



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
DECS Complex, Morales Avenue
Pasig City, Philippines



*Sama-Sama
sa DECS*

*Tanggapan ng Kalihim
Office of the Secretary*

February 2, 2001

DECS ORDER
No. 6, s. 2001

ADDENDUM TO DECS ORDER NO. 78, S. 2000
(List of Approved Supplementary and Reference Materials for SY 2000-2001)

To: Undersecretaries
Assistant Secretaries
Schools Division/City Superintendents
Resident COA Auditors
All Others Concerned

1. In addition to the list of approved supplementary and reference materials which may be used in public schools starting SY 2000-2001 issued under DECS Order No. 78, s. 2000 the supplementary materials listed in Annex 1 are also deemed approved for use in public schools until further notice.

2. The following guidelines shall be followed in the purchase of the abovementioned instructional materials:

- a. Basic textbooks shall continue to be given priority in the allocation of funds, regardless of source, for the purchase of instructional materials;
- b. All purchases of supplementary and reference materials starting January CY 2001 shall be based on DECS Order No. 78, s. 2000 and this DECS Order and in accordance with existing guidelines on the desired number of materials that may be provided each school or library as stated in DECS Order No. 6, s. 1998 (Annex 2);
- c. DECS offices may use savings from their budgets for MOOE, schoolboard, and other non-DECS funds to procure materials included in this DECS Order;
- d. DECS offices should purchase supplementary and reference materials only from duly accredited suppliers of the Department

who are duly authorized to market the same. Other government and nongovernment entities who intend to purchase materials found herein are also advised to purchase said materials from duly accredited suppliers of the Department;

- e. The prices contained herein are ceiling prices. Thus, purchasing entities are advised to negotiate for discounts from suppliers particularly when large volumes of purchases are involved, consistent with the established practice in the publishing industry, in order to secure the best terms for the government; and
 - f. Any purchase of supplementary and reference materials should be based on specific needs, priorities, and/or validated requests of public elementary and secondary schools.
3. All concerned are enjoined to exercise judicious care in the procurement of these materials in order to maximize the benefits for the school children.
4. For the information and guidance of all concerned.

Ramon C. Bacani
RAMON C. BACANI
Undersecretary and
Officer-In-Charge

Encls.:
As stated

References:
DECS Orders: (Nos. 78, s. 2000 and 6, s. 1998)

Allotment: 1—(D.O. 50-97)

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

CHANGE
PROCUREMENT
PURCHASE
TEACHING AIDS

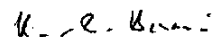
Additional List of Approved Supplementary and Reference Materials Annex 1
(Addendum to DECS Order 78, s. 2000)

<u>Title/Description</u>	<u>Price Ceiling</u>
1. Invisible World	
Published by Chelsea House Publishers. 1994.	
Distributed by Felta Book Sales, Inc.	
32 pages per volume.	
White book paper, illustrated, full color.	
Hardbound, foldcote, U. V. coated, full color.	
8" x 11"	
a. Cells, Genes, and Chromosomes	P426.90
Nuria Roca and Marta Serrano	
b. How Our Blood Circulates	P428.40
Merce Parramon	
c. How Our Muscles Work	P428.40
Victoria Avila	
d. How Our Senses Work	P427.60
Jaime Ripoll	
e. The Digestive System	P428.80
Merce Parramon	
f. The Life of Plants	P428.95
Maria Angels Julivert	
g. The Miracle of Life	P428.00
Merce Parramon	
h. The Nervous System	P427.25
Nuria Roca and Marta Serrano	
i. The Respiratory System	P428.40
Nuria Roca and Marta Serrano	
j. The Skeletal System	P428.40
Eduard Amau	
2. The Macmillan Junior Encyclopedia of Science	
& Technology and the Environment (Volumes 1-11)	
Published by Macmillan Education, Australia. 1999.	
Distributed by Felta Book Sales, Inc.	
35 pages per volume. Book paper, illustrated, full color.	
Hardbound, foldcote, U.V. coated, full color.	
9" x 11"	
a. Volume 1 Ab - Bl	P498.70
b. Volume 2 Bl - Cr	P499.35
c. Volume 3 Cr - En	P499.35
d. Volume 4 En - Ge	P499.35
e. Volume 5 Ge - La	P499.35
f. Volume 6 La - Na	P499.35
g. Volume 7 Na - Po	P499.35
h. Volume 8 Po - Se	P496.20
i. Volume 9 Se - Ti	P499.35
j. Volume 10 Ti - Zo	P494.85
k. Index	P478.45

