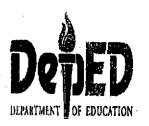


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# REPUBLIKA NG PILIPINAS REPUBLIC OF THE PHILIPPINES KAGAWARAN NG EDUKASYON DEPARTMENT OF EDUCATION

DepEd Complex, Meralco Avenue, Pasig City



Tanggapan ng Kalihim Office of the Secretary

APR 0 12004

Direct Line: 633-7208 / 7228 Fax: 636-4876 DETxt: 0919-4560027

E-Mail Address: osec@deped.gov.ph Website: http://www.deped.gov.ph

DepED MEMORANDUM No. 165, s. 2004

To: Regional Directors and Planning Officers Schools Division Superintendents Division Planning Officers All Others Concerned

# TRAINING WORKSHOP ON E-ORDERING

- This DepED Order pertains to the conduct of a training workshop to be held on April 13 – 16, 2004 at Bulwagan ng Karunungan, DepED-Central Office. Please refer to Enclosure 1 for the schedule and clustering of participants to the workshop.
- 2. The workshop aims to orient and train all Regional (except ARMM), Provincial, and City Division Planning Officers on the use of the software developed for the Textbook Exchange, through the internet, as a means of ordering needed textbooks from a list of titles available in a nearby division.
- 3. The training workshop shall be managed by DepED-Central Office Instructional Materials Council Secretariat (IMCS) and Database Management Unit (DBMU) in coordination and in cooperation with resource persons from HardHatBids, a US-based company that developed the software.
- 4. 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 before 8 a.m. of the scheduled training day.
- 5. Necessary and allowable expenses for the workshop such as rental for computers and related equipment, supplies, overtime pay of staff, travel expenses of facilitators and resource persons, and other incidental expenses are chargeable against OSEC funds. Travel expenses and board and lodging of participants from the Regional and Division Offices shall be charged against their respective budget for INSET or other allowable sources.
- 6. Participants are expected to bring with them the list of textbook titles and the estimated numbers that may be submitted to the Division Office for the Textbook Exchange using Enclosure 2, TEP Form 1.

Lulu Pilor/IMCS/TX E-ORDERING/March 19, 2004

- 7. 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.
- 8. Wide and immediate dissemination of this Memorandum is desired,

EDILBERTO C. DE JESUS Secretary

Encis.:

As stated

Reference:

None

Allotment: 1—(D.O. 50-97)

To be indidated in the <u>Perpetual Index</u> under the following subjects:

INFORMATION TECHNOLOGY TEXTBOOKS TRAININGS WORKSHOPS

# **SCHEDULE OF TRAINING WORSHOPS**

Bulwagan ng Karunungan, Deparment of Education April 13 - 16, 2004

		·	Number of Participants			
	Date	Region	Division			
			Region	City	Provincial	Total
	April 13, 2004					
Cluster 1	(PM only)	9	1	5	3	9
		11	1	5	4	10
	i	. 12	1	4	4	9
			3	14	11	28
			;			:
Cluster 2	April 14, 2004 (AM only)	10	1	4	5	10
Cluster 2	(Altri Ority)	13	1	3	5	9
		2	1	1	5	7
	:		3	8	15	26
	-					
	April 14, 2004					
Cluster3	(PM only)	1	1	4	5	10
		NCR	1	14		15 
•			. 2	18	5	25
	!					
Cluster 4	April 15, 2004 (AM only)	3	1	7	7	15
Cluster 4	(Alti Olijiy)	4-B	1	2	5	8
			2	9	12	. 23
			_			
	April 15, 2004					
Cluster 5	(PM only)	5	1	7	6	14
		4-A	1	. 8	5	14
	i		2	15	11	28
Cluster 6	5 11 45 0004					
	April 16, 2004 (AM only)	CAR	1	1	6	8
•		7	1	11	4	16
	!	<del></del>	2	12	10	24
· -	April 16, 2004	6	1	3	6	10
Cluster 7	(PM only)	8 6	1 1	11	6	18
			2	14	12	28
	<u> </u>			1.4	<del>  - · -  </del>	
		TOTAL	16	90	76	182





# TEXTBOOK EXCHANGE Magpalitan upang libro'y mapunan

School District/High School Address: Contact Person: Tel./Cellphone No.:	School		Name of Elem. School: Complete Address: Contact Person: Tel./Cellphone No.:	n. School:dress:			
Tel./Cellphone No.:			Tel./Cellphone No.:	e No.:			
Instruction: List the titles, textbooks with workbooks, charts, March 26, 2004.	Instruction: List the titles of textbooks you would like to surrender for the DepED Textbook Exchange Program. The following should not be included: PRODED and SEDP titles, textbooks with copyright year earlier than 1995, and textbooks in decrepit condition. This list should not include library materials, supplementary/reference materials, workbooks, charts, and the like. Elementary schools should submit the list to the District Office and high schools should submit to the nearest District Office on or before March 26, 2004.	nder for the DepED Textbook I tbooks in decrepit condition. The ubmit the list to the District Office.	Exchange Prog iis list should n ce and high scl	ram. The follow of include libran nools should sul	ing should not by materials, sup	pe included: PRC plementary/refer est District Offic	DED and SEDP ence materials, e on or before
					Qua	Quantity of TX (in copies)	opies)
Subject and Grade/Year Level	Title (b)	Publisher (c)	Copyright Year	Price per copy (if available)	Before	To be filled up	To be filled up by DSO after school-to-school exchanges
1			3	(e)	( <del>)</del>	Locally Exchanged	Available at the DO (h) = f - q
	certify that the titles indicated above are unused or surplus textbooks and are ready to be surrendered for the Textbook Exchange Program.  Certified correct:  For inquiries write or call:	surplus textbooks and are ready to t Certified correct:	be surrendered	for the Textbook Exchang For inquiries write or call:	k Exchange Pro	ogram.	
I certify that the Prepared by:					al Materials Co	uncil Secretariat	
I certify that the titles inc Prepared by: Signature over printed name		Signature over protect comp	1	The Instructional Materials Council Secretariat			