



**National Library of the Philippines (NLP)  
Information Systems Strategic Plan (ISSP)  
for the period of 2024 to 2026**



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF INFORMATION AND  
COMMUNICATIONS TECHNOLOGY

GDTB-GSSPD-E-2023-129

11 OCT 2023

**CESAR GILBERT Q. ADRIANO**  
*Director IV*  
**National Library of the Philippines**  
NLP Building, T.M. Kalaw Street  
Ermita, Manila

Dear **Director Adriano**:

The Department of Information and Communications Technology (DICT) hereby endorses the Information Systems Strategic Plan (ISSP) of the National Library of the Philippines (NLP) for the FY 2024-2026.

Consistent with the e-governance and digital transformation thrust of DICT that focuses on ensuring interoperability, cybersecurity, data protection, and ease of doing business, the DICT shall conduct random periodic reviews of the implementation of the ISSPs. In addition, NLP is required to submit an annual report to DICT detailing the status of its ICT projects and Information Systems.

NLP shall ensure compliance with the provisions of Republic Act No. 9184, also known as the Government Procurement Reform Act and its implementing Rules and Regulations, as amended, as well as any other applicable laws. Further, NLP shall ensure that its ISSP remains current and updated.

Rest assured of the DICT's continuing support in all of NLP's digitalization efforts.

Very truly yours,



Republic of the Philippines  
**NATIONAL LIBRARY OF THE PHILIPPINES**  
*Office of the Director*

26 September 2023

**IVAN JOHN E. UY**  
Secretary  
Department of Information and Communications Technology  
DICT Building, C.P. Garcia Avenue  
Diliman, Quezon City



**Dear Secretary Uy,**

We are pleased to submit the National Library of the Philippines, Information Systems Strategic Plan (ISSP) FY 2024-2026 for approval.

We look forward to your support in strengthening our information and communication technology (ICT) infrastructure.

Thank you.

**CESAR GILBERT Q. ADRIANO**  
Director IV  
National Library of the Philippines



web.nlp.gov.ph

## INFORMATION SYSTEMS STRATEGIC PLAN (ISSP) for the period 2024 to 2026

### NATIONAL LIBRARY OF THE PHILIPPINES

Prepared by:

Signature: \_\_\_\_\_

Name in Print: Leonardo P. Bernabe Jr.

Position: Information Technology Officer III

Tel. No.: 5336-72-00 loc 203 Fax No.: \_\_\_\_\_

E-Mail Address: lpbernabe@nlp.gov.ph

Scope

Department-Wide

Department - Central Office/Head Office

Central Office only

With Regional Offices/Field Offices

With Bureaus

Agency-Wide

Central Office only

With Regional Offices/Field Offices

APPROVED BY:

Director Cesar Gilbert O. Adriano

Name & Signature of Agency Head





**INFORMATION SYSTEMS STRATEGIC PLAN (ISSP) FY 2024 – 2026**  
**NATIONAL LIBRARY OF THE PHILIPPINES**

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# INFORMATION SYSTEMS STRATEGIC PLAN (ISSP) FY 2024 – 2026

## NATIONAL LIBRARY OF THE PHILIPPINES

### PART I. ORGANIZATIONAL PROFILE

#### A. Department/Agency Vision/Mission Statement

##### A.1. 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.

##### Legal Basis:

In 1887, a Royal Decree led to the creation of the Museo Biblioteca, the first National Library of the Philippines. Its existence ended with the expulsion of the Spanish regime, but in 1901, Act No. 222 established the American Circulating Library Division under the Bureau of Education. On January 31, 1918, Act No. 2572 merged the library with the Executive Bureau's Division of Archives, Patents, Copyright, and Trademarks and the Law Library. It was named the Philippine Library and Museum.

Act No. 3377 issued in 1928 provided for the separation of the Museum from the Library. The reorganization of the National Library after World War II changed its location from the Legislative Building to the former Bilibid Prison in Manila in June 1945. Executive Order No- 94, Series of 1947, rename the name of the National Library to the Bureau of Public Libraries. However, Republic Act No. 3873 in 1964, reverted the name to The National Library. In accordance with international convention, the library is now recognized as the National Library of the Philippines (NLP) pursuant to Republic Act No. 10087, enacted on May 13, 2010, The NLP is currently located on T.M. Kalaw Street, Ermita, Manila, Philippines.

##### A.2. Vision Statement

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.







# INFORMATION SYSTEMS STRATEGIC PLAN (ISSP) FY 2024 – 2026

## NATIONAL LIBRARY OF THE PHILIPPINES

### PART I. ORGANIZATIONAL PROFILE

#### A.3. Mission Statement

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

#### A.4. Major Final Outputs

##### **ORGANIZATION OUTCOME**

Collection, access, and preservation of library resources increased

#### **PROGRAMS**

##### **1. NATIONAL LIBRARY PROGRAM**

- a) Acquisition, Organization and Access of Library Materials
- b) Preservation and Conservation of Filipiniana Collection
- c) Improvement and Maintenance of Information Systems
- d) Library Promotional, Education and Cultural Activities
- e) Research and Publication of Library and Information, Sources, Services, Methods and new practices

##### **2. LIBRARY EXTENSION PROGRAM**

- a) Development and Support to affiliated Public Libraries
  - i. Operation of Congressional Library in Tayuman, Tondo, Manila
  - ii. Operation of Congressional Library in Balilihan, Bohol
  - iii. Operation of Batanes Provincial Library in Basco, Batanes

##### **3. GENERAL ADMINISTRATION AND SUPPORT**

- a) Development of General Administrative Support Services





# INFORMATION SYSTEMS STRATEGIC PLAN (ISSP) FY 2024 – 2026

## NATIONAL LIBRARY OF THE PHILIPPINES

### PART I. ORGANIZATIONAL PROFILE

#### B. Agency Profile

##### B.1. Name of Designated IS Planner

**Leonardo P. Bernabe Jr.**

Plantilla Position: Information Technology Officer III  
Organizational Unit: Information Technology Division  
E-mail Address: lpbernabe@nlp.gov.ph  
Contact number/s: 5336-7200 loc 203

##### B.2. Current Annual ICT Budget (FY 2022) **Php 12,792,000**

Annual Budget FY 2022	FY 2022
Personal Services (PS)	3,412,000
Maintenance and other Operating Expenses (MOOE)	9,380,000
Capital Outlay (CO)	0
<b>Total</b>	<b>12,792,000</b>

##### B.3. Organizational Structure

###### B.3.1. Total Number of Employees as of January 31, 2022: **190**

Status of Employment	
Permanent	125
Job Order	65



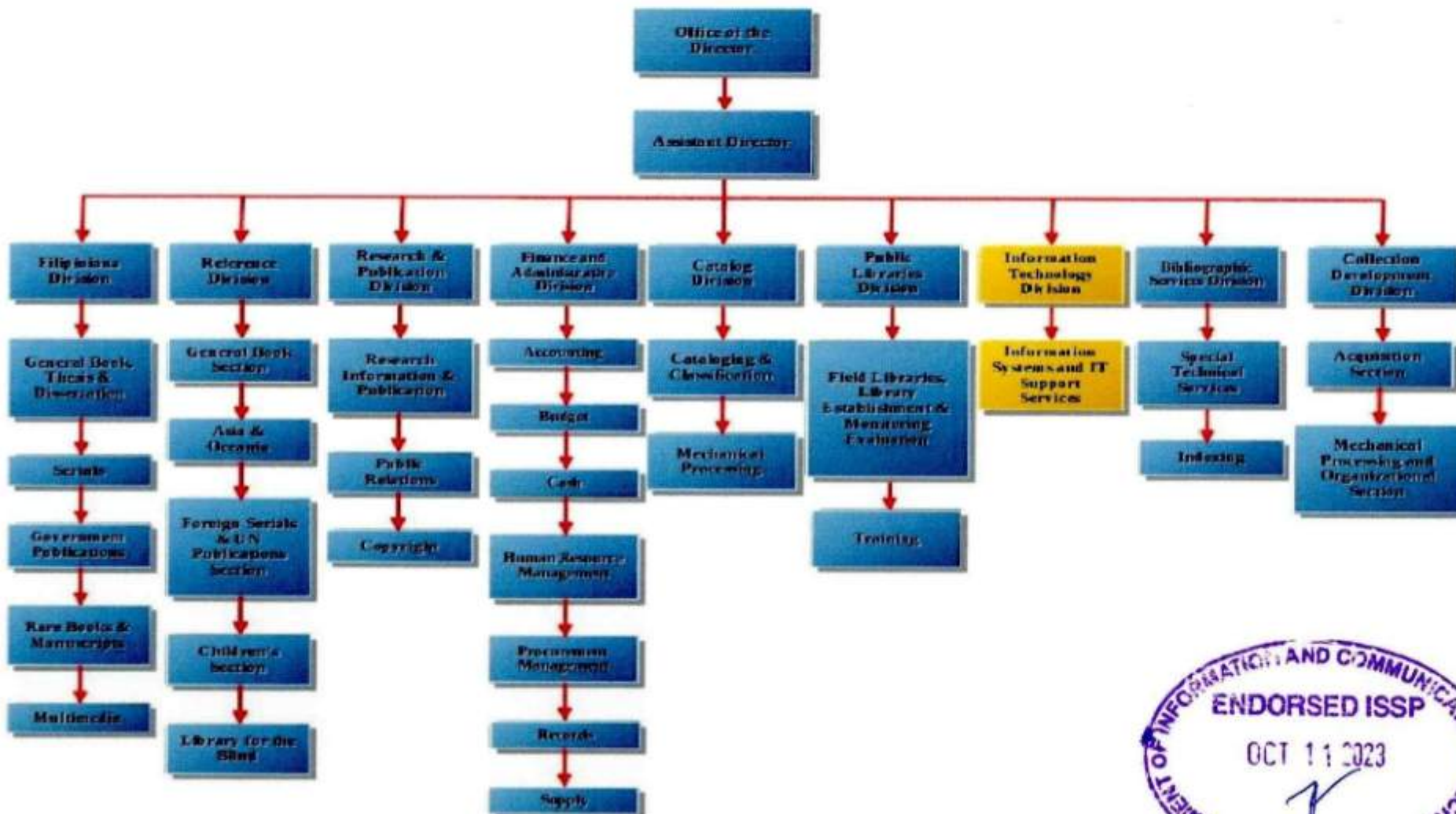


# INFORMATION SYSTEMS STRATEGIC PLAN (ISSP) FY 2024 – 2026

## NATIONAL LIBRARY OF THE PHILIPPINES

### PART I. ORGANIZATIONAL PROFILE

#### B.3.2. NLP's Current Organizational Structure





# INFORMATION SYSTEMS STRATEGIC PLAN (ISSP) FY 2024 – 2026

## NATIONAL LIBRARY OF THE PHILIPPINES

### **PART I. ORGANIZATIONAL PROFILE**

#### **Functional Description of Offices and Divisions**

##### **1. Office of the Directors**

The Office of the Directors is responsible for the overall management, organization, and supervision of the NLP. In this connection, it formulates and exercises the executive functions of planning, administration and enforcement of NLP policies and regulations. It is also responsible for implementing the orders from the Office of the President and the directives from the National Commission for Culture and the Arts.

##### **2. Office of the Assistant Director**

Assists the Director in managing the NLP by providing comprehensive support. Attends meetings and conferences on behalf of the Director at both local and global levels. Aids the Director in developing and executing policies and standard procedures for the NLP. Oversees the hiring process as the Head of the Personnel Promotion and Selection Board within the HRD. Carries out additional tasks as assigned by the Office of the Director.

##### **3. Filipiniana Division**

The Filipiniana Division serves as an active research center and public library that caters to the information and education needs of the public and equally as a national cultural center that leads in the collection and preservation of the written and printed cultural heritage of the country.

The Filipiniana Division offers extensive sources of information about the Philippines, its people, culture, history, arts, literature and government. The Division undertakes preventive conservation activities to delay deterioration and extend the life of its collections. The Division houses some of the most significant pieces of the country's printed and recorded cultural heritage, including original manuscripts of Dr. Jose Rizal's novels, "Noli Me Tangere", "El Filibusterismo" and well as his poem, the "Ultimo Adios"; the Philippine Revolutionary Papers; and the Manuel L. Quezon Papers.





# INFORMATION SYSTEMS STRATEGIC PLAN (ISSP) FY 2024 – 2026

## NATIONAL LIBRARY OF THE PHILIPPINES

### PART I. ORGANIZATIONAL PROFILE

#### The Division has the following core functions:

- Serve as the repository of Filipiniana publications as well as publications of Philippine government agencies and bureaus;
- Maintain and preserve all Filipiniana materials including books, non-books, and other materials; and
- Provide reading room services.

#### The Filipiniana Division has five sections:

##### General Books, Theses and Dissertations Section

The General Book Section covers books and pamphlets published or printed from 1946 to present. Its collection is rich in materials on Philippine literature, language and history. It also offers a wide selection of resources on various topics relating to the Philippines and to Filipinos, in general.

The Theses and Dissertation Section consist of an enormous collection of theses and dissertations gathered and collected from various universities and colleges nationwide. It also includes research papers of undergraduate college students in various fields of studies.

##### Government Publications Section

This section houses the publications on different government agencies in the Philippines including national government offices (i.e. Department, Bureaus, and other attached agencies), local government offices, government-owned and controlled corporations (i.e. GSIS), state universities, and colleges, judicial offices (i.e. Supreme Court, Regional Trial Court, etc.), legislative offices (i.e. House of Representative and the Senate), and other independent offices and special agencies.

##### Multimedia Section

The Multimedia Section holds non-book materials such as audio, visual and audio-visual collections, various media such as beta tapes, cassette tapes and VHS, optical discs such as CDs, VCDs, DVDs and ROMs, and microform formats. The collection of microfilms includes copies of rare books, manuscripts, serials, and special collections.





# INFORMATION SYSTEMS STRATEGIC PLAN (ISSP) FY 2024 – 2026

## NATIONAL LIBRARY OF THE PHILIPPINES

### PART I. ORGANIZATIONAL PROFILE

#### **Rare Books, Manuscripts and Special Collections Section**

This section was created through Department Order No. 3 to collect and preserve Filipiniana collections that include: original manuscripts, early printed books, exceptional collections, artworks, and other publications of historical importance.

#### **Serials Section**

This section takes charge of organizing, servicing, and preserving ephemeral materials. Its collection national and local newspaper, scholarly journals, brochures, magazines, souvenir and fiesta programs, invitation, posters, leaflets, calendars and those whose main characteristic is short-live or continuing.

#### **4. Reference Division**

The Reference Division maintains foreign print and non-print materials, provides onsite and offsite access to online databases and delivers resources and services for client/readers from the general public, including children, your adults, and person with print disabilities.

#### **The Division has the following core functions:**

- Maintains foreign library materials
- Provides reading room services to library users
- Provides access to online e-resources

#### **The Division has five sections:**

#### **Asia and Oceania Section**

This section provides and maintains scholarly resources about countries in Asia and Oceania except the Philippines in print and non-print formats written in English and in other languages.

#### **Children's Library Section**

This section is responsible for providing services and activities that develop children's interest in books and reading. These services include storytelling, read-aloud, puppet shows, arts and crafts, educational tours, and outreach programs.





# INFORMATION SYSTEMS STRATEGIC PLAN (ISSP) FY 2024 – 2026

## NATIONAL LIBRARY OF THE PHILIPPINES

### PART I. ORGANIZATIONAL PROFILE

#### **Foreign General Books Section**

This section maintains and organizes the collection and performs advisory services and recommends library materials to the readers.

#### **Foreign Serials and UN Publications Section**

This section maintains and organizes the foreign serials and the publications of the United Nations. The section also prepares guides and finding aids for foreign periodicals.

#### **Library for the Blind Section**

This section provides resources in alternative formats for persons with print disabilities, such as Braille, Large Print, and audiobooks. It also offers services such as transcription of print to Braille, and audiobook formats.

#### **5. Research and Publications Division**

The Research and Publications Division is responsible for the preparation and the publication of research and studies by the various divisions of the NLP. The Division also handles and coordinates the various cultural events and exhibits initiated or hosted by the NLP.

#### **The Division has the following core functions:**

- Prepare manuscripts based on research and studies made by technical divisions for publications;
- Publish NLP source materials of social, scientific, and historical importance;
- Take charge of all cultural activities of NLP, such as programs, conferences, and workshops.
- Implements the provisions of the Intellectual Property Code of the Philippines on Copyright Registration and Deposit (Republic Act 8293).





