



SEP 03 2007

DepED MEMORANDUM

No. 352 , s. 2007

ORIENTATION WORKSHOPS ON THE 2007 NATIONAL TEXTBOOK  
DELIVERY PROGRAM


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

1. This Memorandum pertains to the conduct of Division-Cluster Orientation Workshops for the 2007 National Textbook Delivery Program under the National Program Support to Basic Education (NPSBE) and the Secondary Education Development and Improvement Project (SEDIP) to be held from September to November 2007.
2. The workshop aims to disseminate information on the 2007 delivery schedules for English and Araling Panlipunan; orient participants on the textbook procurement process, the guidelines in inspecting and accepting textbook deliveries, and in accomplishing delivery documents; discuss and agree on roles of the different stakeholders and the involvement of Civil Society Organizations (CSOs). It also hopes to generate recommendations on how to institutionalize Textbook Walk, the involvement of Local Government Units (LGUs), barangay officials, and community members in the onward delivery of textbooks from the district offices to the elementary schools.
3. Supply Officers from the division offices and high schools are invited to attend this workshop **on official business**. Please refer to Enclosure No. 1 for the Program of Activities and Enclosure No. 2 for the breakdown of participants per cluster.
4. The DepED-Instructional Materials Council Secretariat (IMCS) will inform the participants in writing and directly contact them before the workshop. Participants are expected to be at the venue at 8:00 a.m. on the specified date of the workshop.
5. Necessary and allowable expenses for the workshop such as supplies, venue rental, travel expenses, board and lodging of guests and staff, remuneration of facilitators, resource persons and other incidental expenses are chargeable against OSEC funds.

6. Travel and other incidental expenses including accommodation and per diem of participants to/from the venue shall be charged against their respective Office's budget for INSET or other allowable sources. Registration fee is not required.

7. For any query or clarifications, please contact Ms. Kaye T. Rivera or Engr. Benjamin Caburnay at telefax nos. (02) 634-0901 or (02) 634-1072 or at cell phone nos. 0918-9204853 or 0916-7612198.

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

  
TEODOSIO C. SANGIL, JR.  
Undersecretary  
Officer-in-Charge

Encls.:

As stated

Reference:

DepEd Memorandum: No. 258, s. 2006

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

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

~~P~~ROGRAMS  
~~T~~EXTBOOKS  
~~W~~ORKSHOPS

MARICAR/DM-Textbook Delivery  
08-29-07

**ORIENTATION WORKSHOP ON THE  
2007 NATIONAL TEXTBOOK DELIVERY PROGRAM**

***PROGRAM OF ACTIVITIES***

Registration	<i>IMCS/Division Secretariat</i>
Opening Ceremony Invocation National Anthem	<i>Host Division</i>
Welcome Remarks	<i>Host Region/Division Official</i>
Introduction of Participants	<i>Host Division Staff</i>
Objectives & Mechanics	<i>IMCS Resource Speaker</i>
Textbook Procurement Process	<i>IMCS Resource Speaker</i>
2007 National Textbook Delivery Program	<i>IMCS Resource Speaker</i>
Undertakings of Stakeholders	<i>IMCS Resource Speaker</i>
TORs of Stakeholders	<i>IMCS Resource Speaker</i>
Guide to Inspection & Acceptance	<i>IMCS Resource Speaker</i>
Delivery Issues & Concerns	<i>IMCS Resource Speaker</i>
Open Forum	<i>IMCS Moderator/Facilitator</i>
Closing Ceremony	<i>Host Region/Division Official</i>
Closing Prayer	<i>Host Division Staff</i>

