



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
LAGAWARAN 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*

January 31, 2001

DECS MEMORANDUM
No. 49, s. 2001

**PROCUREMENT OF ADDITIONAL TEXTBOOKS AND TEACHER'S MANUALS
UNDER THE CY 1999 SEMP TEXTBOOK COMPONENT**

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

1. This Memorandum concerns the procurement of additional textbooks and teacher's manuals in selected subjects and grade levels (i.e., repeat order) and the preparation of contracts with corresponding allocation lists under the CY 1999 Social Expenditures Management Project (SEMP) Textbook Component.

2. The DECS Instructional Materials Council approved the recommendation to pursue procurement of additional books to address remaining shortages of books in selected subjects and grade levels. This procurement would be funded from remaining FY 1999 General Appropriations Act appropriations for textbooks. The Department of Budget and Management (DBM) and the World Bank (WB) have approved the decision of DECS to pursue this procurement and to treat the same as eligible for financing under SEMP.

3. The following were considered in determining additional book orders:

- a. textbook situation;
- b. CY 2000 Textbook Program (i.e., to ensure that the additional books will complement those being procured under the CY 2000 Program;
- c. limitations on the number of books that could be procured through repeat order;
- d. balance remaining from the CY 1999 budget appropriation for textbooks on a per region basis;
- e. financial and technical capacity of suppliers to fulfill additional orders; and
- f. application of the same terms and conditions as those found in the original contracts under the CY 1999 SEMP Textbook Component.

4. Following the same implementation arrangements for the original CY 1999 SEMP Textbook Component, DECS Central Office shall be responsible for contract preparation and management of this procurement. DECS regional and all other DECS field offices and schools shall assist DECS Central Office in the proper implementation of this procurement particularly in the monitoring/acceptance/ inspection of deliveries, ensuring proper recording and storage of deliveries, and submission of necessary documents that shall serve as basis for payment or non-payment of book orders.

5. Each DECS regional office is requested to immediately prepare allocation lists on a per district per division basis for the additional books ordered for said region (Annex 1) following the guidelines in Annex 2 of this Memorandum. Deadline for the submission of said allocation lists (5 copies in hardcopy and diskette form) to DECS Central Office c/o DECS IMCS shall be on or before February 16, 2001.

6. For any query or clarification on this matter, please contact the DECS IMCS Office, 4th Floor, Dorm E, DECS Complex, Pasig City (telefax no. 634-1054 or e-mail imcsiavf@aimonline.org).

7. For the information and guidance of all concerned.

R. C. Bacani
RAMON C. BACANI
Undersecretary and
Officer-In-Charge

Reference:

DECS Memorandum: No. 483, s. 2000

Allotment: 1—(D.O. 50-97)

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

PROCUREMENT
TEXTBOOKS

ZONE : _____
 REGION : _____
 DIVISION : _____

NAME OF SUPPLIER : SD PUBLICATIONS/JGM & S CORP./JTW CORP./JGM & S CORP.

ALLOCATION LIST OF ADDITIONAL TEXTBOOKS AND TEACHER'S MANUALS UNDER SEMP 1999

Name of District	Location/Address	NUMBER OF COPIES																		
		Total	TX	TM	5 TX-Language	5 TX-Reading	5 TM	6 TX-Wika	6 TX-Pagbasa	6 TM	6 TX	6 TM								
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
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25																				
26																				
27																				
28																				
Total																				

Prepared by : _____
 (Full Name and Signature)

 (Official Designation)

Approved by : _____
 Full Name and Signature

 Regional Director

Note : 1/ TX = Textbook, TM = Teacher's Manual
 2/ One (1) box contains 25 textbooks and 1 teacher's manual

ZONE _____
 REGION _____
 DIVISION _____

ANNEX 1 (Matana)
 (Elementary)

NAME OF SUPPLIER : WATANA PHANT PRINTING AND PUBLISHING (EXPORT) CO., LTD.

Page _____ of _____

ALLOCATION LIST OF ADDITIONAL TEXTBOOKS AND TEACHER'S MANUALS UNDER SEMP 1999

Name of District	Location/Address	NUMBER OF COPIES												
		TOTAL		MATHEMATICS		FILIPINO		SCIENCE		HEKASI				
		TX	TM	5 TX	5 TM	5 TX-Wika	5 TX-Pagbasal	5 TM	5 TX	5 TM	5 TX	5 TM		
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Total														

Prepared by : _____
 (Full Name and Signature)

Approved by : _____
 Full Name and Signature

 (Official Designation)

 Regional Director

Note : 1/ TX = Textbook; TM = Teacher's Manual
 2/ One (1) box contains 25 textbooks and 1 teacher's manual

GUIDELINES IN ACCOMPLISHING
THE TEXTBOOK ALLOCATION LIST FORM

1. The "Allocation List of Additional Textbooks and Teacher's Manuals" for the Joint Venture of SD Publications, JTW Corp./JGM & S Corp. and LGM & S Corp. and Watana Phanit Printing and Publishing (Export) Co., Inc. should be prepared separately per attached Annex 1. In each form, the subject areas/grade levels awarded to each suppliers are already incorporated.
2. Each Regional/Division Office shall accomplish the list by district office, indicating the number of copies of each title allocated to a particular district/division within the region, to facilitate distribution of elementary books. Subsequently a list of schools under each district office should be made to facilitate further the distribution of said books from the district office to the schools.
3. The allocation for the number of copies shall be by subject areas/grade level. The quantities of textbooks for each subject/grade level per district must be exactly divisible by 25 to facilitate packing, handling and distribution at local level. Total allocated quantity by subject area/grade level by region must not exceed the total quantity indicated in Annex 3, the Additional Textbooks and Teacher's Manuals to be provided under SEMP 1999 (attached).
4. Each Regional/Division Office should take into consideration the existing textbook inventory and current textbook need of the school under each district before deciding on the number of copies to be allocated to such school.
5. All spaces in the form shall be accomplished in a legible manner. All pages must contain a Sub-total and a Grand Total for the final page.
6. The official/s who will accomplish the form shall sign all the pages of the allocation list and shall be duly approved by the Regional Director or his/her authorized representative.