



Tanggapan ng Kalihim
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MAR 03 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 intra-division 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.

R. C. Bacani
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 Perpetual Index
under the following subjects:

PROGRAMS
TEXTBOOKS
WORKSHOPS

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February 27, 2004

**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	Open Forum	
4:00	Textbook Deliveries for 2004	Ms. Ellen Pelobello PDO 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: Ms. Carolina Rivera Senior EPS, IMCS