

Republika ng Pilipinas
(Republic of the Philippines)
MINISTRI NG EDUKASYON, KULTURA AT ISPORTS
(MINISTRY OF EDUCATION, CULTURE AND SPORTS)
Manila

June 20, 1985

MEMO MEMORANDUM
No. 55, s. 1985

REITERATING THE POLICY ON THE DISTRIBUTION OF MEMO PROJECT TEXTBOOKS

To: Regional Directors
Schools Superintendents
Area Supervisors
Supply Officers, District and School Custodians

1. Our attention has been called regarding the uneven distribution of Project textbooks in the schools especially in the high schools. According to reports, textbooks dispatched by the Textbook Board Secretariat (TBS) intended for national high schools sent through the division offices concerned are being re-allotted and given to other schools, particularly the locally-funded high schools. Thus, in many cases, students of the national high schools suffer from lack of textbooks because of undue diversion of allotments.
2. In this regard, it is strongly reiterated that the standard distribution policy of the Textbook Project to provide at least one book in each subject area per grade for every two pupils be strictly followed. Where the quantity of books received by the division is not sufficient for distribution at a 1:2 book per pupil ratio in all schools within the geographical jurisdiction of the respective divisions, including barangay high schools, the books should be distributed proportionately among all existing schools according to enrolment, whether they are under the local or national government so that each pupil shall have access to Project textbooks.
3. To ensure that textbooks are distributed properly to meet the Project's target pupil-textbook ratio based on enrolment, it is necessary that discrepancies between textbooks received from TBS and enrolment be reported immediately to the Textbook Board Secretariat at Ma. Regidor St., Area XI, U.P. Diliman Campus, Quezon City so that additional copies may be dispatched therefor.
4. All concerned are reminded that TBS dispatches textbooks to the Division and Regional Offices only. Thereafter, the moving of books to the end-user schools becomes the concern and responsibility of the Regional Directors and Superintendents, for which adequate funds are provided under Memorandum of Agreements between the TBS and the different Regional Offices.
5. Since project textbooks serve as the most important equalizing factor in the democratization of educational opportunities for our children, your fullest cooperation toward the effective distribution and utilization of MEMO Project textbooks is enjoined.

(SGD.) JAINE C. LAYA

References:

Department Memorandums: Nos. 48, s. 1977, 4;
1978 and 214, s. 1979

Allotment: 1-2--(D.O. 3-76)

To be indicated in the Perpetual Index
under the following subjects:

- OFFICIALS
- POLICY
- PROJECT
- RULES & REGULATIONS
- SCHOOLS
- TEXTBOOKS

