



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

May 15, 1998

OFFICE OF THE SECRETARY

DECS MEMORANDUM

No. 203, s. 1998

**GUIDELINES ON THE ALLOCATION AND UTILIZATION OF CY 1998
BUDGET FOR TEXTBOOKS AND OTHER INSTRUCTIONAL MATERIALS**

To : Undersecretaries and Assistant Secretaries
Bureau/Center/Regional Directors
School Superintendents
District Supervisors
School Principals or Heads
All Others Concerned

- 1. Coverage.** This DECS Memorandum is issued to guide the allocation and utilization of the DECS budget for textbooks and other instructional materials as provided under the 1998 General Appropriations Act. This is to inform all concerned that General Allotment Release Order (GARO) No. BAS-98-005 dated May 5, 1998 has been issued by DBM to DECS which constitutes the authority for DECS to obligate the funds for this purpose.
- 2. Regional Allocation.** Based on the Roxas law which provides guidelines on the allocation of certain educational resources including textbooks, as well as related equity considerations, all regions are hereby notified of their respective regional allocation (net of the 25% reserves earlier imposed) as contained in Annex 1 hereof. As provided in DECS Order No. 44 s. 1998, each regional office is enjoined to coordinate with their respective DBM regional office for the release of Notice of Cash Allocation (NCA)
- 3. Utilization of the Budget Allocation.** Considering the importance of basic textbooks in improving the teaching-learning process, and in support of the textbook privatization program provided by RA 8047 (Book Publishing Industry Development Act), the budget allocation therein provided shall be exclusively used to procure DECS approved textbooks and teachers' manual. The only exception to this policy is the procurement of Centennial-related instructional materials which, however, shall not exceed ten (10) percent of each region's respective budget allocation.



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4. It is hereby reminded that the procedure for procuring textbooks and teachers' manuals under this Order shall strictly follow the principles and policies contained in previous orders particularly on budget allocation of textbooks per school and on school-based selection of such textbooks. Particular reference is hereby made for strict adherence to guidelines issued under DECS Orders No. 62 and 69 s. 1997; DECS Memorandum No. 340 s. 1997 and related and subsequent guidelines that may be issued.

5. **Procurement Schedule.** All concerned are also informed of the prescribed Textbook Procurement Schedule for 1998 which is attached as Annex 2 hereof.

For the strict guidance of all concerned.


ERLINDA C. PEFIANCO
Secretary

Incls.:

As stated

References:

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

DECS Orders: (Nos. 62 and 69, s. 1997; 44 s. 1998)

Allotment: 1-3—(D.O. 50-97)

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

RULES & REGULATIONS
TEXTBOOKS

118
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ALLOCATION AND USE OF CY1998 BUDGET FOR TEXTBOOKS
AND OTHER INSTRUCTIONAL MATERIALS
As of 15 May 1998

REGION	AVAILABLE CY1998 BUDGET*
N C R	37,077,000
C A R	9,188,000
I	22,995,000
II	16,114,000
III	39,310,000
IV	57,072,750
V	30,757,500
VI	36,271,000
VII	28,736,000
VIII	20,379,000
IX	19,583,000
X	14,966,000
XI	27,989,000
XII	14,039,000
XIII	11,884,500
T O T A L	386,361,750

* NET OF MANDATORY RESERVE

TEXTBOOK PROCUREMENT SCHEDULE
As of 15 May 1998

Creation of Regional and Division Task Forces on Textbook Procurement	May - June 1998
Massive Information Dissemination re. Textbook Procurement for CY1998	June - July
- Textbook Procurement Policies, Procedures, and Schedule	
- Budget information/allocation per school/student	
- Approved list of materials and CY1998 DECS Catalogue of Approved Textbooks and Teacher's Manuals	
Conduct of Bookfairs, Various School Textbook Selection Activities, and Consolidation of Orders until the Division Level	August - October 15
- Resource/sample copies given to all regions and divisions last year should be used during this period	
- Schools will be able to use new textbooks and teacher's manuals ordered last year/early this year which are delivered to them prior to this new round of textbook selection	
Final Consolidation of Orders at the Regional Level and Preparation of Purchase Orders; Request NCA from DBM Regional Offices	October 16 - November
Issuance of Purchase Orders to Publishers by Regional Offices (or Division Offices in cases where these offices are authorized to do so)	November - December
Printing and Delivery of Ordered Books	January - May 1999
- Direct delivery to district offices and high schools by Publishers	
- Delivery of books from districts to elementary schools by DECS	

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