



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools  
Division Superintendent**

08 NOV 2023

DIVISION MEMORANDUM

No. *809*, s. 2023

**INSTITUTIONAL APPLICATION FOR INTERNATIONAL STANDARD BOOK  
NUMBER (ISBN), INTERNATIONAL STANDARD SERIAL NUMBER (ISSN),  
AND INTERNATIONAL MUSIC NUMBER (ISMN) FOR PUBLICATIONS**

To: Assistant Schools Division Superintendent  
Chief, CID, and SGOD  
Division Program Supervisors  
Public School Districts Supervisors/Districts-In-Charge  
Public Elementary and Secondary School Heads  
All Others Concerned

1. This office informs the field of the RM No. 809, s. 2023 RE: Institutional Application for International Standard Book Number (ISBN), International Standard Serial Number (ISSN), and International Music Number (ISMN) for Publications, a communication from Cesar Gilbert Q. Adriano, Director IV of the National Library of the Philippines.
2. These distinctive identities will serve as the publication's fingerprint and will serve as a global identifier that enables the libraries, suppliers, and publishers to find, order, and track published materials.
3. Please see enclosure for more details.
4. For the information of all interested and concerned parties.

*Neri C. Ojastro*  
**NERI C. OJASTRO EdD, CESE**  
**Schools Division Superintendent**

Office of the Schools Division Superintendent

*11/7/2023*

NCO/MKP/JMA/NLR/LRMS-RRA-MSR-ELC



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Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

27 OCT 2023

**REGIONAL MEMORANDUM**

No. **809** s. 2023

**INSTITUTIONAL APPLICATION FOR INTERNATIONAL STANDARD BOOK NUMBER (ISBN), INTERNATIONAL STANDARD SERIAL NUMBER (ISSN), AND INTERNATIONAL MUSIC NUMBER (ISMN) FOR PUBLICATIONS**

To: Schools Division Superintendents  
Assistant Schools Division Superintendents  
All Others Concerned

1. This Office is hereby disseminating the communication from Cesar Gilbert Q. Adriano, Director IV of the National Library of the Philippines (NLP), re: Institutional Application for International Standard Book Number (ISBN), International Standard Serial Number (ISSN), and International Music Number (ISMN) for Publications. These distinctive identities will serve as the publication's fingerprint and will serve as a global identifier that enables the libraries, suppliers, and publishers to find, order, and track published materials.
2. For more details, see enclosures.
3. For the information of all interested and concerned parties.

**SALUSTIANO T. JIMENEZ JD, EdD, CESO V**  
Director IV  
Regional Director

STJ/PYA/CLMD/MJCD/jfn



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Republic of the Philippines  
**NATIONAL LIBRARY OF THE PHILIPPINES**  
*Office of the Director*

September 27, 2023

Dear Sir/Madam:

Greetings from the National Library of the Philippines (NLP)!

This is to encourage your agency/company/institution to apply for International Standard Book Number (ISBN), International Standard Serial Number (ISSN), and International Standard Music Number (ISMN) for your publication. These distinctive identities serve as a publication's fingerprint and serve as a global identifier that enables libraries, suppliers, and publishers to find, order, and track published materials.

An ISBN is a unique identifier for books, while an ISSN is used for periodicals such as magazines, journals, newspapers and continuing resources and an ISMN is used for notated music publications. This also reflects the number of unique Filipino published works registered.

The application process is straightforward. You can apply for an ISBN, ISSN, or ISMN via the online application system URL: <https://ins-poas.nlp.gov.ph/node/2> of the NLP as the national issuing agency of the country.

Attached to this letter are the brochures containing the procedures on applying for ISBN, ISSN and ISMN. For more information about ISBN, ISSN and ISMN, see the link provided below:

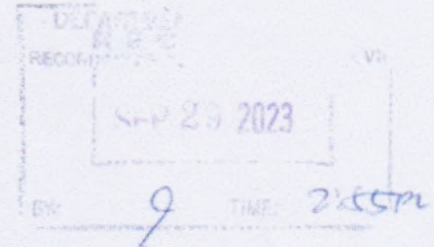
ISBN: <http://web.nlp.gov.ph/isbn/>

ISSN: <http://web.nlp.gov.ph/issn/>

ISMN: <http://web.nlp.gov.ph/ismn/>

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web.nlp.gov.ph | do@nlp.gov.ph







Republic of the Philippines  
**NATIONAL LIBRARY OF THE PHILIPPINES**  
*Office of the Director*

If you have questions or concerns, please do not hesitate to send us an email at [isbn@nlp.gov.ph](mailto:isbn@nlp.gov.ph) / [issn@nlp.gov.ph](mailto:issn@nlp.gov.ph) or call us at 0917-8718210.