**EMCEE**  
*(Host Division Staff)*

**Enclosure No. 2 to DepED Memorandum No. 352, s. 2007**

**Instructional Materials Council Secretariat  
Orientation Workshop on the 2007 Textbook Delivery Program**

Cluster-Divisions	No. of Guests & Participants			Proposed Place of Venue	Tentative Schedule of Orientation
	No. of High School (Supply Officers)	No. of Division Supply Officers	HosURO/DO Officials/Staff		
<b>CLUSTER 1</b>					
Cagayan	87	1	2	Tuguegarao, Cagayan	Sept 24
Tuguegarao City	4	1			
Apayao	20	1			
Kalinga	35	1			
<b>152</b>	<b>146</b>	<b>4</b>	<b>2</b>		
<b>CLUSTER 2</b>					
Isabela	155	1	2	Ilagan, Isabela	Sept 26
Cauayan City	9	1			
<b>168</b>	<b>164</b>	<b>2</b>	<b>2</b>		
<b>CLUSTER 3</b>					
Nueva Vizcaya	40	1	2	Bayombong, Nueva Vizcaya	Sept 28
Quirino	28	1			
Ifugao	28	1			
Batanes	7	1			
<b>109</b>	<b>103</b>	<b>4</b>	<b>2</b>		
<b>CLUSTER 4</b>					
Ilocos Norte	49	1	2	Laoag City, Ilocos Norte	Sept 18
Laoag City	5	1			
Ilocos Sur	52	1			
Candon City	5	1			
Vigan City	3	1			
<b>121</b>	<b>114</b>	<b>5</b>	<b>2</b>		
<b>CLUSTER 5</b>					
Mt. Province	46	1	2	Baguio City	Sept 20
Benguet	47	1			
Baguio City	19	1			
<b>117</b>	<b>112</b>	<b>3</b>	<b>2</b>		
<b>CLUSTER 6</b>					
La Union	66	1	2	La Union	Sep 20
San Fernando City	5	1			
Abra	32	1			
<b>108</b>	<b>103</b>	<b>3</b>	<b>2</b>		
<b>CLUSTER 7</b>					
Pangasinan II	101	1	2	Urdaneta City, Pangasinan II	Oct 08
Urdaneta City	19	1			
<b>124</b>	<b>120</b>	<b>2</b>	<b>2</b>		
<b>CLUSTER 8</b>					
Pangasinan I	110	1	2	San Carlos City, Pangasinan I	Oct 10
Alaminos City	7	1			
Dagupan City	5	1			
San Carlos City	16	1			
<b>144</b>	<b>138</b>	<b>4</b>	<b>2</b>		

Cluster-Divisions	No. of Guests & Participants			Proposed Place of Venue	Tentative Schedule of Orientation
	No. of High School (Supply Officers)	No. of Division Supply Officers	Host/RO/DO Officials/Staff		
<b>CLUSTER 9</b>					
Bataan	25	1		Olongapo City, Zambales	Oct 01
Balanga City	2	1			
Zambales	37	1	2		
Olongapo City	11	1			
<b>81</b>	<b>75</b>	<b>4</b>	<b>2</b>		
<b>CLUSTER 10</b>					
Pampanga	85	1	2	San Fernando City, Pampanga	Oct 03
Angeles City	7	1			
San Fernando City	5	1			
Tarlac	56	1			
Tarlac City	6	1			
<b>166</b>	<b>159</b>	<b>5</b>	<b>2</b>		
<b>CLUSTER 11</b>					
Bulacan	67	1	2	Malolos City, Bulacan	Sep 20
Malolos City	3	1			
San Jose Del Monte	6	1			
<b>81</b>	<b>76</b>	<b>3</b>	<b>2</b>		
<b>CLUSTER 12</b>					
Aurora	27	1		Cabanatuan City, Nueva Ecija	Sept 18
Nueva Ecija	94	1	2		
Cabanatuan City	7	1			
Gapan City	7	1			
Science City of Munoz	1	1			
<b>143</b>	<b>136</b>	<b>5</b>	<b>2</b>		
<b>CLUSTER 13</b>					
Quezon City	45	1		Tagaytay City	Oct 16
Manila City	32	1	2		
Makati City	9	1			
Caloocan City	27	1			
<b>119</b>	<b>113</b>	<b>4</b>	<b>2</b>		
<b>CLUSTER 14</b>					
Las Pinas City	7	1		Tagaytay City	Oct 17
Malabon/Navotas	12	1			
Mandaluyong City	8	1			
Marikina City	8	1			
Muntinlupa City	4	1			
Paranaque City	9	1			
Pasay City	9	1	2		
Pasig/San Juan	11	1			
Taguig/Pateros	16	1			
Valenzuela City	15	1			
<b>111</b>	<b>99</b>	<b>10</b>	<b>2</b>		
<b>CLUSTER 15</b>					
Rizal	55	1	2	Antipolo City	Oct 03
Antipolo City	17	1			
Sta Rosa City	7	1			
Calamba City	19	1			
<b>104</b>	<b>98</b>	<b>4</b>	<b>2</b>		

