

LRMD-RM-2024-551

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

06 August 2024

Regional Memorandum

No. 551 s. 2024

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

To **Schools Division Superintendents**

1. In reference to Department Memorandum BLR-2024-08-1568, entitled Accomplishment of the School Library and Library Hub Collection Form, the Curriculum Learning and Management Division through the Learning Resource Management Section would require the Schools Division Offices to accomplish the template with the following categories provided by the Bureau of Learning Resources to the Regional Librarian.

	Types of Supplementary Learning Resources (SLRs)	Publication Year
1.	Storybooks	No minimum Publication Year
2.	Fiction Book/Creative Works	
3.	Learning Area References	2014 to Present
4.	General References	

2. The accomplished forms shall be submitted through the RO link: <https://tinyurl.com/2024InventoryofSLRs>. The link is composed of folders assigned per SDO with folders for School Libraries and Library Hubs. Folders for School Libraries is composed of six (6) sub-folders.

a. Library Hub

-Accomplished Library Hub inventory form will be uploaded in this folder.

b. School Libraries

	School Level	Description
1.	Elementary Library	Accomplished forms submitted by Stand-Alone Schools and Integrated Schools with Individual Library are to be uploaded in their respective folder.
2.	Junior High School Library	
3.	Senior High School Library	



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Certificate No. PHP QMS
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4.	Integrated Elementary and Junior High School Library	Accomplished forms submitted by Integrated Schools with Integrated Library are to be uploaded in their respective folder.
5.	Integrated Elementary, Junior, and Senior High School Library	
6.	Integrated Junior and Senior High School Library	

3. The file name convention shall bear the name of the school with the school level for integrated schools.

Integrated Schools File name Convention	
Individual Library	Integrated Library
R4A_Integ.School_ES_Lib	R4A_Integ.School_ES&JHS_Lib
R4A_Integ.School_JHS_Lib	R4A_Integ.School_ESJHS&SHS_Lib
R4A_Integ.School_SHS_Lib	R4A_Integ.School_JHS&SHS_Lib

4. Deadline of submission is on or before **August 16, 2024**. However, an initial data shall be collected and submitted to BLR by the Regional Office on August 9, 2024.
5. For clarification and further inquiries, you may contact Dianne Catherine T. Antonio, Education Program Supervisor, and Viernalyn M. Nama, CLMD Chief Education Supervisor, at (02) 8681-2114 local 420.
6. Immediate compliance and widest dissemination of this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
 Regional Director