



DepED MEMORANDUM  
No. **311**, s. 2006

SEP 05 2006

**GUIDELINES ON THE DELIVERY, INSPECTION, ACCEPTANCE AND DISTRIBUTION  
OF TEXTBOOKS AND TEACHER'S MANUALS BASED ON THE BASIC  
EDUCATION CURRICULUM (BEC)**

To: Bureau Directors  
Regional Directors  
Directors of Services/Centers and Heads of Units  
Schools Division/City Superintendents  
Heads, Public Elementary and Secondary Schools  
All Others Concerned

1. This pertains to the delivery, inspection, acceptance, and distribution of textbooks (TXs) and teacher's manuals (TMs)/teacher's guides (TGs) procured/to be procured by the Department of Education (DepED) based on the Basic Education Curriculum (BEC).
2. The Instructional Materials Council Secretariat (IMCS), the office in charge of the textbook component of the two (2) WB-funded projects: (1) Second Social Expenditure Management Project (SEMP2) and the proposed (2) National Program Support for Basic Education (NPSBE) and the ADB-funded Secondary Education Development and Improvement Project (SEDIP) shall manage the implementation of these procurement initiatives.
3. For School Year 2006 – 2007, SEMP2 shall supply Makabayan (Social Studies) TXs and TMs to all public elementary schools nationwide including ARMM. Elementary TXs/TMs shall be delivered by awarded suppliers directly to the district offices.
4. Under DepED Memorandum No. 289, s. 2004 (**Textbook Policy**), subject textbooks shall be purchased for the entire student population (universal) every five years following this schedule:

School Year	NPSBE	SEDIP
2007 – 2008	<p>Delivery of <b>Makabayan (Social Studies)</b> TXs and TMs for high schools in non-SRA provinces including ARMM provinces not selected under SEDIP.</p> <p>Delivery of <b>English</b> TXs and TMs for elementary and high schools nationwide in non-SRA provinces including ARMM provinces not selected under SEDIP.</p> <p>Delivery of <b>Reprints of Science</b> TXs and TGs for First to Third Year high schools in non-SRA provinces including ARMM provinces not selected under SEDIP.</p>	<p>Delivery of <b>Makabayan (Social Studies)</b> TXs and TMs for high schools in SRA provinces including selected provinces of ARMM</p> <p>Delivery of <b>English</b> TXs and TMs for high schools in SRA provinces including selected provinces of ARMM</p> <p>Delivery of <b>MAPEH</b> TXs and TMs for First to Fourth Year in SRA provinces including selected provinces of ARMM</p>

2008 - 2009	Delivery of <b>Mathematics</b> TXs and TMs for elementary and high schools nationwide	
2009 - 2010	Delivery of <b>Filipino</b> TXs and TMs for elementary and high schools nationwide	
2010 - 2011	Delivery of <b>Science</b> TXs and TMs for elementary and high schools nationwide	

5. The National Textbook Delivery Program (Textbook Count) of DepED encourages participation of Civil Society Organizations (CSOs), Non-Government Organizations (NGOs), Parents-Teachers and Community Associations (PTCAs), Local Government Units (LGUs i.e., Barangay, Sangguniang Kabataan), and other community groups as Third Party Monitors. Volunteers are enjoined to closely monitor actual textbook deliveries to the school districts and high schools and assist the DepED field offices in the inspection.

6. The enclosed guidelines and forms are hereby issued to guide concerned DepED Officials and Authorized Receiving Personnel (ARPs) on the delivery, inspection, acceptance, and distribution of TXs and TMs. The enclosed guidelines also include the undertakings of **Third Party Monitors** in the program.

