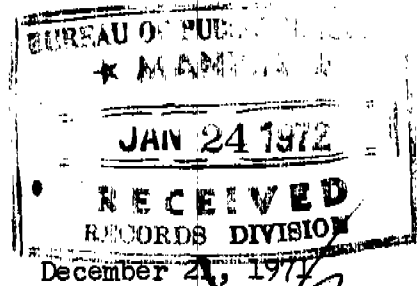


REPUBLIKA NG PILIPINAS
Republic of the Philippines
KAGAWARAN NG EDUKASYON
Department of Education
Maynila



TANGGAPAN NG KALIHIM
Office of the Secretary

DEPARTMENT ORDER
No. 28, s. 1971

GUIDELINES IN THE REQUISITION OF TEXTBOOKS, FLIP CHARTS AND
TEACHING DEVICES, CHARGEABLE FROM THE SPECIAL EDUCATION
STABILIZATION FUND (R. A. NO. 5447)

To The Director of Public Schools, and
The Director of Vocational Education:

In order to insure a sound and judicious procurement procedure of "Supplies and Materials" and "Equipment Outlay" under the Special Education Stabilization Fund (R.A. No. 5447), the following conditions hereunder, are hereby promulgated for strict compliance effective January 1, 1972:

1. Materials for binding and printing should conform with the samples submitted to the Textbook Production Service and/or Board on Textbooks.
2. Books of the same title should have the same binding as to material and color.
3. To insure the delivery of books, flip charts, and posters in perfect condition, they should be securely packed in substantial wooden or sturdy carton boxes with the following specifications: 200 lbs. per square inch (psi) bursting capacity, standard size of 12" x 16" x 12", strapped four ways with steel or industrial paper, strap around each carton box, two in one direction and two in the other.
4. Each box should contain the following labelling duly printed and/or stencilled and pasted on two sides of every carton box. (See sample below)

Name of Company	
Title of the Book/ Flip Chart/ Teaching Device	
Number of boxes	Content per box
Total quantity	Weight per box
Cubic meter	Destination

5. The following inscription should be printed at the back of the front cover of the textbook immediately after the message of the President. (See sample below)

N.B. "This book was purchased from the SPECIAL EDUCATION STABILIZATION FUND
(Republic Act No. 5447) Department of Education."

If the textbook being purchased is written in the National Language, the corresponding text should be in Filipino. (See sample below)

BIGYANG-PANSIN: "Ang aklat na ito ay binili mula sa SPECIAL EDUCATION
STABILIZATION FUND (Republic Act No. 5447) ng
Kagawaran ng Edukasyon."

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6. Inspection of the books as to its quality and authenticity of the quantities, shall be conducted at the printer's plant and/or Department of Education stockroom, by the Department Supply Officer III, GAO Property Inspector and the Internal Auditor of the Department of Education and/or her authorized representative, pursuant to Department Order No. 4, s. 1965, before delivery of the items to the recipient school divisions.
7. Damages of any kind that may be incurred before the books are withdrawn by this Office and/or its authorized representative from the printing plant concerned, shall be the sole liability of the printer.
8. The authorized carrier of the Department will take custody of the goods from the warehouse of the authorized trucking firm, suppliers and/or Department of Education stockroom to the respective shipping or transportation stations from where they will be transported to the recipient divisions concerned.
9. Shipment will be strictly in conformity with the allocation appearing in the Distribution Lists exclusively prepared by the Textbook Production Service insofar as textbooks are concerned, and the Property Division of the Bureau of Public Schools, in the case of instructional devices such as flip charts and posters. Orders appertaining to the Bureau of Vocational Education will likewise be supported by a Distribution List to be prepared by the Property Division of the said Bureau. These Distribution Lists should bear the approval of the Secretary.
10. Payment will be made by this Office upon approval of the corresponding requisition duly supported with the accomplished Inspection Report, Bills of Lading, stamped received by the authorized carrier of the Department of Education, and other requisites in accordance with auditing requirements.
11. The loading and/or unloading of the goods from the Supplier's warehouse to the Carrier's bodega, shall be witnessed by an Official representative from the Cash & Property Section of the Department of Education.
12. The Department Supply Officer must be furnished an advance copy of the distribution lists a day prior to the scheduled inspection date. The distribution list must contain the following data: Total Quantity, Number and Contents per carton, Requisition Number, Name of Publisher/Supplier and other informative data.
13. Failure on the part of the supplier to comply strictly with any of the herein stipulations will be sufficient ground for the rejection of deliveries and suspension of the processing of vouchers.
14. Contents of this Department Order should be disseminated to the bonafide suppliers concerned for their information and strict compliance.

This Department Order supersedes the Conditions approved by this Office on December 10, 1970.

(SGD.) JUAN L. MANUEL
Acting Secretary

