



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

OFFICE OF THE SECRETARY

October 6, 1997

DECS MEMORANDUM

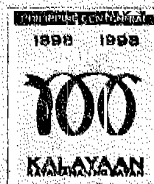
No. 402, s. 1997

DISSEMINATION OF CY1998 DECS CATALOGUE OF APPROVED TEXTBOOKS
AND TEACHER'S MANUALS, RESOURCE COPIES, AND CONDUCT OF
REGIONAL BOOKFAIRS AND OTHER RELATED ACTIVITIES

To: Undersecretaries/Assistant Secretaries
Bureau/Center Directors
Regional Directors
Schools Division Superintendents
Resident Auditors
All Others Concerned

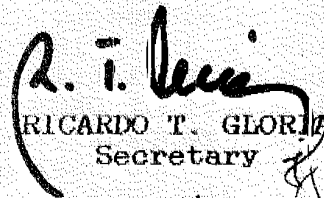
1. Dissemination of DECS Catalogue. As provided for in DECS Memorandum 340, s. 1997, the CY1998 DECS Catalogue of Approved Textbooks and Teacher's Manuals shall be disseminated to all public elementary and secondary schools not later than October 31, 1997. DECS Central Office thru the Instructional Materials Council Secretariat (IMCS) will effect the immediate dispatch of sufficient quantities of this Catalogue to all DECS Division Offices not later than October 15, 1997. After which, these offices must immediately distribute a copy of said Catalogue, preferably with a copy of DECS Order 69, s. 1997, to each public school in their respective area. DECS Regional Offices shall also be given 100 copies of the DECS Catalogue not later than October 15, 1997.
2. Distribution of Resource Copies. Advance or resource copies of the textbooks and teacher's manuals approved for use starting SY1998-1999 have also been procured by DECS Central Office. Five copies of each approved material shall be sent to all DECS Regional and Division Offices as resource copies. These copies shall be sent directly to the Division Offices or coursed thru their respective Regional Office not later than October 31, 1997. These offices must immediately notify school officials re. the availability and accessibility of the resource copies for review.

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Tel. No. 6337208
Fax No. 6320805

3. Please advise all concerned that the resource copies which shall be distributed to the DECS Regional and Division Offices shall be printed on standard newsprint paper while the books which shall be eventually ordered as REGULAR COPIES shall be printed on uncoated offset textpaper (i.e., better than newsprint).
4. Conduct of Regional Bookfairs. A one-day regional bookfair showcasing the approved textbooks and teacher's manuals shall be held in each region following the schedule in Annex A. The responsibilities of the DECS Regional Offices and Publishers concerned in the conduct of these bookfairs are indicated in Annex B of this DECS Memorandum. Among others, DECS Regional Offices are required to authorize, allow, and notify public school officials including teachers to attend the bookfair in their respective region.
5. DECS Regional and Division Offices are also enjoined to conduct other information drives concerning textbook privatization and the new textbook procurement process that will involve school empowerment in the selection of instructional materials.
6. For any query or clarification on this matter please contact the DECS IMCS at 920-1894 or 922-9981 to 84 or at fax 920-1851.
7. For the information and guidance of all concerned.


RICARDO T. GLORIA
Secretary
MAR

Incls.:

As stated

Reference:

DECS Memorandum: (No. 340, s. 1997)

Allotment: 1-- (D.O. 50-97)

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

FUNDS
MANUALS
TEXTBOOKS

SCHEDULE OF REGIONAL BOOKFAIRS WHERE APPROVED
TEXTBOOKS & TEACHER'S MANUALS ARE TO BE DISPLAYED
(As of 30 September 1997)

D A T E	R E G I O N	V E N U E*
October 13 (Monday)	C A R Region I	Albert Hall, Teacher's Camp, Baguio City Food Training Center, DECS Regl. Office, Sn. Fdo., La Union
October 15 (Wednesday)	Region II	Tuguegarao, Cagayan
October 16 (Thursday)	Region III N C R	Sn. Fdo., Pampanga Manila
October 17 (Friday)	Region IV Region V	Batangas/Cavite Legazpi City
October 20 (Monday)	Region VI Region VII	Iloilo City Cebu
October 22 (Wednesday)	Region VIII Region IX	Tacloban City Zamboanga City
October 24 (Friday)	Region X Region XI	Cagayan de Oro City Davao City
October 27 (Monday)	Region XII & A R M M	Cotabato City
October 29 (Wednesday)	C A R A G A	Butuan City

* DECS Regional Offices must immediately notify the DECS IMCS re. the exact venue of the Bookfair in their respective region. DECS IMCS shall relay this information to all concerned publishers as soon as possible.

CONDUCT OF REGIONAL BOOKFAIRS
TERMS OF REFERENCE

A. DECS REGIONAL OFFICES

1. DECSRO Director must appoint a Coordinator from his/her staff to make all necessary preparations for and liaise with participating publishers re. the REGIONAL BOOKFAIR ON APPROVED TEXTBOOKS AND TEACHER'S MANUALS FOR USE STARTING SY1998-1999
2. Venue arrangements including 1 table and at least 2 chairs for each of the 28 participating publishers and for the Bookfair Coordinator (who may be joined by a DECSCO and/or NBDB rep); DECSROs are to provide the same space area for each publisher; DECSROs should number each space area (publishers will draw lots to determine their respective display areas by 6:30am during the Bookfair schedule itself)
3. Announcements and publicity, mobilization of participants (particularly school heads and teachers, parents and other DECS officials) thru issuance of Regional Memoranda and other means; A short Opening Program may be conducted with a Regional Official addressing visitors and participating publishers at the start of the Bookfair
4. DECSRO should not allow any other products besides approved textbooks and teacher's manuals to be displayed/sold during the Bookfair (there should be no other companies/groups displaying other products at the Bookfair venue)
5. Confirm with DECS IMC Secretariat at least 4 days before the scheduled Bookfair the exact venue and other preparations made re. the conduct of the Bookfair (IMCS will notify and coordinate with publishers)

B. 28 PUBLISHERS WITH APPROVED TEXTBOOKS AND TEACHER'S MANUALS

1. Each of the 28 publishers will have a maximum of 2 reps manning their respective display areas during the Bookfair which will be conducted from 8:00am to 5:00pm
2. Publishers shall shoulder their own transpo, meals/snacks, and other expenses for the duration of the Bookfair; Publishers must be at the Bookfair venue by 6:30am on the day of the Bookfair to draw lots re. display area assignments and to set up their display items before 8:00am
3. Publishers shall only be allowed to display their respective approved textbooks and teacher's manuals
4. Publishers must relay names of their representatives who shall attend each Bookfair NLT October 8, 1997 (IMCS will relay these names to the concerned DECS Regional Offices)