

REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
UL Complex, Meralco Avenue
Pasig, Metro Manila



June 29, 1998

*Sama-Sama
sa DECS*

DECS MEMORANDUM
No. 282, s. 1998

**DELIVERY AND ACCEPTANCE OF AND PAYMENT FOR TEXTBOOKS ORDERED
USING CY1997 GAA BUDGET AND OTHER RELATED CONCERNS**

To: Undersecretaries/Assistant Secretaries
Bureau/Center/Regional Directors
Regional Task Forces on Textbook Procurement
Schools Division Superintendents/District Supervisors
School Administrators/Principals/Property Custodians
All Others Concerned

1. **Coverage.** This DECS Memorandum contains the guidelines on delivery and acceptance of and payment for textbooks ordered (Annex 1) using funds from the lumpsum appropriation for the purchase of instructional materials included in the CY1997 General Appropriations Act and other related concerns. These guidelines are based on the provisions contained in the Memorandum of Agreement between DECS and publishers (copies of which are with the DECS Regional Offices and DECS Instructional Materials Council Secretariat) as well as recommendations of various stakeholders in government's textbook program.
2. Due to the delayed issuance of purchase orders by DECS Regional Offices resulting from delayed release of required Notice of Cash Allocation for procurement of books covered by this Memorandum, the period for delivering books to all district offices and high schools in all regions where a publisher has an order shall be within 105 calendar days reckoned from the last day all DECS Regional Offices issue the necessary purchase orders for specific books owned by this publisher or from July 15, 1998 whichever is earlier.
3. The DECS Instructional Materials Council Secretariat (IMCS) shall monitor and assist the implementation of the approved textbook procurement system and procedures by all DECS Regional Offices. For this purpose, all DECS Regional Offices are required to provide DECS IMCS with reports on the status of textbook procurement and other information as requested.
4. For immediate dissemination and appropriate guidance of all concerned.


ERLINDA C. PEFIANCO
Secretary

Tel. No. 9229982-8
9201894
Fax No. 9201887

Incls.:

As stated

Reference:

DECS Memorandum: No. 340, s. 1997

Allotment: 1-3—(D.O. 50-97)

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

FUNDS
PROCUREMENT
TEXTBOOKS

**DELIVERY AND ACCEPTANCE OF AND PAYMENT FOR TEXTBOOKS
ORDERED USING CY1997 GAA BUDGET**

**A. DELIVERY OF ORDERED TEXTBOOKS AND TEACHER'S MANUALS TO
DISTRICT OFFICES AND HIGH SCHOOLS**

DECS REGIONAL/DIVISION/DISTRICT OFFICES AND SCHOOLS

1. DECSRO shall provide each concerned publisher with complete delivery instructions for their respective purchase orders; delivery instructions shall indicate complete name and address of recipient district offices/high schools and corresponding titles and quantity of books to be delivered to the latter.
2. DECSRO shall notify each division re. their final allocation of textbooks by title and quantity ordered per district and high school with sufficient explanation re. changes in the original orders submitted by the division, if any.
3. DECSDO shall notify each district and high school in the division re. their respective final allocation of textbooks by title and quantity ordered with sufficient explanation re. changes in the original orders submitted by these offices, if any.
4. DECSRO/DOS shall notify district offices/high schools of delivery schedules relayed to them by publishers/publishers forwarders; district supervisor/designated property custodian/school administrator or other authorized district/high school official should be instructed to be at their stations on the scheduled delivery date(s).
5. Each DECS District Office shall effect the immediate distribution/delivery of textbooks/teacher's manuals received from publishers/publishers authorized agents (PAAs) to all schools in the district.
6. DECS Officials at all levels should initiate measures to maximize use of both old and new textbooks and teacher's manuals.
7. DECSRO or DECSDOs should not agree to publisher/PAA's delivery of ordered textbooks and/or teacher's manuals for an entire region or division to the DECSRO or DECSDO only. Publishers should be required to effect delivery of books to district offices and high schools. DECSRO and DECSDO Officials are not allowed to accept any monetary or non-monetary consideration from any publisher/PAA to perform the required delivery of books to districts and/or high schools.

PUBLISHERS/PUBLISHERS FORWARDERS

1. Publisher shall follow packaging specifications contained in Annex 3 of this DECS Memorandum (i.e., text entries to be printed on the corrugated boxes containing books).

7/6 2:05 pm



2. Publishers or publishers authorized agents (PAAs) shall notify DECS Regional and Division Offices about their respective delivery schedules to district offices and high schools at least 15 days prior to conduct of actual deliveries to these offices/schools.
3. Publisher shall also provide DECSRO and DECS IMCS each a copy of publisher's contract with forwarders prior to any delivery made in a particular region.
4. Each Publisher or PAAs of a specific textbook and teacher's manual shall effect deliveries to all district offices and high schools in all regions where they have an order within 105 calendar days reckoned from the last day all DECSROs issued the necessary purchase orders for their specific textbook and teacher's manual to be funded out of the CY1997 lumpsum appropriation for instructional materials or from July 15, 1998 whichever is earlier.
5. Publishers or PAAs shall only effect deliveries during regular office hours during Monday to Friday every week excluding holidays.
6. In truly exceptional cases wherein publisher/PAA signify/admit inability to effect delivery of ordered books to specific district offices and high schools or when the authorized DECS official is not present during a scheduled delivery, proper arrangement should be made by publisher/PAA with the DECS Division Office concerned to allow delivery of ordered books to the nearest/next best location/office/school. Publisher/PAA should secure written permission/agreement of DECSDO Superintendent or OIC in such instances and relay this information to the concerned DECSRO.

