

REPUBLIKA NG PILIPINAS  
Republic of the Philippines  
KAGAWARAN NG EDUKASYON  
Department of Education  
MAYNILA

Manila  
BUREAU OF PUBLIC SCHOOLS  
MAYNILA

TANGGAPAN NG KALIHIM  
Office of the Secretary

OCT 6 1971  
October 6, 1971

DEPARTMENT ORDER  
No. 17 s. 1971

REVISED POLICY AND PROCEDURE  
IN PROCUREMENT OF TEXTBOOKS,  
REFERENCES, TEACHING MATERIALS AND ETC.

TO: The Director of Public Schools

For purposes of insuring a sound and systematic procurement procedure relative to centralized purchases to be undertaken by the Bureau of Public Schools on textbooks, references, teaching aids, and school and office equipment, the following guidelines are hereby promulgated for your guidance and strict compliance;

1. Programs of Expenditures being submitted to that Bureau by individual dealers and/or publishers are deemed as mere "offers and/or proposals to sell", hence pending release of an Advice of Allotment by the Budget Commission, they should be filed in the meantime with the Screening Committee of that Bureau preparatory to evaluation. The felt need and priority of the items in accordance with the percentages of allocation by subject areas adopted by that Bureau duly approved by this Office should be taken into account in the initial evaluation.
2. As soon as the Advice of Allotment and the corresponding Journal Voucher are received by either that Bureau or this Office, (SESF, R.A. No. 5447) the Screening Committee of that Bureau should convene immediately and commence with the final evaluation of the various Programs as submitted in accordance with the criteria set by that Bureau. In this connection, this Office desires that extra care should be exercised to preclude the feasibility of monopoly by a few to the prejudice of the other dealers or suppliers.
3. After the evaluation and processing stages of the Programs shall have been completed the Committee will then draft a final consolidated Program of Expenditures, the covering amount which shall not be in excess of the actual allotment released for any given period as reflected in the Advice of Allotment issued by the Budget Commission.







4. Out of the overall allotment released for "Supplies and Materials" and "Equipment Outlay", a reasonable amount but not less than 5 per cent thereof, should be set aside to defray handling and freight charges.
5. The consolidated Bureau Program of Expenditures after having been signed by all the members of the Screening Committee, shall be submitted to the Director of Public Schools for approval.
6. Once approved by the Director, the Program shall be forwarded to this Office for appropriate action.
7. On the basis of the Bureau Programs as approved by the Secretary of Education, the corresponding requisitions can be prepared and acted upon by the officials concerned, subject to the usual procurement, accounting and auditing regulations.

Any provisions of Department Orders, Memoranda and Regulations issued by this Office to the contrary notwithstanding are hereby rescinded.

This Order takes effect immediately.

(SGD.) JUAN L. MANDEL  
Acting Secretary

G/cl/fjp