# INFORMATION SYSTEMS STRATEGIC PLAN (ISSP) FY 2024 – 2026

## NATIONAL LIBRARY OF THE PHILIPPINES

### PART I. ORGANIZATIONAL PROFILE

**The Division has three sections:**

#### **Research and Information and Publications Section**

This section is responsible for conducting research for NLP publications. The section also handles the printing of NLP guides, series, directories, newsletters and annual report. Other divisions must provide the RPD with a copy of their research materials made or published to ensure that we have a registry of NLP research guides.

#### **Public Relations Section**

This section is responsible for the handling and coordination of the cultural activities of the NLP. It handles the planning, setup, and coordination of activities, such as exhibitions, programs, tours, and publicity and promotional campaigns for NLP.

#### **Copyright Section**

The Copyright Section at the National Library of the Philippines implements Book V of Republic Act No. 8293, “An Act Prescribing the Intellectual Property Code and Establishing the Intellectual Property Office, Providing Powers and Functions and for Other Purposes” and Republic Act No. 10372, “Act Amending Certain Provisions of Republic Act No. 8293, Otherwise Known as the Intellectual Property Code of the Philippines, and for Other Purposes. The Copyright Section also serves as the repository of copyright-registered deposits.

#### **6. Finance and Administrative Division**

The Finance and Administrative Division (FAD) performs the over-all housekeeping function for the NLP, which includes preparation and safekeeping of general records, correspondence, budget preparation and execution, accounting, payroll, cashing, property and supply management, human resource management and security and janitorial services.

**The Division has the following core functions:**

- Implement and execute the administrative policies laid down by the Director relating to the organization and functions of the NLP;
- Coordinate the activities of the various divisions with respect to administrative and support services; and







# INFORMATION SYSTEMS STRATEGIC PLAN (ISSP) FY 2024 – 2026

## NATIONAL LIBRARY OF THE PHILIPPINES

### PART I. ORGANIZATIONAL PROFILE

- Maintain the infrastructure, facilities, equipment, and service vehicles of the NLP.

**The FAD has seven sections:**

#### **Accounting Section**

The Section is responsible for the proper and systematic recording and processing of all financial transactions of the NLP.

#### **Budget Section**

This Section is responsible mainly for the budget preparation of the NLP. It handles the preparation of the budget proposals, submits the budget estimates in accordance with the budget forms prescribed in the Budget Calls to the Department of Budget and Management and prepares the briefing/presentation before the DBM Technical Panel. It also assists the Director in the presentation of the NLP Budget before the DBM Budget Technical Committee and Technical Committee Hearings and Plenary Sessions of both the House of Representatives and the Senate. It also facilitates requests for Sub-Allotment Request Order (SARO), Notice of Cash Allocation (NCA) and other budgetary requirements including monitoring and recording of allotments received from DBM.

#### **Cash Section**

The Cash Section is responsible for the safe-keeping cash and other forms of collections, as well as the control of disbursements of money. It handles the receipt, custody and disbursement of funds and payments to general creditors, suppliers and its personnel. It also facilitates the preparation of salaries and other remunerations and its distribution to all concerned personnel, coordinates with the depository banks. Process checks for payment to suppliers, mandatory remittances and other financial obligations. Collects all income generated from services rendered and certifications issued by the NLP.

#### **Human Resource Management Section**

The HRM Section is tasked with administering the comprehensive personnel policy and program of the NLP. It is responsible for the recruitment and selection of personnel. It also formulates and implements human resource policies to





# INFORMATION SYSTEMS STRATEGIC PLAN (ISSP) FY 2024 – 2026

## NATIONAL LIBRARY OF THE PHILIPPINES

### PART I. ORGANIZATIONAL PROFILE

ensure the recruitment, development, and retention of competent employees needed in the attainment of the mandate and functions of the NLP.

#### **Supply Section**

The section is responsible for handling the purchase of supplies, materials and equipment necessary for the maintenance and continual improvement of the NLP. It is also in charge with the processing of requests for the replenishment of supplies and procurement of materials and equipment based on the standard procedures and processes.

#### **Records Section**

This section is responsible for maintaining the centralized records management of the NLP as well as the dissemination of memoranda, office orders and related issuances.

#### **Procurement Management Section**

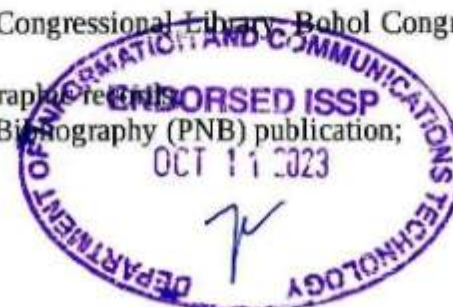
This section is responsible for coordinating and **monitoring all** procurement activities of the NLP as well as for handling the purchase of supplies, materials and equipment necessary for the maintenance and continual improvement of the NLP. It also handles the processing of requests for the replenishment of supplies and procurement of materials and equipment based on the standard procedures and processes.

#### **7. Catalog Division**

The Catalog Division is responsible for the organization of collections acquired through purchase, copyright, legal deposit, gifts and exchange, donation and photo reproduction. The Dewey Decimal Classification (DDC) is adopted as its scheme. On the other hand, the Classification Scheme for Philippine Government Publications is used for government publications and Library of Congress (LC) Classification Scheme for Philippine National Bibliography (PNB) materials.

#### **The Division has the following core functions:**

- Provides centralized cataloging service for the NLP, Batanes Congressional Library, Bohol Congressional Library and Sentro ng Karunungan Library;
- Maintains NLPs Online Public Access Catalog (OPAC) bibliographic records;
- Provides bibliographic entries in the NLPs Philippine National Bibliography (PNB) publication;





# INFORMATION SYSTEMS STRATEGIC PLAN (ISSP) FY 2024 – 2026

## NATIONAL LIBRARY OF THE PHILIPPINES

### PART I. ORGANIZATIONAL PROFILE

- Develops and implements technical policies, procedures, and standards in cataloging for NLP;
- Provide Cataloging-in-Publication services for publishers; and
- Provides consultative services and conducts actual in-service training to library professionals, paraprofessionals and LIS interns.

**The Catalog Division has two sections:**

#### **Cataloging and Classification (Technical Processing) Section**

This section is in charge of cataloging, classifying, and assigning subject headings to all library acquisitions: books, periodicals, and non-book materials. The subject headings are defined in accordance with the standards of the Library of Congress Subject Headings and Government Publication Scheme. This section is responsible for preparing the bibliographic entries in the NLP's Philippine National Bibliography publication and maintaining the Online Public Access Catalog of the NLP.

#### **Mechanical Processing Section**

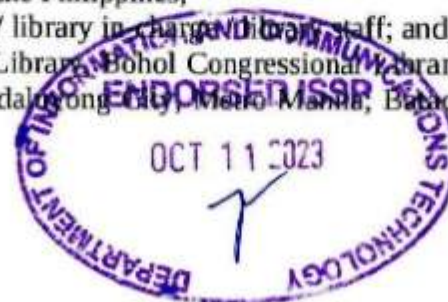
This section is in charge of the mechanical processes such as receiving, recording, labeling, affixing labels, counter checking and delivery of all acquired library materials.

#### **8. Public Libraries Division**

The Public Libraries Division (PLD) discharges the public library function of the National Library of the Philippines (NLP), which serves as the central node of the country's public library system.

**The PLD has the following core functions:**

- Implements the provisions of Republic Act No. 7743, which provides for the establishment of congressional, city, and municipal libraries and barangay reading centers throughout the Philippines;
- Establishes training programs and conduct training for librarians / library in charge and library staff; and,
- Supervises the various field libraries in Batanes Congressional Library, Bohol Congressional Library and Sentrong Karunungan Library, Basco, Batanes; Balilihan, Bohol; Mandalong City, Metro Manila; Bac City, Ilocos Norte; and, Tondo, Manila.





# INFORMATION SYSTEMS STRATEGIC PLAN (ISSP) FY 2024 – 2026

## NATIONAL LIBRARY OF THE PHILIPPINES

### PART I. ORGANIZATIONAL PROFILE

The PLD has two sections:

#### **Field Libraries, Library Establishment and Affiliation, Monitoring and Evaluation Section**

This section actively campaigns for the establishment of public libraries. It provides guidance and technical assistance to LGUs in the establishment, development and maintenance of public libraries (and bookmobiles-remove) in the provinces, cities, municipalities, and reading centers all over the country. It also coordinates with the CDD the shared-acquisition strategies for library resources, both print and digital formats as well as the distribution of these library resources to the country's public libraries. The section monitors and evaluates public libraries status, activities and services; records and consolidates quarterly and annual reports; and, maintains an up-to-date database of public libraries. It provides initial book allocation for newly affiliated public libraries and annual allocation of library resources for existing public libraries. It also oversees, coordinates, monitors and processes requests of field libraries in Batanes Congressional Library, Bohol Congressional Library and Sentro ng Karunungan Library, Basco, Batanes; Balilihan, Bohol; Mandaluyong City, Metro Manila; Batac City, Ilocos Norte; and, Tondo, Manila.

#### **Training Section**

The Training Section provides regular orientation sessions, follow-up training sessions, conducts services enhancement training, and professional development for new public librarians / library in-charge / library staff. It also develops relevant training and distributes regular communication about learning opportunities available at NLP, and other library organizations. It also coordinates and supports library programs and partnerships to raise public awareness about library services.

#### **9. Information Technology Division**

The Information Technology Division is responsible for providing quality technology-based services, and supporting the NLP in meeting its strategic goals and objectives. It manages and maintains the NLP and Philippine eLibrary Data Center and conducts information and communication technology (ICT) research and development activities in support of the goals of the NLP.

**It has the following core functions:**

- Takes charge of the effective use of information and communication technology in the NLP;





# INFORMATION SYSTEMS STRATEGIC PLAN (ISSP) FY 2024 – 2026

## NATIONAL LIBRARY OF THE PHILIPPINES

### PART I. ORGANIZATIONAL PROFILE

- Spearhead the improvement in the delivery of information and mandated services of the NLP; and
- Promote improvement of the internal business processes of the NLP.

**The Division has one section:**

#### **Information Systems and IT Support Services Section**

This section handles the design, development, implementation, and maintenance of ICT systems including internal business processes and client-oriented services. This section promotes the improvement of the NLP's performance and services by providing ICT training for NLP employees and the employees of its affiliated libraries. The section also provides technical assistance in the NLP's acquisition and maintenance of appropriate ICT equipment and facilities.

#### **10. Bibliographic Services Division**

Bibliographic Services Division (BSD) is one of the technical divisions of NLP. It serves as National Center for International Standard Book Number (ISBN), International Standard Serial Number (ISSN), and International Standard Music Number (ISMN).

**The BSD has the following core functions:**

- Maintain an up-to-date Philippine National Bibliography (PNB)
- Serve as the national center for the international standard numbering systems
- Prepare bibliographies and indexes of the NLP's serial holdings

**The division has two sections:**

#### **Special Technical Services Section**

This section is in charge of the issuance of the ISBN, ISSN, and ISMN which assigns identification codes to all books, serials, and musical publications for an efficient and economic method of communication among all industries.

The section is also responsible for the maintenance and updating of the Philippine National Bibliography.





# INFORMATION SYSTEMS STRATEGIC PLAN (ISSP) FY 2024 – 2026

## NATIONAL LIBRARY OF THE PHILIPPINES

### PART I. ORGANIZATIONAL PROFILE

#### **Indexing Section**

This section performs the online periodical indexing of current Filipiniana, foreign serials, and special collections and arranging them systematically.

#### **11. Collection Development Division**

The Collection Development Division (CDD) of the National Library of the Philippines is mandated to perform the task of building and maintaining the library's collection to serve educational, social, research, cultural, recreational, and other needs of the library users.

#### **The division has the following core functions:**

- Select, evaluate, and acquire all types of library materials to enrich and expand the collection of the NLP, Locally Funded Projects and its affiliated public libraries;
- Maintain exchange of publications program with local and foreign institutions; and
- Implements the provisions of the Decree on Legal and Cultural Deposit (Presidential Decree 812).

#### **The Division has two sections:**

#### **Acquisitions Section**

This section is in charge of acquiring materials for the NLP library collection and its affiliated public libraries, whether by purchase, legal deposit, gifts and donations or through exchange programs.

#### **Mechanical Processing and Organization Section**

This section handles the mechanical processing and organization of acquired books and other library materials, documents, prepares and sends publications to exchange partners and transfers books and other library materials to the Catalog Division for classification, cataloging, and database entry. Moreover, the section carries out the tasks of collating, stamping, accessioning, and affixing of barcodes and security strips.



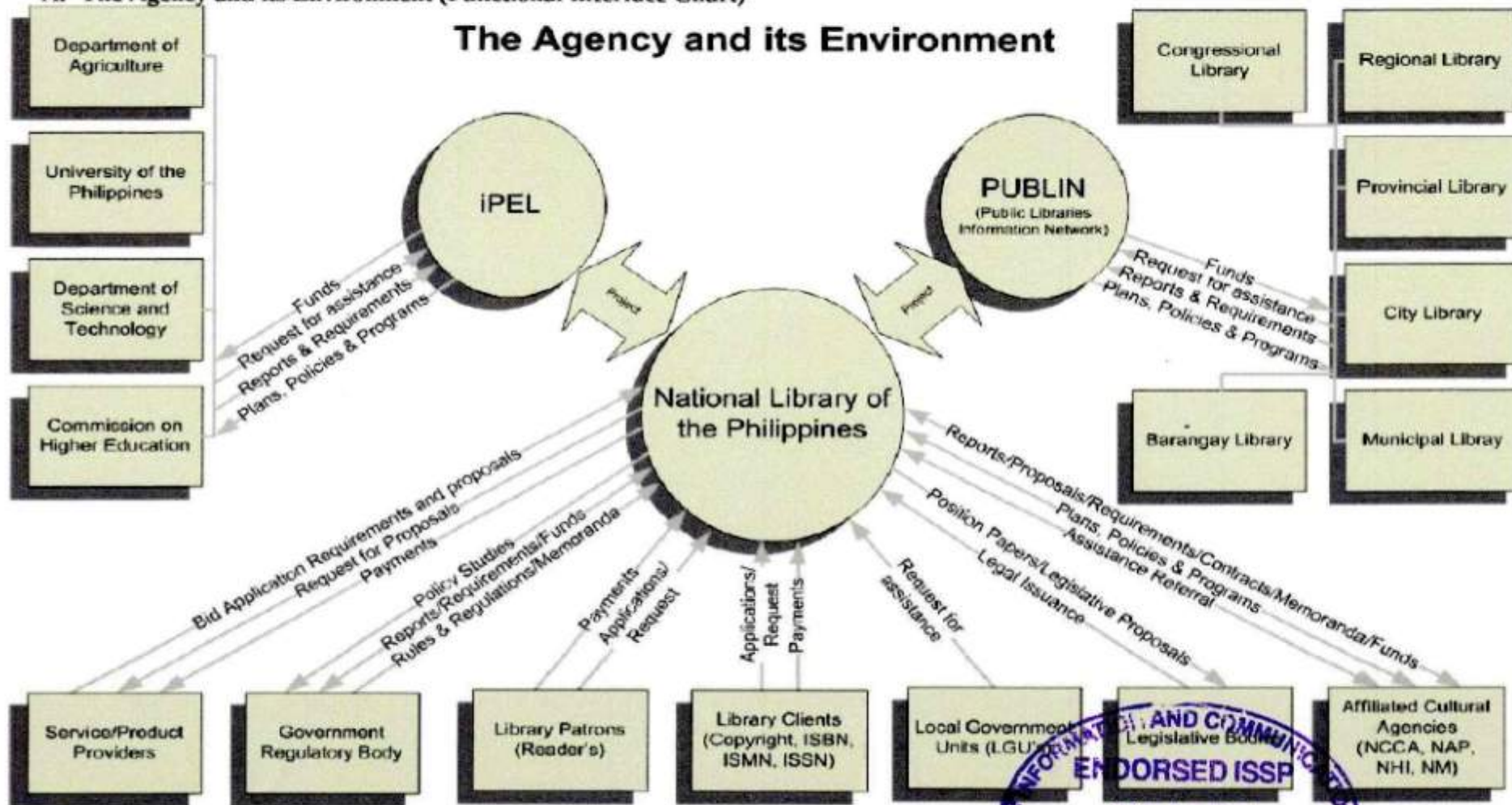


# INFORMATION SYSTEMS STRATEGIC PLAN (ISSP) FY 2024 – 2026

## NATIONAL LIBRARY OF THE PHILIPPINES

### PART I. ORGANIZATIONAL PROFILE

#### A. The Agency and its Environment (Functional Interface Chart)





# INFORMATION SYSTEMS STRATEGIC PLAN (ISSP) FY 2024 – 2026

## NATIONAL LIBRARY OF THE PHILIPPINES

### PART I. ORGANIZATIONAL PROFILE

#### B. Present ICT Situation (Strategic Challenges)

##### D.1 Frontline Services

- **Online Catalog of Library Materials** – Clients can search and perform bibliographic research through the system using the internet or using workstations at the library facilities. A system-generated Subject Guide is also made available for the whole library collection, Theses Collection and Dissertation Collection. Specialized systems are also available, KulturaLink for Philippine culture and the arts, Philippine Government Publications Electronic Information Hub for government publications, PUBLIN for Philippine Public Library materials, and iPEL for collections of project member organizations (Commission on Higher Education and state colleges and universities, Department of Agriculture and attached agencies, Department of Science and Technology and attached agencies, University of the Philippines, National Library of the Philippines and public libraries).
- **Reader Services** – ICT is used to support reader services. Charging of (issues and return) library materials are performed using a library system. A client identification card is produced where personal information and pictures are incorporated in the library system. Reports and statistical data are generated by the system. Digital copies are also available (as copyright permits) via Internet and on-site workstations using NLP Digital Library System, iPEL, and subscribed databases. Document Delivery Service (Inter-Library Loan) is provided for readers abroad. Internet connection for mobile devices is provided on-site via Wi-Fi hot spots.
- **Special Services** – a registry system is used to encode deposits and generate reports of Copyright Registration; On-line registration for the following: International Standard Book Number Registration (ISBN), International Standard Serial Number Registration (ISSN), International Standard Music Number (ISMN); Government Publication, Printed and recorded (Non-government) Publication, Production of Cataloging in Publication (CIP) data.
- **Development of Public Libraries** – The Resource Management System is used for allocation processing. Reports and allocation documents are produced by the system. A registry of Philippine Public Libraries is also maintained. A web site for each affiliated library is also provided to enhance the web presence of public libraries.
- **ICT Training for Public Libraries** – Developed training modules are uploaded into the system for public library staff training. Self-paced modules are available for online or offline use.







