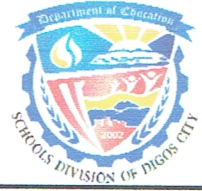




Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



October 23, 2018

DIVISION MEMORANDUM

No. 1017, s. 2018

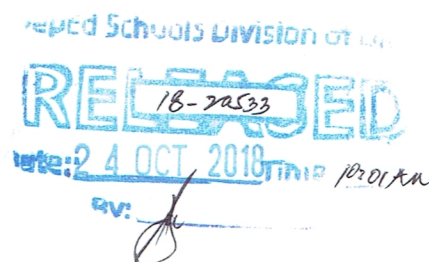
Inventory of Schools with School Library and Library Collection

To : **Chief, Curriculum Implementation Division
Public Schools District Supervisors
Elementary and Secondary School Principals/Heads
Elementary and Secondary School LR Coordinators
Elementary and Secondary School Library In-Charge**

1. In pursuance to an Unnumbered Regional Memorandum dated October 22, 2018, re: **"Inventory of Schools with School Library and Library Collection"**, this Office reiterates the details of the said memorandum.
2. In preparation for the procurement of supplementary learning resources (SLRs) for school libraries by the Bureau of Learning Resources (BLR), this Office advises the schools to accomplish the attached templates, the Survey Form, and the Inventory of Library Collection. The softcopies of the templates are **uploaded in the School LR Coordinators' Group Chat**.
3. The **deadline of the submission** of the said inventory will be on or before **October 26, 2018** through this email add: analiza.almazan@deped.gov.ph. The hard copy of the said report will be submitted in the Office of the Learning Resource Management and Development Section.
4. For immediate dissemination and compliance.


WINNIE E. BATON, EdD

Officer-in-Charge
Office of the Schools Division Superintendent



Encls: Unnumbered Regional Memorandum dated October 22, 2018, DM-CI-2018-00405
References: Unnumbered Regional Memorandum dated October 8, 2018, DM-CI-2018-00405
To be included in the Perpetual Index under the following subjects:
Curriculum LRMS School Libraries
aca: Inventory of Schools with School Library and Library Collection
date: October 23, 2018



Republika ng Pilipinas
KAGAWARAN NG EDUKASYON
REHIYON XI
Lungsod ng Dabaw
Tanggapang Panrehiyon



Address: F. Torres Street, Davao City (8000)

website address: [http:// www..region11.deped.gov.ph](http://www.region11.deped.gov.ph)

Telefax Nos. (082); 227-1102; 225-8495; 221-9428; 227-0943; 227-8025; 222-0941; 221-1210; 221-8435; 227-9342; 221-8147; 225-0816

MEMORANDUM



To : Schools Division Superintendents

Subject : INVENTORY OF SCHOOLS WITH SCHOOL LIBRARY AND LIBRARY COLLECTION

From : **ATTY. ALBERTO T. ESCOBARTE, CESO III**
Regional Director

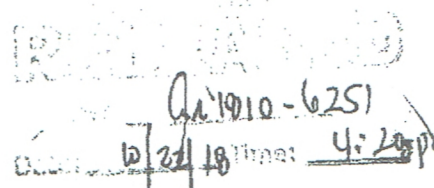
Date : October 22, 2018

1. Pursuant to DepEd Memorandum DM-CI-2018-00-405, signed by Lorna Dig Dino, Undersecretary for Curriculum and Instruction and in preparation for the procurement of supplementary learning resource (SLRs) for school libraries, this office advises each Schools Division Office (SDO) to conduct an inventory and accomplish the attached template by listing down all schools with existing school libraries and their library collection.
2. Details of the activity are contained in the enclosures.
3. For strict compliance.

By the authority of the Regional Director:

Enclosures: as stated
ROC4/MJMM/edith


JANETTE G. VELOSO, Ed. D
Chief/CLMD
Officer-in-Charge





Republic of the Philippines
Department of Education
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18 Oct. 2018 1:33PM P1

Undersecretary for Curriculum and Instruction

MEMORANDUM
DM-CI-2018-00-406

TO : ALL REGIONAL DIRECTORS
REGIONAL SECRETARY, ARMM

ATTENTION : Schools Division Superintendents

FROM : *Lorna Dig Dino*
LORNA DIG DINO
Undersecretary for Curriculum & Instruction

SUBJECT : Inventory of Schools with School Library and Library Collections

DATE : October 15, 2018

DEPED - PASIG CITY
RECEIVED
By: *[Signature]*
Date: *10-18-18*
10-19-18
1:48

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.inqad@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



SURVEY FORM

Existence of School Library

This is to check whether your school has met the basic requirements in establishing School Library. Please tick the appropriate column for your answer.

Name of School: _____

Indicators	Yes	No
1. Has a separate space or area identified as a school library.		
2. Has reading area with tables and chairs that can accommodate library users.		
3. Has a librarian or teacher in-charge to manage the school library.		
4. Have shelves for the library collections.		

Prepared by:

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 _____