

Republika ng Pilipinas  
(Republic of the Philippines)  
MINISTRI NG EDUKASYON, KULTURA AT ISPORTS  
(MINISTRY OF EDUCATION, CULTURE AND SPORTS)  
Maynila

November 13, 1985

MECS O R D E R  
No. 64, s. 1985

IMPLEMENTING DETAILS FOR THE ORGANIZATION AND OPERATIONALIZATION  
OF THE INSTRUCTIONAL MATERIALS COUNCIL AND THE  
INSTRUCTIONAL MATERIALS CORPORATION

To: Bureau Directors  
Regional Directors  
Cultural Agency Directors  
Schools Superintendents  
Chief of Service and Heads of Units/Centers  
Presidents, State Colleges and Universities  
Heads of Private Schools, Colleges and Universities  
Vocational School/Colleges Superintendents/Administrators

1. Inclosed are the implementing details, measures and guidelines for the organization and operationalization of the Instructional Materials Council and the Instructional Materials Corporation signed jointly by the Minister of Education, Culture and Sports and the Minister of the Budget. These guidelines are being issued pursuant to the provisions of Executive Order No. 806, dated May 27, 1982, "Creating the Textbook Council and the Instructional Materials Corporation, Defining Their Powers and Functions and for Other Purposes."

2. It is desired that this Order be disseminated for the guidance of all concerned.

  
JAIME LAYA  
Minister

Incl.:  
As stated

Reference:  
None

Allotment: 1-2-3-4--(D.O. 1-76)

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

BUREAUS & OFFICES  
BOARD or COUNCIL  
RULES & REGULATIONS

October 9, 1985

SUBJECT: PROVIDING FOR THE IMPLEMENTING DETAILS FOR THE ORGANIZATION AND OPERATIONALIZATION OF THE INSTRUCTIONAL MATERIALS COUNCIL AND THE INSTRUCTIONAL MATERIALS CORPORATION

PART I - INSTRUCTIONAL MATERIALS COUNCIL

Organization of the Council

SECTION 1. Composition. The composition of the Textbook Council, which has been impliedly renamed the Instructional Materials Council in the annual appropriations for 1983 and 1984, and which hereinafter is referred to as the "Council," shall be in accordance with Section 2 of Executive Order No. 806, as follows: Minister of Education, Culture and Sports as Chairman, and the Director of Elementary Education, the Director of Secondary Education, two others to be appointed by the President upon recommendation of the Minister of Education, Culture and Sports, as members.

SECTION 2. Secretariat of the Council. The Council shall have a secretariat which shall provide the Council with the necessary secretariat and related support services.

