

Republika ng Pilipinas
(Republic of the Philippines)
MINISTRI NG EDUKASYON, KULTURA AT ISPORTS
(MINISTRY OF EDUCATION, CULTURE AND SPORTS)
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ACCOUNTABILITY ON THE USE OF TEACHING AIDS/EQUIPMENT

To: Bureau Directors
Regional Directors
Schdols Superintendents
Vocational School Superintendents/Administrators

1. There are in the schools a number of kits containing laboratory equipment, supplies and other teaching aids such as globes, maps, etc. to enhance better quality of teaching learning outcomes.
2. However, it has been observed that teachers are hesitant to use these teaching aids, equipment and devices because of the fear of breakage and/or total loss. In view of this, the provision of Section 407 of the Service Manual which states that "Salaries from April 1 and on, may not be paid to the teacher responsible for property until all discrepancies are adjusted or until shortages are paid for," should apply only in cases of loss or breakage of equipment due to negligence. Where the equipment/teaching aids and devices are destroyed through normal wear and tear of daily use, or lost through forceable entrance into the room, the teacher should be cleared of the responsibility. This would allow for a more effective utilization of teaching aids/equipment.
3. All school administrators/officials are enjoined to institute and implement measures necessary to maximize the use of these equipment. It is suggested that a logbook be kept by the property custodian/librarian or DLRs personnel in-charge and the number of times a certain equipment/teaching aids is availed of be noted/recorded in it.
4. In the interest of maximizing the utilization of these resources, Central Office/regional personnel are expected to monitor the implementation of this Order.
5. Wide publicity of this Order is desired.

(SGD.) ONOFRE D. CORPUZ
Minister

Reference:
Service Manual: Section 407

Allotment: 1-2--(D.O. 1-76)

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EQUIPMENT
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TEACHING AIDS