## INFORMATION SYSTEMS STRATEGIC PLAN (ISSP) FY 2024 – 2026 NATIONAL LIBRARY OF THE PHILIPPINES

### PART I. ORGANIZATIONAL PROFILE

- **ICT Services for Public Libraries** – Public Library staff and IT Division Staff use the system to communicate, transfer documents and files, discuss ICT – related matters and manage knowledge-base of ICT cases and associated solutions.
- Online Monitoring Report allows the affiliated Public Librarians to furnish their monthly accomplishment through online and the Public Libraries Division consolidates the report quarterly.
- Online Registration, annually the National Library of the Philippines conducts Conference for Public Librarians wherein they are required to register through online registration and we utilize also for checking of attendance for the 4-day conference.
- Some of the affiliated public libraries also provide the Workforce Development, eGovernment Services and Digital literacy.
- Bloom is a computer program. It was made so that making books can be easier. Bloom was designed with new computer users in mind. It has special features to guide them. People need less training when compared to other programs. Because of this, Bloom can help more people get involved in building large collection books in the local language. Later, other people can use Bloom to translate those books into other languages.

#### D.2. Office Automation

- The National Library of the Philippines uses ICT in its various business processes. Different solutions are used depending on business requirements. In some cases where the requirements are dictated by external organizations, technologies differ. Old Staff trained with new technologies as needed and new staff were trained mostly in-house. Technical staff avails of needed training depending on budget availability. Just recently, most of the staff attended the seminar/lecture on basic cybersecurity awareness and about ninety-eight percent (96%) of NLP staff or 182 out of 190 employees are computer literate. Since all employees was given an official email and have access to our Human Resource Management System (HRIMS) with fingerprint and facial recognition capabilities in timekeeping.
- Server-based systems are now affected by equipment failures. About 98% of servers were acquired prior to 2010. The full operation of systems is now limited due failure of the old air conditioning units at the data center. Failures are also due to the construction activities for building retro-fitting.





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### PART I. ORGANIZATIONAL PROFILE

- Most staff, regular or otherwise, is provided with a workstation. The remainder of staff such as maintenance personnel share workstations. The computer ratio 1:1 is now affected by equipment failure due to age. Around 44% of workstations were acquired prior to 2010.

#### D.3. Web Presence

- NLP operates a web portal available at <http://web.nlp.gov.ph>, utilizing a tailored Drupal Content Management System, which underwent in-house customization.
- The website encompasses a wide array of NLP Resources, including but not limited to the Catalog records of the collections, Digital Collections, Guides to Collection, Publications, Philippine National Bibliography (PNB), and Philippine eLibrary. Additionally, it provides various Services such as Readers Services, Cataloging-In-Publication (CIP), Copyright Registration, International Number System Registration (ISBN, ISSN, ISMN), and Legal Deposit.
- Furthermore, the NLP website proudly presents essential information, including the Transparency Seal, Freedom of Information Manual, Citizens Charter, Procurement Posting, QMS Manual, and Career Opportunities. Stay connected with us through our presence on social media platforms: Facebook, Twitter, TikTok, YouTube, and Instagram.
- The management of the system falls under the responsibility of the IT Division, while the content administration is handled by the Research and Publication Division.





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**PART I. ORGANIZATIONAL PROFILE**

**A. Strategic Concerns for ICT Use**

MAJOR FINAL OUTPUT <sub>1</sub>	CRITICAL MANAGEMENT/OPERATING/ BUSINESS SYSTEMS <sub>2</sub>	PROBLEMS <sub>3</sub>	INTENDED USE OF ICT <sub>4</sub>
Collection, access, and preservation of library resources increased	<ul style="list-style-type: none"> <li>*Increasing number of library users everyday</li> <li>*Clients accessing, searching and performing bibliographic research through the system using internet or using workstations at the library facilities accessing the library system.</li> <li>*Capture and digitization of library materials</li> </ul>	<ul style="list-style-type: none"> <li>*Frequent breakdown of old and outdated ICT equipment</li> <li>*Need to update the ICT Competency</li> <li>*Difficulty in retrieval of catalog records</li> </ul>	<ul style="list-style-type: none"> <li>*Continuous digitization and uploading of library Materials</li> <li>*Upgrading of ICT Infrastructure</li> </ul>
<b>1. NATIONAL LIBRARY PROGRAM</b>			
a) Acquisition, Organization and Access of Library Materials	<ul style="list-style-type: none"> <li>*Select and Acquire library materials</li> <li>*Processing of deposits</li> <li>*Circulate materials</li> <li>*Monitor utilization of facilities</li> <li>*Provide reader assistance</li> <li>*Produce bibliographies</li> <li>*Produce Philippine National Bibliography</li> <li>*Produce National Union Catalog</li> <li>*Produce Special Indexes</li> <li>*Produce Special abstracts</li> <li>*Processing of ISBN registration</li> <li>*Processing of ISSN registration</li> <li>*Processing of ISMN registration</li> <li>*Produce CIP data</li> </ul>	<ul style="list-style-type: none"> <li>*Unreliable connection/application</li> <li>*Frequent breakdown of old and outdated ICT equipment</li> <li>*Need to update the ICT Competency</li> <li>*Difficulty in retrieval of catalog records</li> </ul>	<ul style="list-style-type: none"> <li>*upgrade hardware and software components</li> <li>*Upgrading of ICT Infrastructure</li> </ul>
b) Preservation and Conservation of Filipiniana Collection	<ul style="list-style-type: none"> <li>*Document Preparation (Inspection and analysis of the materials)</li> <li>*Capture and digitization of library materials</li> <li>*Monitor utilization of digital materials</li> </ul>	<ul style="list-style-type: none"> <li>*Frequent breakdown of old and outdated ICT equipment</li> <li>*Difficulty in retrieval of digitized materials</li> <li>*Limited processing and</li> </ul>	<ul style="list-style-type: none"> <li>*Continuous digitization and uploading Filipiniana Materials</li> <li>*upgrade hardware and software components</li> <li>*Upgrading of ICT</li> </ul>





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<p>c) Improvement and Maintenance of Information Systems</p>	<p>*Utilize Information and Communications Technology Facility</p>	<p>utilization of available data</p> <p>*Frequent breakdown of old and outdated ICT equipment</p> <p>*Need to update the ICT Competency</p>	<p>Infrastructure</p> <p>*Infrastructure upgrading - procure high-end computers, modern equipment and network devices</p> <p>*upgrade hardware and software components</p> <p>*upgrade Internet Service</p> <p>*continuous maintenance services for network and computers</p>
<p>d) Library Promotional, Education and Cultural Activities</p>	<p>*Conduct of Storytelling sessions</p> <p>*Providing library tours</p> <p>*Distribution of library promotional materials such as brochures and pamphlets.</p> <p>*Conduct of Cultural activities such as Library Information Service Month (LIS)</p>	<p>*Frequent breakdown of old and outdated ICT equipment</p>	<p>*upgrade hardware and software components</p>
<p>e) Research and Publication of Library and Information, Sources, Services, Methods and best practices</p>	<p>*Processing of Copyright registration</p> <p>*Performs document delivery services</p>	<p>*Frequent breakdown of old and outdated ICT equipment</p>	<p>*Continuous Research and Publication of Information Sources</p> <p>*Development of Research and Publication Tools.</p> <p>*Enhancement of presentation materials using office productivity tools</p> <p>*On-line newsletters or emailed newsletters</p>





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<b>2. LIBRARY EXTENSION PROGRAM</b>			
a) Development and Support to affiliated Public Libraries			
i. Operation of Congressional Library in Tayuman, Tondo, Manila			<ul style="list-style-type: none"> <li>*Upgrading of ICT Infrastructure</li> <li>*Development of training courses/syllabus</li> </ul>
ii. Operation of Congressional Library in Balilihan, Bohol	<ul style="list-style-type: none"> <li>*Provide ICT and other Resources</li> <li>*Provide ICT and other training</li> </ul>	<ul style="list-style-type: none"> <li>*Outdated training modules</li> </ul>	<ul style="list-style-type: none"> <li>*Development of the eLearning portal</li> </ul>
iii. Operation of Batanes Provincial Library in Basco, Batanes	<ul style="list-style-type: none"> <li>*Provide ICT services</li> <li>*Monitor and evaluate</li> </ul>	<ul style="list-style-type: none"> <li>*Need to facilitate the training preparation and administration</li> </ul>	<ul style="list-style-type: none"> <li>*Enhancement of presentation materials using office productivity tools</li> <li>*Continuing expense for the maintenance of the learning management system (LMS) and development of content.</li> <li>*Updating of the learning and development database.</li> </ul>
<b>3. GENERAL ADMINISTRATION AND SUPPORT</b>			
a) Development of General Administrative Support Services	<ul style="list-style-type: none"> <li>*Provides support to organizational management-specific business processes.</li> <li>*Utilize Information and Communications Technology Facility</li> <li>*Automated financial document preparation and processing</li> <li>*Automated records management</li> <li>*Automated property and supply management</li> </ul>	<ul style="list-style-type: none"> <li>*Frequent breakdown of old and outdated ICT equipment</li> <li>*Need to update the HR ICT Competency</li> </ul>	<ul style="list-style-type: none"> <li>*Infrastructure upgrading</li> <li>*procure high-end computers, modern equipment and network devices</li> <li>*upgrade hardware and software components</li> <li>*upgrade Internet Service</li> <li>*continuous maintenance services for network and</li> </ul>





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	*Automated personnel management		computers *Rehabilitation and upgrade of NLP network infrastructure *ICT Training *Personnel Capacity Building
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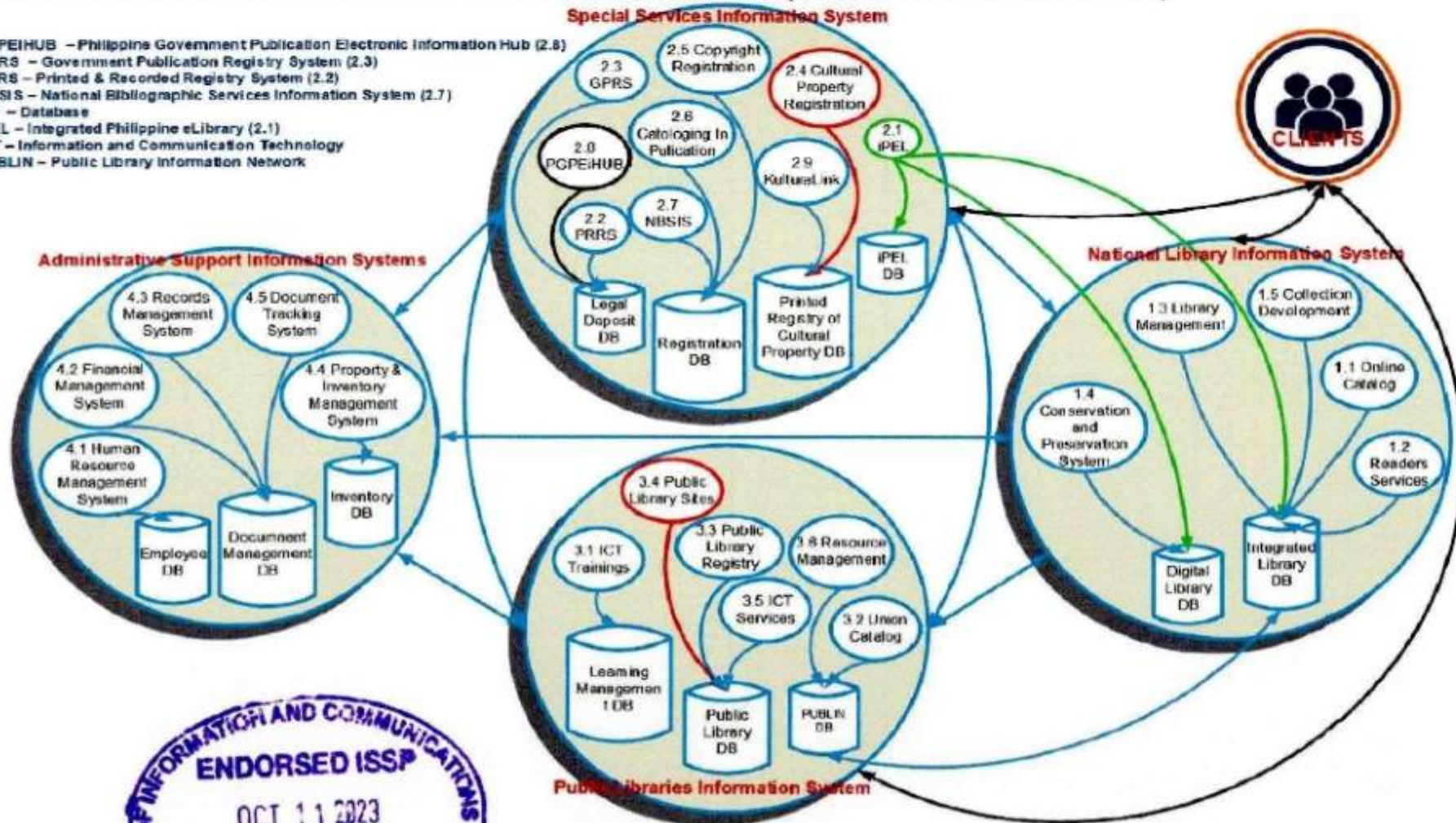
# INFORMATION SYSTEMS STRATEGIC PLAN (ISSP) FY 2024 – 2026

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### PART II. INFORMATION SYSTEMS STRATEGY

#### A. CONCEPTUAL FRAMEWORK FOR INFORMATION SYSTEMS (DIAGRAM OF ITS INTERFACE)

PGPEIHUB – Philippine Government Publication Electronic Information Hub (2.8)  
GPRS – Government Publication Registry System (2.3)  
PRRS – Printed & Recorded Registry System (2.2)  
NBSIS – National Bibliographic Services Information System (2.7)  
DB – Database  
IPEL – Integrated Philippine eLibrary (2.1)  
ICT – Information and Communication Technology  
PUBLIN – Public Library Information Network





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**PART II. INFORMATION SYSTEMS STRATEGY**

**B. DETAILED DESCRIPTION OF PROPOSED INFORMATION SYSTEMS**

<b>NAME OF INFORMATION SYSTEM/ SUB-SYSTEM</b>	<b>Rank 1.0: National Library Information System</b>	
<b>DESCRIPTION</b>	The system provides support to library-specific business processes of NLP.	
<b>STATUS</b>	For enhancement	
<b>DEVELOPMENT STRATEGY</b>	In-house	
<b>COMPUTING SCHEME</b>	Networked Systems	
<b>USERS</b>	<b>INTERNAL</b>	NLP Staff
	<b>EXTERNAL</b>	Library Clients (readers)
<b>OWNER</b>	NLP	

