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Republic of the Philippines
DEPARTMENT OF EDUCATION
Region V(Bicol)
SCHOOLS DIVISION OFFICE OF CATANDUANES
Virac, Catanduanes

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RELEASED
DepEd, Division of Catanduanes
RECORDS SECTION
Date: OCT 22 2018
Time: 11:00 AM
Signature: *[Handwritten Signature]*

Division Memorandum

No. 279, s. 2018

MEMORANDUM TO: CHIEFS, CID AND SGOD
EDUCATION PROGRAM SUPERVISOR
PUBLIC SCHOOL DISTRICT SUPERVISORS
ELEMENTARY AND SECONDARY SCHOOL HEADS

FROM:

[Handwritten Signature]
SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent

Date:

October 22, 2018

SUBJECT:

INVENTORY OF SCHOOLS WITH SCHOOL LIBRARY AND LIBRARY COLLECTIONS

1. With reference to the attached copy of DepEd Memorandum Number DM-CI- 2018-00-405 RE: INVENTORY OF SCHOOLS WITH SCHOOL LIBRARY AND LIBRARY COLLECTIONS, all elementary and secondary schools are required to conduct inventory with school library and their library collections.
2. A softcopy of the school inventory using the attached template should be submitted on line to the email address of the division librarian, peachieroshele.chavez@deped.gov.ph on or before October 24, 2018 to allow the concerned personnel to consolidate all reports to be forwarded to the Bureau of Learning Resources (BLR) on the indicated deadline.
3. A hardcopy of the reports should also be submitted on the same date to LRMD, Division Office.
4. For immediate dissemination, guidance and strict compliance.

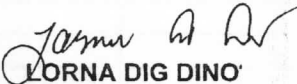


Undersecretary for Curriculum and Instruction

MEMORANDUM
DM-CI-2018-00-405

TO : ALL REGIONAL DIRECTORS
REGIONAL SECRETARY, ARMM

ATTENTION : Schools Division Superintendents

FROM : 
LORNA DIG DINO
Undersecretary for Curriculum & Instruction

SUBJECT : Inventory of Schools with School Library and Library Collections

DATE : October 15, 2018

received thru chat
on October 22, 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 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

INVENTORY OF LIBRARY COLLECTIONS

Name of School: _____

School Address: _____

Date of Inventory: _____

A. General References

Title	Author	Copyright Year	No. of Copies

B. Learning Area Books/References

Title	Author	Copyright Year	No. of Copies

C. Fictional Materials

Title	Author	Copyright Year	No. of Copies

D. Non-Print Collection

Title	Author	Copyright Year	No. of Copies

Prepared by: _____

Noted by: _____

Librarian

School Head