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 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.
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

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B. Learning Area Books/References

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C. Fictional Materials

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D. Non-Print Collection

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Prepared by: ____________________________  Noted by: ____________________________

Teacher Librarian: _______________________  School Head: _______________________

Antipolo City Sports Educational Hub, Sen. L. Sumulong Circle, Brgy. San Isidro, Antipolo© (02) 630-3110w© depedantipolo.com

“EDUKASYONG TAPAT AT SAPAT PARA SA LAHAT”
MEMORANDUM
DM-CI-2018-00-406

TO : ALL REGIONAL DIRECTORS
     REGIONAL SECRETARY, ARMM

ATTENTION : Schools Division Superintendents

FROM : LORNA DIG DINO
       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 email address blr.lrcad@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