7. For any query or clarification regarding this Memorandum, please contact:

**a) For DepED:**

**Socorro A. Pilor**  
Executive Director, IMCS  
5<sup>th</sup> Floor, Mabini Bldg.,  
DepED Complex, Meralco  
Avenue, Pasig City  
Telefax: 634-0901 or 634-  
1072  
Email: imcs@deped.gov.ph or  
depedimcs@yahoo.com

**b) For Third Party Monitor/s**

**Redempto Parafina**  
CSO Coordinator G-Watch,  
Ateneo School of Government  
Rockwell Center, Makati City  
Telefax: (02) 899-4588;  
Trunkline: (02) 899-7691 local 2409,  
2410  
Email: government\_watch@yahoo.com

8. Immediate dissemination of this Memorandum is desired.

  
**JESLI A. LAPUS**  
Secretary 

Encls.:

As stated

Reference: DepED Memorandum: (No. 289, s. 2004)

Allotment: 1- -(D.O. 50-97)

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

CURRICULUM  
POLICY  
TEACHERS  
TEXTBOOKS

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### **Guidelines for the Delivery, Inspection, Acceptance, and Distribution of Textbooks and Teacher's Manuals**

The following guidelines are issued to ensure effective delivery, inspection, acceptance, and distribution of textbooks and teacher's manuals referred to as (Goods) procured/to be procured by the Department of Education (DepED) based on the Basic Education Curriculum (BEC). These consist of the Terms of Reference of the different DepED offices and third party volunteers and the forms pertaining thereto.

#### **DepED - Central Office**

- Disseminates information and provides the allocation list and delivery schedule through:
  - ↻ Regional Offices = MANCOM meetings
  - ↻ Division Offices = communication
  - ↻ Elementary School Districts and High Schools = individual letters
  - ↻ Newspapers of National Circulation = Philippine Daily Inquirer
  - ↻ Radio and Television advertisements
- Conducts pre-delivery inspections at the printing presses and warehouses of the suppliers to ensure quality of the Goods;
- Coordinates with the Division Offices, Civil Society Organizations (CSOs), Local Government Units (LGUs), and suppliers for the timely delivery/acceptance of Goods, for immediate resolution of issues and concerns encountered during delivery, and other matters relative to inspection and acceptance;
- Prepares the following documents relative to the delivery and accountability of the Goods:
  - ↻ **Inspection and Acceptance Report (IARs) (Annex 1)** forms prepared by IMCS in quadruplicate to be given to suppliers/forwarders prior to delivery to districts and high schools
  - ↻ **Invoice-Receipt of Property (IRP)** forms prepared by DepED-CO Property Division in duplicate to be handcarried by the suppliers/forwarders to be signed by the authorized signatories of districts and high schools
- Allocates P 2.00 per copy of TX/TM wherein P 1.50 per copy shall be allotted to cover actual distribution expense of TX/TM from district offices to elementary schools for goods that will not be delivered by the Coca-Cola Bottlers Phils., Inc. (CCBPI), Non-Government Organizations (NGOs), Local Government Units (LGUs), or other volunteer groups and P 0.50 per copy to cover monitoring activities of the Division relative to World Bank (WB) funded procurements.

### **Regional Offices**

- Ensures dissemination of information to division offices, districts, and high schools;
- Oversees the mobilization of the Division Inspection Teams (DITs) to monitor, inspect, and validate delivery of Goods to division offices, districts, high schools, and elementary schools;
- Assists the Division Offices in following up the release from the Regional DBM Office of the distribution and monitoring funds under SEMP 2/NPSBE; and
- Ensures that the Division Offices are utilizing the distribution and monitoring funds for its intended purpose.

### **Division Offices**

- Reports to Central Office oversupply of Goods upon receipt of the allocation list for possible re-allocation to other districts and high schools;
- Ensures massive dissemination of information to districts, local CSOs/NGOs, and LGUs on the schedule of deliveries;
- Submits the composition of the Division Inspection Team (DIT) (**Annex 2**) to DepED-IMCS;
- Provides storage for the 5% buffer stock delivered by the supplier/forwarder;
- Annually reports to IMCS actual distribution of the buffer stock;
- Mobilizes the DIT to monitor, inspect, and validate delivery of Goods to districts, high schools, and elementary schools by utilizing the P 0.50 per copy of TX/TM based on the allocated funds provided by DepED-CO for this purpose subject to the usual accounting and auditing rules and regulations;
- Reimburses expenses incurred by the District Offices in the distribution of Goods to the elementary schools based on the allocated funds provided by DepED-CO for this purpose subject to the usual accounting and auditing rules and regulations;
- Ensures proper utilization and allocation of distribution and monitoring funds by authorized officials;
- Ensures the presence of the ARPs or their designated representatives in the school during the delivery of Goods for the duration of the delivery period;

