



*Office of the Underscretary*

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**NOV 04 2003**

DepED MEMORANDUM  
No. 423 .s. 2003

**POST EVALUATION WORKSHOP ON THE TEXTBOOK DELIVERY PROGRAM**

To: Regional Directors  
Schools Division/City Superintendents  
All Others Concerned

1. A Post Evaluation Workshop on the National Textbook Delivery Program under the Second Social Expenditure Management Project (SEMP 2) and Third Elementary Education Project (TEEP) of the Department of Education (DepED) shall be held on November 4, 2003 at the Manansala Function Room of the Manila Galleria Suites, Ortigas Center, Pasig City.
2. The workshop aims to assess the overall conduct of the program by identifying the problems, issues, and concerns of key stakeholders and to generate recommendations on how to improve future textbook deliveries.
3. Selected Division Supply Officers will be invited to attend the workshop. Enclosed is the Program of Activities. Divisions that encountered problems during the textbook deliveries (e.g., delayed, defective and deficient deliveries, inefficient communication dissemination, etc.) are given priority. Civil Society Organization (CSO) monitors at the national level and local coordinators and suppliers/forwarders under the SEMP 2/TEEP procurement initiative will also attend the workshop.
4. Participants are expected to discuss problems encountered on textbook deliveries and the corresponding solutions and to recommend ways to improve the delivery system.
5. The DepED-IMCS will inform the participants in writing and directly contact them or through their respective Regional/Division Offices before the workshop. Participants are expected to be at the venue at 8:00 a.m. on November 4, 2003. Their attendance shall be on official business.
6. Travel expenses of participants from DepED-Division Offices shall be charged against their respective Office's budget for INSET or other allowable sources. Necessary and allowable expenses for the workshop such as board and lodging of DepED participants and supplies shall be charged against IMCS funds.
7. Expenses for venue rental, travel, and board and lodging of CSO participants and other incidental expenses are chargeable against CSO funds.

8. For any query or clarifications, please contact the DepED-IMCS Procurement Monitoring Division (Attention: Ms. Carol Rivera or Engr. Benjamin Caburnay) at tel. nos. 634-0901 or telefax no. 634-1072 or at cell phone numbers 0918-9204853 or 0916-7612198.

9. Immediate and wide dissemination of this Memorandum is desired.

*Ramon C. Bacani*  
RAMON C. BACANI  
Undersecretary  
Officer-in-Charge

MPPD, DM Post Evaluation Workshop  
10-29-03  
Reformatted by: Sheila

Encl.:  
As stated

References:  
DepED Memoranda Nos.: 47 and 235, s. 2003

Allotment: 1—(D.O. 50-97)

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

TEXTBOOKS  
WORKSHOPS

**Post Evaluation Workshop**  
**DepED National Textbook Delivery Program**  
Manansala Function Room, Manila Galleria Suites, Ortigas Center, Pasig City  
04 November 2003, 8:30 – 5:30 pm

**Program of Activities**

8:30 – 9:00	<b>Registration of Participants</b>	
9:00 – 9:15	<b>Opening Ceremony</b>	
9:15 – 9:30	<b>Welcome Remarks</b>	<i>Ms. Henedina Razon-Abad (invited)</i> Dean, Ateneo School of Government
9:30 – 9:45	<b>Message</b>	<i>Dr. Steven Rood (invited)</i> Resident Representative, The Asia Foundation
9:45 – 10:15	<b>Workshop Overview</b>	Introduction of Participants Setting of goals/expectations for the Workshop
10:15 – 10:45	<b>Keynote Address</b>	<i>Hon. Juan Miguel Luz</i> Undersecretary, Department of Education
10:45 – 11:05	<b>Input 1: Presentation of Results of Consultative Workshops</b>	
11:05 – 11:25	<b>Input 2: Feedback from DepED Representatives (Division Supply Officer, Property Custodian)</b>	
11:25 – 11:45	<b>Input 3: Feedback from Suppliers / Forwarders</b>	
11:45 – 12:05	<b>Input 4: Feedback from CSO Monitors</b>	
12:05 – 12:30	<b>Open Forum</b>	
12:30 – 1:30	<b>Lunch</b>	
1:30 – 1:45	<b>Workshop Mechanics</b>	Guide Questions Breakout Groups
1:45 – 3:00	<b>Workshop Proper</b>	
3:00 – 4:00	<b>Output Presentation and Critiquing</b>	(15 minutes per group)
4:00 – 4:15	<b>Integration of Outputs</b>	
4:15 – 4:45	<b>Synthesis</b>	Agreements and Solutions
4:45 – 5:00	<b>Closing Remarks</b>	<i>Ms. Socorro A. Pilor</i> Executive Director, DepED-IMCS
	<b>Moderator:</b>	<i>Ms. Carolina T. Rivera</i> DepED-IMCS