<b>NAME OF INFORMATION SYSTEM/ SUB-SYSTEM</b>	<b>Rank 1.1: Online Catalog System</b>	
<b>DESCRIPTION</b>	<p>Salient Features</p> <ul style="list-style-type: none"><li>• Search and retrieval of library materials in the database</li><li>• Online access to library materials locally and via the Internet</li><li>• 24/7 service availability</li></ul> <p>Purpose</p> <ul style="list-style-type: none"><li>• Users can identify library materials that can be used for a certain topic</li><li>• Users can identify the location of a library material in terms of particular library, division, collection or shelf</li></ul>	







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	<ul style="list-style-type: none"> <li>• Users can identify related library materials</li> </ul> <p>Functionalities</p> <ul style="list-style-type: none"> <li>• Selection of needed library materials</li> <li>• Identification of library, unit and shelf location</li> <li>• Sorting of search results</li> <li>• Saving and/or printing results</li> </ul> <p>Reports</p> <ul style="list-style-type: none"> <li>• Search results</li> <li>• Transaction report</li> </ul>	
<b>STATUS</b>	For enhancement	
<b>DEVELOPMENT STRATEGY</b>	In-house	
<b>COMPUTING SCHEME</b>	Thin-client	
<b>USERS</b>	<b>INTERNAL</b>	Catalog Division staff; Bibliographic Services Division staff
	<b>EXTERNAL</b>	Library Clients (readers)
<b>OWNER</b>	Catalog Division; Bibliographic Services Division	

<b>NAME OF INFORMATION SYSTEM/ SUB-SYSTEM</b>	<b>Rank 1.2: Reader Services System</b>
<b>DESCRIPTION</b>	<p>Salient Features</p> <ul style="list-style-type: none"> <li>• Online registration and application of Library ID</li> <li>• Online updating of patron information</li> <li>• Access to prepared bibliographies</li> <li>• Onsite and offsite access to digital content</li> <li>• Online reservation of library materials</li> <li>• Automated borrowing and returning of books</li> <li>• Online user help system</li> <li>• 24/7 availability</li> </ul>





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		<p><b>Purpose</b></p> <ul style="list-style-type: none"> <li>• Users can apply and register for library ID online</li> <li>• Users can update their personal information including change of username and password online</li> <li>• Users can access librarian prepared bibliographies</li> <li>• Users can make their own bibliographies</li> <li>• Users can access digital content</li> <li>• Users can reserve library materials online</li> <li>• Users can borrow and return books automatically via the system</li> <li>• Users can have access to help system</li> </ul> <p><b>Functionalities</b></p> <ul style="list-style-type: none"> <li>• Creation and updating of patron information</li> <li>• Delivery and creation of bibliographies</li> <li>• Delivery of digital content</li> <li>• Reservation, borrowing and return of library materials</li> <li>• Delivery of user help system</li> </ul> <p><b>Reports</b></p> <ul style="list-style-type: none"> <li>• Transaction logs</li> <li>• User reading statistics</li> </ul>
<b>STATUS</b>		For enhancement
<b>DEVELOPMENT STRATEGY</b>		In-house
<b>COMPUTING SCHEME</b>		Thin-client
<b>USERS</b>	<b>INTERNAL</b>	Filipiniana Division staff; Reference Division staff
	<b>EXTERNAL</b>	Library Clients (readers)
<b>OWNER</b>		Filipiniana Division; Reference Division





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<b>NAME OF INFORMATION SYSTEM/ SUB-SYSTEM</b>	<b>Rank 1.3: Library Management System</b>
<b>DESCRIPTION</b>	<p>Salient Features</p> <ul style="list-style-type: none"><li>• Monitoring of library materials and service deliveries</li><li>• Management of patron records</li><li>• Registry of library materials</li><li>• 24/7 availability</li></ul> <p>Purpose</p> <ul style="list-style-type: none"><li>• Library staff can monitor utilization of library materials and facilities and materials</li><li>• Library staff can manage patron records</li><li>• Library staff can manage library collections</li></ul> <p>Functionalities</p> <ul style="list-style-type: none"><li>• Generate statistics on library materials and facilities utilization</li><li>• Generate statistics on library collections</li><li>• Generate statistics on patrons</li><li>• Generate barcodes for patron ID and library materials</li><li>• Generate inventory records</li><li>• Locate and generate location history of library materials</li><li>• Perform branch transfers of library materials</li><li>• Store patron records in a registry</li><li>• Store library material records in a registry</li></ul> <p>Reports</p> <ul style="list-style-type: none"><li>• Library materials utilization</li><li>• Library facilities utilization</li><li>• Shelf inventory of library materials</li><li>• Missing library materials</li><li>• Patron statistics</li><li>• Patron Registry</li><li>• Library Material Registry</li></ul>
<b>STATUS</b>	For enhancement





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<b>DEVELOPMENT STRATEGY</b>		In-house
<b>COMPUTING SCHEME</b>		Thin-client
<b>USERS</b>	<b>INTERNAL</b>	NLP Staff
	<b>EXTERNAL</b>	Library Clients (readers)
<b>OWNER</b>		NLP

<b>NAME OF INFORMATION SYSTEM/ SUB-SYSTEM</b>	<b>Rank 1.4: Conservation and Preservation System</b>	
<b>DESCRIPTION</b>	<p>Salient Features</p> <ul style="list-style-type: none"> <li>• Management of digitization process</li> </ul> <p>Purpose</p> <ul style="list-style-type: none"> <li>• Library staff can record digitization process management metadata</li> <li>• Library staff can determine availability of digital copies.</li> </ul> <p>Functionalities</p> <ul style="list-style-type: none"> <li>• Generate status of digitization</li> <li>• Generate availability of digitized library materials</li> </ul> <p>Reports</p> <ul style="list-style-type: none"> <li>• Statistics on digitization status</li> <li>• Availability of digital content</li> </ul>	
<b>STATUS</b>	For enhancement	
<b>DEVELOPMENT STRATEGY</b>		In-house
<b>COMPUTING SCHEME</b>		Networked system
<b>USERS</b>	<b>INTERNAL</b>	Information and Technology Division staff; NLP Staff
	<b>EXTERNAL</b>	Library Clients (readers)
<b>OWNER</b>		Information and Technology Division





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<b>NAME OF INFORMATION SYSTEM/ SUB-SYSTEM<sub>1</sub></b>		<b>Rank 1.5: Collection Development System</b>
<b>DESCRIPTION</b>		<p>Salient Features</p> <ul style="list-style-type: none"> <li>• Data Mining of collection to support collection development</li> <li>• Management of deliveries (purchase, deposit, or otherwise)</li> <li>• Procurement support</li> </ul> <p>Purpose</p> <ul style="list-style-type: none"> <li>• Library staff can identify strengths and weaknesses of the collection</li> <li>• Library staff can process deliveries</li> <li>• Library staff can generate purchase information of library materials for procurement</li> <li>• Library staff can generate collection holdings data to evaluate library materials</li> </ul> <p>Functionalities</p> <ul style="list-style-type: none"> <li>• Generate collection statistics</li> <li>• Store delivery and library material information</li> <li>• Generate data to create procurement documents</li> <li>• Store accession registry</li> </ul> <p>Reports</p> <ul style="list-style-type: none"> <li>• Accession registry</li> <li>• Collection statistics</li> <li>• Delivery status</li> <li>• Purchase data</li> </ul>
<b>STATUS</b>		For enhancement
<b>DEVELOPMENT STRATEGY</b>		In-house
<b>COMPUTING SCHEME</b>		Thin-client
<b>USERS</b>	<b>INTERNAL</b>	Collection Development Division Staff
	<b>EXTERNAL</b>	none
<b>OWNER</b>		Collection Development Division





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<b>NAME OF INFORMATION SYSTEM/ SUB-SYSTEM</b>		<b>Rank 2.0: Special Services Information System</b>
<b>DESCRIPTION</b>		The system provides support to business processes involving special functions or involvement of NLP
<b>STATUS</b>		For enhancement
<b>DEVELOPMENT STRATEGY</b>		Outsource and in-house
<b>COMPUTING SCHEME</b>		Thin-client
<b>USERS</b>	<b>INTERNAL</b>	NLP staff
	<b>EXTERNAL</b>	Library clients (readers); partner agencies
<b>OWNER</b>		NLP



<b>NAME OF INFORMATION SYSTEM/ SUB-SYSTEM</b>		<b>Rank 2.1: iPEL (Integrated Philippine eLibrary)</b>
<b>DESCRIPTION</b>		<p>Salient Features</p> <ul style="list-style-type: none"> <li>• To provide access to information to citizens for life-long learning;</li> <li>• To enrich local content in digital format for community and global access;</li> <li>• To build local capabilities and expertise in the creation and generation of digital information sources;</li> <li>• To provide library and information services network to academic and government institutions for optimum use of resources;</li> <li>• To promote and accelerate the exchange of knowledge resources among various sectors of society, including regional and international users; and</li> <li>• To establish a mechanism of income generation and other means to sustain the eLibrary.</li> <li>• To provide Content Management system (CMS) and Integrated Library System (ILS) to stakeholders who do not have an existing website for their library</li> <li>• Delivery of digital content</li> </ul>



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		<ul style="list-style-type: none"> <li>• 24/7 availability</li> </ul> <p>Purpose</p> <ul style="list-style-type: none"> <li>• Users can identify library materials (in all libraries of Department of Agriculture, Department of Science and Technology, Commission on Higher Education, NLP and University of the Philippines) that can be used for a certain topic</li> <li>• Users can identify the location of a library material in terms of particular library (libraries of Department of Agriculture, Department of Science and Technology, Commission on Higher Education, NLP and University of the Philippines)</li> <li>• Users can identify related library materials (libraries of Department of Agriculture, Department of Science and Technology, Commission on Higher Education, NLP and University of the Philippines)</li> <li>• Users can access (paid and free) digitized Filipiniana materials</li> <li>• Users can access (paid) other subscribed database materials</li> </ul> <p>Functionalities</p> <ul style="list-style-type: none"> <li>• Creation and updating of user/prepaid card information</li> <li>• Updating of bibliographic records and digital content</li> <li>• Content Management System</li> <li>• Delivery of digital content</li> <li>• Delivery of user help system</li> <li>• Management of information products and services</li> <li>• Generate statistics and transaction reports</li> <li>• Sorting of search results</li> <li>• Saving and/or printing results</li> </ul> <p>Reports</p> <ul style="list-style-type: none"> <li>• Utilization statistics</li> <li>• Transaction records</li> </ul>
<b>STATUS</b>		Enhancement ongoing
<b>DEVELOPMENT STRATEGY</b>		Out-source
<b>COMPUTING SCHEME</b>		Thin-client
<b>USERS</b>	<b>INTERNAL</b>	NLP staff





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	<b>EXTERNAL</b>	Library clients (readers); DA staff; DOST Library staff; CHED Library staff; UP Library staff;
<b>OWNER</b>		NLP

<b>NAME OF INFORMATION SYSTEM/ SUB-SYSTEM</b>	<b>Rank 2.2: Printed and Recorded Registry System</b>	
<b>DESCRIPTION</b>	<p>Salient Features</p> <ul style="list-style-type: none"> <li>• Online submission of printed and recorded materials</li> <li>• Online acknowledgment /certification of submitted materials</li> </ul> <p>Purpose</p> <ul style="list-style-type: none"> <li>• Writers can submit printed and recorded materials online</li> <li>• Writers can receive acknowledgment /certification online</li> </ul> <p>Functionalities</p> <ul style="list-style-type: none"> <li>• Store transaction records</li> <li>• Store submitted materials</li> <li>• Generate registry</li> </ul> <p>Reports</p> <ul style="list-style-type: none"> <li>• Transaction records</li> <li>• Acknowledgment /certification documents</li> <li>• Registry</li> </ul>	
<b>STATUS</b>	For enhancement	
<b>DEVELOPMENT STRATEGY</b>	In-house	
<b>COMPUTING SCHEME</b>	Thin-client	
<b>USERS</b>	<b>INTERNAL</b>	Collection Development Division staff
	<b>EXTERNAL</b>	none
<b>OWNER</b>	Collection Development Division	







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<b>NAME OF INFORMATION SYSTEM/ SUB-SYSTEM</b>		<b>Rank 2.3: Government Publication Registry System</b>
<b>DESCRIPTION</b>		<p>Salient Features</p> <ul style="list-style-type: none"> <li>• Online submission of government publications</li> <li>• Online acknowledgment /certification of submitted materials</li> </ul> <p>Purpose</p> <ul style="list-style-type: none"> <li>• Government Agency staff can submit printed and recorded materials online</li> <li>• Government Agency staff can receive acknowledgment /certification online</li> </ul> <p>Functionalities</p> <ul style="list-style-type: none"> <li>• Store transaction records</li> <li>• Store submitted materials</li> <li>• Generate registry</li> </ul> <p>Reports</p> <ul style="list-style-type: none"> <li>• Transaction records</li> <li>• Acknowledgment /certification documents</li> <li>• Registry</li> </ul>
<b>STATUS</b>		For enhancement
<b>DEVELOPMENT STRATEGY</b>		In-house
<b>COMPUTING SCHEME</b>		Thin-client
<b>USERS</b>	<b>INTERNAL</b>	Collection Development Division staff
	<b>EXTERNAL</b>	Government agencies
<b>OWNER</b>		Collection Development Division

<b>NAME OF INFORMATION SYSTEM/ SUB-SYSTEM</b>		<b>Rank 2.4: Cultural Property Registration System</b>
<b>DESCRIPTION</b>		<p>Salient Features</p> <ul style="list-style-type: none"> <li>• Registration of Print and Recorded Cultural Property</li> </ul>





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		Purpose <ul style="list-style-type: none"> <li>• Filipiniana staff can encode metadata of Print and Recorded Cultural Property</li> <li>• Filipiniana staff can search the database</li> </ul> Functionalities <ul style="list-style-type: none"> <li>• Encode metadata</li> <li>• Generate registry</li> </ul> Reports <ul style="list-style-type: none"> <li>• Statistical Reports</li> <li>• Registry</li> </ul>
<b>STATUS</b>		For development
<b>DEVELOPMENT STRATEGY</b>		In-house
<b>COMPUTING SCHEME</b>		Thin-client
<b>USERS</b>	<b>INTERNAL</b>	Filipiniana Division staff
	<b>EXTERNAL</b>	none
<b>OWNER</b>		Filipiniana Division



<b>NAME OF INFORMATION SYSTEM/ SUB-SYSTEM</b>	<b>Rank 2.5: Copyright Registration System</b>
<b>DESCRIPTION</b>	Salient Features <ul style="list-style-type: none"> <li>• Online filing and tracking of application status</li> <li>• Online submission of printed materials subject of registration and supporting documents for advance processing</li> </ul> Purpose <ul style="list-style-type: none"> <li>• Registrants can submit printed and recorded materials online</li> <li>• Registrants can receive acknowledgment /certification online</li> <li>• Registrants can check the status of application</li> </ul> Functionalities <ul style="list-style-type: none"> <li>• Store transaction records</li> </ul>



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	<ul style="list-style-type: none"> <li>• Store submitted materials</li> <li>• Generate registry</li> </ul> Reports <ul style="list-style-type: none"> <li>• Transaction records</li> <li>• Acknowledgment/certification documents</li> <li>• Registry</li> </ul>	
<b>STATUS</b>	For enhancement	
<b>DEVELOPMENT STRATEGY</b>	In-house	
<b>COMPUTING SCHEME</b>	Thin-client	
<b>USERS</b>	<b>INTERNAL</b>	Copyright Section staff
	<b>EXTERNAL</b>	Publishers and authors
<b>OWNER</b>	Copyright Section	

<b>NAME OF INFORMATION SYSTEM/ SUB-SYSTEM</b>	<b>Rank 2.6: Catalog in Publication System</b>
<b>DESCRIPTION</b>	Salient Features <ul style="list-style-type: none"> <li>• Online filing and tracking of application status</li> <li>• Online submission of printed materials subject of registration and supporting documents for advance processing</li> </ul> Purpose <ul style="list-style-type: none"> <li>• Clients can submit printed and recorded materials online</li> <li>• Clients can receive CIP data online</li> <li>• Clients can check the status of application</li> </ul> Functionalities <ul style="list-style-type: none"> <li>• Store transaction records</li> <li>• Store submitted materials</li> <li>• Generate CIP data</li> </ul> Reports





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		<ul style="list-style-type: none"> <li>• Transaction records</li> <li>• CIP data</li> </ul>
<b>STATUS</b>	For enhancement	
<b>DEVELOPMENT STRATEGY</b>	In-house	
<b>COMPUTING SCHEME</b>	Thin-client	
<b>USERS</b>	<b>INTERNAL</b>	Catalog Division staff
	<b>EXTERNAL</b>	Publishers and authors
<b>OWNER</b>	Catalog Division	

