

### 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

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MAR 0 3 2004

DepED MEMORANDUM No. 103 s. 2004

### WORKSHOP ON THE TEXTBOOK EXCHANGE PROGRAM

To:

Bureau Directors

Regional Directors

Schools Division/City Superintendents

All Others Concerned

- 1. This Memorandum pertains to the conduct of a consultative workshop to be held on March 7-9, 2004 at Days Hotel, Tagaytay City. The workshop aims to disseminate information and orient Division Supply Officers on the implementation of the Textbook Exchange Program at the intra-division level (i.e., among the elementary and high schools in a division), clarify roles of different stakeholders, and discuss accountability and documentary requirements pertaining to the program. It also aims to disseminate information on the textbook deliveries starting in April 2004 and clarify roles of DepED field officials pertaining thereto.
- 2. Division Supply Officers who have indicated that they foresee no need for the intradivision exchange as this activity will be completed at the school-to-school level need not attend the workshop. DepED-IMCS will inform 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 March 8, 2004.
- 3. Necessary and allowable expenses for the workshop such as board and lodging of participants, venue rental, supplies, communications, overtime pay of staff, and travel expenses of facilitators and resource persons, and other incidental expenses are chargeable against OSEC funds. Travel expenses of participants from the Division Offices shall be charged against their respective Office's budget for INSET or other allowable sources.
- 4. Participants are expected to provide DepED-IMCS with estimated number of textbooks that may be submitted to the Division Office for the Textbook Exchange using the enclosed TEP Form 1, discuss problems that may be encountered during the exchange and suggest corresponding solutions, and recommend ways to improve the Textbook Exchange Program.

- 5. 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 634-1072 or cellphone numbers 0918-9204853 or 0916-7612198. Please see Enclosure No. 2 for the Program of Activities.
- 6. Immediate and wide dissemination of this Memorandum is desired.

RAMON C. BACANI Undersecretary Officer-in-charge

Encl.: As stated:

Reference: DepED Order: No. 88, s. 2003

Allotment: 1—(D.O. 50-97)

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

PROGRAMS TEXTBOOKS WORKSHOPS

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# (Enclosure No. 1 to DepED Memorandum No. 103, § 2004)



## DEPARTMENT OF EDUCATION

INSTRUCTIONAL MATERIALS COUNCIL SECRETARIAT





# LIST OF TITLES FOR THE TEXTBOOK EXCHANGE PROGRAM

Region: School District/High School Address:	school		Division: Name of Elem. School: Complete Address:	School:			· ·
Contact Person: Tel./Celiphone No.:			Contact Person: Tel./Cellphone No.:	n: No.:			
instruction: List the textbooks with copyrig charts, and the like. E	Instruction: List the titles of textbooks you would like to surrende textbooks with copyright year earlier than 1995, and textbooks in charts, and the like. Elementary schooks should submit the list to t	Id like to surrender for the DepED Textbook Exchange Program. The following should not be included: PRODED and SEDP titles, and textbooks in decrepit condition. This list should not include library materials, supplementary/reference materials, workbooks, submit the list to the District Office and high schools should submit to the nearest District Office on or before February 16, 2004.	hange Program. uld not Include li lools should sub	The following sl brary materials, mit to the neare	nould not be inc supplementary/ st District Office	luded: PRODED reference materia on or before Fe	and SEDP titles, Is, workbooks, oruary 16, 2004.
					Qua	Quantity of TX (in copies)	pies)
Subject and Grade/Year Level	Tätle (b)	Publisher (c)	Copyright Year	Price per copy (if	Before	To be filled up by DSO after school-to-school exchanges	To be filled up by DSO after school-to-school exchanges
(e)		Ε	<del>(</del> )	(e)	Exchange (f)	Locally Exchanged (g)	Available at the DO (h) = f - g
					-		
certify that the ti	certify that the titles indicated above are unused or surplus textbooks and are ready to be surrendered for the Textbook Exchange Program.	rplus textbooks and are ready to be s	urrendered for th	le Textbook Exchange Pr	hange Program		
				The Instruction	is of call.	o inquiries with or call. The Institutional Meterials Council Coorstants	
Signature over printed name Designation:		Signature over printed name Designation: Date:		Str. Floor Matterials Course Complex Str. Floor Matterials Supplies Building, DepED Complex Meralco Avenue, Pasig City	i Building, Depl e, Pasig City	ED Complex	

### NATIONAL TEXTBOOK EXCHANGE PROGRAM CONSULTATIVE WORKSHOP Tagaytay City, March 8, 2004

7:00	Registration of Participants	IMCS Staff
8:30	Invocation National Anthem	Division of Cavite Division of Cavite
8:45	Welcome Remarks	Dr. Alma Bella O. Bautista Schools Division Superintendent Division of Cavite
9:00	Introduction of Participants	Ms. Carolina Rivera Senior EPS, IMCS
9:30	Workshop Objectives & Mechanics	Engr. Benjamin Caburnay Project Evaluation Officer IV, IMCS
10:00	The TX Exchange Program	Juan Miguel M. Luz Undersecretary
11:00	Open Forum	
12:00	Lunch Break	
1:00	Status of the TX Exchange	Selected Participants
2:00	Defining Roles: Intra-Division TX Exchange	Socorro A. Pilor Executive Director, IMCS
2:30 4:00	Open Forum Textbook Deliveries for 2004	Ms. Ellen Pelobello
4.00	TEXTOOK DELIVERIES TO LOOT	PD O III, IMCS
4:30	Undertakings of Field Officials	Mr. Adonis Barraquias Project Evaluation Officer III, IMCS
5:00	Documentary Requirements for Processing Payment	Evelyn C. Abiad PDO III, IMCS
5:30	Open Forum	
6:30	Closing Remarks	Emcee: <b>Ms. Carolina Rivera</b> Senior EPS, IMCS

Lulu Pilor, IMCS, DepEd Memo on TX Exchange, 2/20/04