Cluster-Divisions	No. of Guests & Participants			Proposed Place of Venue	Tentative Schedule of Orientation
	No. of High School (Supply Officers)	No. of Division Supply Officers	Host/RO/DO Officials/Staff		
<b>CLUSTER 16</b>					
San Pablo City	14	1		San Pablo City, Laguna	Oct 01
Lucena City	3	1			
Laguna	68	1	2		
Marinduque	44	1			
<b>135</b>	<b>129</b>	<b>4</b>	<b>2</b>		
<b>CLUSTER 17</b>					
Quezon	159	1	2	Lucena City, Quezon	Nov 06
<b>162</b>	<b>159</b>	<b>1</b>	<b>2</b>		
<b>CLUSTER 18</b>					
Oriental Mindoro	64	1	2	Calapan City, Oriental Mindoro	Nov 06
Occidental Mindoro	49	1			
Calapan City	9	1			
<b>127</b>	<b>122</b>	<b>3</b>	<b>2</b>		
<b>CLUSTER 19</b>					
Palawan	106	1		Puerto Princesa City, Palawan	Oct 24
Puerto Princesa City	20	1	2		
<b>130</b>	<b>126</b>	<b>2</b>	<b>2</b>		
<b>CLUSTER 20</b>					
Cavite	67	1	2	Cavite City	Nov 08
Cavite City	2	1			
Lipa City	15	1			
<b>89</b>	<b>84</b>	<b>3</b>	<b>2</b>		
<b>CLUSTER 21</b>					
Batangas	95	1	2	Batangas City	Nov 08
Tanauan City	12	1			
Batangas City	15	1			
Romblon	31	1			
<b>159</b>	<b>153</b>	<b>4</b>	<b>2</b>		
<b>CLUSTER 22</b>					
Camarines Norte	52	1	2	Daet, Camarines Norte	Sept 20
Iriga City	9	1			
Naga City	8	1			
<b>74</b>	<b>69</b>	<b>3</b>	<b>2</b>		
<b>CLUSTER 23</b>					
Camarines Sur	176	1	2	Naga City, Camarines Sur	Sept 18
<b>179</b>	<b>176</b>	<b>1</b>	<b>2</b>		
<b>CLUSTER 24</b>					
Albay	82	1	2	Legaspi City, Albay	Oct 17
Legaspi City	9	1			
Catanduanes	38	1			
Ligao City	10	1			
Tabaco City	10	1			
<b>156</b>	<b>149</b>	<b>5</b>	<b>2</b>		
<b>CLUSTER 25</b>					
Sorsogon	71	1	2	Sorsogon	Oct 15
Sorsogon City	12	1			
<b>87</b>	<b>83</b>	<b>2</b>	<b>2</b>		