- Properly accomplishes (prints legibly the date, name, designation, and signature) the DRs, IARs, and IRPs. Retains a copy of the DR and IAR and forwards IRPs to the Regional Office for signature;
- Reports to DepED-IMCS defective and/or deficient deliveries immediately upon detection or receipt of Notice of Rejection (NoR) (**Annex 3**) from districts, high schools, or elementary schools;
- Consolidates documents such as the Delivery Receipts (DRs) and IARs as basis for the immediate issuance of Division Certificates of Acceptance (CAs) (**Annex 4**);
- Submits to DepED – IMCS the fully accomplished Division Certificates of Acceptance duly signed by the Schools Division/City Superintendent/designated representative within two (2) weeks upon receipt of the complete documents stated above ;
- Ensures the immediate distribution of Goods by the district to elementary schools and high schools to teachers and students; and
- Facilitates the signing of the IRPs and recording in the Book of Accounts.

### **Elementary School Districts and High Schools**

- The Authorized Receiving Personnel (ARPs) are the District Property Custodians or the District Supervisors for the districts and High School Supply Officers or School Heads for high schools or their duly authorized representatives;
- ARPs must be in the office/school during the delivery of Goods for the duration of the delivery period;
- Accepts only the Goods intended for the district or high school;
- Property Custodian (Districts)/Supply Officer (High School) conducts random inspection of Goods delivered and signs at the Inspection portion of the IAR, while District Supervisor/School Head signs at the Acceptance portion of the IAR and IRPs;

**REMINDER: Random inspection of Goods** means opening all boxes delivered by Supplier/Forwarder, takes out at least two TX/TM from every plastic pack of Goods and scans through the pages. **When more than two (2) of the Goods in a plastic pack are found defective, reject the box.**

- Properly accomplishes (prints legibly the date, name, designation, and signature) the DRs, IARs, and IRPs. Retains a copy of the DR and IAR and forwards IRPs to the Division Office;
- Reports defective Goods and deficient deliveries immediately upon detection for possible replacement on site by the forwarder/supplier;

- Issues/Submits NoR to the Division Supply Officer if Goods are not replaced immediately on site;
- For partial delivery by the supplier/forwarder, issues/submits a Certificate of Rectification (CoR) (**Annex 5**) to the Division Supply Officer (if present) as soon as the remaining quantities are delivered;
- Checks the distribution/allocation list to determine over/under supply of Goods to elementary schools prior to distribution to elementary schools and submits necessary report to the Division Supply Officer;
- Allows elementary schools to **pick up only the right quantities** based on enrollment ;
- Accomplishes form on the Allocation Provided to Elementary Schools (APES) (**Annex 6**) and submits to DepED-IMCS to ensure proper distribution of Goods to recipients;
- Upon completion of distribution of the Goods, requests from the Division office reimbursement of actual expenses incurred subject to the usual accounting and auditing rules and regulations; and
- Coordinates with and extends assistance to the local Civil Society Organizations (CSOs), Parent-Teacher-Community Associations (PTCAs), and LGUs such as Barangay or Sangguniang Kabataan Officials who will observe and monitor the delivery of Goods at the high schools and districts and from the districts to the elementary schools.

**Third Party Monitors (CSOs, NGOs, PTCAs, LGUs, community groups, and volunteers)**

- Registers group and members through the Government Watch (G-Watch) of the Ateneo School of Government at Room 408, Ateneo Professional Schools, Rockwell Center, Makati City or through telefax (02) 899-4588 or email [government\\_watch@yahoo.com](mailto:government_watch@yahoo.com) for inclusion in the List of Authorized Third Party Monitors;
- Coordinates with IMCS regarding activities related to the Textbook Delivery Program;
- Mobilizes field volunteers who will assist in the delivery and inspection proceedings in districts and high schools and onward distribution of Goods from the districts to elementary schools;
- Ensures the proper conduct of its member organizations and volunteers by defining their duties and responsibilities; and
- Reports feedback, comments, and recommendations to G-Watch/DepED-IMCS regarding the implementation and outcome of the inspection and monitoring.

