Republic of the Philippines DEPARTMENT OF EDUCATION, CULTURE AND SPORTS UL Complex, Pasig, Metro Manila

May 31, 1995

DECS ORDER No. 32, s. 1995

DIRECTING THE SEMESTRAL INVENTORY OF TEXTBOOKS AND ADOPTING STANDARD FORMS FOR COMPILATION AND REPORTING PURPOSES

To: Bureau Directors
Regional Directors
Schools Superintendents
Division Supply Officers
District Supervisors
District Property Custodians
School Principals or Heads

- 1. Print runs adequate to meet requirements and allocation lists reasonably accurate to minimize overages or shortages in textbook supply are best determined through the use of current data and information such as enrolment, number of teachers per subject, number of schools and serviceable books still available.
- 2. Due to the absence of a standard form for textbook inventory and reporting purposes, it is often difficult and nearly impossible to obtain the needed data and to verify the prevailing textbook situation in a particular school, district or division.
- 3. To address such a problem, the inventory of textbooks in the school, district and division levels on a semestral basis is directed and for the purpose, the following standards forms are adopted:

DECS-IMDC Textbook Form

- a. Elementary Textbooks Inventory Report (3 pages/set, applicable to school district and division levels); and
- Secondary Textbooks Inventory Report (3 pages/set, applicable to school and division levels)

to be initially accomplished on June 30th of every schoolyear and updated on October 31st of the same schoolyear.

4. The initial report and subsequent updating reports shall be properly compiled and shall be available for presentation upon request of visiting DECS or IMDC officers and other authorized government personnel. Copies thereof shall be prepared and submitted within the prescribed period as per attached Submission Schedule (Annex A hereof).

- 5. Pertinent provisions of DECS Order No. 64, s. 1993 under the heading, "Reporting on Deliveries and Textbook Supply", which may be affected by this Order, are hereby amended accordingly.
- 6. Immediate dissemination of this Order to all concerned is directed.

A.T. LULE ICARDO T. GLORIA Secretary

Incl.:

As stated

Reference:

DECS Order: (No. 64, s. 1993)

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

To be indicated in the <u>Perpetual Index</u> under the following subjects:

FORMS REPORTS TEXTBOOKS

DECS-IMDO Textbook Form A

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May, 1995

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Department of Education, Culture and Sports Instructional Materials Development Center

SUBMISSION SCHEDULE FOR TEXTBOOK PANENTOKY KEPORT FORMS

			District Supervisor		High School Principal	Elem. School Principal/ Teacher-in-Charge/ Head Teacher		REPORTING OFFICIAL	
		(Using Form A also)	Consolidated Elem. Textbooks Inventory Report		Secondary Textbooks Inventory Report (Form B)	Elem. Textbooks Inventory Report (Form A)		REPORT	
Division Level	To IMDC (Copy of consolidated report & one copy each of the reports submitted by the elem. schools)	To Division Office (Copy of consolidated report & one copy each of the reports submitted by the elem. schools)	To be complied at the District Office (Original & one copy each of the reports submitted by the elem. schools)	District Level	To be compiled at the reporting high school (Original) To Division Office (Two copies)	To be compiled at the reporting elem. school (Original) To District Office (Three copies)	School Level	FOR SUBMISSION	
	Not later than July 15th and November 15th of the school year	Not later than July 15th and November 15th of the school year	Not later than July 15th and November 15th of the school year		Not later than July 5th and November 5th of the school year	Not later than July 5th and November 5th of the school year		SUBMISSION PERIODS	The second secon

Schools Division Superintendent

Textbooks Inventory Report Consolidated Secondary

('Using Form B also)

To be compiled at the Division Office (Original & one copy each of the reports submitted by the high schools)

To IMDC (Copy of consolidated report & one copy each of the reports submitted by the high schools)

> Not later than July 15th and November 15th of the school year

Not later than July 15th and November 15th

NOTES AND INSTRUCTIONS IN THE PREPARATION AND SUBMISSION OF ELEMENTARY/SECONDARY TEXTBOOKS INVENTORY REPORT FORMS (DECS-IMDC Textbook Form A and B)

- 1. Dates of report shall be:
 - (a) as of June 30, 1995; and
 - (b) as of Oct. 31, 1995.

For succeeding schoolyears, similar semestral report dates shall be followed:

- 2. School year in the enrolment column shall refer to the <u>current</u> school year. The enrolment figures shall reflect actual enrolment at the beginning of the school year.
- 3. Total quantity received is a cumulative figure for all receipts of a particular textbook title (including 1st Edition and Reprints; whether IMDC-printed or commercial editions.)
- 4. Quantity still usable refers to textbooks in service still available for at least one more year.
- 5. Actual Deficit/Needs is the difference between the enrolment and the quantity still usable. If the quantity still usable exceeds enrolment, actual deficit/needs shall be enclosed with parenthesis [(e.g., (120)].
- 6. Pupil/Book Ratio shall be based on the number of pupils or students (enrolment) over the quantity still usable per title. The pupil portion of the ratio shall be expressed up to two decimal places (e.g., 0.98:1 or 1.26:1) while the book portion of the ratio shall be constant at "1".
- The No. of teachers/subject area by grade/year shall reflect the same teacher as many times as he handles different subjects in the same or different grade/high school levels he is handling. For example, if a teacher handles English in both grades 1 and 2, he should be included in the tally for each of the two grades. If he handles two different subjects in the same grade, he should be included in the tally for each of the two subjects. It is meant to be the basis for determining the number of textbooks and teacher's manuals to be alloted to the teaching force.
- 8. Attached is the submission schedule for the elementary/secondary textbooks inventory report forms.