Cluster-Divisions	No. of Guests & Participants			Proposed Place of Venue	Tentative Schedule of Orientation
	No. of High School (Supply Officers)	No. of Division Supply Officers	Host/RO/DO Officials/Staff		
<b>CLUSTER 26</b>					
Masbate	78	1	2	Masbate	Oct 01
Masbate City	3	1			
<b>85</b>	<b>81</b>	<b>2</b>	<b>2</b>		
<b>CLUSTER 27</b>					
Aklan	60	1	2	Kalibo, Aklan	Nov 15
Capiz	48	1			
Roxas City	8	1			
Passi City	5	1			
<b>127</b>	<b>121</b>	<b>4</b>	<b>2</b>		
<b>CLUSTER 28</b>					
Iloilo City	13	1		Iloilo City	Oct 02
Iloilo	30	1	2		
Antique	44	1			
Guimaras	17	1			
<b>110</b>	<b>104</b>	<b>4</b>	<b>2</b>		
<b>CLUSTER 29</b>					
Iloilo	129	1	2	Iloilo City	Oct 03
<b>132</b>	<b>129</b>	<b>1</b>	<b>2</b>		
<b>CLUSTER 30</b>					
Negros Occ.	118	1	2	Bacolod City, Negros Occidental	Sept 26
<b>121</b>	<b>118</b>	<b>1</b>	<b>2</b>		
<b>CLUSTER 31</b>					
Bacolod City	22	1	2	Bacolod City, Negros Occidental	Sept 27
Silay City	15	1			
Cadiz City	16	1			
Sagay City	14	1			
San Carlos City	5	1			
Bago City	7	1			
La Carlota City	4	1			
Kabankalan City	21	1			
<b>114</b>	<b>104</b>	<b>8</b>	<b>2</b>		
<b>CLUSTER 32</b>					
Negros Oriental	71	1	2	Dumaguete City, Negros Oriental	Oct 17
Dumaguete City	7	1			
Bayawan City	11	1			
Bais City	14	1			
Tanjay City	10	1			
Siquijor	14	1			
<b>135</b>	<b>127</b>	<b>6</b>	<b>2</b>		
<b>CLUSTER 33-A</b>					
Cebu	102	1	2	Cebu City	Sept 26
Toledo City	13	1			
<b>119</b>	<b>115</b>	<b>2</b>	<b>2</b>		
<b>CLUSTER 33-B</b>					
Cebu	102	1	2	Cebu City	Sept 27
Danao City	13	1			
<b>119</b>	<b>115</b>	<b>2</b>	<b>2</b>		

Cluster-Divisions	No. of Guests & Participants			Proposed Place of Venue	Tentative Schedule of Orientation
	No. of High School (Supply Officers)	No. of Division Supply Officers	Host/RO/DO Officials/Staff		
<b>CLUSTER 34</b>					
Talisay City	14	1		Cebu City	Oct 15
Mandaue City	18	1			
Lapu Lapu City	74	1			
Cebu City	53	1	2		
	<b>165</b>	<b>4</b>	<b>2</b>		
<b>CLUSTER 35</b>					
Bohol	119	1	2	Tagbilaran, Bohol	Oct 10
Tagbilaran City	7	1			
	<b>130</b>	<b>2</b>	<b>2</b>		
<b>CLUSTER 36</b>					
Leyte	115	1	2	Tacloban City, Leyte	Setp 25
Tacloban City	10	1			
	<b>129</b>	<b>2</b>	<b>2</b>		
<b>CLUSTER 37</b>					
Northern Samar	58	1		Tacloban City, Leyte	Sept 26
Eastern Samar	52	1	2		
Calbayog City	11	1			
	<b>126</b>	<b>3</b>	<b>2</b>		
<b>CLUSTER 38</b>					
Samar	59	1		Tacloban City, Leyte	Sept 27
Southern Leyte	37	1	2		
Maasin City	11	1			
Ormoc City	8	1			
Biliran	16	1			
	<b>138</b>	<b>5</b>	<b>2</b>		
<b>CLUSTER 39</b>					
Zamboanga del Norte	86	1	2	Dipolog City	Oct 08
Dipolog City	10	1			
Dapitan City	9	1			
	<b>110</b>	<b>3</b>	<b>2</b>		
<b>CLUSTER 40</b>					
Zamboanga Sibugay	56	1		Pagadian City, Zamboanga del Sur	Oct 08
Zamboanga del Sur	94	1	2		
Pagadian City	17	1			
	<b>172</b>	<b>3</b>	<b>2</b>		
<b>CLUSTER 41</b>					
Misamis Occidental	23	1		Iligan City, Lanao del Norte	Oct 15
Oroquieta City	8	1			
Ozamiz City	10	1			
Tangub City	8	1			
Lanao del Norte	28	1		Iligan City	Oct 15
Iligan City	24	1	2		
Lanao del Sur	37	1		Iligan City	Oct 15
Marawi	5	1			
	<b>153</b>	<b>8</b>	<b>2</b>		
<b>CLUSTER 42</b>					
Misamis Or.	47	1	2	Cagayan de Oro City	Oct 17
Cagayan de Oro City	33	1			