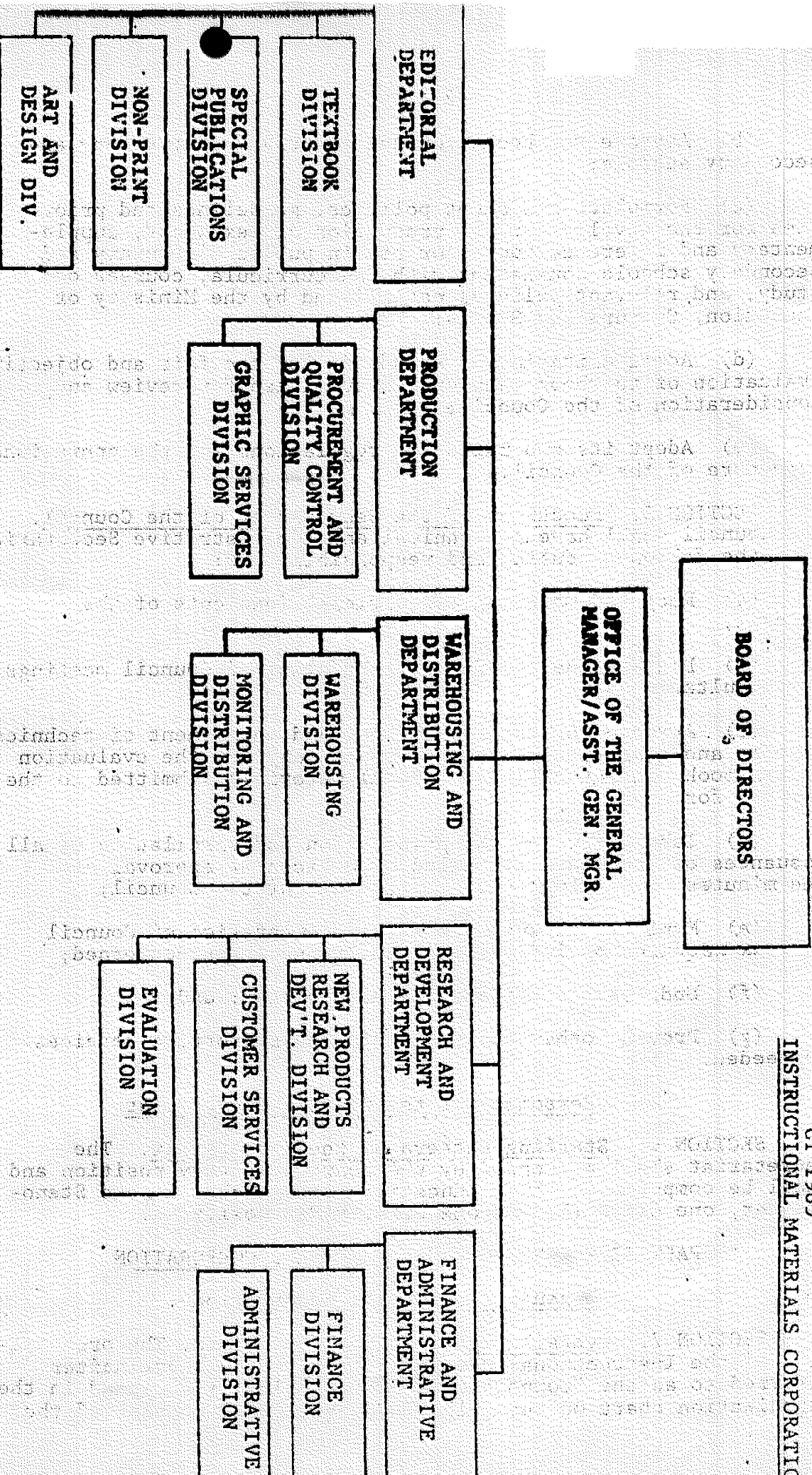
Functions of the Council

SECTION 3. Objectives of the Council. In accordance with Section 1 of Executive Order No. 806, the Council shall be primarily responsible for the formation of policy on and the adoption and selection of textbooks, supplementary and reference books for use in the public elementary and secondary schools as well as the approval of textbooks for private elementary and secondary schools.

SECTION 4. Functions of the Council. In accordance with Section 3 of Executive Order No. 806, the functions of the Council shall be as follows:

(a) Select and prescribe appropriate textbooks, supplementary and reference books for the various curricula in public elementary and secondary schools;

NO RECOMMENDED STRUCTURE FOR  
CY 1985  
INSTRUCTIONAL MATERIALS CORPORATION



24  
(b) Approve textbooks for use in private elementary and secondary schools;

(c) Formulate and adopt policies, guidelines and priorities for the development and production of textbooks, supplementary and reference books for use in public elementary and secondary schools consistent with the curricula, courses of study, and relevant policies established by the Ministry of Education, Culture and Sports;

(d) Adopt criteria and standards for the fair and objective evaluation of textbook manuscripts submitted for review and consideration of the Council; and

(e) Adopt its own rules and regulations for the operational procedure of the Council.

#### SECTION 5. Functions of the Secretariat of the Council.

The Council shall have a technical and administrative Secretariat with the following duties and responsibilities:

(a) Keep and maintain all official documents of the Council;

(b) Prepare the agenda and scheduling of Council meetings in consultation with the Chairman of the Council;

(c) Arrange for the recruitment and engagement of technical experts and consultants as may be necessary for the evaluation of textbooks and other instructional materials submitted to the Council for approval;

(d) Take charge of the preparation and circulation of all issuances of the council, including notices of approval and the minutes of meetings and deliberations of the Council;

(e) Monitor and evaluate the implementation of Council actions required of individuals and/or agencies concerned;

(f) Undertake staff studies as directed; and

(g) Provide other related staff and supportive services as needed.

