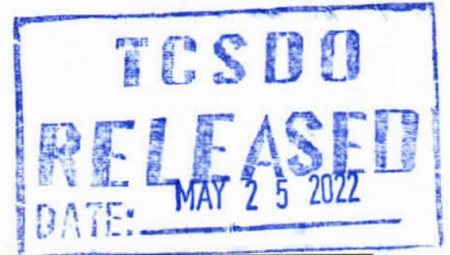




Republic of the Philippines
Department of Education
 Region III
TARLAC CITY SCHOOLS DIVISION



08000

May 16, 2022

DIVISION MEMORANDUM
 No. 87, s. 2022

To : OIC-ASDS
 Chief-CID
 Public Elementary and Secondary School Heads
 All Others Concerned

**ENCODING OF NON-DEPED BOOK COLLECTIONS PER SCHOOL LIBRARY TO
 ACCESSION RECORD GOOGLE SHEET TEMPLATE**

1. In compliance to Regional Memorandum No.260, s. 2022, this Office requires schools with functional/semi-functional libraries to accomplish the prepared **Accession Record Google Sheet Template** for all of their book collections not published by DepEd.
2. All concerned schools listed below through their library teacher-in-charge shall accomplish the template.

LIST OF SCHOOLS					
1	Sto. Cristo IS	6	Alvindia-Aguso HS	11	CATHS – Annex
2	Maliwalo Central ES	7	Baras-Baras HS	12	Tarlac West Central ES
3	San Jose ES	8	San Miguel Central ES	13	Maliwalo National HS
4	San Manuel High School	9	Burot Integrated School	14	Balanti ES
5	Alvindia-Aguso CES	10	CATHS – Main	15	Tibag High School

3. The link of the prepared template is <https://tinyurl.com/yckj65xu>.
4. The deadline of encoding is until June 17, 2022.
5. For your guidance and compliance.

MARIA CARMEN P. CUENCO, EdD, CESO V
 Schools Division Superintendent



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Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON



REGIONAL MEMORANDUM

No. 260 s. 2022

2nd QUARTER CONSULTATIVE MEETING OF DIVISION LIBRARIANS

To: Schools Division Superintendents
Division Librarians

1. This is to announce the Virtual Meeting of Division Librarians on May 12, 2022, at 8:30 a.m. The meeting link will be sent later.
2. The activity aims to orient the librarians on the different forms to be accomplished such as:
 - a. book record;
 - b. *talaan ng paggamit ng aklat*;
 - c. accession record for the LRMDs Library collections;
 - d. accession record for the library hub and school library collections;
 - e. inventory of school library learning resources and record for textbook and teacher's guides/learner's materials;
 - f. teacher's manuals received by the school property custodian; and
 - g. inventory of textbooks and learner's materials learning resources.
3. The division librarians shall encode in the prepared google sheets which will be given during the meeting. The responses shall be encoded until June 17, 2022.
4. For information, guidance, and compliance.


MAY B. ECLAR, PhD, CESO III
Regional Director

clmd4
May 4, 2022

