



REPUBLIKA NG PILIPINAS  
 REPUBLIC OF THE PHILIPPINES  
**KAGAWARAN NG EDUKASYON, KULTURA AT SPORTS**  
**DEPARTMENT OF EDUCATION, CULTURE AND SPORTS**  
 DECS Complex, Manila, 1000  
 Philippines



Sama-Sama  
 sa DECS

Tanggapin ng Kalihim  
 Office of the Secretary

May 15, 1998

**DECS ORDER**  
**No. 45, s. 1998**

**Delegation of Authority and Responsibility to the Executive Director of the Instructional Materials Council Secretariat**

To : Undersecretaries  
 Assistant Secretaries  
 Bureau, Regional, Service and Center Directors  
 COA Resident Auditor  
 All Others Concerned

In order to streamline the existing organization and enable the IMC Secretariat to effectively assist the Instructional Materials Council (IMC) in coordinating and monitoring the implementation of the government textbooks program and in order to improve its operational efficiency, authority to discharge the following functions is hereby delegated to the Executive Director of the Instructional Materials Council Secretariat:

A) To sign and/or approve the following documents:

1. IMC Office Orders, Circulars, and similar documents;
2. Contracts, Letter Contracts and Memoranda of Agreement, Non-Contractual and support services, contracts/leases, purchase orders, contracts for published and unpublished publications, financial and security matters, and others inherent in the operation of the Secretariat;
3. Vouchers (Type A);
4. Regional and other vouchers;
5. Authority for IMC staff to travel locally;
6. Authority for IMC staff to travel abroad subject to the confirmation of the Secretary or acting DECS Secretary in Manila;
7. Leaves of absence of IMC staff, vacation, sick, maternity, study and others;
8. Inter-divisional transfer of staff employees, in line with concerned Division Office;
9. Annual reports to the Secretary of Appropriation.

10. Certification of services rendered of noncommissioned members by contractual staff.
11. Payroll for salaried honoraria/fees of evaluating personnel/contractors persons and similar expenses.
12. Requisition Passes for the purchase of supplies and materials.
13. Request for overline upon the recommendation of the Division Chief.
14. Certification of VEDICORE contributions, equipment and other related documents.
15. Reports for submission to OPCS, OAS, OAC, OAW and other agencies.
16. Applications for commercial registration and sale of TMC publications.
17. Preliminary of first round evaluation response for instructions materials submitted to the TMC for evaluation.
18. Receipt, billings or other receipts containing the certification or evaluation of first round materials subject to the approval or confirmation of the OPCS Secretary or TMC.
19. Management and use of the Trust Fund for Textbooks and Supplementary Materials for evaluation purposes, i.e., supplies, delivery of materials, commercialized and non-commercialized expenses, conduct of meetings/workshops, fees and honoraria, travel, and other.

2. To serve as Special Representative of the TMC for Loan Advances by Galaxy emergency and other expenses and for other special purposes.

The availability or disability of the TMC Executive Director to perform the above, the supervising OPCS Assistant Secretary shall assume the above stated functions unless specifically delegated to another official.

For the information and guidance of all concerned.

  
BERLINDA C. PEFIANCO  
Secretary

Reference: None

Allotment: 1--(D.O. 50-97)

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

AUTHORITY

OFFICIALS

TEXTBOOKS