#### Personnel of the Council Secretariat

SECTION 6. Staffing Pattern of the Secretariat. The Secretariat shall be headed by the Board Secretary position and shall be composed of three Educational Researcher I, one Stenographer, one Clerk II, and one Utility Man positions.

### PART II - INSTRUCTIONAL MATERIALS CORPORATION

#### Organization of the Corporation

SECTION 7. Overall Organizational Structure. The organization of the Instructional Materials Corporation, hereinafter referred to as the "Corporation," as graphically depicted in the organization chart on the following page, shall consist of the

Board of Directors, the Office of the General Manager, the Editorial Department, the Production Department, the Warehousing and Distribution Department, the Research and Development Department, and the Finance and Administrative Department.

SECTION 8. Composition of the Board of Directors. The composition of the Board of Directors shall be in accordance with Section 11-(a) of Executive Order No. 806, as follows: Minister of Education, Culture and Sports as Chairman; and a representative of the Office of the President as designated by the President of the Philippines, the General Manager of the Corporation and two others to be appointed by the President of the Philippines, as members.

The Board of Directors shall have a Board Secretary who shall provide the Board with the necessary secretariat and related support services.

SECTION 9. Organization of the Office of the General Manager. The Office of the General Manager shall consist of the General Manager and the Assistant General Manager and their immediate staff, which shall include a Corporate Board Secretary III, a Senior Legal Officer, a Senior Management and Audit Analyst and a Management and Audit Analyst II.

SECTION 10. Organization of the Operating Departments. The Editorial Department shall have a Textbook Division, a Special Publications Division, a Non-Print Division and an Art and Design Division.

The Production Department shall have a Procurement and Quality Control Division and a Graphic Services Division.

The Warehousing and Distribution Department shall have a Warehousing Division and a Monitoring and Distribution Division. The Department shall have such warehousing units in the field as are necessary.

The Research and Development Department shall have a New Products Research and Development Division, a Customer Services Division, and an Evaluation Division.

The Finance and Administrative Department shall have a Finance Division and an Administrative Division.

#### Functions of the Corporation and Its Units

SECTION 11. Purposes and Objectives; Powers, Authorities and Functions of the Corporation. (1) In accordance with Section 9 of Executive Order No. 806, the Corporation shall have the following purposes and objectives:

(a) To promote the integration and rationalization of the development and production, utilization and distribution of instructional materials, such as textbooks, supplementary and reference books, teaching devices, laboratory and science instruments, and audio-visual equipment, to adequately meet the needs of public elementary and secondary schools;

(b) To enhance the maximum utilization of other instructional materials using audio-visual and instructional technology, or programmed self-instructional units;

(c) To encourage the development of appropriate textbooks and other instructional materials for the various curricula in public elementary and secondary schools; and

(d) To provide the Ministry of Education, Culture and Sports, at reasonable costs, the Ministry's requirements for textbooks and other instructional materials.

(2) In accordance with Section 10-(a) of Executive Order No. 806 the Corporation shall have the following general powers:

(a) Adopt, alter and use a corporate seal which shall be judicially noticed;

(b) Transact the business for which it has been lawfully organized and exercise such powers and perform such acts as are directly or indirectly necessary to the attainment of its purposes and objectives;

(c) Own, lease, mortgage, encumber or otherwise dispose of real and personal property as the attainment of its purposes and objectives may reasonably permit and the transaction of its lawful business may necessarily require;

(d) Enter into any obligation or contract essential to the proper administration of its corporate affairs, the transaction of its business or the accomplishment of its purposes and objectives;

(e) Sue and be sued in its corporate name before any court or tribunal;

(f) Formulate policies and programs necessary for the attainment of its purposes and objectives which are not contrary to law, morals or public interest, and amend or repeal the same where necessary; and

(g) Generally, exercise all the powers of a corporation under the Corporation Code of the Philippines insofar as they are not inconsistent with the provisions of this Charter.

