

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

May 31, 1995

DECS O R D E R  
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

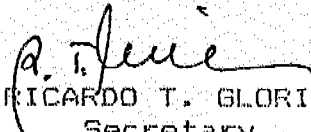
- a. Elementary Textbooks Inventory Report (3 pages/set, applicable to school district and division levels); and
- b. Secondary Textbooks Inventory Report (3 pages/set, applicable to school and division levels)

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.

  
RICARDO 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 Perpetual Index  
under the following subjects:

FORMS  
REPORTS  
TEXTBOOKS







Secondary Textbooks Inventory Report

as of \_\_\_\_\_, 19\_\_

| Region | Division | Name of School | High School Textbooks                             |         | Received   |          | Quantity Still Usable | Actual Deficit/Needs | Pupil/Book Ratio | No. of Teachers/<br>Subject Area |
|--------|----------|----------------|---|---------|------------|----------|-----------------------|----------------------|------------------|----------------------------------|
|        |          |                | Title and Code                                    | SY 19__ | Enrollment | Quantity |                       |                      |                  |                                  |
|        |          |                |   |         |            |          |                       |                      |                  |                                  |
|        |          |                | First Year  |         |            |          |                       |                      |                  |                                  |
|        |          |                | Filipino I (HSF I TX)                             |         |            |          |                       |                      |                  |                                  |
|        |          |                | P. E., Health & Music I (HS PEHM I TX)            |         |            |          |                       |                      |                  |                                  |
|        |          |                | Mathematics I (HSM I TX)                          |         |            |          |                       |                      |                  |                                  |
|        |          |                | Social Studies I (HSSS I TX)                      |         |            |          |                       |                      |                  |                                  |
|        |          |                | Science I (HSS I TX)                              |         |            |          |                       |                      |                  |                                  |
|        |          |                | English I (HSE I TX)                              |         |            |          |                       |                      |                  |                                  |
|        |          |                | Values Education I - Eng. Ed. (HSVE I TX - Eng)   |         |            |          |                       |                      |                  |                                  |
|        |          |                | Values Education I - Fil. Ed. (HSVE I TX - Fil)   |         |            |          |                       |                      |                  |                                  |
|        |          |                | Technology & Home Economics I (THE I TX)          |         |            |          |                       |                      |                  |                                  |
|        |          |                | Second Year                                       |         |            |          |                       |                      |                  |                                  |
|        |          |                | Filipino II (HSE II TX)                           |         |            |          |                       |                      |                  |                                  |
|        |          |                | P. E., Health & Music II (HS PEHM II TX)          |         |            |          |                       |                      |                  |                                  |
|        |          |                | Mathematics II (HSM II TX)                        |         |            |          |                       |                      |                  |                                  |
|        |          |                | Social Studies II (HSSS II TX)                    |         |            |          |                       |                      |                  |                                  |
|        |          |                | Science II (HSS II TX)                            |         |            |          |                       |                      |                  |                                  |
|        |          |                | English II (HSE II TX)                            |         |            |          |                       |                      |                  |                                  |
|        |          |                | Values Education II - Fil. Ed. (HSVE II TX - Fil) |         |            |          |                       |                      |                  |                                  |
|        |          |                | Technology & Home Economics II (THE II TX)        |         |            |          |                       |                      |                  |                                  |

| High School Textbooks<br>Title and Code<br>Third Year | SY 19__ - __<br>Enrollment | Received |      | Quantity<br>Usable | Actual<br>Deficit/<br>Needs | Pupil/Book<br>Ratio | No. of<br>Teachers/<br>Subject Area |
|---|----------------------------|----------|------|--------------------|-----------------------------|---------------------|-------------------------------------|
|   |                            | Quantity | Date |                    |                             |                     |                                     |
| Filipino III (HSF III TX)                             |                            |          |      |                    |                             |                     |                                     |
| P.E., Health & Music III (HS PEHM III TX)             |                            |          |      |                    |                             |                     |                                     |
| Mathematics III (HSM III TX)                          |                            |          |      |                    |                             |                     |                                     |
| Social Studies III (HSSS III TX)                      |                            |          |      |                    |                             |                     |                                     |
| Science III (HSS III TX)                              |                            |          |      |                    |                             |                     |                                     |
| English III (HSE III TX)                              |                            |          |      |                    |                             |                     |                                     |
| Values Education III - Fil. (HSVE III TX - Fil.)      |                            |          |      |                    |                             |                     |                                     |
| Technology & Home Economics III (THE III TX):         |                            |          |      |                    |                             |                     |                                     |
| Plant and Crop Production                             |                            |          |      |                    |                             |                     |                                     |
| Animal Production                                     |                            |          |      |                    |                             |                     |                                     |
| Fish Production                                       |                            |          |      |                    |                             |                     |                                     |
| Drafting  |                            |          |      |                    |                             |                     |                                     |
| Electronics   |                            |          |      |                    |                             |                     |                                     |
| Refrigeration & Airconditioning                       |                            |          |      |                    |                             |                     |                                     |
| Civil Technology                                      |                            |          |      |                    |                             |                     |                                     |
| Metaworks   |                            |          |      |                    |                             |                     |                                     |
| Handicrafts   |                            |          |      |                    |                             |                     |                                     |
| Automechanics   |                            |          |      |                    |                             |                     |                                     |
| Electricity   |                            |          |      |                    |                             |                     |                                     |
| Home Management and Child Care                        |                            |          |      |                    |                             |                     |                                     |
| Food Management and Services                          |                            |          |      |                    |                             |                     |                                     |
| Clothing  |                            |          |      |                    |                             |                     |                                     |
| Related Crafts  |                            |          |      |                    |                             |                     |                                     |
| Culinary Arts   |                            |          |      |                    |                             |                     |                                     |
| Business Management                                   |                            |          |      |                    |                             |                     |                                     |
| Steno - Typing  |                            |          |      |                    |                             |                     |                                     |
| Computer Education                                    |                            |          |      |                    |                             |                     |                                     |

