



Republic of the Philippines
Department of Education
Region I
SCHOOLS DIVISION OF ILOCOS SUR
Bantay, Ilocos Sur



July 24, 2019

Division Memorandum
No. 243, s. 2019

2019 INVENTORY OF SCHOOL LIBRARY AND LIBRARY COLLECTION

To: OIC-ASDS
Chief Education Supervisor-CID
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

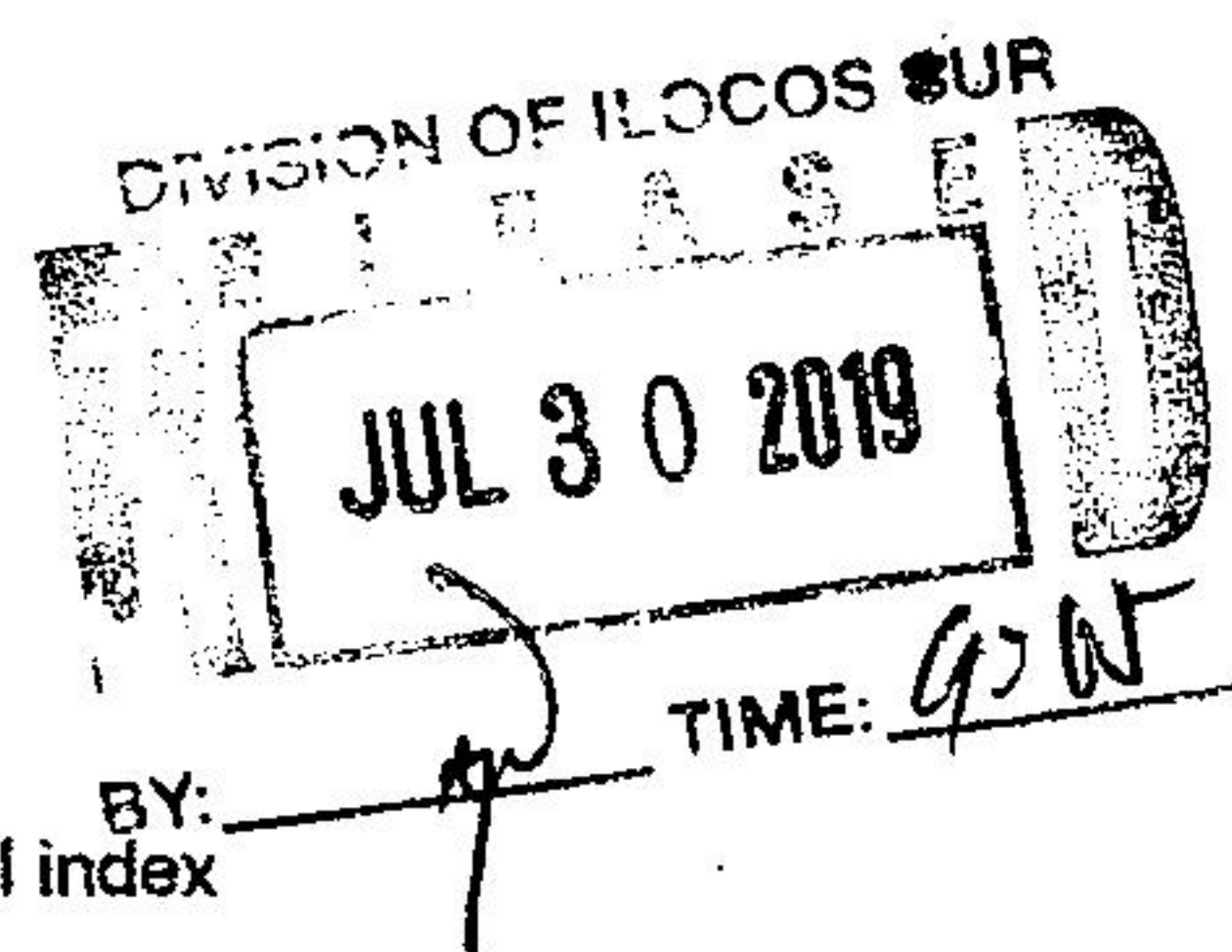
The Curriculum Implementation Division-Learning Resource Management and Development Section is currently updating the Inventory of School Library and Library Collection.

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 (please refer to DepEd Order No. 56, s. 2011).
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.

In this context please advise your librarians or teacher-in-charge of the library to accomplish the attached template of the said report. Please strictly follow the template (request it through Ms. Wency Rigunay @ 09171562211 or send request at lrmds-ilocossur@deped.gov.ph). The inventory of school library and library collection shall be submitted to the Learning Resource Management and Development Section (LRMDS) on or before July 30, 2019.

For your strict compliance.



GEMMA Q. TACUYCUI, CESO V
Schools Division Superintendent

To be included in the perpetual index
under the following subject:

LRMDS

School Library

Library Collection



INVENTORY OF SCHOOL LIBRARY AND LIBRARY COLLECTION

SCHOOL ID	NAME OF SCHOOL	CURRENT TOTAL ENROLMENT	SCHOOL ADDRESS	SCHOOL HEAD	LIBRARIAN/TEACHER IN-CHARGE OF THE LIBRARY <i>(If licensed librarian please indicate the PRC Licensed No.)</i>



INVENTORY OF SCHOOL LIBRARY AND LIBRARY COLLECTION

Date of Inventory: _____

GENERAL REFERENCE				
Author	Title	Copyright	Number of Copies	Source of Funds

LEARNING AREA BOOKS/REFERENCES				
Author	Title	Copyright	Number of Copies	Source of Funds

FICTIONAL MATERIALS				
Author	Title	Copyright	Number of Copies	Source of Funds

NON-PRINT COLLECTION				
Author	Title	Copyright	Number of Copies	Source of Funds

Prepared by:

SIGNATURE OVER PRINTED NAME
(OF LIBRARIAN OR TEACHER-IN CHARGE OF THE LIBRARY)

Noted by:

SIGNATURE OVER PRINTED NAME
(OF SCHOOL HEAD)