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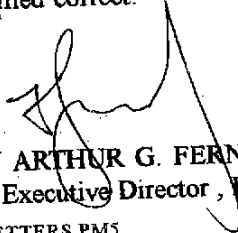

JAY ARTHUR G. FERNANDEZ
 Executive Director, IMCS

Approved by:


RAMON C. BACANI
 Officer-In-Charge, DECS

<u>Titles/Description</u>	<u>Price Ceiling</u>
<p>3. Ideas that Changed the World Published by Chelsea House Publishers. 1994. Distributed by Felta Book Sales, Inc. 94 pages per volume. Matte, illustrated, full color. Hardbound, foldcote, U.V. coated, full color. 8" x 11.5"</p>	<p>P598.00 P600.20 P600.40 P600.00</p>
<p>a. Art and Technology through the Ages b. The Early Inventions c. The Industrial Revolution d. Transportation</p>	<p>P27.60</p>
<p>4. Agriculture: Guyabano Production Ruben Cangas, Ferdinand Domingo, et al. Published by Technical & Vocational Educ. Foundation. 1991. Distributed by Felta Book Sales, Inc. 30 pages. Newsprint, illustrated, 1 color. Self cover, foldcote, U.V. coated, 2 colors. Staple binding. 5" x 9"</p>	<p>P24.90</p>
<p>5. Agriculture: Post Harvest Technology Ruben Cangas, Idefonso Melegrito, et al. Published by Technical & Vocational Educ. Foundation. 1991. Distributed by Felta Book Sales, Inc. 22 pages. Newsprint, 1 color. Self cover, foldcote, U.V. coated, 2 colors. Staple binding. 5" x 9"</p>	<p>P39.90</p>
<p>6. Animal Production: Broilers Lauro G. Hernandez and Melecio M. Rodil National Center for Technical Educ. & Staff Development. Published by Technical & Vocational Educ. Foundation. 1991. Distributed by Felta Book Sales, Inc. 62 pages. Newsprint, illustrated, 1 color. Self cover, foldcote, U.V. coated, 2 colors. Staple binding. 5" x 9"</p>	<p>P53.50</p>
<p>7. Animal Production: Feedlot Cattle Fattening Simplicio E. Celedonio, Cecily S. Bugais, et al. Published by Technical & Vocational Educ. Foundation. 1991. Distributed by Felta Book Sales, Inc. 98 pages. Newsprint, illustrated, 1 color. Self cover, foldcote, U.V. coated, 2 colors. Staple binding. 5" x 9"</p>	<p>P28.95</p>
<p>8. Fishery: Tilapia Production Angelina C. Canapi, Cecilio Rapadas, et al. Published by Technical & Vocational Educ. Foundation. 1991. Distributed by Felta Book Sales, Inc. 28 pages. Newsprint, illustrated, 1 color. Self cover, foldcote, U.V. coated, 2 colors. Staple binding. 5" x 9"</p>	<p></p>

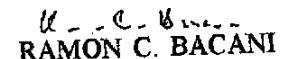
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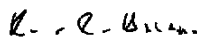

