



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
Meralco Avenue, Pasig City

OFFICE OF THE SECRETARY

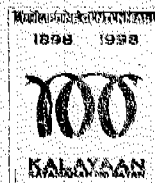
August 29, 1997

DECS MEMORANDUM
No. 340, s. 1997

ALLOCATION AND USE OF CY1997 BUDGET FOR TEXTBOOKS AND
TEACHER'S MANUALS

To: Undersecretaries and Assistant Secretaries
Bureau/Center/Regional Directors
Schools Superintendents
District Supervisors
School Principals or Heads
All others concerned

- 1. Coverage.** This DECS Memorandum pertains to the allocation and use of the P344.106 million allocation for textbooks and teacher's manuals, from the CY1997 budget allocation of DECS for instructional materials, which shall be released by DECS Central Office to the DECS Regional Offices before the end of this year. The breakdown of this allocation is indicated in Annex 1 of this Memorandum.
- 2. Purpose.** Consistent with Special Provision no. 10, page 80, in the FY1997 General Appropriations Act, two-thirds (2/3) of the P573.510 million budget which is equivalent to P344.106 million (net of 10% reserve) shall be used to procure books from private sector publishers duly registered with the National Book Development Board and who are able to produce and supply textbooks and other instructional materials when and as needed and ordered by DECS.
- 3. Utilization of Budget.** With the phasing-out of DECS's textbook production and distribution functions and the phasing-in of the private sector to assume these roles, DECS Central Office has decided to utilize the entire P344.106 million to procure private-sector supplied textbooks and/or teachers manual's for use in public schools starting SY1998-1999. Only materials that are approved by the DECS Instructional Materials Council (IMC) and which are included in the CY1998 DECS Catalogue of Approved Textbooks and Teacher's Manuals may be procured by the regional offices using amounts from this budget.



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4. **School Empowerment in Selection of Instructional Materials.** Determination of textbook and/or teacher manual titles to be ordered and in what quantities shall be a prerogative of each public school. For this purpose, the DECS Regional and Division Offices must inform schools under them about their respective indicative budget allocation **not later than October 31, 1997.** Each public elementary and secondary school must be entitled to a budget. DECS Regional Offices must pro-rate their respective budget allocation by school utilizing actual school enrolment data. The indicative budget allocation per school should be provided to all elementary schools through their respective District Offices while public high schools must be informed of their respective allocation directly.

5. **DECS Catalogue.** Sufficient quantities of the *CY1998 DECS Catalogue of Approved Textbooks and Teacher's Manuals* shall be printed and disseminated to all schools **not later than October 31, 1997.** DECS Central Office shall also procure resource copies of all approved textbooks and teacher's manuals and effect distribution of the same to all DECS Regional and Division Offices during the same period. These Offices must immediately make the resource copies available and accessible to school officials to help them in their selection of materials to order for their respective schools.

6. **Consolidation and Delivery of Orders.** Elementary schools shall submit their orders to their respective District Offices **not later than November 10, 1997.** High schools should submit their orders directly to their respective Division Offices by the same deadline. District Offices shall consolidate orders and check correctness of orders against the indicative budget allocation. District consolidated orders shall be submitted to the division offices for further consolidation with other orders. All division consolidated orders must be submitted to the regional offices **not later than December 8, 1997.** DECS Regional Offices shall consolidate orders from all the division offices and then issue the corresponding purchase orders to the concerned publishers **before December 31, 1997.** Publishers are expected to effect delivery of orders directly to district offices, in the case of elementary schools, and to the schools directly, in the case of high schools.

7. Additional guidelines re the procurement of textbooks and teacher's manuals from private publishers shall be issued through official issuances from this office. Please address any query or clarification you may have on this matter to the DECS Instructional Materials Council Secretariat (IMCS), IMC Complex, A. Ma. Regidor St., Area XI, UP Diliman, Quezon City (tel. 920-1894 or 922-9981 to 84 and fax 920-1851).

8. For the information and guidance of all concerned.

Incl.: As stated

Reference: N o n e

Allotment: 1-3--(D.O. No. 50, s. 1997)

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

FUNDS
MANUALS
TEXTBOOKS


RICARDO T. GLORIA
Secretary

1/14/97
[Handwritten initials]

CY1997 BUDGET ALLOCATION FOR TEXTBOOKS AND TEACHER'S MANUALS
TO BE USED STARTING SY1998-1999

| REGION | ALLOCATION (PESOS) |
|--------|-----------------------|
| NCR | 29,592,000 |
| CAR | 6,713,207 |
| ARMM | 9,397,161 |
| I | 20,264,499 |
| II | 14,731,659 |
| III | 33,595,251 |
| IV | 47,937,697 |
| V | 25,915,332 |
| VI | 31,367,815 |
| VII | 25,446,210 |
| VIII | 18,008,671 |
| IX | 18,022,158 |
| X | 13,870,693 |
| XI | 24,664,741 |
| XII | 13,480,044 |
| XIII | 11,098,862 |
| TOTAL | 344,106,000 |

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