(3) In accordance with Section 10-(b) of Executive Order No. 806 the Corporation shall have the following specific powers and functions:

(a) Initiate, formulate and adopt a general plan, based on established policies and priorities for the development, production, utilization and distribution of instructional materials such as textbooks, supplementary and reference books, teaching devices, laboratory and science instruments and audio visual equipment, to adequately meet the needs of public elementary and secondary schools;

- (b) Formulate policy recommendations and standards governing textbooks and instructional materials for the adoption of the Instructional Materials Council;
- (c) Prepare long and short range instructional materials production and procurement program indicating the availability, its quality and quantity, the capacity of local production units, the production costs and price, and the allocation requirements of the Ministry of Education, Culture and Sports for instructional materials;
- (d) Undertake or commission private individuals or organizations for the writing of textbooks and other reading materials for the various curricula of public elementary and secondary education;
- (e) Publish and print by itself or by contract the prescribed textbooks and other instructional materials;
- (f) Sell or otherwise dispose of the textbooks and other instructional materials produced to the Ministry of Education, Culture and Sports and other interested government and private entities at reasonable cost;
- (g) Charge royalties, in accordance with applicable law, on the reprinting of textbooks and other instructional materials produced by the Corporation by other government entities and the private sector;
- (h) Engage in warehousing, marketing and distribution operations;
- (i) Invest any funds of the Corporation available for investments; and
- (j) Provide the Instructional Materials Council with the necessary technical assistance and support.

SECTION 12. Powers and Functions of the Board of Directors.

In accordance with Section 11-(b) of Executive Order No. 806, powers and functions of the Board shall be as follows:

- (a) Formulate policies necessary for the attainment of the purposes and objectives for which the Corporation has been organized;
- (b) Adopt by-laws not inconsistent with existing laws; promulgate rules and regulations governing the manner in which the general business of the Corporation is to be exercised and amend, repeal or alter such by-laws, rules and regulations;
- (c) Recommend for appointment by the President the General Manager, and appoint the Assistant General Manager of the Corporation;
- (d) Determine the organizational structure of the Corporation and create such positions as may be necessary for the economical, effective and efficient discharge of its functions and responsibilities;

- (e) Pass upon and approve the annual and supplemental budgets, submitted to it by the General Manager;
- (f) Pass upon and approve management contracts and proposals for the utilization and disposition of profits;
- (g) Adopt rules and procedures and fix the time and place for the holding of meetings, provided that at least one regular meeting shall be held monthly; and
- (h) Exercise such other powers and perform such other functions as may be required by law.

SECTION 13. Functions of the Office of the General Manager.

(1) In accordance with Section 12-(c) of Executive Order No. 806, the General Manager shall have the following powers and functions:

(a) Execute, administer and implement the policies and measures approved by the Board;

(b) Direct and manage the affairs and business of the Corporation;

(c) Submit within thirty days after the close of the calendar year an annual report to the Board and such other reports as may be required;

(d) Submit an annual budget and such supplemental budgets as may be necessary to the Board for its consideration and approval;

(e) Represent the Corporation in all dealings with other offices, agencies and instrumentalities of government and with all persons and other entities, public or private, domestic or foreign;

(f) Appoint, subject to the confirmation of the Board, and discipline for cause in accordance with civil service laws, rules and regulations, the Corporation's officers and personnel below the level of the Assistant General Manager;

(g) Delegate authority as may be necessary, to subordinate officers and personnel of the Corporation provided such delegation is in writing and duly approved by the Board; and

(h) Perform such other duties as may be assigned to him by the Board.

(2) In accordance with Section 11-(d) of Executive Order No. 806, the Assistant General Manager shall have the following powers and functions:

(a) Assist the General Manager in the discharge of his powers and performance of his functions;

(b) Act as General Manager during the General Manager's absence, sickness or other temporary disability



to act as such; and

(c) Discharge such other powers and perform such functions as may be required by the General Manager or the Board.

SECTION 14. Functions of the Editorial Department.

