



Republic of the Philippines  
**Department of Education**  
REGION VIII  
SCHOOLS DIVISION OF CALBAYOG CITY


January 8, 2025

**DIVISION MEMORANDUM**  
OCID-2025- 012

**ALLOCATION OF CLASSROOM FOR  
SCHOOL LIBRARY FACILITY**

To : Assistant Schools Division Superintendent  
SGOD and CID Chiefs  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Attached is the Memorandum issued by the Office of the Undersecretary for Infrastructure and Facilities and Undersecretary for Curriculum and Teaching of the Department of Education (DepEd) Central Office on August 30, 2024, ensuring the commitment of every school to comply with the DepEd mandate and instruction to allot at least one (1) classroom as a library which may either be accomplished either by converting excess classroom or by allocating a new classroom in the case of new construction.
2. Immediate dissemination of and strict compliance with this Memorandum are desired.

  
**MARGARITO A. CADAYONA JR. CESO VI**  
Officer-in-Charge  
Office of the Schools Division Superintendent



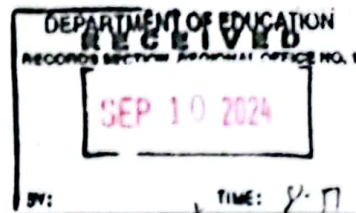
Enclosure: As stated  
Reference: As stated

To be indicated in the Perpetual Index under the following subjects:  
*School Library Facility*



Republic of the Philippines  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR SCHOOL INFRASTRUCTURE AND FACILITIES



**MEMORANDUM**

**TO :** REGIONAL DIRECTORS  
 SCHOOLS DIVISION SUPERINTENDENTS  
 REGIONAL ENGINEERS  
 DIVISION ENGINEERS



**FROM :** *Epimaco V. Densing III*  
 EPIMACO V. DENING III  
 Undersecretary for School Infrastructure and Facilities

*Gina O. Gonong*  
 GINA O. GONONG  
 Undersecretary for Curriculum and Teaching

**SUBJECT :** ALLOCATION OF CLASSROOM PER SCHOOL FOR LIBRARY FACILITY

**DATE :** AUGUST 30, 2024

To enhance both physical and digital learning resources in schools and align with the United Nations Sustainable Development Goals (UN-SDG) for quality education, Regional Directors are instructed to ensure that every school allots at least one (1) classroom as a library. This can be accomplished either by converting an existing excess classroom or by allocating a new classroom in the case of new construction projects.

In addition, establishing provision of spaces intended for library services with a seating capacity of at least 10% of the schools' student population ensures compliance with the school library standards contained in DepEd Order No. 56, s. 2011.

For any questions or concerns regarding this matter, please contact **Mr. Marlon G. Ompoc** of the **Bureau of Learning Resources - Quality Assurance** at 8634-1054 or via email at [marlon.ompoc@deped.gov.ph](mailto:marlon.ompoc@deped.gov.ph). Alternatively, you can reach **Ms. Kianna Gonzales** of the **Education Facilities Division** at 8638-7110 or via email at [ousif.fed@deped.gov.ph](mailto:ousif.fed@deped.gov.ph).

For compliance.

*OUSIF\_ARP\_ky*  
 Memo\_allocationforlib\_083024



RM 105 G/F Rizal Bldg., DepEd Complex, Meralco Ave., Pasig City  
 Telephone No.: (02) 8638-4044  
 Email Address: [ousif@deped.gov.ph](mailto:ousif@deped.gov.ph) | Website: [www.deped.gov.ph](http://www.deped.gov.ph)

Doc Ref Code	OM-OUSIF	Rev	00
Effectivity		Page	1 of 1