<b>NAME OF INFORMATION SYSTEM/ SUB-SYSTEM</b>	<b>Rank 2.7: National Bibliographic Services System</b>
<b>DESCRIPTION</b>	<p>Salient Features</p> <ul style="list-style-type: none"> <li>• Online filing and tracking of application status</li> <li>• Online submission of printed materials subject of registration and supporting documents for advance processing</li> </ul> <p>Purpose</p> <ul style="list-style-type: none"> <li>• Registrants can submit printed and recorded materials online</li> <li>• Registrants can receive acknowledgment/certification online</li> <li>• Registrants can check the status of application</li> </ul> <p>Functionalities</p> <ul style="list-style-type: none"> <li>• Store transaction records</li> <li>• Store submitted materials</li> <li>• Generate registry</li> </ul> <p>Reports</p> <ul style="list-style-type: none"> <li>• Transaction records</li> <li>• Acknowledgment/certification documents</li> <li>• Registry</li> </ul>





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<b>STATUS</b>		For enhancement
<b>DEVELOPMENT STRATEGY</b>		In-house
<b>COMPUTING SCHEME</b>		Thin-client
<b>USERS</b>	<b>INTERNAL</b>	Bibliographic Services Division staff
	<b>EXTERNAL</b>	authors and publishers
<b>OWNER</b>		Bibliographic Services Division

<b>NAME OF INFORMATION SYSTEM/ SUB-SYSTEM</b>	<b>Rank 2.8: Philippine Government Publications Electronic Information Hub</b>
<b>DESCRIPTION</b>	<p>Salient Features</p> <ul style="list-style-type: none"> <li>• Searching of library materials published by government agencies in the database</li> <li>• Accessible online locally and via the Internet</li> <li>• 24/7 service availability</li> </ul> <p>Purpose</p> <ul style="list-style-type: none"> <li>• Users can identify library materials that can be used for a certain topic</li> <li>• Users can identify the location of a library material in terms of particular library, division, collection or shelf</li> <li>• Users can identify related library materials</li> </ul> <p>Functionalities</p> <ul style="list-style-type: none"> <li>• Selection of needed library materials</li> <li>• Identification of library, unit and shelf location</li> <li>• Sorting of search results</li> <li>• Saving and/or printing results</li> </ul> <p>Reports</p> <ul style="list-style-type: none"> <li>• Search results</li> <li>• Transaction report</li> </ul>
<b>STATUS</b>	Operational and continuing





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<b>DEVELOPMENT STRATEGY</b>	In-house	
<b>COMPUTING SCHEME</b>	Thin-client	
<b>USERS</b>	<b>INTERNAL</b>	Collection Development Division staff
	<b>EXTERNAL</b>	Library Clients (readers)
<b>OWNER</b>	Collection Development Division	

<b>NAME OF INFORMATION SYSTEM/ SUB-SYSTEM</b>	<b>Rank 2.9: KulturaLink</b>
<b>DESCRIPTION</b>	<p>Salient Features</p> <ul style="list-style-type: none"><li>• Searching of library materials on culture and the arts in the database</li><li>• Accessible online locally and via the Internet</li><li>• 24/7 service availability</li></ul> <p>Purpose</p> <ul style="list-style-type: none"><li>• Users can identify library materials that can be used for a certain topic</li><li>• Users can identify the location of a library material in terms of particular library, division, collection or shelf</li><li>• Users can identify related library materials</li></ul> <p>Functionalities</p> <ul style="list-style-type: none"><li>• Selection of needed library materials</li><li>• Identification of library, unit and shelf location</li><li>• Sorting of search results</li><li>• Saving and/or printing results</li></ul> <p>Reports</p> <ul style="list-style-type: none"><li>• Search results</li></ul>





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		• Transaction report
<b>STATUS</b>	For enhancement	
<b>DEVELOPMENT STRATEGY</b>	In-house	
<b>COMPUTING SCHEME</b>	Thin-client	
<b>USERS</b>	<b>INTERNAL</b>	Information Technology Division staff
	<b>EXTERNAL</b>	Library Clients (readers)
<b>OWNER</b>	Information Technology Division	

<b>NAME OF INFORMATION SYSTEM/ SUB-SYSTEM</b>	<b>Rank 3.0: Public Libraries Information System</b>	
<b>DESCRIPTION</b>	The system provides support to business processes specific to public libraries in the Philippines and NLP.	
<b>STATUS</b>	For enhancement	
<b>DEVELOPMENT STRATEGY</b>	In-house	
<b>COMPUTING SCHEME</b>	Thin-client	
<b>USERS</b>	<b>INTERNAL</b>	Public Libraries Division staff; Information Technology Division staff
	<b>EXTERNAL</b>	Public Library staff; Library clients (readers)
<b>OWNER</b>	Public Libraries Division; Information Technology Division	



<b>NAME OF INFORMATION SYSTEM/ SUB-SYSTEM</b>	<b>Rank 3.1: ICT Training System</b>	
<b>DESCRIPTION</b>	Salient Features • Online training	



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	<ul style="list-style-type: none"> <li>• Online certification examinations</li> <li>• 24/7 availability</li> </ul> <p><b>Purpose</b></p> <ul style="list-style-type: none"> <li>• Public library staff can avail of self-paced online training</li> <li>• Public library staff can take review or certification examinations</li> </ul> <p><b>Functionalities</b></p> <ul style="list-style-type: none"> <li>• Manage online training</li> <li>• Deliver and provide feedback for examinations</li> <li>• Deliver learning materials</li> </ul> <p><b>Reports</b></p> <ul style="list-style-type: none"> <li>• Trainee performance</li> <li>• Utilization statistics</li> <li>• Transaction records</li> </ul>	
<b>STATUS</b>	For enhancement	
<b>DEVELOPMENT STRATEGY</b>	In-house	
<b>COMPUTING SCHEME</b>	Thin-client	
<b>USERS</b>	<b>INTERNAL</b>	Information Technology Division staff
	<b>EXTERNAL</b>	Public Library staff; Library clients (readers)
<b>OWNER</b>	Information Technology Division	

<b>NAME OF INFORMATION SYSTEM/ SUB-SYSTEM</b>	<b>Rank 3.2: Union Catalog System</b>
<b>DESCRIPTION</b>	<p><b>Salient Features</b></p> <ul style="list-style-type: none"> <li>• Searching of library materials in the database</li> <li>• Accessible online locally and via the Internet</li> <li>• 24/7 service availability</li> </ul> <p><b>Purpose</b></p> <ul style="list-style-type: none"> <li>• Users can identify library materials that can be used for a certain topic</li> </ul>







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	<ul style="list-style-type: none"> <li>• Users can identify the location of a library material in terms of particular library, division, collection or shelf</li> <li>• Users can identify related library materials</li> </ul> <p>Functionalities</p> <ul style="list-style-type: none"> <li>• Selection of needed library materials</li> <li>• Identification of library, unit and shelf location</li> <li>• Sorting of search results</li> <li>• Saving and/or printing results</li> </ul> <p>Reports</p> <ul style="list-style-type: none"> <li>• Search results</li> <li>• Transaction report</li> </ul>	
<b>STATUS</b>	For enhancement	
<b>DEVELOPMENT STRATEGY</b>	In-house	
<b>COMPUTING SCHEME</b>	Thin-client	
<b>USERS</b>	<b>INTERNAL</b>	Public Libraries Division staff; Information Technology Division staff
	<b>EXTERNAL</b>	Public Library staff; Library clients (readers)
<b>OWNER</b>	Public Libraries Division; Information Technology Division	

<b>NAME OF INFORMATION SYSTEM/ SUB-SYSTEM</b>	<b>Rank 3.3: Public Library Registry System</b>
<b>DESCRIPTION</b>	<p>Salient Features</p> <ul style="list-style-type: none"> <li>• Searching of public library information</li> <li>• Accessible online locally and via the Internet</li> <li>• 24/7 availability</li> </ul> <p>Purpose</p> <ul style="list-style-type: none"> <li>• Public can search information about public libraries</li> </ul> <p>Functionalities</p> <ul style="list-style-type: none"> <li>• Update data</li> </ul>





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		<ul style="list-style-type: none"> <li>Add new record</li> </ul> Reports <ul style="list-style-type: none"> <li>Utilization statistics</li> <li>Transaction records</li> </ul>
<b>STATUS</b>		For enhancement
<b>DEVELOPMENT STRATEGY</b>		In-house
<b>COMPUTING SCHEME</b>		Thin-client
<b>USERS</b>	<b>INTERNAL</b>	Public Libraries Division staff; Information Technology Division staff
	<b>EXTERNAL</b>	Public Library staff; Library clients (readers)
<b>OWNER</b>		Public Libraries Division; Information Technology Division

<b>NAME OF INFORMATION SYSTEM/ SUB-SYSTEM</b>	<b>Rank 3.4: Public Library Sites System</b>
<b>DESCRIPTION</b>	Salient Features <ul style="list-style-type: none"> <li>Alternate static web site linking NLP, LGU and public library official site (if any).</li> <li>24/7 availability</li> </ul> Purpose <ul style="list-style-type: none"> <li>Public can view web pages of a public library</li> </ul> Functionalities <ul style="list-style-type: none"> <li>Update data</li> <li>Viewing of web pages</li> </ul> Reports <ul style="list-style-type: none"> <li>Utilization statistics</li> <li>Transaction records</li> </ul>
<b>STATUS</b>	For development
<b>DEVELOPMENT STRATEGY</b>	In-house





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<b>COMPUTING SCHEME</b>		Thin-client
<b>USERS</b>	<b>INTERNAL</b>	Public Libraries Division staff; Information Technology Division staff
	<b>EXTERNAL</b>	Public Library staff; Library clients (readers)
<b>OWNER</b>		Public Libraries Division; Information Technology Division

<b>NAME OF INFORMATION SYSTEM/ SUB-SYSTEM</b>	<b>Rank 3.5: ICT Services System</b>
<b>DESCRIPTION</b>	<p>Salient Features</p> <ul style="list-style-type: none"> <li>• Manage files associated with ICT cases</li> <li>• Manage ICT case documentation, discussion and solutions</li> <li>• Discuss ICT cases, topics and related matters</li> <li>• 24/7 availability</li> </ul> <p>Purpose</p> <ul style="list-style-type: none"> <li>• Public library staff discuss ICT topics</li> <li>• Public library staff can transfer files</li> <li>• Public library staff submit ICT case problem and solutions</li> <li>• IT Division Staff can submit ICT solutions for ICT case problems</li> </ul> <p>Functionalities</p> <ul style="list-style-type: none"> <li>• Forum</li> <li>• Case Management</li> <li>• File and Document management</li> </ul> <p>Reports</p> <ul style="list-style-type: none"> <li>• Utilization statistics</li> <li>• Transaction records</li> </ul>
<b>STATUS</b>	For enhancement
<b>DEVELOPMENT STRATEGY</b>	In-house
<b>COMPUTING SCHEME</b>	Thin-client





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<b>USERS</b>	<b>INTERNAL</b>	Information Technology Division staff
	<b>EXTERNAL</b>	Public Library staff
<b>OWNER</b>		Information Technology Division

<b>NAME OF INFORMATION SYSTEM/ SUB-SYSTEM</b>	<b>Rank 3.6: Resource Management System</b>	
<b>DESCRIPTION</b>	<p>Salient Features</p> <ul style="list-style-type: none"> <li>• Manage public library allocation</li> <li>• 24/7 availability</li> </ul> <p>Purpose</p> <ul style="list-style-type: none"> <li>• Public Library Division staff can encode library materials</li> <li>• Public Library Division staff can process allocation</li> </ul> <p>Functionalities</p> <ul style="list-style-type: none"> <li>• Encoding of library materials</li> <li>• Generation of allocation documents</li> <li>• Generation of allocation statistics</li> </ul> <p>Reports</p> <ul style="list-style-type: none"> <li>• Allocation documentation</li> <li>• Statistical reports</li> <li>• Transaction records</li> </ul>	
<b>STATUS</b>	For enhancement	
<b>DEVELOPMENT STRATEGY</b>	In-house	
<b>COMPUTING SCHEME</b>	Thin-client	
<b>USERS</b>	<b>INTERNAL</b>	Public Libraries Division staff
	<b>EXTERNAL</b>	none
<b>OWNER</b>		Public Libraries Division





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<b>NAME OF INFORMATION SYSTEM/ SUB-SYSTEM</b>	<b>Rank 4.0: Administrative Support Information System</b>	
<b>DESCRIPTION</b>	The system provides support to organizational management-specific business processes.	
<b>STATUS</b>	For enhancement	
<b>DEVELOPMENT STRATEGY</b>	Combination of In-house and Outsource Development	
<b>COMPUTING SCHEME</b>	Thin-client	
<b>USERS</b>	<b>INTERNAL</b>	Finance and Administrative Division Staff; NLP staff
	<b>EXTERNAL</b>	none
<b>OWNER</b>	Finance and Administrative Division	

<b>NAME OF INFORMATION SYSTEM/ SUB-SYSTEM</b>	<b>Rank 4.1: Human Resource Management System</b>	
<b>DESCRIPTION</b>	<p>Salient Features</p> <ul style="list-style-type: none"><li>• Automated timekeeping functions</li><li>• Automation of personnel records</li><li>• Automation of payroll system</li></ul> <p>Purpose</p> <ul style="list-style-type: none"><li>• Library staff can time in and out using the system</li><li>• Library staff can generate and print daily time records</li><li>• Library staff can view and print available leaves</li><li>• Library staff can view and print personnel data sheet</li><li>• HR staff can process the payroll and payslip</li></ul> <p>Functionalities</p> <ul style="list-style-type: none"><li>• Generate daily time record</li><li>• Store time in and out</li><li>• Compute for available leaves</li></ul>	





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	<ul style="list-style-type: none"> <li>• Generate personnel data sheet</li> <li>• Compute general payroll</li> </ul> Reports <ul style="list-style-type: none"> <li>• Daily time record</li> <li>• Available leaves</li> <li>• Personnel data sheet</li> <li>• Payroll and payslip</li> </ul>	
<b>STATUS</b>	For enhancement	
<b>DEVELOPMENT STRATEGY</b>	Combination of In-house and Outsource Development	
<b>COMPUTING SCHEME</b>	Thin-client	
<b>USERS</b>	<b>INTERNAL</b>	Finance and Administrative Division Staff; NLP staff
	<b>EXTERNAL</b>	none
<b>OWNER</b>	Finance and Administrative Division	

<b>NAME OF INFORMATION SYSTEM/ SUB-SYSTEM</b>	<b>Rank 4.2: Financial Management System</b>
<b>DESCRIPTION</b>	Salient Features <ul style="list-style-type: none"> <li>• Automated financial document preparation and processing</li> </ul> Purpose <ul style="list-style-type: none"> <li>• Library staff can perform automated cashiering function</li> <li>• Library staff can perform automated budget management</li> <li>• Library staff can perform automated payment processing</li> <li>• Library staff can perform automated procurement</li> <li>• Library staff can perform automated accounting</li> </ul> Functionalities <ul style="list-style-type: none"> <li>• Create, save and print financial documents (i.e. receipts, reports, payment order, etc)</li> <li>• Automated document tracking</li> <li>• Automated workflow management</li> </ul>





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		<ul style="list-style-type: none"> <li>• Generation of daily, weekly, monthly, quarterly, semestral, and annual financial transaction reports</li> </ul> <b>Reports</b> <ul style="list-style-type: none"> <li>• Daily, weekly, monthly, quarterly, semestral and annual financial transaction reports</li> <li>• Document status</li> <li>• Document workflow audit</li> </ul>
<b>STATUS</b>		For enhancement
<b>DEVELOPMENT STRATEGY</b>		Combination of In-house and Outsource Development
<b>COMPUTING SCHEME</b>		Thin-client
<b>USERS</b>	<b>INTERNAL</b>	Finance and Administrative Division Staff; NI.P staff
	<b>EXTERNAL</b>	none
<b>OWNER</b>		Finance and Administrative Division

<b>NAME OF INFORMATION SYSTEM/ SUB-SYSTEM</b>	<b>Rank 4.3: Records Management System</b>
<b>DESCRIPTION</b>	<p><b>Salient Features</b></p> <ul style="list-style-type: none"> <li>• Automated records management and tracking system</li> <li>• Automated archiving</li> </ul> <p><b>Purpose</b></p> <ul style="list-style-type: none"> <li>• Library staff can perform electronic filing or submission</li> <li>• Library staff can associate or create metadata</li> <li>• Library staff can manage workflow</li> </ul> <p><b>Functionalities</b></p> <ul style="list-style-type: none"> <li>• Store records and record metadata</li> <li>• Store transaction activities per record and per user</li> <li>• Automatic archiving of records based on each record's life cycle.</li> </ul> <p><b>Reports</b></p> <ul style="list-style-type: none"> <li>• User transactions</li> </ul>