Cluster-Divisions	No. of Guests & Participants			Proposed Place of Venue	Tentative Schedule of Orientation
	No. of High School (Supply Officers)	No. of Division Supply Officers	Hos/RO/DO Officials/Staff		
Bukidnon Valencia City Malaybalay City Camiguin <b>163</b>	48 7 11 9 <b>155</b>	1 1 1 1 <b>6</b>	<b>2</b>	Cagayan de Oro City	Oct 17
<b>CLUSTER 43</b> Davao del Norte Davao Oriental Compostela Valley Tagum City <b>144</b>	34 43 54 7 <b>138</b>	1 1 1 1 <b>4</b>	<b>2</b>	Tagum City, Davao del Norte	Nov 13
<b>CLUSTER 44</b> Davao City Davao del Sur Digos City Island City of Samal Panabo City <b>135</b>	65 39 3 12 9 <b>128</b>	1 1 1 1 1 <b>5</b>	<b>2</b>	Davao City	Nov 15
<b>CLUSTER 45</b> North Cotabato Kidapawan City <b>142</b>	122 16 <b>138</b>	1 1 <b>2</b>	<b>2</b>	Kidapawan City, North Cotabato	Oct 22
<b>CLUSTER 46</b> South Cotabato General Santos City Sarangani Sultan Kudarat Koronadal City Tacurong City <b>170</b>	51 24 29 46 7 5 <b>162</b>	1 1 1 1 1 1 <b>6</b>	<b>2</b>	General Santos City, South Cotabato	Oct 22
<b>CLUSTER 47</b> Agusan del Norte Agusan del Sur Butuan City Gingoog City <b>129</b>	34 61 17 11 <b>123</b>	1 1 1 1 <b>4</b>	<b>2</b>	Butuan City, Agusan del Norte	Oct 24
<b>CLUSTER 48</b> Siargao Surigao City Surigao del Norte Surigao del Sur Bislig City <b>172</b>	18 16 52 64 15 <b>165</b>	1 1 1 1 1 <b>5</b>	<b>2</b>	Surigao City, Surigao del Norte	Oct 22
<b>CLUSTER 49</b> Cotabato City Maguindanao Lanao del Sur II <b>94</b>	8 40 41 <b>89</b>	1 1 1 <b>3</b>	<b>2</b>	Cotabato City	Oct 24

Cluster-Divisions	No. of Guests & Participants			Proposed Place of Venue	Tentative Schedule of Orientation
	No. of High School (Supply Officers)	No. of Division Supply Officers	Host/RO/DO Officials/Staff		
<b>CLUSTER 50</b>					
Sulu I	17	1		Zamboanga City	Oct 10
Sulu II	12	1			
Basilan	21	1			
Tawi-Tawi	21	1			
Isabela City	6	1			
Zamboanga City	29	1	2		
<b>114</b>	<b>106</b>	<b>6</b>	<b>2</b>		