The Editorial Department shall be responsible for coordinating the writing and preparation of and for conceptualizing the design illustration and production specifications of textbooks, special publications and other instructional materials, including non-print educational materials, that have been approved for printing or production.

Its units shall have the corresponding functions as follows:

a. Textbook Division

(1) Plan and conceptualize the context, length, format and similar aspects of textbooks for printing;

(2) Coordinate, supervise and follow up on the progress of the writing of textbooks by selected authors, including the revision thereof; and

(3) Take charge of the editing of textbook manuscripts.

b. Special Publications Division

(1) Plan and conceptualize the context, length, format and similar aspects of non-textbook publications, including curriculum, enrichment, professional and teacher training and other instructional materials for printing.

c. Non-Print Division

(1) Plan and conceptualize the design of non-print educational materials, including teaching aids and devices, laboratory and science equipment and instruments, audio-visual equipment and materials, teaching machines, games, and the like.

d. Art and Design Division

(1) Prepare the visual and physical design, including illustrations, graphics, and photographs for all print and non-print instructional materials;

(2) Develop the specifications for the printing or production of textbooks and other instructional materials such as length, size, type, packaging, type of paper and binding and other materials to be used;

(3) Prepare the print-ready dummies and production-ready mock-ups; and

(4) Undertake related cost estimates.

**SECTION 15. Functions of the Production Department.** The Production Department shall be responsible for undertaking all activities relative to the printing and manufacturing process, including the enforcement of compliance with contracts entered into with suppliers in connection therewith.

Its units shall have the corresponding functions as follows:

a. Procurement and Quality Control Division

(1) Undertake the prequalification of all printers, paper merchants, special products and other suppliers for the production and distribution of the books and other materials of the Corporation;

(2) Prepare all bidding documents;

(3) Assist in the execution of bidding processes, including the evaluation of bids and negotiation and subcontracting with suppliers;

(4) Prescribe and implement quality control procedures to ensure that finished textbooks and other print and non-print instructional materials meet the required specifications; and

(5) Supervise and monitor printing and other manufacturing activities being undertaken, including compliance with prescribed production schedules.

b. Graphic Services Division

(1) Take charge of typesetting and proofing, photography, film processing, and in-house printing; and

(2) Operate the paper testing laboratory.

**SECTION 16. Functions of the Warehousing and Distribution Department.** The Warehousing and Distribution Department shall be responsible for planning, coordinating and controlling all activities and operations related to the storage, movement and distribution of textbooks and other instructional materials.

Its units shall have the corresponding functions as follows:

a. Warehousing Division

(1) Prepare and implement plans and programs for the storage of raw materials and finished goods;

(2) Monitor inventory levels; and

(3) Take charge of repacking and labelling as necessary.

b. Monitoring and Distribution Division

(1) Prepare annual and shorter-range plans to ensure efficient scheduling and movement of books and other materials year-round;

(2) Execute plans for the distribution of textbooks and other related instructional materials through the use of commercial carriers and freight-forwarders and the property and materials handling units of the Ministry of Education, Culture and Sports;

(3) Verify the receipt of textbooks and other related instructional materials dispatched to the regional and local warehouses of the Ministry of Education, Culture and Sports;

(4) Assess periodically the physical condition and level of supply of textbooks and other instructional materials in the schools; and

(5) Provide on-site assistance to local school authorities on the improvement of distribution efficiency.

SECTION 17. Functions of the Research and Development Department. The Research and Development Department shall be responsible for the formulation and implementation of plans and programs for the development and implementation of new products and undertaking of activities relating to customer services, textbook evaluation and supportive RDP services.

Its units shall have the corresponding functions as follows:

a. New Products Research and Development Division

(1) Conduct market research and formulate forecasts on the needs for and marketability of new textbooks and other related instructional materials; and

(2) Develop and test prototype materials in coordination with the Editorial and Production Departments.

b. Customer Services Division

(1) Conduct workshops and other training programs for teachers and school administrators in the proper use of the textbooks and other related instructional materials developed by the Corporation; and

(2) Plan and execute workshops and training programs for teachers in accordance with the above.

c. Evaluation Division

- (1) Conduct periodic and continuing assessment of the effectiveness of the textbooks and other instructional materials distributed to the various schools;
- (2) Conduct studies and formulate measures to improve production and distribution efficiency; and
- (3) Evaluate the adequacy and effectiveness of customer services.

