



April 2, 2018

DIVISION MEMORANDUM

No. 203, s. 2018

**DIVISION CONFERENCE OF DISTRICT/SCHOOL LIBRARY DESIGNATE & SUBMISSION
OF DISTRICT FIRST QUARTER ACCOMPLISHMENT REPORT**

TO: CID & SGOD Chief
Division Education Program Supervisors
Public Schools District Supervisors/DIC's
Elementary, Junior & Senior High School Principals

1. One of the Duties and Responsibilities of a School Library Designate is to conduct inventory of library/school resources periodically to account for received and missing resources and recommend additional needed resources this shall be done together with the School Property Custodian.
2. To facilitate the conduct of the inventory processes through automation, this office will hold a Division Conference to all District/School Library Designate on April 13, 2018 at NOHS from 8:00am – 5:00 in the afternoon.
3. Each district must send 2 representatives to attend the said conference preferably from the Central Elementary and Main High Schools.
4. Participants are required to bring and submit the following in hard and soft copy:
 - a. District First Quarter Accomplishment Report based on their district action plan with MOV's,
 - b. Updated Status of School Library (please see the attached template) and a
 - c. USB for the copy of the Automated Inventory Form.
- d. Lunch and snacks will be provided charge to the Division HRTD Funds while travelling and other incidental expenses shall be charged against School MOOE or other school funds subject to the usual auditing and accounting rules and regulations.
- e. Dissemination of this memorandum is desired.

S: **SALUSTIANO T. JIMENEZ, CESO VI**
OIC Asst. Regional Director RO 7
Concurrent Schs. Division Superintendent

STJ/ENC/CID/rra18
Library LR Inventory