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		<ul style="list-style-type: none"><li>• Document history</li></ul>
<b>STATUS</b>		For enhancement
<b>DEVELOPMENT STRATEGY</b>		Combination of In-house and Outsourced Development
<b>COMPUTING SCHEME</b>		Thin-client
<b>USERS</b>	<b>INTERNAL</b>	Finance and Administrative Division Staff; NLP staff
	<b>EXTERNAL</b>	none
<b>OWNER</b>		Finance and Administrative Division

<b>NAME OF INFORMATION SYSTEM/ SUB-SYSTEM</b>	<b>Rank 4.4: Property and Inventory Management System</b>
<b>DESCRIPTION</b>	<p>Salient Features</p> <ul style="list-style-type: none"><li>• Automated property management</li><li>• Automated property inventory</li><li>• Automated supplies management</li></ul> <p>Purpose</p> <ul style="list-style-type: none"><li>• Library staff can search, save and print property information</li><li>• Library staff can perform automated inventory</li><li>• Library staff can update maintenance information</li></ul> <p>Functionalities</p> <ul style="list-style-type: none"><li>• Store maintenance information</li><li>• Store property location, value, and deployment</li><li>• Calculate property depreciation</li><li>• Generate supply and property status</li></ul> <p>Reports</p> <ul style="list-style-type: none"><li>• Current property value</li><li>• Disposal schedule</li><li>• Maintenance history</li><li>• Status of supplies and properties</li></ul>







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<b>STATUS</b>	For Enhancement	
<b>DEVELOPMENT STRATEGY</b>	Combination of In-house and Outsource Development	
<b>COMPUTING SCHEME</b>	Thin-client	
<b>USERS</b>	<b>INTERNAL</b>	Finance and Administrative Division Staff
	<b>EXTERNAL</b>	none
<b>OWNER</b>	Finance and Administrative Division	



<b>NAME OF INFORMATION SYSTEM/ SUB-SYSTEM</b>	<b>Rank 4.5: Document Tracking System</b>
<b>DESCRIPTION</b>	<p>Salient Features</p> <ul style="list-style-type: none"><li>• The document tracking system helps automate accessing, searching, editing, and managing electronic documents and files.</li><li>• The document tracking system lets you see who accessed the file and allows you to limit who can view and modify the content of said files.</li></ul> <p>Purpose</p> <ul style="list-style-type: none"><li>• Library staff know who viewed a document, when they viewed it, and how often they viewed said document</li><li>• Library staff can quickly and easily locate a document and who has current access to it</li><li>• Library staff can associate or create metadata</li><li>• Library staff can manage workflow</li></ul> <p>Functionalities</p> <ul style="list-style-type: none"><li>• Document tracking system has one centralized location to store all files.</li><li>• Tracking system can also determine who made the said changes or modifications and when they happened</li><li>• Store records and record metadata</li><li>• Store transaction activities per record and per user</li><li>• Automatic archiving of records based on each record's life cycle</li></ul> <p>Reports</p>



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		<ul style="list-style-type: none"> <li>Generates reports</li> <li>Document history</li> </ul>
<b>STATUS</b>		For Enhancement
<b>DEVELOPMENT STRATEGY</b>		Combination of In-house and Outsource Development
<b>COMPUTING SCHEME</b>		Thin-client
<b>USERS</b>	<b>INTERNAL</b>	Finance and Administrative Division Staff; NLP Staff
	<b>EXTERNAL</b>	none
<b>OWNER</b>		Finance and Administrative Division



**PART II. INFORMATION SYSTEMS STRATEGY**

**C. DATABASES REQUIRED**

<b>NAME OF DATABASE</b>	<b>Integrated Library Database</b>
<b>GENERAL CONTENTS/ DESCRIPTION</b>	<p>Bibliographic data of library materials and patron information &amp; transaction data</p> <p>Key fields used:          Biblio: biblio number, author, title; biblio item number, classification, item type, ISBN, ISSN, publication year, publisher code, item number, barcode, holding branch, item call number, location, price, date last seen, accession          Borrowers, card number, surname, first name, date enrolled, expiry</p>
<b>STATUS</b>	for continuous build-up
<b>INFORMATION SYSTEMS SERVED<sub>4</sub></b>	Collection Development System; Library Management System; Readers Services System; Online Catalog System
<b>DATA ARCHIVING/STORAGE MEDIA<sub>5</sub></b>	Network attached storage



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<b>USERS</b>	<b>INTERNAL</b>	NLP staff
	<b>EXTERNAL</b>	Library Clients (readers)
<b>OWNER</b>		NLP

<b>NAME OF DATABASE</b>		<b>Digital Library Database</b>
<b>GENERAL CONTENTS/ DESCRIPTION</b>		Digital format of cultural and historical printed materials for preservation and conservation  Key fields used: Title, Collection, Language, Location, Material Type
<b>STATUS</b>		for continuous build-up
<b>INFORMATION SYSTEMS SERVED</b>		Conservation and Preservation System
<b>DATA ARCHIVING/STORAGE MEDIA</b>		Network attached storage
<b>USERS</b>	<b>INTERNAL</b>	Information and Technology Division staff; NLP Staff
	<b>EXTERNAL</b>	Library Clients (readers)
<b>OWNER</b>		Information and Technology Division



<b>NAME OF DATABASE</b>		<b>iPEL (Integrated Philippine eLibrary) Database</b>
<b>GENERAL CONTENTS/ DESCRIPTION</b>		Bibliographic data, and digital content from the National Library of the Philippines, Department of Science and Technology, Commission on Higher



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		Education, University of the Philippines and Department of Agriculture. , and also transaction data from users.
<b>STATUS</b>		for continuous build-up
<b>INFORMATION SYSTEMS SERVED</b>		Integrated Philippine eLibrary (iPEL)
<b>DATA ARCHIVING/STORAGE MEDIA</b>		DVD; Network attached storage
<b>USERS</b>	<b>INTERNAL</b>	NLP Staff
	<b>EXTERNAL</b>	Library clients (readers); DA staff; DOST Library staff; CHED Library staff; UP Library staff
<b>OWNER</b>		NLP

<b>NAME OF DATABASE</b>		<b>Legal Deposit Database</b>
<b>GENERAL CONTENTS/ DESCRIPTION</b>		Registry record of government publications, theses, dissertations and other printed and recorded materials deposited with NLP under PD 812.
<b>STATUS</b>		for continuous build-up
<b>INFORMATION SYSTEMS SERVED</b>		Government Publication Registry System; Printed and Recorded Registry System; Philippine Government Publications Electronic Information Hub
<b>DATA ARCHIVING/STORAGE MEDIA</b>		DVD; Network attached storage
<b>USERS</b>	<b>INTERNAL</b>	Collection Development Division staff
	<b>EXTERNAL</b>	EXTERNAL Authors, Publishers
<b>OWNER</b>		Collection Development Division





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<b>NAME OF DATABASE</b>		<b>Registration Database</b>
<b>GENERAL CONTENTS/ DESCRIPTION</b>		Data of copyright, ISBN, ISSN and ISMN registration
<b>STATUS</b>		for continuous build-up
<b>INFORMATION SYSTEMS SERVED</b>		National Bibliographic Services Information System; Catalog in Publication System; Copyright Registration System
<b>DATA ARCHIVING/STORAGE MEDIA</b>		DVD; Network attached storage
<b>USERS</b>	<b>INTERNAL</b>	Copyright Section staff, Catalog Division staff, Bibliographic Services Division staff
	<b>EXTERNAL</b>	Authors, Publishers
<b>OWNER</b>		Copyright Section, Catalog Division, Bibliographic Services Division

<b>NAME OF DATABASE</b>		<b>Philippine Registry of Cultural Property</b>
<b>GENERAL CONTENTS/ DESCRIPTION</b>		Bibliographic data of printed and recorded cultural assets, including location or holders.
<b>STATUS</b>		for continuous build-up
<b>INFORMATION SYSTEMS SERVED</b>		KulturaLink System; Cultural Property Registration System Database
<b>DATA ARCHIVING/STORAGE MEDIA</b>		DVD; Network attached storage
<b>USERS</b>	<b>INTERNAL</b>	Filipiniana Division staff
	<b>EXTERNAL</b>	None
<b>OWNER</b>		Filipiniana Division





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<b>NAME OF DATABASE</b>	<b>Public Library Information Network (PUBLIN) Database</b>	
<b>GENERAL CONTENTS/ DESCRIPTION</b>	Bibliographic records of all Public Libraries throughout the country  Key fields used: Biblio: biblio number, auth or title; biblio item number, classification ,item type, ISBN, ISSN, publication year, publisher code, item number, holding branch, home branch, library code	
<b>STATUS</b>	for continuous build-up	
<b>INFORMATION SYSTEMS SERVED</b>	Resource Management System; and Union Catalog System	
<b>DATA ARCHIVING/STORAGE MEDIA</b>	DVD; Network attached storage	
<b>USERS</b>	<b>INTERNAL</b>	Public Libraries Division; Information Technology Division
	<b>EXTERNAL</b>	Public Library staff; Library clients (readers)
<b>OWNER</b>	Public Libraries Division; Information Technology Division	

<b>NAME OF DATABASE</b>	<b>Learning Management Database</b>	
<b>GENERAL CONTENTS/ DESCRIPTION</b>	Training materials data like videos, manuals, kits, etc.	
<b>STATUS</b>	for continuous build-up	
<b>INFORMATION SYSTEMS SERVED</b>	ICT Training System	
<b>DATA ARCHIVING/STORAGE MEDIA</b>	DVD; Network attached storage	





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<b>USERS</b>	<b>INTERNAL</b>	Information Technology Division staff
	<b>EXTERNAL</b>	Public Library staff
<b>OWNER</b>		Information Technology Division

<b>NAME OF DATABASE</b>		<b>Public Library Database</b>
<b>GENERAL CONTENTS/ DESCRIPTION</b>		Basic information, static web pages and ICT service management related to public libraries  Key fields used: Name of library, library type, Region, Library code, Library-in-charge, status, services rendered
<b>STATUS</b>		for continuous build-up
<b>INFORMATION SYSTEMS SERVED</b>		Public Library Sites; Public Library Registry; ICT Services System
<b>DATA ARCHIVING/STORAGE MEDIA</b>		DVD; Network attached storage
<b>USERS</b>	<b>INTERNAL</b>	Public Libraries Division; Information Technology Division
	<b>EXTERNAL</b>	Public Library staff; Library clients (readers)
<b>OWNER</b>		Public Libraries Division; Information Technology Division



<b>NAME OF DATABASE</b>		<b>Employee Database</b>
<b>GENERAL CONTENTS/ DESCRIPTION</b>		Personal data of employees, contractors, contractuels, and consultants, including employment history, salaries and benefits, educational background, training, 201 files, etc.



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<b>STATUS</b>	for continuous build-up	
<b>INFORMATION SYSTEMS SERVED</b>	Human Resource Management System	
<b>DATA ARCHIVING/STORAGE MEDIA</b>	DVD; Network attached storage	
<b>USERS</b>	<b>INTERNAL</b>	Finance and Administrative Division staff; NLP staff
	<b>EXTERNAL</b>	None
<b>OWNER</b>	Finance and Administrative Division	

<b>NAME OF DATABASE</b>	<b>Document Management Database</b>	
<b>GENERAL CONTENTS/ DESCRIPTION</b>	Accounting, Budget Managerial Finance, Cash & Investments data	
<b>STATUS</b>	for continuous build-up	
<b>INFORMATION SYSTEMS SERVED</b>	Financial Management System; and Records Management System	
<b>DATA ARCHIVING/STORAGE MEDIA</b>	DVD; Network attached storage	
<b>USERS</b>	<b>INTERNAL</b>	Finance and Administrative Division staff; NLP staff
	<b>EXTERNAL</b>	None
<b>OWNER</b>	Finance and Administrative Division	

<b>NAME OF DATABASE</b>	<b>Inventory Database</b>	
<b>GENERAL CONTENTS/ DESCRIPTION</b>	Supplies requisition and inventory data	
<b>STATUS</b>	for continuous build-up	







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<b>INFORMATION SYSTEMS SERVED</b>		Property and Inventory Management System
<b>DATA ARCHIVING/STORAGE MEDIA</b>		DVD; Network attached storage
<b>USERS</b>	<b>INTERNAL</b>	Finance and Administrative Division staff; NLP staff
	<b>EXTERNAL</b>	None
<b>OWNER</b>		Finance and Administrative Division

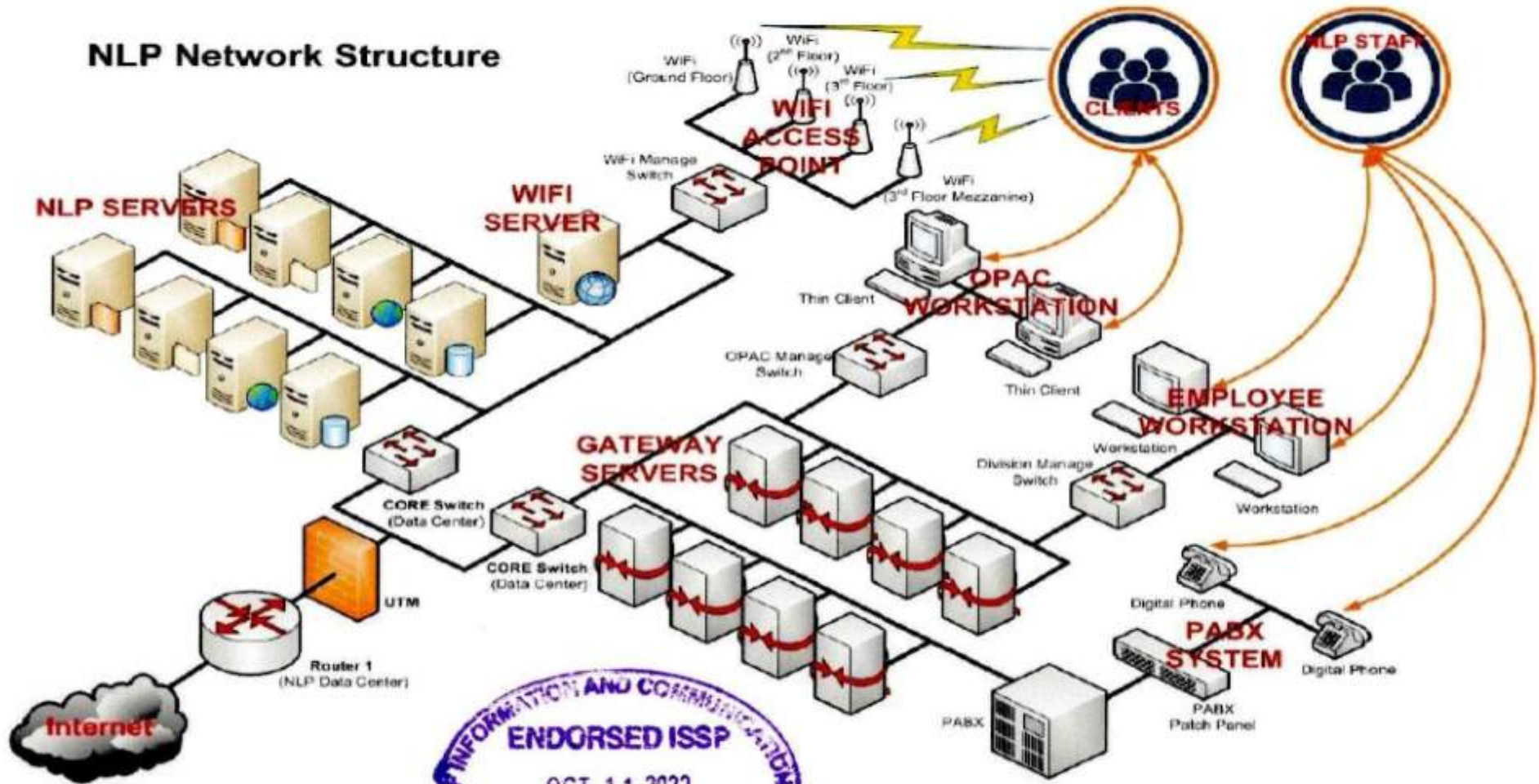




**PART II. INFORMATION SYSTEMS STRATEGY**

**D. NETWORK LAYOUT**

**NLP Network Structure**





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**PART III. DETAILED DESCRIPTION OF ICT PROJECTS**

**A. INTERNAL ICT PROJECTS**

<b>A.1 NAME/TITLE</b>	<b>Rank 1:</b> Rehabilitation and Upgrade of NLP's Network Infrastructure
<b>A.2 OBJECTIVES</b>	<p>To further improve the network performance and to have a faster data transfer rate that will support NLP's existing and future information systems like the current deployment of the Human Resource Integrated Management Systems (HRIMS) and the Security &amp; Surveillance System.</p> <p>This implementation will also ensure a more reliable network infrastructure and eliminate downtime that will benefit the institution.</p>
<b>A.3 DURATION</b>	2024-2025
<b>A.4 DELIVERABLES</b>	Procurement, Installation and Implementation of Network Related Infrastructure
<b>A.1 NAME/TITLE</b>	<b>Rank 2:</b> Acquisition and Upgrade of Digitization Machines
<b>A.2 OBJECTIVES</b>	Digitization has become very important because of its possibilities. First, digitization offers the possibility of making more information available to a greater number of library clients by making materials available electronically. By digitizing Filipiniana materials and making them available over the internet, someone can find and view items





