



Republic of the Philippines
Department of Education
 REGION I
SCHOOLS DIVISION OFFICE DAGUPAN CITY

DepEd SDO Dagupan City
 RECORDS OFFICE

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Office of the Schools Division
 Superintendent

August 08, 2024

DIVISION MEMORANDUM

No.: 308, s. 2024

**SUBMISSION OF ACCOMPLISHED
 SCHOOL LIBRARY COLLECTION FORM**

To: Assistant Schools Division Superintendent
 Chiefs, CID, and SGOD
 Education Program Supervisors
 Public Schools District Supervisors
 Public Elementary and Secondary School Heads
 School Librarians/Library In-Charge
 All Others Concerned

1. As per **Memorandum BLR-2024-08-156** re: "**Accomplishment of the School Library and Library Hub Collection Form**," the Schools Division Office of Dagupan City, through the Curriculum Implementation Division-Learning Resource Management Section (CID-LRMS), will collect data on supplementary learning resources (SLRs) available in public school libraries for use by learners and teachers.

2. In this regard, the respective school libraries are requested to submit the inventory of the following supplementary learning resources (SLRs) by completing the provided template with the following categories:

No.	Types of Supplementary Learning Resources	Publication Year
1.	Storybooks	No minimum Publication Year
2.	Fiction Book/Creative Works	Year
3.	Learning Area References	2014 to present
4.	General References	

3. The template can be accessed, and accomplished forms shall be submitted at the following link: <https://tinyurl.com/DagSchoolLibraries>



Address: Burgos St., Poblacion Oeste, Dagupan City
 Telephone: (075) 653-4101
 Website: depeddagupan.com
 email: dagupan.city@deped.gov.ph

4. Completed reports shall be uploaded to the **designated folders** according to school level:

No.	School Level	Description
1.	Elementary Library	Accomplished forms submitted by stand-alone schools and integrated schools with individual libraries (individual elem., junior, and senior high school libraries) are uploaded here.
2.	Junior High School	
3.	Senior High School	
4.	Integrated Elementary and Junior High School Library	Accomplished forms submitted by integrated schools with integrated libraries are uploaded here.
5.	Integrated Elementary, Junior, and Senior High School Library	
6.	Integrated Junior and Senior High School Library	

5. Use the following file naming conventions. Below are the examples:

Integrated Schools Filename Convention	
Individual Library	Integrated Library
FedericoCeralde_Integ.School_ES_Lib	FedericoCeralde_Integ.School_ES&JHS_Lib
FedericoCeralde_Integ.School_JHS_Lib	FedericoCeralde_Integ.School_ES.JHS&SHS_Lib
FedericoCeralde_Integ.School_SHS_Lib	FedericoCeralde_Integ.School_JHS&SHS_Lib

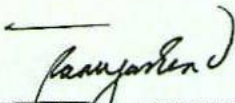
6. **Schools without a physical library** are not required to submit.

7. The deadline for submission is **on or before August 14, 2024**. However, initial data shall be collected by the BLR on August 09, 2024.

8. Please refer to the attached memorandum for additional details.

9. For queries or clarifications, please email **Mr. Jan Vincent D. Galvez**, Division Librarian, at janvincent.galvez@deped.gov.ph or contact him at 0947-990-8200.

10. For your information and guidance.


ROWENA C. BANZON EdD, CESO V
 Schools Division Superintendent




Republic of the Philippines
Department of Education
BUREAU OF LEARNING RESOURCES

Office of the Director

MEMORANDUM
BLR-2024-08-1568

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS

ATTENTION : REGIONAL LIBRARIANS
SCHOOLS DIVISION OFFICE LIBRARIANS
LIBRARY HUB LIBRARIANS
SCHOOL LIBRARIANS/LIBRARY-IN-CHARGE

FROM :  ARIZ DELSON ACAY D. CAWILAN
Director IV

SUBJECT : ACCOMPLISHMENT OF THE SCHOOL LIBRARY AND LIBRARY
HUB COLLECTION FORM

DATE : August 7, 2024

This has reference to the virtual orientation conducted on August 6, 2024 which was attended by the regional, Schools Division Office (SDO), and library hub librarians relative to the accomplishment of school library and library hub collection form. This form shall serve as inventory to further strengthen program and policy development on school library and library hubs and aims to create a comprehensive database of school library and library hub collections.

In this regard, the respective school libraries and library hubs are requested to submit the inventory of the following supplementary learning resources (SLRS) by accomplishing the template with the following categories:

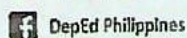
No.	Types of Supplementary Learning Resources (SLR)	Publication Year
1.	Storybooks	No minimum Publication Year
2.	Fiction Book/Creative Works	
3.	Learning Area References	2014 to present
4.	General References	

The template shall be provided by the Bureau of Learning Resources (BLR) to the regional librarians. Likewise, the respective regional offices (ROs) shall prepare the following folders where the accomplished forms will be submitted by the SDOs:

DIVISION CODE



(BLRM) Ground, Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City; (02) 8634-1072; 8634-0901; 8634-1054;
(BLRC) Ecotech Compound Sudlon, Lahug, Cebu City; (032) 230-7939; (032) 230-7948
Email Address: blr.od@deped.gov.ph; blr.lrpd@deped.gov.ph; blr.lrqad@deped.gov.ph; blr.cebu@deped.gov.ph



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Major Folders		Description
Folder A.	Region ____ Library Hubs	Accomplished library hub inventory forms are uploaded here.
Folder B.	School Level	Description
1.	Elementary Library	Accomplished forms submitted by <u>stand-alone schools</u> and <u>integrated schools with individual library</u> (individual elem., junior, and senior high school library) are uploaded here.
2.	Junior High School Library	
3.	Senior High School Library	
4.	Integrated Elementary and Junior High School Library	Accomplished forms submitted by <u>integrated schools with integrated library</u> are uploaded here.
5.	Integrated Elementary, Junior, and Junior High School Library	
6.	Integrated Junior and Senior High School Library	

For integrated schools, the filename convention shall bear the name of the school together with the school level. Here are the examples:

Integrated Schools Filename Convention	
Individual Library	Integrated Library
BLR_Integ.School_ES_Lib	BLR_Integ.School_ES&JHS_Lib
BLR_Integ.School_JHS_Lib	BLR_Integ.ESJHS&SHS_Lib
BLR_Integ.School_SHS_Lib.	BLR_Integ.JHS&SHS_Lib.

Deadline of submission is **on or before August 16, 2024**. However, an initial data shall be collected by the BLR on August 9, 2024.

Mr. Marlon G. Ompoc, Librarian II of the BLR-Quality Assurance Division (BLR-QAD) will coordinate with the respective Learning Resource Management Section (LRMS) offices on the said matter. For any query or clarification, you may email Mr. Ompoc at marlon.omdoc@deped.gov.ph copy furnished blr.lrqad@deped.gov.ph or contact him at telephone numbers (02) 8631-9294 or (02) 8634-1054.

For your information and guidance.

Attached: as stated

Copy furnished:

REVESEE A. ESCOBEDO
Office of the Undersecretary for Field Operations

GINA O. GONONG
Undersecretary for Curriculum and Teaching

ALMA RUBY C. TORIO
Assistant Secretary for Curriculum and Teaching