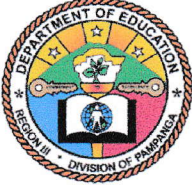
	Republic of the Philippines Department of Education Region III – Central Luzon <b>SCHOOLS DIVISION OFFICE OF PAMPANGA</b> High School Blvd. Brgy. Lourdes, City of San Fernando Website: <a href="http://www.depedpampanga.com">www.depedpampanga.com</a>   Email: <a href="mailto:pampanga@deped.gov.ph">pampanga@deped.gov.ph</a> Tel.: (045) 435-7404   Fax: (045) 435-2728		Document Code: SDOPAMP-QF-OSDS-002  Revision: 00  Effectivity date: 05-08-18
	<b>DIVISION MEMORANDUM</b> <b>NO. 511, s. 2018</b>		Name of Office:  <b>Learning Resources Management          &amp; Development Section</b>

**To : ASDSs Elementary and Secondary,  
 Public Schools District Supervisors,  
 Elementary and Secondary School Heads,  
 District & Cluster LRMDS Coordinators,  
 School LRMDS Coordinators/ Teachers In-Charge of the Library/ Librarians**

**From : Schools Division Superintendent**

**Subject : Inventory of Schools with School Library and Library Collections**

**Date : 18 October 2018**

- As per DM-CI-2018-00-405 from the Central Office, this Division must submit an **inventory of schools with existing libraries and their library collections** in preparation for the procurement of supplementary learning resources (SLRs) for school libraries.
- A school has a school library if the following requirements are met:
  - A separate space or area identified as a school library is provided;
  - A reading area with tables and chairs that can accommodate library users;
  - A librarian or a teacher in-charge of the library is assigned to manage the school library;
  - Shelves are provided for the library collections.
- The inventory of schools with existing school library shall be submitted to the Division LRMDS through google sheets on or before **October 25, 2018** using these links:  
 Elementary Level: <http://deped.in/elementarylibraries>  
 Secondary Level: <http://deped.in/secondarylibraries>
- There is no need to make a separate file or for a submission of a hard/soft copy. Simply fill-out the google sheets for easy and fast compliance. The uploaded files are editable which enable you to duplicate sheets and input your respective library collections but please follow the template carefully. If a sheet already has a school name, **DO NOT DELETE or RENAME IT**. Duplicate the sheet for the template and input your own data.
- Immediate dissemination and strict compliance of this Memorandum is earnestly desired.



**LEONARDO D. ZAPANTA, Ed. D., CESO VI**  
 Office of the Schools Division Superintendent

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