Republic of the Philippines  
Department of Education (DepED)

TEXTBOOK COMPONENT  
\_\_\_\_\_, 200\_\_ (Bid Opening)

**INSPECTION AND ACCEPTANCE REPORT**

No. \_\_\_\_\_

SUPPLIER: \_\_\_\_\_

Contract No.: \_\_\_\_\_ Date of Contract: \_\_\_\_\_

Purchasing Office/Dept./Unit:  SEMP 2  SEDIP  NPSBE

Delivered to \_\_\_\_\_  
(Name of District Office/High School) (Address and telephone no. of District Office or High School)

Division Office and address/telefax no.: \_\_\_\_\_

Region No. and address/telefax no. : \_\_\_\_\_

1 Title	2 Subject/Grade/ Year	3 Quantity (in copies)			4 Delivery Receipt	
		Contracted	Delivered		No.	Date
			In Good Physical Condition	Rejected		
<b>INSPECTION</b>				<b>ACCEPTANCE</b>		
Date Inspected: _____				Date Received: _____		
Inspected, verified, and found OK as to quantity and specifications.				Complete: <input type="checkbox"/> (check box) Partial : <input type="checkbox"/> (check box)		
_____ Signature over printed name/Designation (Check box)				_____ Signature over printed name/Designation (Check box)		
<input type="checkbox"/> District Property Custodian/High School Supply Officer				<input type="checkbox"/> District Supervisor/Head of School		
<input type="checkbox"/> Authorized Official: _____ (Designation)				<input type="checkbox"/> Authorized Official: _____ (Designation)		
Remarks by Inspection Officer: (Please indicate quantity of short or no delivery on TX/TM)				Remarks by Accepting Officer:		
<input type="checkbox"/> Qty. in accordance with Allocation List (please check box)				<input type="checkbox"/> Qty. in accordance with Allocation List (please check box)		
<input type="checkbox"/> In good order and condition (please check box)				<input type="checkbox"/> In good order and condition (please check box)		
For third party monitors: <input type="checkbox"/> Qty. in accordance with Allocation List (please check box)						
REMARKS: <input type="checkbox"/> In good order and condition (please check box)						
Civil society: 1. _____ (Signature over printed name) (Date signed)		PTCA Officer: 1. _____ (Signature over printed name) (Date signed)				
2. _____ (Signature over printed name) (Date signed)		Barangay Official 2. _____ (Signature over printed name) (Date signed)				

For Remarks: Please use additional sheet with your printed name and signature.

White Copy (original) – Supplier's copy (to be submitted to IMCS); Pink copy – Division Office Monitoring and Inspection Team  
Blue copy – District Office/High School; Yellow copy – Civil Society Organization Monitor



## (Division Letter Head)

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 Date

The Executive Director  
 Instructional Materials Council Secretariat (IMCS)  
 5<sup>th</sup> Flr., Mabini Bldg., DepED Complex  
 Meralco Avenue, Pasig City  
 Telefax: 634-0901 and 634-1072  
 e-mail: [imcs@deped.gov.ph](mailto:imcs@deped.gov.ph) or [depedimcs@yahoo.com](mailto:depedimcs@yahoo.com)

Subject: Division Inspection Team for Textbook and Teacher's Manual Deliveries under  
 SEMP2, SEDIP, and NPSBE

Sir/Madam:

In compliance with DepED Memorandum No. \_\_\_\_s. 2006, please be informed that the following personnel compose the Inspection Team of this Division:

Name	Official Position/Designation	Tel. No./TeleFax/cellphone/e-mail address or other contact nos.

Mr./Ms. \_\_\_\_\_ is hereby designated as the Team Leader.

