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REPUBLICA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
DECS Complex, Meralco Avenue
Pasig City, Philippines



*Sama-Sama
sa DECS*

*Tanggapan ng Kalihim
Office of the Secretary*

August 26, 1998

DECS MEMORANDUM
No. 352, s. 1998

APPROVAL OF REQUESTS FOR AUTHORITY TO PURCHASE COMMERCIAL EDITIONS AND/OR COMMERCIAL REPRINT DECS OWNED TEXTBOOKS

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

1. To address existing shortages in the supply of certain textbooks in subjects under specific grades or year levels wherein no new titles from the private publishers have yet been approved, DECS Central Office will continue to approve requests for authority to purchase commercial editions and/or commercially reprint DECS-owned textbooks, as contained in Annex 1 of this Memorandum, subject to the following guidelines:

A. REQUESTS FOR AUTHORITY TO PURCHASE COMMERCIAL EDITIONS OF DECS-OWNED TEXTBOOKS

1. The DECS Division concerned should address the request for authority to purchase commercial editions of DECS-owned textbooks to the DECS Secretary and/or Undersecretary for Programs and course this request through the DECS Instructional Materials Council Secretariat (IMCS);
2. The request should include a certification by the DECS Division Superintendent that the titles and quantities requested are based on actual needs of the Division as evidenced by an official report on existing and needed books attached to the request;
3. The request should also indicate the source of funds to be used in the procurement of books intended for the Division -- in no case should funds from the regular lumpsum appropriation for the procurement of instructional materials as contained in the CY1998 General Appropriations Act which is to be released to DECS Regional Offices be used for this purpose;
4. Upon receipt of the request from the Division, DECS IMCS shall evaluate the request and shall either forward the same to the DECS Secretary and/or Undersecretary for Programs for Approval or return/notify the Division concerned in case the request may not be processed citing valid cause;

5. Upon approval of the DECS Secretary or Undersecretary for Programs of the request in the form of a letter addressed to the Division concerned, DECS IMCS shall immediately communicate and send the same to the Division; and
6. DECS Division shall then request any capable/competent publisher/printer, duly registered with the National Book Development Board, to print and deliver the desired books after securing the necessary permit to commercially reprint the same from DECS IMCS.

B. REQUESTS TO REPRINT COMMERCIAL EDITIONS OF DECS-OWNED TEXTBOOKS

1. Publisher/printer should submit application to commercially reprint DECS-owned textbooks (Annex 2) in triplicate together with supporting documents (i.e., letter-request of DECS Division Office, copy of approved authority to purchase books, and/or copy of certificate of registration with NBDB) with the DECS IMCS which is currently based at the former IMC Complex, A. Ma. Regidor St., Area XI, UP Diliman Campus, Quezon City (tel. 922-9981 to 84 or 920-1887);
2. DECS IMCS shall immediately process publisher's/printer's application and advise the publisher/printer to complete documentation first or pay the corresponding reprinting fee at the DECS Cashier's Division, DECS Central Office, before final approval of the permit by the DECS IMCS Executive Director;
3. Publisher/printer concerned should comply with the production specifications and sale of books at the approved prices -- for books intended to be sold to the general public, the marking "Government property, not for sale" should be replaced with "Commercial edition" with the DECS-approved price for said books clearly printed on their front cover; and
4. Publisher/printer should submit two (2) copies of the printed books to DECS IMCS prior to delivery to the DECS Division concerned and/or sale of the same to the general public -- Publisher shall also allow authorized DECS IMCS staff to inspect actual printing of books to ascertain compliance with DECS specifications.

2. **Deadline for processing requests.** Requests for authority to purchase commercial editions and/or commercially reprint DECS-owned textbooks as provided for by this Memorandum shall only be allowed until December 31, 1998.

3. For the information and guidance of all concerned.

Andrew Gonzalez
Andrew Gonzalez, FSC
Secretary

Incls.:

As stated

Reference:

None

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

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

AUTHORITY

PURCHASE

TEXTBOOKS

LIST OF DECS-OWNED TEXTBOOKS FOR COMMERCIAL REPRINTING
As of August 1998

LEVEL/TEXTBOOK	TEXTBOOKS REQUIRED	ESTIMATED SERVICEABLE TEXTBOOKS	PUPIL PER BOOK RATIO	CEILING PRICE (P)
A. UNTIL END OF DECEMBER 1998 ONLY				
GRADE 5				
English 5 (Language)	1,563,884	619,780	2.52	49.42
English 5 (Reading)	1,563,884	601,299	2.60	46.80
Mathematics 5	1,563,884	548,684	2.85	73.90
H E L E 5	1,563,884	527,041	2.97	62.60
H G C 5	1,563,884	564,231	2.77	63.55
GRADE 6				
English 6 (Language)	1,498,266	842,924	1.78	51.32
English 6 (Reading)	1,498,266	849,296	1.76	51.32
Mathematics 6	1,498,266	1,239,233	1.21	70.12
Science & Health 6	1,498,266	852,080	1.76	77.65
H G C 6	1,498,266	855,418	1.75	110.00
HIGH SCHOOL I				
P E H M I	1,078,323	192,305	5.61	84.71
(note: no new generation textbook for PEHM I was approved under the first textbook call)				
HIGH SCHOOL II				
Mathematics II	900,121	126,246	7.13	80.95
(note: no new generation textbook for Mathematics II was approved under the first textbook call)				
HIGH SCHOOL III				
P E H M III	774,171	NIL	NIL	100.78
Mathematics III	774,171	382,331	2.02	85.28
Social Studies III	774,171	NIL	NIL	70.73
Science III	774,171	381,693	2.03	104.65
English III	774,171	284,545	2.72	77.51
Values Education III	774,171	NIL	NIL	54.38
HIGH SCHOOL IV				
P E H M IV	646,419	NIL	NIL	79.31
Mathematics IV	646,419	159,330	4.06	96.34
Science IV	646,419	159,330	4.06	133.95
English IV	646,419	172,526	3.75	111.49

Permit No.: _____

Valid up to: _____

Republic of the Philippines
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
Instructional Materials Council Secretariat

Date: _____

Application for
Commercial Reprinting and Sale of DECS Publications
(Submit in triplicate)

Name of applicant firm: _____

Business Address: _____

NBDB Registration No.: _____ T.I.N. _____

Publications applied for: _____

Description	Quantity
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Requisitioning DECS Office(s):
(Attach original copy of request to procure or RIV duly approved by the DECS Secretary or his authorized representative.)

Submitted by: _____

(Signature over printed name)
Authorized Representative

Compliance with DECS requirements checked. Advance royalty in the amount of _____
(P _____) may be accepted.

Payment Received:

O.R. No.: _____

Date: _____ 19 _____

Authorized IMCS Staff

APPROVED:

DECS Cashier

Jay Arthur G. Fernandez
Executive Director, DECS IMCS

Received Original Copy: _____

Date: _____