



DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
P-6, Casisang, Malaybalay City

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DM-2018-10-510

DepED-MALAYBALAY CITY DIVISION	
RELEASED	
DATE: <u>OCT 26 2018</u>	TIME: <u>2:28</u>
BY: _____	<i>[Signature]</i>

DIVISION MEMORANDUM

No. 510, s. 2018

TO: **Chief Education Supervisors-CID and SGOD
Public Elementary and Secondary School Heads
All Others Concerned**

From: **REBONFAMIL R. BAGUIO**
[Signature]
Schools Division Superintendent

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

Date: October 25, 2018

1. For information and guidance of all concerned, enclosed is a Memorandum from the Office of the Undersecretary for Curriculum and Instruction re: Inventory of Schools with School Library and Library Collections. All Public Elementary and Secondary School Heads are directed to submit the Inventory of School Library Collections using the prescribed template and shall be sent to lrmds.libraries2016@gmail.com on or before October 26, 2018 for consolidation.

2. For inquiries relative to this, all concerned may contact Emelyn D. Razo, Division Librarian II at mobile no. 09061344997.

Encl.: As stated

Copy furnished: *Records Unit*
CID

To be posted in the Division website



Republic of the Philippines
Department of Education
 DepEd Complex, Marikina Avenue, Pasig City, Philippines
 Direct Line: (632) 633-7282/687-4146 Fax: (632) 631-5057
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Undersecretary for Curriculum and Instruction

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 DIVISION OFFICE
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MEMORANDUM
DM-CI-2018-00-406

TO : ALL REGIONAL DIRECTORS
REGIONAL SECRETARY, ARMM

ATTENTION : Schools Division Superintendents

FROM : *Jorna Dig Dingo*
JORNA 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.lradd@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.

INVENTORY OF LIBRARY COLLECTIONS

Name of School: _____
 School Address: _____
 Date of Inventory: _____

shall be
subject to
filing ru

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