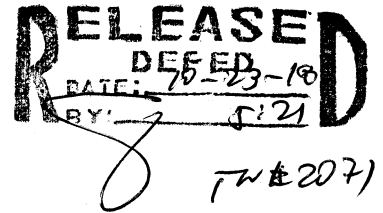


Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region I  
SCHOOLS DIVISION OFFICE  
DAGUPAN CITY



DIVISION MEMORANDUM

No. 354, s. 2018



To: Public Schools District Supervisors  
Public Elementary/Secondary School Heads/OICs

From: Office of the Schools Division Superintendent

Date: October 23, 2018

Subject: **INVENTORY OF SCHOOLS WITH SCHOOL LIBRARY AND  
LIBRARY COLLECTIONS**

1. The DepEd-Bureau of Learning Resources (BLR) through the Schools Division Office of Dagupan City will gather data on the Inventory of Schools with School Library and Library Collections. This information will serve as basis for inputs in preparation for the procurement of supplementary learning resources (SLRs) for public school libraries.
2. A school has a school library if the following requirements are met:
  - 2.1. A separate space or area identified as a school library is provided
  - 2.2. A reading area with tables and chairs that can accommodate library users
  - 2.3. A librarian or teacher in -charge for the library is assigned to manage the school library
  - 2.4. Shelves are provided for the library collections.
3. In line with this, only schools with existing (*physical*) library are required to accomplish the attached template and submit the hard copy to Mr. Jan Vincent D. Galvez, Division Librarian not later than October 25, 2018. Moreover, please send the soft copy in excel format through [janvincent.galvez@deped.gov.ph](mailto:janvincent.galvez@deped.gov.ph) .
4. For your information, guidance and strict compliance.

  
DR. LORNA G. BUGAYONG, CESO VI  
Schools Division Superintendent

## 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