May, 1995

| High School Textbooks<br>Title Code<br>Fourth Year | SY 19<br>Enrollment | Received<br>Quantity | Received<br>Date | Quantity Still<br>Usable | Actual<br>Deficit/<br>Needs | Pupil/Book<br>Ratio | No. of<br>Teachers/<br>Subject Area |
|--|---------------------|----------------------|------------------|--------------------------|-----------------------------|---------------------|-------------------------------------|
| Filipino IV (HSF IV TX)                            |                     |                      |                  |                          |                             |                     |                                     |
| P.E., Health & Music IV (HS PEHM IV TX)            |                     |                      |                  |                          |                             |                     |                                     |
| Mathematics IV (HSM IV TX)                         |                     |                      |                  |                          |                             |                     |                                     |
| Social Studies IV (HSSS IV TX)                     |                     |                      |                  |                          |                             |                     |                                     |
| Science IV (HSS IV TX)                             |                     |                      |                  |                          |                             |                     |                                     |
| English IV (HSE IV TX)                             |                     |                      |                  |                          |                             |                     |                                     |
| Values Education IV - Fil Ed. (HSVE IV TX - Fil)   |                     |                      |                  |                          |                             |                     |                                     |
| Technology & Home Economics IV (THE IV TX):        |                     |                      |                  |                          |                             |                     |                                     |
| Plant and Crop Production                          |                     |                      |                  |                          |                             |                     |                                     |
| Animal Production                                  |                     |                      |                  |                          |                             |                     |                                     |
| Fish Production                                    |                     |                      |                  |                          |                             |                     |                                     |
| Drafting   |                     |                      |                  |                          |                             |                     |                                     |
| Electronics  |                     |                      |                  |                          |                             |                     |                                     |
| Refrigeration & Airconditioning                    |                     |                      |                  |                          |                             |                     |                                     |
| Civil Technology                                   |                     |                      |                  |                          |                             |                     |                                     |
| Metaworks  |                     |                      |                  |                          |                             |                     |                                     |
| Handicrafts  |                     |                      |                  |                          |                             |                     |                                     |
| Automechanics                                      |                     |                      |                  |                          |                             |                     |                                     |
| Electricity  |                     |                      |                  |                          |                             |                     |                                     |
| Nursing Arts                                       |                     |                      |                  |                          |                             |                     |                                     |
| Food Management and Services                       |                     |                      |                  |                          |                             |                     |                                     |
| Clothing   |                     |                      |                  |                          |                             |                     |                                     |
| Related Crafts                                     |                     |                      |                  |                          |                             |                     |                                     |
| Culinary Arts                                      |                     |                      |                  |                          |                             |                     |                                     |
| Business Management                                |                     |                      |                  |                          |                             |                     |                                     |
| Office & Secretarial Management                    |                     |                      |                  |                          |                             |                     |                                     |
| Computer Education                                 |                     |                      |                  |                          |                             |                     |                                     |

Certified True and Correct:

By

High School Principal/Schools Division Superintendent



Department of Education, Culture and Sports  
Instructional Materials Development Center

**SUBMISSION SCHEDULE FOR TEXTBOOK  
INVENTORY REPORT FORMS**

| REPORTING OFFICIAL  | REPORT FORM   | FOR SUBMISSION  | SUBMISSION PERIODS   |
|---|---|---|--|
| Elem. School Principal/<br>Teacher-in-Charge/<br>Head Teacher | Elem. Textbooks<br>Inventory Report<br>(Form A)                             | School Level  | Not later than July 5th and November 5th<br>of the school year   |
| High School Principal   | Secondary Textbooks<br>Inventory Report<br>(Form B)                         | To be compiled at the reporting high school (Original)<br>To Division Office (Two copies) | Not later than July 5th and November 5th<br>of the school year   |
| District Supervisor   | Consolidated Elem.<br>Textbooks Inventory Report<br>(Using Form A also)     | District Level  | Not later than July 15th and November 15th<br>of the school year |
| Schools Division<br>Superintendent                            | Consolidated Secondary<br>Textbooks Inventory Report<br>(Using Form B also) | Division Level  | Not later than July 15th and November 15th<br>of the school year |

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 current 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".
7. 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 allotted to the teaching force.
8. Attached is the submission schedule for the elementary/secondary textbooks inventory report forms.