

Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
(DEPARTMENT OF EDUCATION, CULTURE AND SPORTS)
UL Complex, Pasig, Metro Manila

November 5, 1991

DECS O R D E R
No. 122, s. 1991

GUIDELINES FOR TEXTBOOKS ADOPTION FOR PRIVATE
ELEMENTARY AND SECONDARY SCHOOLS

To: Bureau Directors
Regional Directors
Schools Superintendents
Heads of Private Schools, Colleges and Universities

1. Executive Order No. 806, dated May 27, 1982, created a Textbook Council, renamed the Instructional Materials Council, under the administrative supervision of the Department of Education, Culture and Sports with the primary responsibility of formulating policy on 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.

2. In view of the foregoing mandate and to insure the maximized use in private elementary and secondary schools of prescribed textbooks, the following guidelines for textbook adoption are hereby issued:

- a. The list of textbooks adopted for the different subject areas in each grade/year level should be submitted to the Regional Office for its guidance and information. The attached form should be used for the purpose.
- b. The textbooks adopted should be used for a period of at least 6 years effective SY 1991-1992.
- c. The content of the textbooks may be updated but only after the third year of their use and upon the approval by the DECS Regional Office.
- d. The following sanctions will be imposed after due process, on school officials who violate the foregoing guidelines:

(1) First Offense - Refund of the students' money and forfeiture of the books;

(2) Second Offense - Fine of not less than
#2,000 per violation; and

(3) Third Offense - Closure of the school

3. This Order rescinds DECS Order No. 36, s. 1990.

4. Dissemination of this Order to all concerned is desired
for their information and guidance.

(SGD.) ISIDRO D. CARINO
Secretary

Reference:

DECS Order: (No. 36, s. 1990)

Allotment: 1-2-4--(M.O. 1-87)

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

- ✓ Course of Study, ELEMENTARY
- ✓ Course of Study, SECONDARY
- ✓ POLICY
- ✓ RULES & REGULATIONS
- ✓ STUDENTS
- ✓ TEXTBOOKS

MASTER LIST OF TEXTBOOKS BEING USED
BY 1991-1992

NAME OF SCHOOL: _____

LOCATION: _____

GRADE/YEAR LEVEL & SUBJECT AREA	TITLE/AUTHOR/ PUBLISHER	EDITION/YEAR FIRST PUBLISHED	BY OF TX ADOPTION BY THE SCHOOL	BY TX WILL BE CHANGED	REMARKS
Example of Entry: Grade 6 Mathematics	Mastering Mathematics 6 by Acuna, et al. Winal Publishing House	1986	1986-1987	1992-1993	Since the book has been adopted for 6 years, the TX will be changed after SY 1991-1

This is to certify that no part of the books listed above is against the law or offensive to the dignity and honor of the government and the people of the Republic of the Philippines or against the general policies of the Philippine government.

CERTIFIED CORRECT:

President/VPA

Director/Principal/Head