SECTION 18. Functions of the Finance and Administrative Department. The Finance and Administrative Department shall be responsible for providing the Corporation with services relating to financial and budgetary matters, personnel, procurement and supply, cashiering, transportation, and general utility and custodial work.

Its units shall have the corresponding functions as follows:

a. Finance Division

(1) Render advice and service relative to accounting, financial planning and control, and the preparation, administration and implementation of the corporate budget.

b. Administrative Division

(1) Render advice and services on general administration, human resources management and development, suppliers and equipment procurement and management, records-keeping, physical security and other auxiliary services necessary for the corporation's operation and administration.

Personnel of the Corporation

SECTION 19. Staffing Pattern. The initial staffing pattern of the Corporation shall be as follows:

| <u>Position Title</u>     | <u>No. of Positions</u> |
|---------------------------|-------------------------|
| <u>Board of Directors</u> |                         |
| Chairman (ex-officio)     | 1                       |
| Member (ex-officio)       | 1                       |
| Member (ex-officio)*      | (1)                     |
| Member (appointive)       | 2                       |

(\* Note: The General Manager is ex-officio member of the Board).

Office of the General Manager

|                                     |   |
|-------------------------------------|---|
| General Manager                     | 1 |
| Assistant General Manager           | 1 |
| Corporate Board Secretary III       | 1 |
| Senior Legal Officer                | 1 |
| Senior Management and Audit Analyst | 1 |
| Management and Audit Analyst II     | 1 |
| Private Secretary I                 | 1 |
| Clerk II                            | 2 |

Editorial Department

|                       |   |
|-----------------------|---|
| Department Manager II | 1 |
| Secretary             | 1 |
| Senior Librarian      | 1 |
| Librarian             | 2 |

Textbook Division

|                         |   |
|-------------------------|---|
| Division Chief II       | 1 |
| Production Chief        | 7 |
| Operation Supervisor II | 7 |
| Editorial Assistant     | 4 |
| Senior Clerk            | 1 |

Special Publications Division

|                     |   |
|---------------------|---|
| Division Chief II   | 1 |
| Feature Editor      | 3 |
| Editorial Assistant | 1 |
| Senior Clerk        | 1 |

Non-Print Division

|                                    |   |
|------------------------------------|---|
| Division Chief II                  | 1 |
| Senior Media Production Specialist | 3 |
| Media Production Assistant         | 1 |
| Senior Clerk                       | 1 |

Art and Design Division

|                                 |   |
|---------------------------------|---|
| Division Chief II               | 1 |
| Senior Creative Arts Specialist | 4 |
| Senior Artist Illustrator       | 3 |
| Senior Photographer             | 1 |
| Senior Clerk                    | 1 |

Production Department

|                      |   |
|----------------------|---|
| Department Manager I | 1 |
| Secretary            | 1 |

Procurement and Quality Control Division

|                             |   |
|-----------------------------|---|
| Division Chief I            | 1 |
| Procurement Analyst         | 3 |
| Senior Quality Controller B | 1 |
| Quality Controller B        | 4 |
| Purchaser B                 | 1 |
| Senior Clerk                | 1 |

Graphic Services Division

|                                    |   |
|------------------------------------|---|
| Division Chief I                   | 1 |
| Senior Offset-Press Operator       | 1 |
| Litho-Photoengraving Camera-man I  | 1 |
| Litho-Photoengraving Camera-man II | 1 |
| Bookbinder II                      | 4 |
| Production Assistant II            | 1 |
| Plate Printer II                   | 1 |
| Bindery Helper                     | 1 |

Warehousing and Distribution Department

|                      |   |
|----------------------|---|
| Department Manager I | 1 |
| Secretary            | 2 |

