



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
Meralco Avenue, Pasig City

OFFICE OF THE SECRETARY

January 29, 1999

DECS ORDER
No. 9, s. 1999

**USE OF CY1999 BUDGET FOR INSTRUCTIONAL MATERIALS AND
PROCUREMENT OF BOOKS THRU PUBLIC BIDDING**

To : Undersecretaries and Assistant Secretaries
Bureau/Center/Regional Directors
School Superintendents
All Others Concerned

1. Coverage. This pertains to the use of the CY1999 lumpsum appropriation of DECS for instructional materials totaling P504,568 million which is included in the budgetary outlay of Regional Operations and is to be released directly to the DECS Regional Offices as contained in the FY1999 General Appropriations Act.

2. Priority given to textbooks and teacher's manuals. Amounts from the aforementioned budget for instructional materials shall be utilized for the procurement of textbooks and teacher's manuals approved for use in public schools by the DECS Instructional Materials Council. Procurement of supplementary and reference materials using amounts from the same lumpsum appropriation shall not be allowed until further notice.

3. Procurement of books thru public bidding. As provided in DECS Order 8, s. 1999, the procurement of textbooks and teacher's manuals thru public bidding by DECS using lumpsum appropriations for this purpose shall be undertaken starting CY1999. Direct purchases of textbooks and teacher's manuals shall be allowed when funds other than the lumpsum appropriation for instructional materials such as LGU/SEF funds and savings from MOOE are to be used. Direct purchases may also be allowed using amounts from the lumpsum appropriation mentioned above subject to the approval of the DECS Secretary. In all direct purchases of textbooks and teacher's manuals using government funds, the price ceilings as indicated in DECS Order 8, s. 1999 should be observed.



Tel. No. 6337208
Fax No. 6320805

4. **Pre/Post-Qualification, Bids and Awards Committee (PBAC).** The DECS Central Office PBAC shall initiate procurement of textbooks and teacher's manuals. However, to ensure that each region concerned is represented in the Committee, the Central Office PBAC which shall decide on bidding of books for a particular region shall be expanded to include at least two (2) voting representatives from the region concerned preferably the Regional Director or his representative and a representative from the private sector (e.g., PTCA, Rotary).

5. **Priorities for inclusion in bid packages.** The DECS Instructional Materials Council Secretariat (IMCS) shall finalize the different bid packages consisting of specific quantities of books for priority subject areas and grade/year levels. These will be disseminated to all regions and upon receipt thereof, the DECS Regional Offices shall prepare and submit an allocation list by textbook subject/grade/district of high school to DECS IMCS. The allocation list shall be consolidated to form part of the bidding documents.

6. **Monitoring the textbook situation.** DECS IMCS shall continue to monitor the textbook situation of the public school system while serving as the implementing arm of the Instructional Materials Council. DECS Regional Offices shall provide the DECS IMCS with regular reports regarding textbook inventories, orders, deliveries, and payments including reports on all acquisitions of textbooks and other instructional materials (supplementary and reference materials) with information on funding source on a quarterly basis and whenever circumstances warrant.

7. For the information and guidance of all concerned.

Andrew Gonzalez
Andrew GONZALEZ, Jr.
Secretary

Reference: DECS Order (No. 8, s. 1999)

Attachment: I—(D.O. 50-97)

To be indicated in the Perpetual Index

under the following subjects:

BIDS
PROCUREMENT
TEXTBOOKS