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	<p>that he might never have been able to see otherwise. Second, digitization is more than just hardware and software; it includes project planning, content/item selection, intellectual property rights, access systems, digital asset preservation and more more.</p> <p>The advantage of creating digital surrogates is, use of surrogate reduces handling of the old or fragile material, hopefully extending the life of the original.</p>
<b>A.3. DURATION</b>	2024-2025
<b>A.4 DELIVERABLES</b>	Procurement and Installation of Digitization Equipment

<b>A.1 NAME/TITLE</b>	<b>Rank 3:</b> Rehabilitation and Upgrade of NLP's Data Center
<b>A.2 OBJECTIVES</b>	To replace old Data Center equipment for better performance, high availability and more secure data center for NLP's existing information systems
<b>A.3. DURATION</b>	2025-2026
<b>A.4 DELIVERABLES</b>	Procurement, Installation and Implementation of Data Center Related Infrastructure and Equipment



<b>A.1 NAME/TITLE</b>	<b>Rank 4:</b> Unified Finance and Administration Platform
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<p><b>A.2 OBJECTIVES</b></p>	<p>The System will improve the Agency's Financial and Administrative Management performance by providing the modules such as Human Resource Management System, Financial Management System, Records Management System, Property and Inventory Management System with an Enterprise Financial and Administrative Management System and processes that will effectively enable the management of its administrative resources in support of the agency's Mandate, Mission, and Vision.</p> <ul style="list-style-type: none"><li>• Human Resource Management System</li><li>• HRM system will ensure availability of resources, easy access to data, on-time payroll, and ensuring compliance with civil service commission standards.</li> <li>• Financial Management System</li><li>• The system will ensure that the agency manages its assets, income and expenses through reducing accounting errors, maintaining audit trails and ensuring compliance with the government accounting manual and other applicable standards.</li> <li>• Records Management System</li><li>• The system will help the agency on the management of its records throughout the records-life cycle that will include the systematic and efficient control of the creation, maintenance and destruction of records with the transaction's associated with it.</li> <li>• Document Tracking System</li><li>• The system will help the agency automates the process of accessing, searching and editing documents. It will also enable the document originator to have full control on who views or edits a document.</li> <li>• Property and Inventory Management System</li><li>• Asset management or the Property and Inventory Management System will help the Agency in keeping track of all its assets, such as ICT equipment, and other agency investments. The system will also streamline the operations, especially in relation to acquisition and disposal, since all the available assets are well accounted for and</li></ul>
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	recorded.
<b>A.3. DURATION</b>	2024-2026
<b>A.4 DELIVERABLES</b>	<ul style="list-style-type: none"> <li>• Human Resource Management</li> <li>• Financial Management</li> <li>• Records Management</li> <li>• Document Tracking System</li> <li>• Property and Inventory Management</li> </ul>

<b>A.1 NAME/TITLE</b>	<b>Rank 5: TEKNOAKLATAN: Modernization program for public libraries in the Philippines</b>
<b>A.2 OBJECTIVES</b>	<p>The National Library of the Philippines (NLP) proposes a comprehensive institutional development initiative that will capitalize on already-existing infrastructure to transform the Philippines public library system into one that is on par with or exceeds standards in the ASEAN region.</p> <p>Through this Program, NLP will fulfill its vision for modern, relevant public libraries that:</p> <ul style="list-style-type: none"> <li>• serve as a community space open to users from all sectors of society in their intellectual, economic, social, cultural &amp; physical development;</li> <li>• provide a modern space that is welcoming, friendly, inclusive &amp; accessible;</li> <li>• provide and promote information resources in all forms, including print and electronic, in response to the needs of the community, and help people make full use of them.</li> <li>• offer a place for everyone in the community to engage, participate, network, collaborate,</li> <li>• gather, connect, socialize and share information and opportunities.</li> </ul>
	2025-2026





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<b>A.3. DURATION</b>	
<b>A.4 DELIVERABLES</b>	IT-enabled Public Libraries in the Philippines

**PART III. DETAILED DESCRIPTION OF ICT PROJECTS**

**B. CROSS-AGENCY ICT PROJECTS**

<b>B.1 NAME/TITLE</b>	<b>iPEL (Integrated Philippine eLibrary)</b>
<b>B.2 OBJECTIVES</b>	<ul style="list-style-type: none"><li>• To provide access to information to citizens for life-long learning;</li><li>• To enrich local content in digital format for community and global access;</li><li>• To build local capabilities and expertise in the creation and generation of digital information sources;</li><li>• To provide library and information services network to academic and government institutions for optimum use of resources;</li><li>• To promote and accelerate the exchange of knowledge resources among various sectors of society, including regional and international users; and</li><li>• To establish a mechanism of income generation and other means to sustain the eLibrary.</li></ul>
<b>B.3. DURATION</b>	2024-2026
<b>B.4 DELIVERABLES</b>	<ul style="list-style-type: none"><li>• Enhanced Portal System</li><li>• Integrated Library System (ILS)</li></ul>





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	<ul style="list-style-type: none"> <li>• Content Management System (CMS)</li> <li>• Database Subscription</li> <li>• Digitized collection of partners</li> </ul>
<b>B.5 LEAD AGENCY</b>	National Library of the Philippines
<b>B.6 IMPLEMENTING AGENCIES</b>	<ul style="list-style-type: none"> <li>• Commission on Higher Education (CHED)</li> <li>• Department of Agriculture (DA)</li> <li>• Department of Science and Technology (DOST)</li> <li>• National Library of the Philippines (NLP)</li> <li>• University of the Philippines (UP)</li> </ul>

**PART III. DETAILED DESCRIPTION OF ICT PROJECTS**

**C. PERFORMANCE MEASUREMENT FRAMEWORK**

**C.1 Rehabilitation and Upgrade of Network Infrastructure**

Hierarchy of targeted results <sub>1</sub>	Objectively verifiable indicators (OVI) <sub>2</sub>	Baseline data <sub>3</sub>	Targets <sub>4</sub>	Data collection methods <sub>5</sub>	Responsibility to collect data <sub>6</sub>
<b>Intermediate outcome:</b> Enhanced Network connection inside NLP	% user satisfaction	0	95% user acceptance	System reports	IT Division
<b>Immediate Outcome:</b> Improve network performance for efficient service delivery	% connection availability	0	95% connection availability	Monitoring	IT Division
<b>Outputs:</b> Upgraded network infrastructure	% connection availability	0	95% connection availability	Monitoring	IT Division







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### C.2 Acquisition and Upgrade of Digitization Machines

Hierarchy of targeted results <sub>1</sub>	Objectively verifiable indicators (OVI) <sub>2</sub>	Baseline data <sub>3</sub>	Targets <sub>4</sub>	Data collection methods <sub>5</sub>	Responsibility to collect data <sub>6</sub>
<b>Intermediate outcome:</b> Enhanced quality of scanned document	90% enhanced quality document	589,607	600,000 pages	Annual reports	IT Division
<b>Immediate Outcome:</b> Quality Scanned Filipino Materials	95% scanned materials	318,864	300,000 pages	Monthly Accomplishment reports	IT Division
<b>Outputs:</b> Digitized Filipino Materials	100% digitized materials	NLP digital collection (Teknoaklatan)	NLP digital collection (Teknoaklatan)	Teknoaklatan	IT Division

### C.3 Rehabilitation and Upgrade of NLP's Data Center

Hierarchy of targeted results <sub>1</sub>	Objectively verifiable indicators (OVI) <sub>2</sub>	Baseline data <sub>3</sub>	Targets <sub>4</sub>	Data collection methods <sub>5</sub>	Responsibility to collect data <sub>6</sub>
<b>Intermediate outcome:</b> Secure and Enhanced accessibility of Information Systems	% user satisfaction	0	95% user acceptance	Monitoring	IT Division
<b>Immediate Outcome:</b> Improve reliability of Information Systems	% systems availability	0	95% systems availability	System reports	IT Division
<b>Outputs:</b> High availability of Information Systems	% systems availability	0	95% connection availability	System reports	IT Division





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**C.4 Unified Finance and Administration Platform**

Hierarchy of targeted results <sub>1</sub>	Objectively verifiable indicators (OVI) <sub>2</sub>	Baseline data <sub>3</sub>	Targets <sub>4</sub>	Data collection methods <sub>5</sub>	Responsibility to collect data <sub>6</sub>
<b>Intermediate outcome:</b> Improved Accounting and Administration Process	No. of Reports, Transaction and Operation	0	Reduced no. of backlog reports	Mandatory reporting	FAD Personnel
<b>Immediate outcome:</b> Enhanced Report Productivity	No. of processes	0	Reduced no. of processes	Mandatory reporting	FAD Personnel
<b>Outputs:</b> Enhanced Report Productivity	No. of processes	0	Reduced no. of processes	Mandatory reporting	FAD Personnel

**C.5 TEKNOAKLATAN**

Hierarchy of targeted results <sub>1</sub>	Objectively verifiable indicators (OVI) <sub>2</sub>	Baseline data <sub>3</sub>	Targets <sub>4</sub>	Data collection methods <sub>5</sub>	Responsibility to collect data <sub>6</sub>
<b>Intermediate outcome:</b> <ul style="list-style-type: none"> <li>Improved quality of service of public libraries to contribute concretely in providing basic social services to the citizenry</li> <li>Increased access of the marginalized and vulnerable sectors to basic e-government services provided by the government</li> <li>Increased number of</li> </ul>	% change in the number of people visiting the library (Library clients) for the current year	0	60% increase of people visiting the library	The PLD staff assigned for Monitoring and Evaluation will remind the local librarians and staff to submit their monthly library statistics.  Mandatory	Public Libraries Division and Public Libraries in the Philippines





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<p>Filipinos that will get employed or start their own business</p> <ul style="list-style-type: none"> <li>Increased number of Filipinos that are digitally literate</li> </ul>				reporting	
<p><b>Immediate outcome:</b></p> <ol style="list-style-type: none"> <li>More people benefit from the basic social services provided by the government and other private institutions</li> <li>Public information and knowledge would be more easily accessed through the public library even in the far flung areas (DRR-related, government announcements, etc...)</li> </ol>	<p>% change in the number of people visiting the library (Library clients) for the current year</p>	0	60% increase of people visiting the library	Mandatory reporting	Public Libraries Division and Public Libraries in the Philippines
<p><b>Outputs:</b> Enhanced public libraries services adopted</p>	<p>% change in the number of people visiting the library (Library clients) for the current year</p>	0	60% increase of people visiting the library	Mandatory reporting	Public Libraries Division and Public Libraries in the Philippines





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**PART IV. RESOURCE REQUIREMENTS**

**A. DEPLOYMENT OF ICT EQUIPMENT AND SERVICES**

ITEM <sub>1</sub>	NAME OF OFFICE/ ORGANIZATIONAL UNITS <sub>2</sub>	PROPOSED NUMBER OF UNITS <sub>3</sub>		
		2024	2025	2026
<b>I. Office Productivity</b>				
A. Capital Outlay (CO)				
<i>ICT Productivity Equipment Upgrade for NLP personnel</i>				
• Laptop with OS and Antivirus	Office of the Director		3	
	Office of the Assistant Director		2	
	Filipiniana Division		25	5
	Reference Division		12	6
	Finance and Administrative Division		25	6
	Bibliographic Services Division		8	4
	Catalog Division		9	4
	Collection and Development Division		12	4
	Information Technology Division		9	6





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	Research and Publication Division		7	5
<i>ICT Equipment for client (OPAC Thin Client)</i>				
• Server for Thin client	Information Technology Division (NLP Data Center)		1 lot	1 lot
<b>B. Maintenance and Other Operating Expenses (MOOE)</b>				
<i>Printing Equipment</i>				
• Colored Printer (inkjet)	Office of the Director		1	
	Office of the Assistant Director		1	
	Filipiniana Division		1	
	Reference Division		1	
	Finance and Administrative Division		1	
	Bibliographic Services Division		1	
	Catalog Division		1	
	Collection and Development Division		1	
	Information Technology Division		2	
	Research and Publication Division		1	
<i>ICT Equipment for client (OPAC Thin Client)</i>				
• Thin Client	Filipiniana Division		10 lot	10 lot





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	Reference Division		10 lot	10 lot
• UPS	Filipiniana Division			3
	Reference Division			2
• Office Productivity Tools			112	40
<b>ICT PROJECTS</b>				
<b>2. Rehabilitation and Upgrade of Network Infrastructure</b>				
A. Capital Outlay (CO)				
<i>ICT Machinery and Equipment</i>				
• 12 port fiber switches	Information Technology Division (NLP Data Center)	1		
• 24 port switches (distribution switch)	Office of the Director	1		
	Office of the Assistant Director	1		
	Filipiniana Division	2		
	Reference Division	2		
	Finance and Administrative Division	2		
	Bibliographic Services Division	1		
	Catalog Division	1		
	Collection and Development Division	1		





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	Information Technology Division	1		
	Research and Publication Division	1		
• 48 port switches (core switch)	Information Technology Division (NLP Data Center)	1		
• 10GB transceiver module	Stock Room	4		
	Reading Areas	4		
	OPAC	4		
	Office of the Director	1		
	Office of the Assistant Director	1		
	Filipiniana Division	3		
	Reference Division	3		
	Finance and Administrative Division	3		
	Bibliographic Services Division	1		
	Catalog Division	1		
	Collection and Development Division	1		
	Information Technology Division	4		
	NLP Data Center	13		
	Research and Publication Division	1		
• Free Standing Data Rack	Information Technology Division (NLP Data Center)	2		





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• Inter-Building backbone Peripherals		1 lot		
• ICT Supplies-Network cables (Cat 6 Patch Cord (3M), Cat 6 Patch Cord (5M))		1 lot		
<b>B. Maintenance and Other Operating Expenses (MOOE)</b>				
<i>ICT Machinery and Equipment</i>				
• Wall Mounted Data Cabinet	AMS Hall	1		
	Shared Space	1		
	2nd floor main lobby	1		
	3rd floor stockroom	1		
• Open Frame / Skeletal Rack	Information Technology Division (NLP Data Center)	1		
• Cat 6 Patch Panel	Office of the Director	2		
	Office of the Assistant Director	2		
	Filipiniana Division	2		
	Reference Division	2		
	Finance and Administrative Division	2		
	Bibliographic Services Division	2		
	Catalog Division	2		







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	Collection and Development Division	2		
	Information Technology Division	2		
	Research and Publication Division	2		
	Stock Room	2		
	Reading Areas	2		
• Horizontal Cable Management (1U)	Office of the Director	2		
	Office of the Assistant Director	2		
	Filipiniana Division	2		
	Reference Division	2		
	Finance and Administrative Division	2		
	Bibliographic Services Division	2		
	Catalog Division	2		
	Collection and Development Division	2		
	Information Technology Division	2		
	Research and Publication Division	2		
	Stock Room	2		
	Reading Areas	2		
Others				





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<ul style="list-style-type: none"> <li>• Consultancy (Lay-out, Engineering, Supervision and Mobilization)</li> </ul>		1 lot		
<ul style="list-style-type: none"> <li>• Other General Services - Civil Works for fiber Cabling (Restoration materials and Consumables)</li> </ul>		1 lot		
<ul style="list-style-type: none"> <li>• Other General Services - Commissioning and testing (Installation, Programming, Testing and Knowledge transfer)</li> </ul>		1 lot		
<b>3. Acquisition and Upgrade of Digitization Machines</b>				
A. Capital Outlay				
<i>ICT Machinery and Equipment</i>				
<ul style="list-style-type: none"> <li>• Large Format Scanner</li> </ul>	Information Technology Division	1		
<ul style="list-style-type: none"> <li>• Book Scanner</li> </ul>	Information Technology Division	1		
<b>4. Rehabilitation and Upgrade of NLP's Data Center</b>				
A. Capital Outlay (CO)				
<i>ICT Machinery and Equipment</i>				
<ul style="list-style-type: none"> <li>• Free Standing Data Rack</li> </ul>	Information Technology Division (NLP Data Center)		2	





