



Republic of the Philippines
Department of Education
CARAGA REGION
J. Rosales Avenue, Butuan City



October 18, 2018

REGIONAL MEMORANDUM
NO. 595, S.2018



INVENTORY OF SCHOOLS WITH SCHOOL LIBRARY AND LIBRARY COLLECTIONS

To: Schools Division Superintendents
Asst. Schools Division Superintendents
School Heads
Librarians
This Region

1. 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 collections.

2. 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; and
4. shelves are provided for the library collections.

3. The inventory of schools with existing school library shall be submitted to the Bureau of Learning Resources (BLR) by sending to email address blr.lrqad@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.

4. For your strict compliance.


FRANCIS CESAR B. BRINGAS, CESO V
OIC- Regional Director

Inc.: Inventory of School with School Libraries/Inventory of Library Collections

Reference: DM-CI-2018-00-405

To be indicated in the Perpetual Index under the following subjects:

School Libraries Inventory Library Collections

Region

[illegible]

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