



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
UL-Complex, Maricao Avenue
Pang. Metro Manila

TARUGAPAN NG KALIHIM
OFFICE OF THE SECRETARY

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DECREE

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**CREATING A TEEP TEXTBOOK PROCUREMENT TASK FORCE
DEFINING ITS FUNCTIONS AND ORGANIZATION**

To Undersecretaries/Assistant Secretaries
Bureau/Regional Directors
Schools Division Superintendents
All Others Concerned

In the interest of the service and to ensure that the procurement of textbooks and teachers' manuals financed under TEEP is done efficiently and economically and that they are delivered promptly to recipient schools beginning School Year 1999-2000, a TEEP Textbook Procurement Task Force (hereinafter called "Task Force") is hereby created.

The TEEP Textbook Procurement Task Force will be composed of the following:

Team Leader	Ms. Ester Dujatno, PISU
Co-Team Leader	Ms. Mila Talinio, IMCS
Members	Mr. Ricardo Faderon, PISC Ms. Socorro Pilor, IMCS Mr. Adonia Barraquinas, PISU Mr. Norman Cabangal, IMCS Mr. Celso Marrinco, IMCS Ms. Melinda Cruz, PISU Mr. Rimmel Isip, PISU

The said Task Force will be under the direction and supervision of TEEP project management.

The functions of said Task Force are as follows:

1. prepare annual textbooks/teachers' manuals procurement plan together with the Task Force's workplans and implementation schedules;
2. describe the textbook procurement process and define/delineate the roles and responsibilities of Central Office, PISA, and IMCS;

3. cause the procurement and distribution of textbooks and teachers' manuals to schools in 24 TEEP provinces in accordance with Government and World Bank procurement guidelines and procedures, work plans, and timetables; and
4. resolve, or take leadership in resolving, any textbooks, procurement/distribution-related problems or issues that may be presented to it by Central Office PISA, IMCS, division offices, or suppliers, for resolution from time to time.

The Task Force will submit to TEEP project management for approval a list of short-term technical reviewers and evaluators needed in the evaluation of suppliers' bids. Non-PISA members of the Task Force shall be entitled to a monthly honoraria in accordance with NCC-75. Honoraria and evaluator's fees shall be charged against TEEP funds. The Task Force shall be under the administrative supervision by the TEEP Deputy Project Manager.

The Task Force will draw upon the expertise and administrative and financial support of Central Office PISA, IMCS, BEI, and CMT to enable it to discharge its functions effectively.

For the guidance of all concerned.

Andrew R. Gonzales
ANDREW R. GONZALES, FSC
Secretary

Reference: None
Allotment: 14 (D.O. 50-97)
To be indicated in the Perpetual Index
under the following subjects:

COMMITTEES
PROCUREMENT
PROJECTS
TEXTBOOKS