Thank you.

Kind regards,

Cesar Gilbert Q. Adriano

Director IV

National Library of the Philippines

T.M. Kalaw St., Ermita, Manila

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It takes seven (7) days to register at the National Book Development Board (NBDB).

- Apply for an ISBN when you're almost ready to publish your book.
- ISBN processing usually takes about 1-2 working day/s.
- Once you have an ISBN, you may apply for Cataloging-in-Publication through the Catalog Division or email at [catalog@nlp.gov.ph](mailto:catalog@nlp.gov.ph), to know more about it visit <http://web.nlp.gov.ph/nlp/?q=node/683>. Please note that this is not mandatory.
- Use your ISBN for Barcode and you can proceed to upload or print your books.
- Should you wish to have legal or copyright protection. You may visit <http://web.nlp.gov.ph/nlp/?q=node/646> to know more about it.
- Remember to submit two (2) copies of your printed books or CD/DVD or email/link of downloadable file of your eBooks to NLP within 30 days of publication. Per section 2 of the Decree on Legal and Cultural Deposit (PD 812) (a) Within one month from the date of any printed book, as this term is defined herein, is first delivered out of the press, the publisher of such book shall furnish, free of charge and in the same finish as the best copies of produced, two copies thereof to the National Library."
- Please be aware that details of the publisher are registered by the NLP to the International Centre <https://www.isbn-international.org/content/global-register-publishers-o>



National Library of the Philippines  
Bibliographic Services Division  
T.M. Kalaw, Ermita, Manila 1000

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International Standard Book Number (ISBN) is an internationally recognized system whereby code numbers are assigned to books for easy identification and speedy exchange of information among publishers and all segments of the book industry and allied sectors. Specifically, it is a unique and unchangeable code number assigned to one title, one binding or edition of a published work. An ISBN is **not mandatory, and does not convey any form of legal or provide copyright protection** on a work. It is essentially a product identifier used by publishers, booksellers, libraries, internet retailers and other supply chain participants for ordering, listing, sales records and stock control purposes. The ISBN identifies the registrant as well as the specific title, edition and format.

#### *What is a Publisher?*

The publisher is the group, organization, company or individual (maaaring ikaw ang may akda at ikaw din ang mamumuhunan sa iyong publikasyon) who is responsible for initiating the production of a particular publication. Normally, the publisher is also the person or body who bears the cost or financial risk in making a product available. It can be the author of the book if the author has chosen to publish their book themselves.

#### *Do I need a different ISBN for each format?*

Each format must have a different ISBN, which means that if you have one book but will be publishing different format, e.g. paperback, hardbound, pdf, epub, etc., each of this will have its own ISBN.

## *How do I get an ISBN?*

1

### **If this is your first time to apply for an ISBN**

Secure a National Book Development Board Certificate of Registration/ (for enterprises) or as an AUTHOR/WRITER (for individuals).  
(Visit their website <https://booksphilippines.gov.ph/>)  
After securing a certificate or registration, create an account at <https://ins-poas.nlp.gov.ph/user/register>.  
Fill out the needed information.

2

Wait for an email notification for password creation and log-in link.

3

Go to the "ISBN Application" tab and fill out the required information at the

4

Attached the documentary requirements: title page and copyright page (state by, A Publication of, Publisher, Inilathala ng before the name of the Publisher publication.

5

Click the Submission Button.

6

Wait for an email notification to know the status of your application. "Submission" tab in your INS-POAS Account.



DOCUMENT TRANSMITTAL - RECORDS SECTION

Date: 04-25-2005

Number	Issued	Date	Issued	Date	Issued	Date
1	1					
2	2					
3	3					
4	4					
5	5					
6	6					
7	7					
8	8					
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17	17					
18	18					
19	19					
20	20					

- Apply for an ISMN when you're almost ready to publish.
- Processing usually takes about 1-2 working day/s.
- Once you have an ISMN, you may apply for Cataloging-in-Publication through the Catalog Division or email at [catalog@nlp.gov.ph](mailto:catalog@nlp.gov.ph), to know more about it visit <http://web.nlp.gov.ph/nlp?q=node/683>
- Use your ISMN for Barcode and you can proceed to upload or print your product form.
- Should you wish to have legal or copyright protection. You may visit <http://web.nlp.gov.ph/nlp?q=node/646> to know more about it.
- Remember to submit two (2) copies of your product form to NLP within 30 days of publication.
- Please be aware that details of publisher are registered by the NLP to the International Centre <https://www.ismn-international.org/directory>
- To know more about ISMN visit [https://www.ismn-international.org/files/Web\\_ISMN\\_Users\\_Manual\\_2\\_016.pdf](https://www.ismn-international.org/files/Web_ISMN_Users_Manual_2_016.pdf)



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International Standard Music Number (ISMN) is a unique 13-digit number for the identification of all printed and digital music publications i.e. notated music such as scores, vocal scores, sheet music, anthologies of music, music part or separate parts for a particular instrumentation from a specific publisher or producer. It is compatible with the international EAN-13 digit barcode, an internationally recognized system whereby code numbers are assigned to facilitate international cooperation and information exchange.

