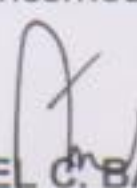




## MEMORANDUM

TO : OIC-Assistant Schools Division Superintendent  
OIC-Chief, Curriculum Implementation Division  
Public Schools District Supervisor  
Elementary and Secondary School Heads  
Teacher-Librarians  
All Other Concerned

FROM :  **DR. ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

SUBJECT : **INVENTORY OF SCHOOLS WITH SCHOOL LIBRARY AND  
LIBRARY COLLECTIONS**

DATE : October 25, 2018

In reference to Unnumbered Regional Memorandum\_DM01-18-289 dated October 23, 2018, this Office informs you on the preparation for the procurement of supplementary learning resources (SLRs) for school libraries.


As stated, a school has a school library if the following requirements are met:

1. a separate space of area identified as school library is provided
2. a reading area with tables and chairs that can accommodate library users
3. a librarian or teacher in-charge for the library is assigned to manage the school library
4. shelves are provided for the library collections.

Relative to this, all schools are required to conduct an inventory of library collections by accomplishing the attached template and submit in soft copy to this email address [bernadette.baylon@deped.gov.ph](mailto:bernadette.baylon@deped.gov.ph) on or before October 26, 2018. Attached is the Memorandum DM-CI-2018-00-405 from Dr. Lorna Dig Dino, Undersecretary for Curriculum and Instruction for your reference.

Enclosure No 1 – Inventory of Library Collections

Immediate and strict compliance of this Memorandum is desired.

UM 517 s.2018  
@lrmads.bbp 





**Enclosure No 1 – Inventory of Library Collections**

Name of School: \_\_\_\_\_  
 School Address: \_\_\_\_\_  
 School Head: \_\_\_\_\_  
 Current Total Enrollment: \_\_\_\_\_  
 Teacher Librarian: \_\_\_\_\_  
 Date of Inventory: \_\_\_\_\_

\_\_\_\_\_ with school library

\_\_\_\_\_ w/o school library

**A. General References**

Title	Author	Copyright	No. of Copies

**B. Learning Area Books/References**

Title	Author	Copyright	No. of Copies

**C. Fictional Materials**

Title	Author	Copyright	No. of Copies

**D. Non-Print Collection**

Title	Author	Copyright	No. of Copies

Prepared by:

Noted by:

\_\_\_\_\_  
 Teacher Librarian

\_\_\_\_\_  
 School Head



Republic of the Philippines

## Department of Education

DepEd Complex, Meralco Avenue, Pasig City, Philippines

Direct Line: (632) 633-7202/687-4146 Fax: (632) 633-6015

Website: [www.deped.gov.ph](http://www.deped.gov.ph)

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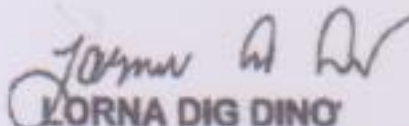


*Undersecretary for Curriculum and Instruction*

**MEMORANDUM**  
**DM-CI-2018-00-405**

**TO :** ALL REGIONAL DIRECTORS  
REGIONAL SECRETARY, ARMM

**ATTENTION :** Schools Division Superintendents

**FROM :**   
LORNA DIG DINGO  
Undersecretary for Curriculum & Instruction

**SUBJECT :** Inventory of Schools with School Library and Library Collections

**DATE :** October 15, 2018

In preparation for the procurement of supplementary learning resources (SLRs) for school libraries, each schools division shall conduct an inventory and accomplish the attached template by listing down all schools with existing school libraries and their library collections.

A school has a school library if the following requirements are met:

1. a separate space or area identified as a school library is provided
2. a reading area with tables and chairs that can accommodate library users
3. a librarian or teacher in-charge for the library is assigned to manage the school library
4. shelves are provided for the library collections.

The inventory of schools with existing school library shall be submitted to the Bureau of Learning Resources (BLR) by sending to email address [blr.lrqad@deped.gov.ph](mailto:blr.lrqad@deped.gov.ph) on or before **October 26, 2018**. The inventory of school library collections must be kept by the Schools Division Office as file and for future reference.

For your strict compliance.

*Attach.: as stated*