



Republic of the Philippines
Department of Education

REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

12 August 2024

DIVISION MEMORANDUM

No. **537** s. 2024

**ACCOMPLISHMENT OF THE SCHOOL LIBRARY AND LIBRARY HUB
COLLECTION FORM**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. This has reference to the **Memorandum BLR No. 2024-08-1568** relative to the **Accomplishment of the 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 collection.
2. 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.	Type of Supplementary Learning Resources	Publication Year
1	Storybooks	No Minimum Publication Year
2	Fiction Book/Creative Works	
3	Learning Area References	2014 to present
4	General References	

3. Submission of the accomplished form must be encoded to this link <https://tinyurl.com/SchoolLibraryData> on or before **August 16, 2024**.
4. For clarifications and queries, please contact **Ms. Edna E. Eclavea**, Librarian II at telephone number (042) 785-9615 loc 109 and email address edna.eclavea@deped.gov.ph or visit us at DepEd Tayabas City LRMS/Library Brgy. PotoI, Tayabas City.

5. Immediate dissemination of this Memorandum is desired.

For:

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

By:

HERBERT D. PEREZ
Assistant Schools Division Superintendent
Officer-In-Charge

Encl.: As stated

Reference: DepEd Memorandum BLR-2024-OS-1568

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

SCHOOL LIBRARY COLLECTION

CID/LRMDS- accomplishment of the school library and library hub collection form
CIDBRFHJ-0009 / August 12, 2024



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

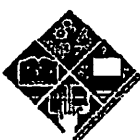
This has reference to the virtual orientation conducted on August 6, 2024 which was attended by the regional, Schools Division Office (SDO), and library hub librarians relative to the accomplishment of school library and library hub collection form. This form shall serve as inventory to further strengthen 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.lrd@deped.gov.ph; blr.lrgad@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.ompoc@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