Warehousing Division

|                            |   |
|----------------------------|---|
| Division Chief I           | 1 |
| Senior Warehousing Officer | 1 |
| Warehousing Assistant      | 1 |
| Light Equipment Operator   | 2 |
| Utilityman                 | 4 |
| Clerk II                   | 2 |
| Senior Clerk               | 1 |

Monitoring and Distribution Division

|                       |   |
|-----------------------|---|
| Division Chief I      | 1 |
| Shipping Supervisor B | 2 |
| Shipping Assistant B  | 4 |

Research and Development Department

|                       |   |
|-----------------------|---|
| Department Manager II | 1 |
| Secretary             | 1 |
| EDP Systems Analyst   | 1 |
| EDP Programmer        | 1 |
| Computer Operator II  | 2 |

New Products Research and Development Division

|                                  |   |
|----------------------------------|---|
| Division Chief II                | 1 |
| Senior Educational Researcher    | 3 |
| Educational Media Supervisor     | 1 |
| Assistant Educational Researcher | 4 |

Customer Services Division

|                         |   |
|-------------------------|---|
| Division Chief II       | 1 |
| Senior Training Officer | 2 |
| Training Assistant      | 1 |
| Senior Clerk            | 1 |

Evaluation Division

|                               |   |
|-------------------------------|---|
| Division Chief II             | 1 |
| Senior Educational Researcher | 3 |
| Senior Clerk                  | 1 |

Finance and Administrative Department

|                      |   |
|----------------------|---|
| Department Manager I | 1 |
| Secretary            | 1 |

Finance Division

|                              |   |
|------------------------------|---|
| Division Chief I             | 1 |
| Chief Corporate Accountant I | 1 |
| Budget Officer IV            | 1 |
| Senior Investment Analyst    | 1 |
| Budget Examiner II           | 2 |
| Investment Analyst I         | 1 |
| Chief Accountant I           | 1 |
| Cashier IV                   | 1 |
| Bookkeeper I                 | 2 |
| Senior Clerk                 | 1 |

Administrative Division

|                                   |   |
|-----------------------------------|---|
| Division Manager I                | 1 |
| Personnel Officer II              | 1 |
| Supply Officer III                | 1 |
| Records Officer IV                | 1 |
| Clerk III                         | 2 |
| Personnel Aide                    | 1 |
| Building and Grounds Supervisor   | 1 |
| Security Officer II               | 1 |
| Illustrator II                    | 1 |
| Telephone Operator                | 1 |
| Driver                            | 5 |
| Duplicating equipment Operator II | 1 |
| Messenger                         | 1 |
| Utilityman                        | 4 |
| Senior Clerk                      | 1 |

Reallocation of Appropriations

SECTION 20. Transfer of Appropriations. The applicable appropriations in the General Appropriations Act of 1985 (Batas Pambansa Blg. 866) that are reallocated and made available to the Instructional Materials Council and the Instructional Materials Corporation shall be as follows:

| <u>Appropriation Item</u>  | <u>Amount</u>       | <u>Transfer to</u>           |
|--|---------------------|------------------------------|
| 1.7.22 Expenses of the Textbook Project under the Elementary Education Sector Loan (Peso Counterpart, IBRD Loan Agreement No. 2030-PH) | ₱ 13,861,000        | Instructional Materials Corp |
| 1.7.23 Expenses of the Textbook Project under the Elementary Education Sector Loan (Loan Proceeds, IBRD Loan Agreement No. 2030-PH)    | 102,842,000         | Instructional Materials Corp |
| 3.2.1 Operational expenses of the Instructional Materials Council  | 484,000             | Instructional Materials Cncl |
| 3.2.2 For the printing and distribution of textbooks for public secondary schools  | 7,087,000           | Instructional Materials Corp |
| 3.2.3 For teachers training to ensure effective use of textbooks   | 10,322,000          | Instructional Materials Corp |
| 4.2.14 Acquisition of equipment for textbook development (Loan Proceeds, Loan Agreement No. 2030-PH, 1982-1985)                        | <u>3,066,000</u>    | Instructional Materials Corp |
|  | <u>₱137,662,000</u> |                              |

In addition, the amount corresponding to the current operating expenditures of the Textbook Production Division of the Information and Publication Services of the Ministry of Education, Culture and Sports as determined by the Office of Budget and Management shall also be transferred to the Instructional Materials Corporation.