B. ACCEPTANCE OF DELIVERED TEXTBOOKS AND TEACHER'S MANUALS

DECS REGIONAL/DIVISION/DISTRICT OFFICES AND SCHOOLS

1. District supervisors/designated property custodians/school administrators are hereby given the authority to inspect and accept the deliveries made by publishers or PAAs. These officials should be advised to indicate problems/issues during delivery in the delivery receipt. The aforementioned officials shall be authorized to sign the original delivery receipts which must be returned to the publisher or PAAs (i.e., forwarder). A copy of the delivery receipt must be retained by the above officials for record purposes.
2. District/high school officials should ensure that adequate and proper storage space will be available for the textbooks and teacher's manuals to be delivered to their offices/schools.
3. District/high school officials should report any discrepancy as to the titles and/or quantity of delivered materials to their offices/schools and/or problems/issues encountered re. deliveries of ordered books within five to ten (5-10)


calendar days to their respective DECS Division Office. DECS Division Offices should consolidate all these reports/problems/issues and submit these to their respective DECS Regional Office (Attention: Regional Task Force on Textbook Procurement) for immediate action.

C. PAYMENT FOR DELIVERED TEXTBOOKS AND TEACHER'S MANUALS

DECS REGIONAL OFFICE

1. DECSRO shall process payment to each publisher within thirty (30) calendar days from receipt of the following documents:
 - a. Original sales invoice
 - b. Original purchase order
 - c. Certified copy of the performance bond
 - d. DECS IMCS inspection report (see Annex 2)
 - e. Test results from the Department of Science and Technology re. the quality of printing paper used in the production of books and corrugated boxes used in packaging these books
 - f. Original delivery receipt signed by district supervisor/designated property custodian/school administrator/principal or other authorized DECS official
 - g. Certified copy of publisher's consolidated delivery report (note: publisher entitled to first payment of 50% of contract price upon delivery of 60% of total orders; second payment of 40% upon delivery of 100%; and final payment after 30 days after final delivery of books to recipient district offices/schools in a region)
 - h. Certified copy of insurance coverage from GSIS
 - i. Certified copy of Guarantee Bond secured from GSIS (for final payment only)
 - j. Sworn statement showing that all taxes, duties and obligations incurred in connection with the order have been duly paid for, including salaries and wages due its employees involved in the performance of the contract (for final payment only)

ab/062498



DECS INSTRUCTIONAL MATERIALS COUNCIL SECRETARIAT
 QUALITY CONTROL INSPECTION REPORT

Title of Textbook: _____
 Quantity: _____

Publisher: _____
 Printer: _____

1. Quality Control in the Press Room

- 1.1 Printing is uniform and clean.
- 1.2 Colors are bright.
- 1.3 No print-thru.
- 1.4 No ink scumming or chalking
- 1.5 Free from hickeys.
- 1.6 Excellent registration.

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

REMARKS

2. Quality Control in the Folder

- 2.1 All folds falls on the fold guides.
- 2.2 Perforating falls on the fold lines
- 2.3 All corners are square.
- 2.4 Folded signatures are flat.

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

REM

3. Quality Control in the Binding

3.1 Perfect Binding

- 3.1.1 Collating is in proper order.
- 3.1.2 Spine is flat and even.
- 3.1.3. Glue thickness is correct.
- 3.1.4. Spine Corners are square.
- 3.1.5. Side gluing is satisfactory.
- 3.1.6. Scoring is true and straight.

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

REMARKS

3.2 Trimming

- 3.2.1. All corners are square.
- 3.2.2. Textbooks size is in accordance with specifications
- 3.2.3. Text lines are parallel to top and bottom edges.
- 3.2.4. Page indicators falls on the same spot.
- 3.2.5. Trimming is clean with no butts.

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

REM

PUBLISHER/PRINTERS
 REPRESENTATIVE:

INSPECTED BY:

NAME: _____
 POSITION: _____
 DATE: _____

NAME: _____
 DESIGNATION: _____
 DATE: _____

SIDE A

Annex 3

Exploring Science 3

Science & Health for Grade 3 Textbook



Department of Education, Culture and Sports
NASA Complex, Pasig City, Philippines

_____ copies

ALLOTTED TO:

REGION : _____ DIVISION: _____

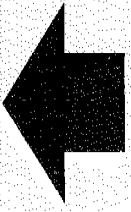
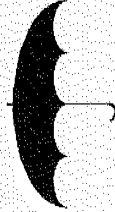
DISTRICT : _____ SCHOOL: _____

NOTE: PUBLISHER MUST DELIVER THESE BOOKS TO DISTRICT OFFICES IN THE CASE OF ELEMENTARY BOOKS AND TO HIGH SCHOOLS IN THE CASE OF SECONDARY BOOKS.

SIDE B

**Government Property
NOT FOR SALE**

Pilipinas Publishing House
369 Datu Humabon St., Bayanihan
Village, Kawit, Cavite

 This side up	 Keep dry
DIMENSIONS Length _____ Width _____ Height _____	VOLUME _____ cu m GROSS WEIGHT _____ kg