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• VRF Air Conditioning	Information Technology Division (NLP Data Center)	2	
• ID Card Printer for RFID	Information Technology Division (NLP Data Center)	1	
• Data Center Access Door Controls	Information Technology Division (NLP Data Center)	1 lot	
• Smart UPS	Information Technology Division (NLP Data Center)	4	
• Network Attached Storage	Information Technology Division (NLP Data Center)	4	
• Server	Information Technology Division (NLP Data Center)	4	
<b>B. Maintenance and Other Operating Expenses (MOOE)</b>			
• Access Control Software (RFID)	Information Technology Division (NLP Data Center)	1 lot	
• Other General Services – VRV Aircon Installation	Information Technology Division (NLP Data Center)	1 lot	
<b>5. Unified Finance and Administration Platform</b>			
<b>A. Capital Outlay (CO)</b>			
<i>ICT Machinery and Equipment</i>			
• Server	Information Technology Division (NLP Data Center)	4	
• Network Attached Storage	Information Technology Division (NLP Data Center)	4	
<i>ICT Software and Services</i>			





**INFORMATION SYSTEMS STRATEGIC PLAN (ISSP) FY 2024 – 2026**  
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• e-NGAS	Finance and Administrative Division		1	
• Electronic Document Tracking Management System	Finance and Administrative Division		1	
• Human Resource Integrated System	Finance and Administrative Division	1		
• Plant, Property and Equipment Inventory System	Finance and Administrative Division		1	
<b>B. Maintenance and Other Operating Expenses (MOOE)</b>				
<i>Consultancy (Design, Review, Mobilization and Maintenance)</i>		1 lot	1 lot	
<i>Other General Services – Commissioning and testing (Installation, Programming, Testing and Knowledge transfer)</i>		1 lot	1 lot	
<b>6. TEKNOAKLATAN</b>				
<b>A. Maintenance and Other Operating Expenses (MOOE)</b>				
<i>ICT Machinery and Equipment</i>				
• Desktop Computers	Public Libraries Division		50	50
<i>Others</i>				





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• End-User Training	Affiliated Public Libraries		50	50
<b>7. Continuing Cost</b>				
A. Maintenance and Other Operating Expenses (MOOE)				
• Internet Subscription		1 lot	1 lot	1 lot
• General ICT Service (labor and wages)		1 lot	1 lot	1 lot
• ICT Office Supplies		1 lot	1 lot	1 lot
• ICT Software Subscription (Google Workspace, Zoom Video Conferencing, Book Share Mobile, and Live Chat bot Application)		5 lot	5 lot	5 lot
• Repairs and Maintenance-Machinery and Equipment		1 lot	1 lot	1 lot
• ICT Training Expenses (Certified Wireless Network Administrator, Wireless Security, Linux System and Network Security Admin, CCNA Bootcamp, Web Development with PHP, Comptia Security+, and Comptia Network+)		1 lot	1 lot	1 lot





# INFORMATION SYSTEMS STRATEGIC PLAN (ISSP) FY 2024 – 2026

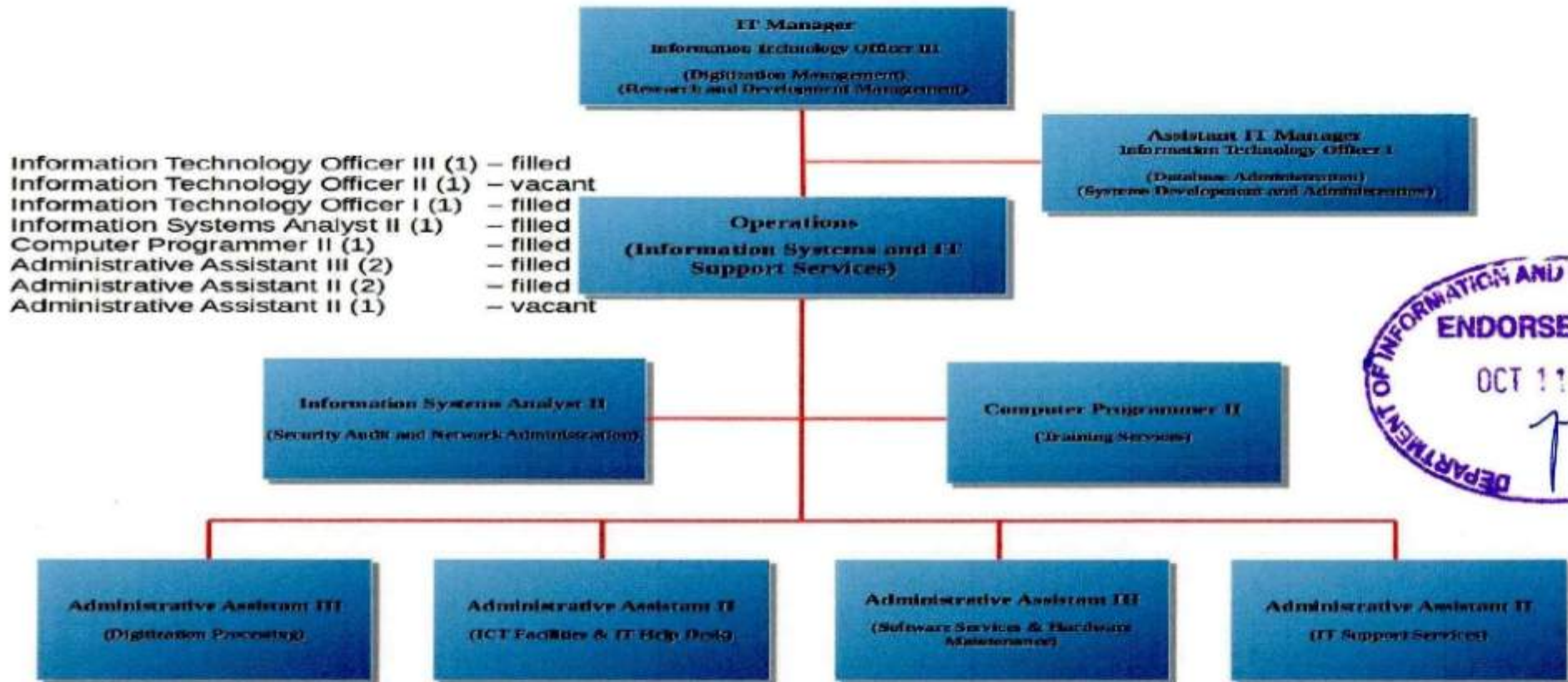
## NATIONAL LIBRARY OF THE PHILIPPINES

### PART IV. RESOURCE REQUIREMENTS

#### B. ICT ORGANIZATIONAL STRUCTURE

##### B.1. EXISTING ICT ORGANIZATIONAL STRUCTURE

Regular employees under the IT Division have specific roles that are in accordance with the functions of the Division. With the pending implementation of the new rationalization plan wherein new items would be created, contractual staff supplements the ITD's manpower.



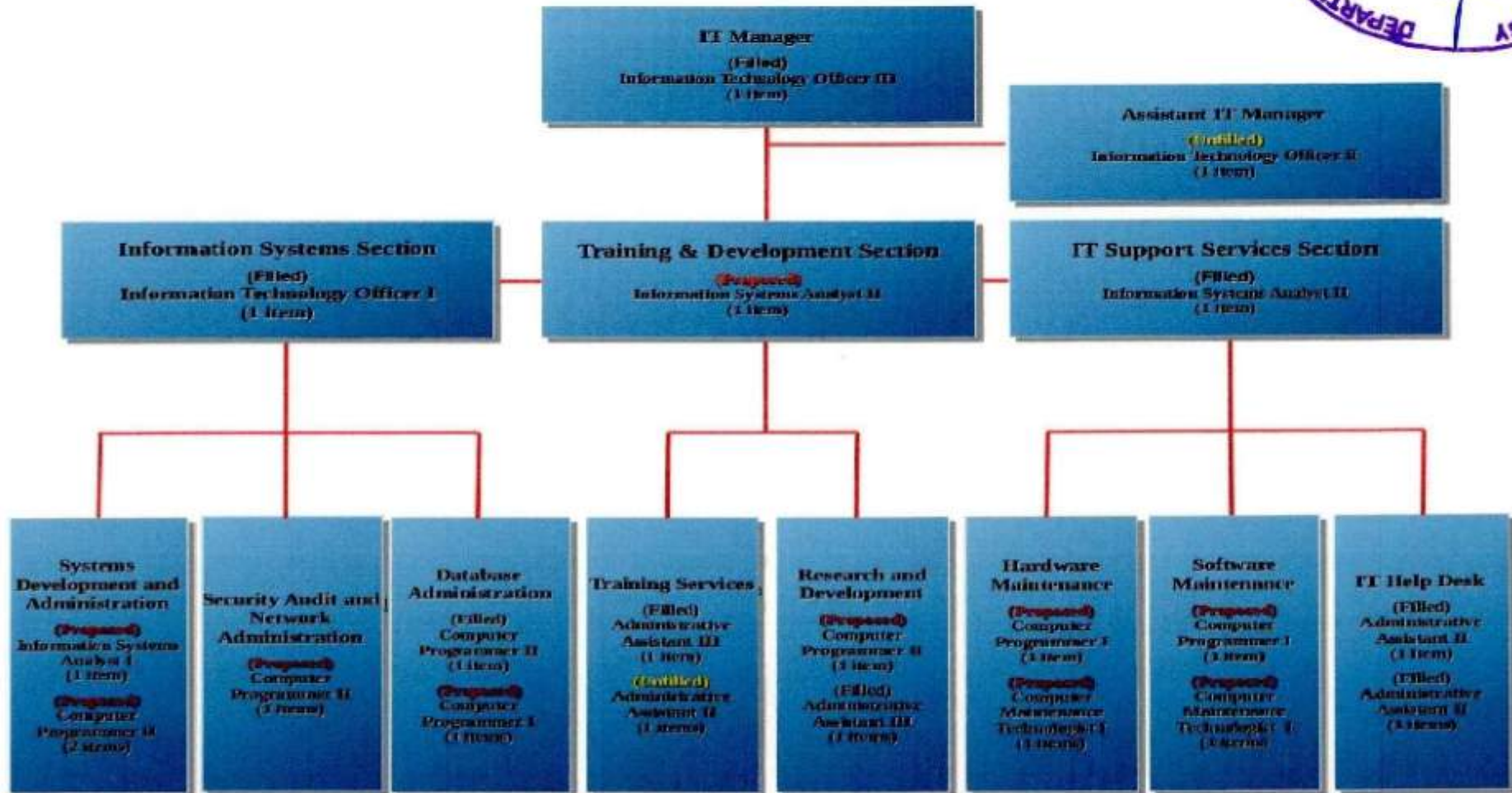


**INFORMATION SYSTEMS STRATEGIC PLAN (ISSP) FY 2024 – 2026**  
**NATIONAL LIBRARY OF THE PHILIPPINES**



**PART IV. RESOURCE REQUIREMENTS**

**B.2. PROPOSED ICT ORGANIZATIONAL STRUCTURE**





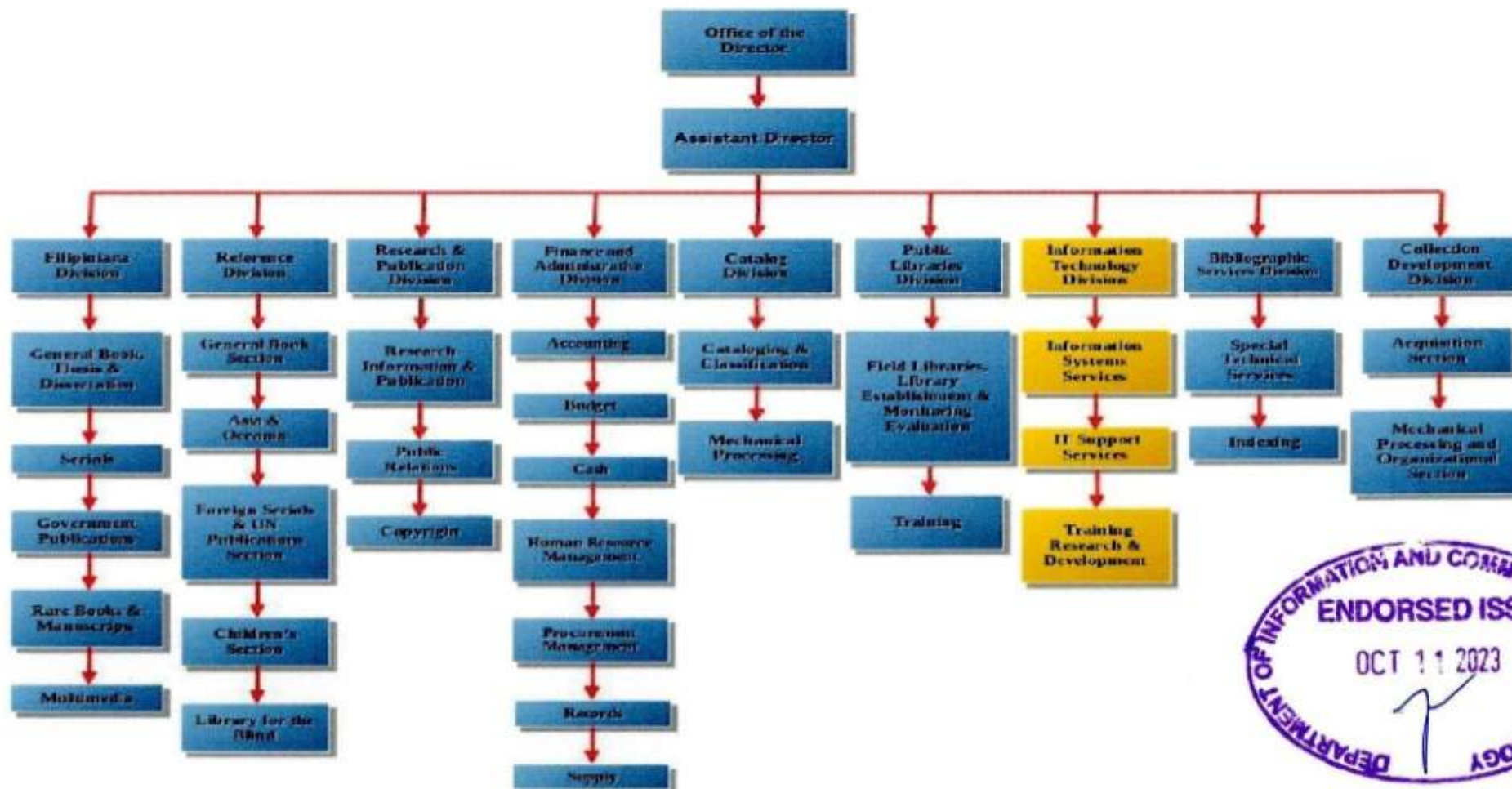
# INFORMATION SYSTEMS STRATEGIC PLAN (ISSP) FY 2024 – 2026

## NATIONAL LIBRARY OF THE PHILIPPINES

### PART IV. RESOURCE REQUIREMENTS

#### B.3. PLACEMENT OF THE PROPOSED ICT ORGANIZATIONAL STRUCTURE IN THE AGENCY

##### ORGANIZATIONAL CHART







**INFORMATION SYSTEMS STRATEGIC PLAN (ISSP) FY 2024 – 2026**  
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**PART V. DEVELOPMENT AND INVESTMENT PROGRAM**

**A. ICT PROJECTS IMPLEMENTATION SCHEDULE**

	NAME OF ICT PROJECT/S	2024	2025	2026
1	Rehabilitation and Upgrade of Network Infrastructure			
2	Acquisition and Upgrade of Digitization Machines			
3	Rehabilitation and Upgrade of NLP's Data Center			
4	Unified Finance and Administration Platform			
5	TEKNOAKLATAN			

**B. INFORMATION SYSTEMS (IS) IMPLEMENTATION SCHEDULE**

NAME OF INFORMATION SYSTEMS/ SUB-SYSTEMS OR MODULES	2024	2025	2026
<b>National Library Information System</b>			
1. Online Catalog System			
2. Reader Services System			
3. Library Management System			
4. Conservation and Preservation System			
5. Collection Development System			





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<b>Special Services Information System</b>			
1. iPEL (Integrated Philippine eLibrary)			
2. Printed and Recorded Registry System			
3. Government Publication Registry System			
4. Cultural Property Registration System			
5. Copyright Registration System			
6. Catalog in Publication System			
7. National Bibliographic Services System			
8. Philippine Government Publications Electronic Information Hub			
9. KulturaLink			
<b>Public Libraries Information System</b>			
1. ICT Training System			
2. Union Catalog System			
3. Public Library Registry System			
4. Public Library Sites System			
5. ICT Services System			
6. Resource Management System			
<b>Administrative Support Information System</b>			
1. Human Resource Management System			
2. Financial Management System			