SECTION 21. Appropriations to the Corporation as Advance Payment. The appropriations transferred and made available to the Instructional Materials Corporation hereinabove under Section 20, shall be credited as advance payment of the Ministry of Education, Culture and Sports for the textbooks and other instructional materials as may be delivered by the Corporation to the Ministry for use in the public school system.

SECTION 22. Equity Contribution. The provision of appropriations of the Instructional Materials Corporation pursuant to Section 20 hereinabove shall be without prejudice to the possible additional release of funds for the capitalization of the Corporation pursuant to Section 13 of Executive Order No. 806.

PART III - TRANSITORY AND GENERAL PROVISIONS

SECTION 23. Assumption of Contractual Obligations. All appropriate existing valid contracts, agreements, and other obligations entered into or incurred by the former Textbook Board and/or the Textbook Project shall continue in force and shall be honored by the Instructional Materials Corporation, without prejudice for the Board of Directors to conduct a review thereof and take subsequent action as necessary.

SECTION 24. Appointments and Lay Off. Upon approval of the new staffing pattern of both the Instructional Materials Council and the Instructional Materials Corporation, new appointments shall be issued in accordance with the following guidelines:

(1) Priority to appointments shall be given to existing personnel of the abolished entities, provided they possess the minimum qualification requirements for the position.

(2) Existing personnel of the abolished agencies who are not appointed to positions in the new staffing pattern are deemed laid off and the personnel concerned shall be entitled to all benefits provided under existing laws, rules and regulations, subject to availability of funds from appropriate sources.

SECTION 25. Activation and Operation During the Transition Period. The Instructional Materials Council and the Instructional Materials Corporation shall be deemed activated and operational upon the initial convening of their respective governing bodies. Due notice of the official termination of the functioning of the Textbook Board and its Textbook Project shall be given by the Minister of Education, Culture and Sports.

During the initial operation of the Instructional Materials Council and the Instructional Materials Corporation,

pending the completion of the necessary implementing measures such as the new staffing pattern and the reallocation of appropriations, the present respective staffs of the Textbook Board and the Textbook Project shall serve as the provisional staffs of the Instructional Materials Council and the Instructional Materials Corporation, respectively. Pending the appointment of a General Manager, the Minister of Education, Culture and Sports may designate the Executive Director of the Textbook Project or any other official of the Ministry as Officer-in-Charge of the Corporation. For this purpose, the appropriations made available for the operation of the Textbook Board shall be deemed transferred and made available to the Instructional Materials Council and the Instructional Materials Corporation.

SECTION 26. Status of Abolished Agencies During the Transition Period. Pending activation of the Instructional Materials Council and the Instructional Materials Corporation pursuant to Section 25 hereinabove, the Textbook Board and its Textbook Project which are abolished pursuant to Executive Order No. 806 shall continue to operate and perform their respective powers and functions.

Pending the completion of the implementing measures needed to be taken pursuant to this Administrative Order and until it is integrated into the Instructional Materials Corporation, the Textbook Production Division shall continue to operate and perform their respective powers and functions. The Division, however, is placed under the supervision and control of the Instructional Materials Corporation, once activated in accordance with Section 25 hereinabove.

The Standing Committee on the Procurement of School Books created under Letter of Instructions No. 347 is deemed abolished upon the effectivity of this Order.

SECTION 27. Initial Actions During Transition Period. During the transition period in accordance with Section 25 hereinabove, the Instructional Materials Council and the Board of Directors and the Presidential appointees of the Instructional Materials Corporation, if already appointed and convened, shall take the necessary actions to effect the full implementation of Executive Order No. 806 as implemented by this Order.

SECTION 28. Effectivity. This Order shall take effect immediately, and the implementing measures needed to be taken shall be completed within three months from its issuance.



JAIME C. LAYA

Minister of Education, Culture and Sports

Concurred in:



MANUEL S. ALBA

Minister of the Budget