DIVISION MEMORANDUM
No. 117, s. 2019

To: School Librarians
    Teacher – Librarians
    Hub Librarian
    Property Custodians
    This Division

From: ROY ANGELO E. GAZO
    Schools Division Superintendent

Subject: INVENTORY OF ALL SCHOOL DELIVERED K TO 12 INSTRUCTIONAL MATERIALS AND OTHER REFERENCE MATERIALS

Date: April 16, 2019

This is to inform all School Librarians, Teacher – Librarians, and Property Custodians of both elementary and secondary schools that you are hereby directed to conduct inventory of all school delivered K to 12 learning materials (textbooks), teaching materials (teacher's guide/teacher's manual), and other reference materials using the provided template.

For the Hub Librarian, you are hereby requested to conduct inventory of all supplementary reading materials available in the Division Library Hub using the provided template.

You are requested to submit your inventory in soft copy saves in the DVD or CD. Just simply fills-up the template. The deadline for the submission of the inventory will be on May 17, 2019.

All required reports from the school shall be recorded in the logbook. Failure to submit the required report(s) shall be given a Division Memorandum requiring the school to explain its non-submission.

For strict compliance.