The ISMN is used to identify publications of notated music, whether available for sale, hire, gratis or for copyright purposes only.

The assignment of an ISMN to a publication of notated music, shall not imply any meaning or value as legal evidence with regard to the ownership of rights to that publication.

#### **What is a Registrant/Publisher?**

A registrant is a person or organization that has requested and received an ISMN for a publication of notated music from an appointed ISMN Registration agency. The registrant is usually the publisher of the publication, but exceptions may be an intermediary who is acting on behalf of, or in place of, the publisher.

The publisher is the group, organization, company, or individual who is responsible for initiating the production of a particular publication. Normally, the publisher is also the person or body who bears the cost or financial risk in making a product available.

#### **Do I need a different ISMN for each format?**

A separate ISMN must be assigned to every different edition of an item. Specifically, a

- there is a change in the musical or literary content of work, unless these are minor
- a literary text that is an integral part of a published musical work is altered.
- a translation of a literary text is added, removed or altered. A new ISMN must be assigned to the new music are otherwise unchanged.
- the physical size of an item is substantially changed in to produce a new full study of

An unchanged impression or unchanged reprint of the same item in the same format should not be assigned a new ISMN unless there is a change in binding. Similarly, a reproduction of the same origination should not be assigned a new ISMN, even if a new reproduction is made.

Price changes do not require the assignment of new ISMNs.

#### **How do I get an ISMN?**

- 1 Create an Account at <https://ins-poas.nlp.gov.ph/user/register>. Fill out the needed information.
- 2 Wait for an email notification for password creation and log-in link.
- 3 Go to the "ISMN Application" tab and fill out the required information at the
- 4 Attached the documentary requirements: title page and copyright page (starting with, A Publication of, Publisher, Inilathala ng before the name of the Publisher and publication.
- 5 Click the Submission Button.
- 6 Wait for an email notification to know the status of your application. Check the "Submission" tab in your INS-POAS Account.







DOCUMENT TRANSMITTAL - RECORDS SECTION

International Standard Serial Number (ISSN) is an international identifier for serials and continuing resources in the electronic and print worlds. It can be assigned to any serial or continuing resource whether past, present, or to be published in the foreseeable future whatever the medium of production (e.g. print, online, CD-ROM, etc.).

An ISSN is not mandatory and does not convey any form of legal or provide copyright protection on a work.

**What is serial?**

Serial is a continuing resource in any medium, issued in a succession of discrete parts, usually bearing numbering, that has no predetermined conclusion. Examples of serials include journals, magazines, electronic journals, ongoing directories, annual reports, newspapers, monograph series, and newsletters.

**What is Ongoing Integrating Resources?**

Ongoing integrating resources is an electronic publication that is updated such as websites, blogs, institutional repositories, directories, and databases.

**Do I need a different ISSN for each format?**

Each format must have a different ISSN, which means that if you have one serial or continuing resources but will be published in a different format, e.g. print, online, CD, DVD, etc. each of these will have its own ISSN.

A new ISSN may only be applied for in the following cases:

- The publication's medium changes (e.g. a print becomes online).
- The publication's title changes.
- Different language editions.

Note:

Any changes made must be mentioned in the details of the old title, ISSN, and the details of issues published during that period in the new journal(s)/serial(s).

## How do I get an ISSN?

1

Create an Account at <https://ins-poas.nlp.gov.ph/user/register>  
Fill out the form. No need to attach NBDB Registration.

2

Wait for an email notification to create your password and

3

Go to the "ISSN Application" menu and fill out the req  
ISSN Information Sheet.

4

For Print: (In pdf) Attached mock-up of the publication with  
editorial page. The editorial page must show the name, address  
frequency (e.g. Monthly, Quarterly, Annual, etc.).

For CD: (In pdf) Attached mock-up of the publication with the  
and/or on the container with the name, address of the publ  
frequency (e.g. Monthly, Quarterly, Annual, etc.).

For Online: the URL (electronic address) of the publication,  
publisher and the frequency (e.g. Monthly, Quarterly, Annual, e  
the publication.

5

Click the Submission Button.

6

Wait for an email notification to know the status