



Republic of the Philippines
Department of Education
 Region V (Bicol)
DIVISION OF CATANDUANES
 Virac, Catanduanes



MEMORANDUM

To : Elementary and Secondary School Heads
 From : *JLD*
 : JOSE L. DONCILLO, CESO VI
 Assist Schools Division Superintendent, OIC
 Subject : Inventory of Books
 Date : December 27, 2013

- Please submit the inventory of books of your school for SY 2010-2011 and 2011-2012 on or before January 3, 2014 to the Office of the Physical Facilities, Attention: OIC, AO using the format below:

Name of School: _____

Grade/Year Level	Enrolment	Inventory of Books/Learning Modules (all Subjects) for SY 2010-2011					*Insert additional columns for other subjects
		Science	Math	English	Filipino		
Ex.							
Grade 7	45	12	12	12	12	12...	

Name of School: _____

Grade/Year Level	Enrolment	Inventory of Books/Learning Modules (all Subjects) for SY 2011-2012					*Insert additional columns for other subjects
		Science	Math	English	Filipino		
Ex.							
Grade 7	55	23	23	23	23	12...	

- For strict compliance.