Republika ng Pilipinas
(Republic of the Philippines)
MINISTRI NG EDUKASYON AT KULTURA
(MINISTRY OF EDUCATION AND CULTURE)
Maynila

August 11, 1978
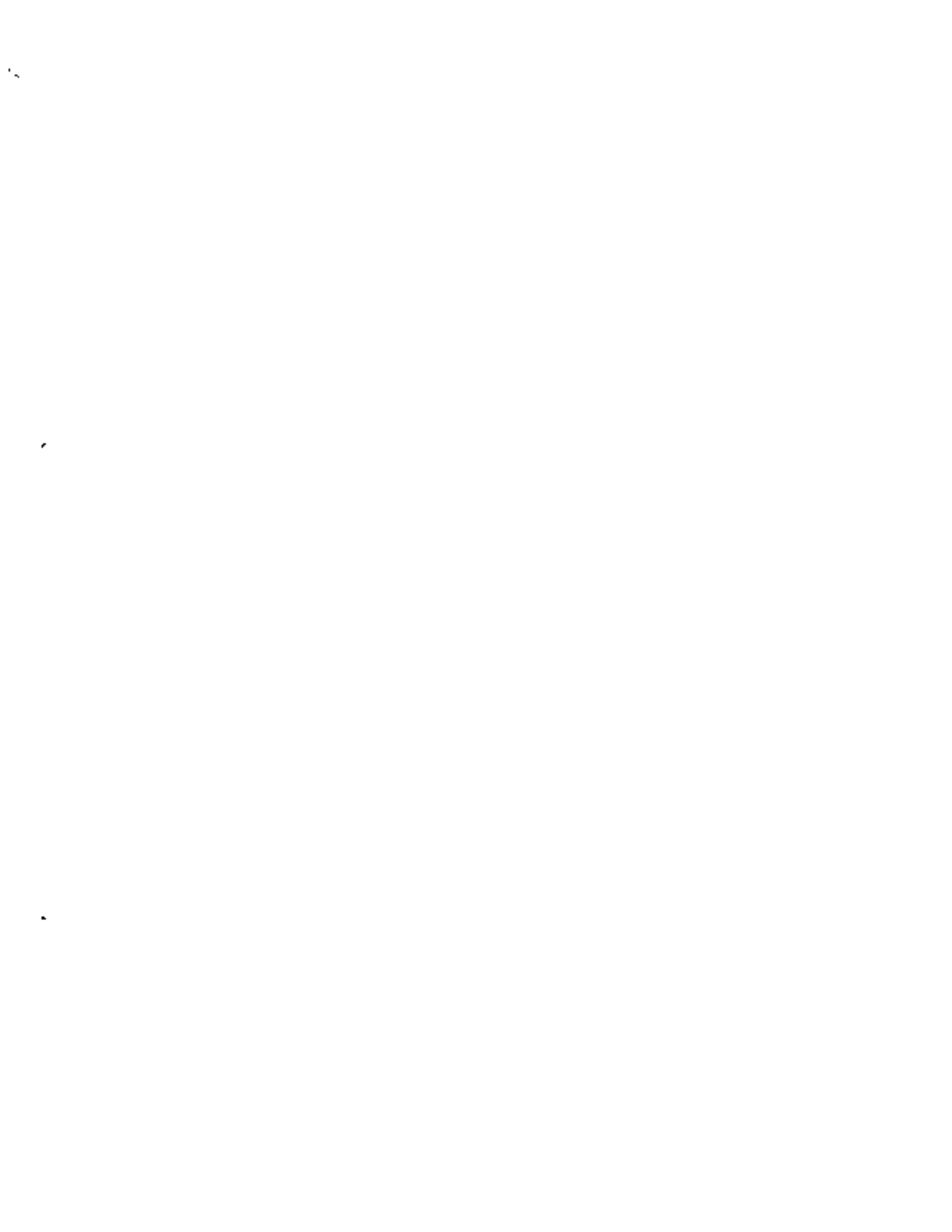
MEC M E M O R A N D U M
No. 224, s. 1978

TRANSFER OF RECORDS AND ACCOUNTABILITY FOR EDPITAF
TEXTBOOKS TO REGIONAL OFFICES

To: Regional Directors
Schools Superintendents

1.   In accordance with the policy of decentralization and re-
gionalization providing for jurisdiction of various division offices
by the regional directors concerned, responsibility and accountabil-
ity for all national allotted equipment and property including text-
books, distributed to and received and acknowledged by the respec-
tive divisions before the reorganization, were turned over to the
regional offices.

2.   Accordingly all records of, and accountability for the new
textbooks otherwise called "EDPITAF books" distributed by the Text-
book Board Secretariat (TBS), shall be turned over to the regional
offices.

3.   Attention is hereby invited to Department Memorandum No. 219,
s. 1975, item No. 4, which states: "Strict compliance by school super-
intendents and other school officials concerned is hereby enjoined to
facilitate the eventual turnover of records and accountability to the
regional director, who, with the help of his administrative staff,
shall maintain a centralized record of all the properties of the divi-
sions and schools within his area to determine responsibility and ac-
countability in the issuance of clearances and for the purpose of in-
ventory."

4.   Accountability for EDPITAF textbooks received by the divi-
sions covered by duly signed Requisition and Issue Vouchers (General
Form No. 45-A) will be transferred to the regional office through the
issuance of corresponding Invoice Receipt of Property Transfer (Gen-
eral Form No, 30-A).

(SGD.) JUAN L. MANUEL
Minister of Education and Culture

Reference:
Department Memorandum (No. 219, s. 1975)

Allotment: 1-2--(D.O. 1-76)

To be indicated in the <u>Perpetual Index</u>
under the following subjects:

ACCOUNT   RECORD
EQUIPMENT   RULES & REGULATIONS
OFFICIALS   TEXTBOOKS
                                 TRANSFER