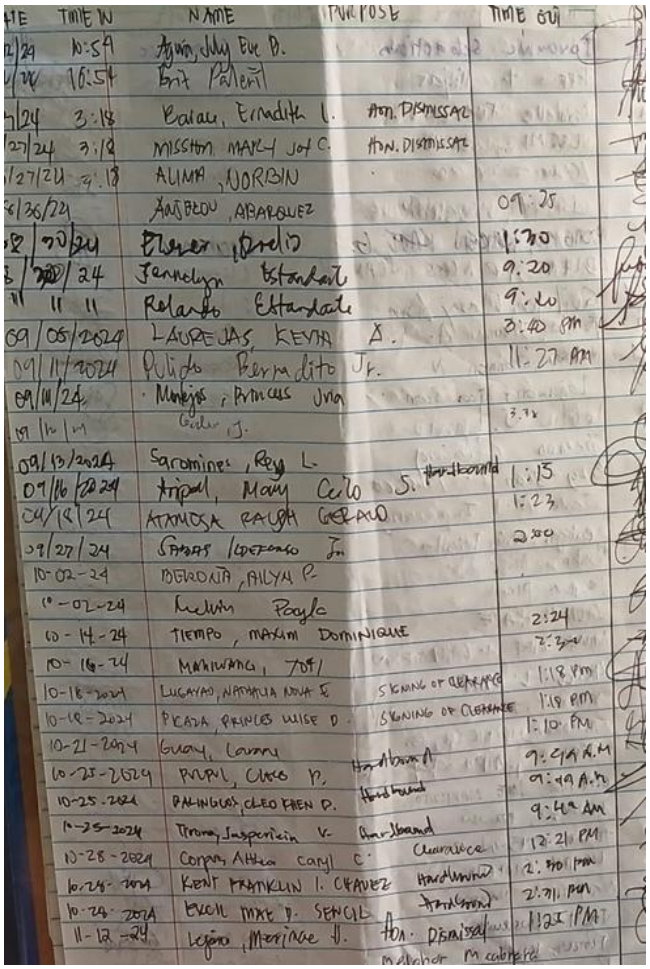
NEZIEL SIAROT-OCTAVIANO
College Librarian

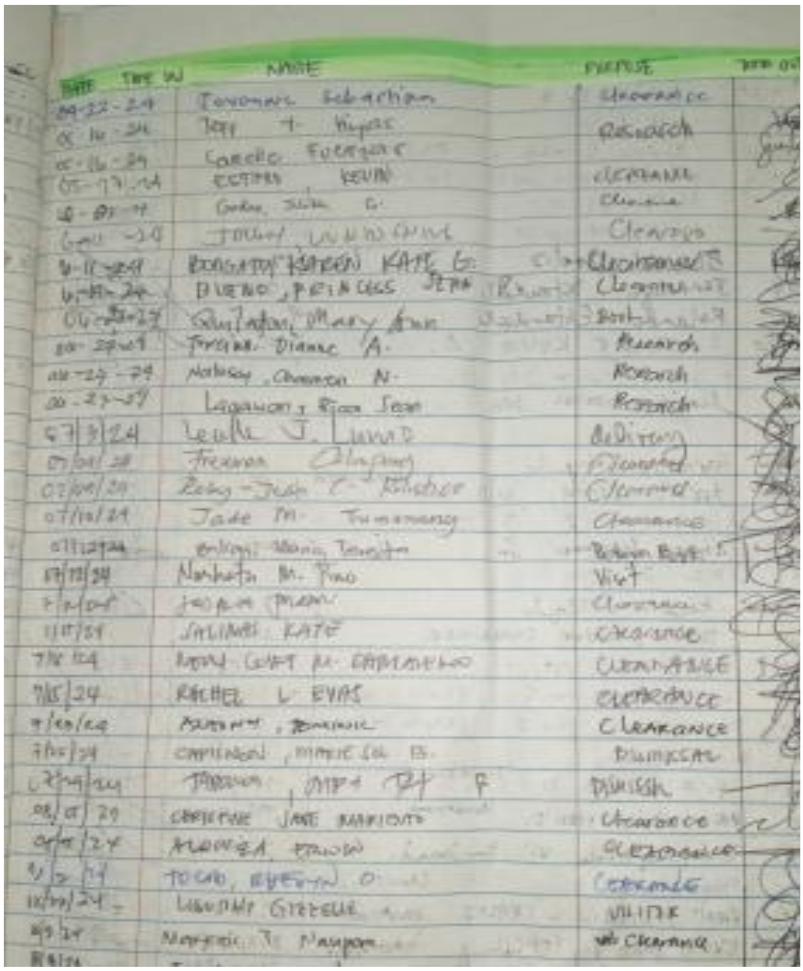
Noted by:

PEDRO P. RAYMUNDE JR., Ph.D.
Director, Academic Services Division

The certification confirms that the DDOSC Library is open to external clients as a free public learning space, duly certified by the College Librarian and noted by the Immediate Head, subject to existing library policies and regulations.







The visitors' logbook documents the utilization of DDOSC Library facilities and resources by external clients, demonstrating the library's role as a free public learning space for the wider community.



The DDOSC Library personnel warmly welcomed the librarian from Kolehiyo ng Pantukan during the institutional benchmarking activity, showcasing the library's printed collections, online databases, facilities, and best practices in library services and resource management.



External users utilize the DDOSC Library's printed resources for reading, research, and academic purposes, demonstrating the library's commitment to providing accessible learning resources to the wider community.

4 QUALITY EDUCATION