Very truly yours,

---

 Division Superintendent  
 (Signature over printed name)

**THIS DOCUMENT SHOULD BE SENT TO IMCS THROUGH MAIL OR TELEFAX**

(Division Letter Head)

\_\_\_\_\_  
Date Issued

**NOTICE OF REJECTION**

This serves as a Notice of Rejection for certain quantities of textbooks (TXs) and teacher's manuals (TMs) delivered by \_\_\_\_\_  
(Name of Supplier's Company)  
under the SEMP2, SEDIP, or NPSBE textbook component for \_\_\_\_\_  
(Name of district or high school)

Title and Grade/Year level	Quantities Rejected		Reason(s) for Rejection
	TX	TM	
1.			
2.			
3.			
4.			
<b>TOTAL</b>			

You are required to replace all defective deliveries and/or complete the short deliveries indicated above within fifteen (15) days from receipt of this Notice of Rejection. If you fail to completely replace all the defective and/or short deliveries, the DepED would be constrained to deduct from your billing the cost relative to the above quantities without prejudice to other remedial actions accorded to DepED in the contract. This notwithstanding, we will recommend to DepED Central Office to take into consideration this inefficiency in your future dealings with the Department.

Very truly yours,

\_\_\_\_\_  
Division Superintendent  
(Signature over printed name)

cc: DepED – Regional Office  
DepED – IMCS (telefax: 634-1072 or 634-0901)

**Sample Notice of Rejection to be issued by the Division when defective books were determined at the delivery site and no replacement was done; when books had been accepted but later discovered defective within the one-year warranty.**

(Division Letter Head)

\_\_\_\_\_  
Date Issued

**CERTIFICATE OF ACCEPTANCE**

This is to certify that the various district offices/secondary schools under this division has accepted the textbooks and teacher's manuals listed hereunder which were delivered by

\_\_\_\_\_ supplied and printed by \_\_\_\_\_  
(Name of Forwarder's Company) (Name of Supplier's Company)

with \_\_\_\_\_  
(Contract Number)

Title and Grade/Year level	Quantities	
	TX	TM
1.		
2.		
3.		
<b>TOTAL</b>		

This certification is issued to support the processing of payment due the above Supplier.

Prepared and Reviewed by:

\_\_\_\_\_  
(Supply Officer)

Noted by:

\_\_\_\_\_  
(Division Superintendent)

cc: DepED – IMCS (telefax: 634-1072 or 634-0901)

**Sample Certificate of Acceptance to be issued by the Division Office when delivery of Goods to District Offices/Secondary Schools has been completed and defective Goods have been replaced.**

## (District Letter Head)

Date Issued \_\_\_\_\_

**CERTIFICATE OF RECTIFICATION**

This is to certify that \_\_\_\_\_  
 (Name of Supplier's Company)

has rectified delivery of previously underdelivered/rejected textbooks/teacher's manuals (stated below) under the following references:

DR No. \_\_\_\_\_ Date \_\_\_\_\_ IAR No. \_\_\_\_\_ Date of Delivery \_\_\_\_\_

Title and Grade/Year level	Quantities Rejected	
	TX	TM
1.		
2.		
3.		
4.		
5.		
<b>TOTAL</b>		

This further certifies that the above textbooks and teacher's manuals have been inspected and found to be in good condition.

\_\_\_\_\_  
 Property Custodian/Supply Officer

\_\_\_\_\_  
 District Head/ School Head

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date

cc: DepED – Regional Office  
 DepED – IMCS (telefax: 634-1072 or 634-0901)

**Sample Certificate of Rectification to be issued by the District Office or High School when defective or underdelivered books have been replaced within the one-year warranty.**

## (District Letter Head)

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 Date

The Executive Director  
 Instructional Materials Council Secretariat (IMCS)  
 5<sup>th</sup> Flr., Mabini Bldg., DepED Complex  
 Meralco Avenue, Pasig City  
 Telefax: 634-0901 and 634-1072  
 e-mail: [imcs@deped.gov.ph](mailto:imcs@deped.gov.ph) or [depedimcs@yahoo.com](mailto:depedimcs@yahoo.com)

Subject: Allocation Provided to Elementary Schools

Madam:

In compliance with DepED Memorandum No. \_\_\_\_s. 2006, please find the distribution of TXs and TMs provided to each elementary school covered by this district:

Elementary School	Titles Provided	Enrollment this School Year	Copies Provided	Signature of Receiving School Representative

Very truly yours,

\_\_\_\_\_  
 District Supervisor/School Head  
 (Signature over printed name)

**THIS DOCUMENT SHOULD BE SENT TO IMCS THROUGH MAIL OR TELEFAX**