 RAMON C. BACANI
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<u>Titles/Description</u>	<u>Price Ceiling</u>
<p>9. Pansakahang Kooperatiba Kapangyarihan ng mga Magsasaka - Katiyakan sa Kasapatan ng Pagkain ng Bansa Jose Cruz Papa Published by Mary Jo Educational Supply. 1997. 216 pages. Book paper, illustrated, 1 color. Soft cover, foldcote, varnished, full color. Perfect binding. 5.75" x 8.75"</p>	P176.90
<p>10. Wastong Pamamahala ng mga Basura sa mga Barangay Ana V. Papa and Jose C. Papa Published by Mary Jo Publishing House. 1998. 162 pages. Book paper, illustrated, 1 color. Soft cover, foldcote, varnished, full color. Perfect binding. 5.75" x 8.75"</p>	P136.40
<p>11. Kabuhayang Pambarangay Maria Luz Respall Published by Mary Jo Educational Supply. 1997 46 pages. Book paper, illustrated, 2 colors. Soft cover, foldcote, U.V. coated, full color. Perfect binding. 8.5" x 11"</p>	P84.40
<p>12. Rizal: Walang Hanggang Landas Amalia Cullarin Rosales and Corazon Coloma Published by Mary Jo Publishing House, Inc. 1998. 216 pages. Book paper, illustrated, 1 color. Soft cover, foldcote, varnished, full color. Perfect binding. 5.75" x 8.75"</p>	P175.60
<p>13. Isang Praktikal na Introduksyon sa Arnis 12 Madadaling Leksyon Armando C. Soteco Published by Mary Jo Publishing House, Inc. 1997. 140 pages. Book paper, illustrated, 1 color. Soft cover, foldcote, varnished, full color. Perfect binding. 5.75" x 8.75"</p>	P134.35
<p>14. Living Language 1 Carmen Jessica R. Jingco and Bernadette S. Pablo Published by Bookman, Inc. 1998. 224 pages. Newsprint, illustrated, 2 colors. Soft cover, foldcote, U. V. coated, full color. Perfect binding. 6.5" x 10"</p>	P155.00
<p>15. Living Language 2 Effeda R. Preclaro-Tolentino Published by Bookman, Inc. 1998. 224 pages. Newsprint, illustrated, 2 colors. Soft cover, foldcote, U. V. coated, full color. Perfect binding. 6.5" x 10"</p>	P133.00

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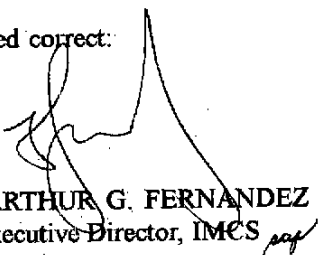

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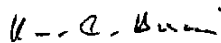
<u>Titles/Description</u>	<u>Price Ceiling</u>
16. Living Language 3 Marjory D. Alcantara Published by Bookman, Inc. 1998. 226 pages. Newsprint, illustrated, 1 color. Soft cover, foldcote, U. V. coated, full color. Perfect binding. 6.5" x 10"	P135.40
17. Living Language 6 Bernadette Y. Santos, Bernadette S. Pablo, et al. Published by Bookman, Inc. 1998. 298 pages. Newsprint, illustrated, 1 color. Soft cover, foldcote, U. V. coated, full color. Perfect binding. 7" x 10"	P173.85

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SELECTED GUIDELINES ON SCHOOL LIBRARY POLICIES
(As contained in DECS Order No. 6, s. 1998)

LIBRARY COLLECTIONS**1. General References**

	ELEMENTARY	SECONDARY
Encyclopedia	1 set	1 set
Dictionary	1 English – Filipino 1 Filipino – English	1 English – Filipino 1 Filipino – English 1 Dialect
Atlas	1 Philippine 1 World	1 Philippine 1 World
Almanac	1 Philippine 1 World	1 Philippine 1 World
Globe	1	1
Maps	1 Philippine 1 World 1 Asia	1 Philippine 1 World 1 Asia
Additional books	Supplementary Readers in English and Filipino, which may be utilized for remediation, reinforcement, or enrichment of skills developed using the basic textbooks	Book of Knowledge, Thesaurus, Philippine Yearbook, Book of Facts, Handbooks, Manuals, Literary Classics, Book of Etiquette, World Record and Fiction Books

2. General Collection

References to support the different subject areas including professional books for teachers and other employees, recreational hobby books, etc.

3. Reference for basic learning areas at least 4 for every 40 pupils**4. Magazines**

ELEMENTARY	SECONDARY
1 local or national 1 foreign (depends on enrolment)	3 local or national 3 foreign (no. of subscription depends on enrolment)

5. Newspapers

ELEMENTARY	SECONDARY
1 local 2 national	1 local 2 national

6. Important projects of teachers and pupils/students may be stored in the library as reference materials.

7. Librarians tools and supplies

Dewey Decimal Classification (DDC)
Anglo American Cataloging Rules (AACR2)
Sears List of Subject Headings
Stamp of ownership, cards, etc.
Office supplies and AV supplies

8. Selection and acquisition of books and other library materials is a cooperative endeavor of the librarian, faculty and head of school. This should be based on a list of approved textbooks, teacher's manual and supplementary materials. Teachers may recommend books and other instructional materials needed in the classroom.