

FUNCTIONAL STATEMENT, OBJECTIVES AND EXPECTED RESULTS

Office/Department : RAUL S. ROCO LIBRARY
 Budget Year: : 2012

I. FUNCTIONAL STATEMENT

1. Selection, acquisition and organization of library materials.
2. Teaching formally by helping library users locate information.
3. Organize the office to become the center for adults and out of school youth education.
4. Use of all materials, print and non-print
5. Charging and discharging of library materials to clientele.
6. Reference service either in person or through the telephone.
7. Provision of computer/internet system and educational CD's for research works and actual internet browsing.
8. Perform such other functions as mandated by the Local Government Code.

II. OBJECTIVES

1. EDUCATION – to provide for self-development of the individual at whatever stage of education, closing the gap between the individual and recorded knowledge. To guide, develop and materially support the library program, which is aimed at improving.
2. INFORMATION – bring the individual accurate information quickly and in dept., particularly in current issues.
3. CULTURE – to be one of the principal centers of cultural life and promote keener participation, enjoyment and appreciation of all arts.
4. LIESURE – to play the part in encouraging the positive use of leisure and providing materials for change and relaxation.

III. PROJECTS/ACTIVITIES

Reference Code	Program/Project /Activity Description	Cost (*000)	Performance/ Output Indicator	Annual Targets	Implementation Schedule	
					FROM	TO
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1122-1-1	Reference and information Services	789	Reference materials are utilized	50,000 circulated materials	Jan	Dec.
1122-1-2	Inter-library resource sharing with TESDA School Libraries and Holy Rosary Minor Seminary Library	158	Reference materials are utilized	Full circulation of Filipiniana, Philosophy and IT references	Jan	Dec.
1122-1-3	Internet Services	395	Down searched materials are consulted	10,000 internet clients	Jan	Dec.
1122-1-4	Library Orientation Program -Naga Celebrates Reading	395	Books are borrowed, programs are well attended	20,000 clients oriented	June	Sept.
1122-1-5	Community promotions: Celebrates Raul S. Roco Day	789	Youth attendance in Library Programs	20 Youth organizations participated	Oct.	Oct.
1122-1-6	Professional Development Prog Raul S. Roco Library Lecture	237	Library updated and services are well disseminated	90% librarians attendant	Sept.	Oct.
1122-1-7	Collection Developemnt	500	More Library users	Instructional level	Jan	Dec.
TOTAL		2,761				