



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION

August 9, 2024

**REGIONAL MEMORANDUM**

No. 797, s. 2024

**To:** Schools Division Superintendents  
Division LR Supervisors  
Division Librarians  
School Librarians  
All Others Concerned

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

1. This is in reference to the attached Memorandum BLR-2024-08-1568, from Atty. Ariz Delson Acay D. Cawilan, Director IV, Bureau of Learning Resources, on the above stated subject, for information and appropriate action.
2. Relative to this, all librarians in the Division and School level are requested to accomplish the data needed and submit it on the link provided <https://tinyurl.com/2024LIBDATA> on or before August 16, 2024.
3. For further details, please contact Mr. Marlon G. Ompoc, Librarian II of BLR-Quality Assurance Division through [marlon.omdoc@deped.gov.ph](mailto:marlon.omdoc@deped.gov.ph) or contract him at (02)8631-9294.
4. Immediate dissemination of this Memorandum is desired.

**JOCELYN DR ANDAYA**  
Director IV

CLMD/LRMS



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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](mailto:blr.od@deped.gov.ph); [blr.trgd@deped.gov.ph](mailto:blr.trgd@deped.gov.ph); [blr.irgad@deped.gov.ph](mailto:blr.irgad@deped.gov.ph); [blr.cebu@deped.gov.ph](mailto: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.	<b>School Level</b>	<b>Description</b>
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](mailto:marlon.ompoc@deped.gov.ph) copy furnished [blr.lrqad@deped.gov.ph](mailto: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