



Office of the Secretary

DepED Order
No. **88** s. 2003

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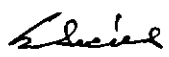

To: Regional Directors
Schools Division Superintendents
Division Supply Officers
Principals/School Heads
School Property Custodians
All Others Concerned

THE TEXTBOOK EXCHANGE PROGRAM

1. This DepED Order pertains to the conduct of a Textbook Exchange Program which aims to eradicate the multiple textbook situation in schools so that students use the same textbook titles in the classrooms, flush out unused or surplus textbooks in school, district and division warehouses and directly impact on textbook shortage nationwide.
2. The textbook exchange shall be done in three levels: school-to-school, within a division, and within a region. Refer to Enclosure No. 1 for the Goals and Objectives and the mechanics of the program and Enclosure No. 2 for the guidelines on the implementation of the textbook exchange for each level.
3. Starting January 2004, principals are enjoined to identify unused or surplus textbooks they have no use for and are prepared to surrender to the Textbook Exchange Program, prepare and submit to the district supervisor the list of the identified textbooks on a per title and grade/year level indicating the number of textbooks per title.
4. District Supervisors (DS) shall consolidate the list of textbook titles submitted by the principals, communicate the list to the schools in the district, supervise the conduct of the exchange, and ensure that required documentations to transfer accountability of the textbooks are duly accomplished.
5. Division Superintendents shall manage and supervise the textbook exchange within the division. In preparation for the actual exchange, the DS shall instruct the Division Supply Officer (DSO) to prepare part of the division warehouse to be used for the exchange and assign an inventory clerk and an assistant to prepare textbook inventories before and after the exchange. Based on the number of textbooks to be exchanged at the division level, the DS shall hire on a per day

basis college students or graduates in the community or shall coordinate with colleges and universities for on-the-job training of students or for community service in lieu of ROTC, who will sort and pack the textbooks by title and grade/year level.

6. The inventory clerk shall summarize the textbook inventory by title and submit this to the DSO who will communicate it to the Instructional Materials Council Secretariat (IMCS).
7. The DSO shall submit consolidated orders and list of recipient schools to the IMCS which shall prepare a national inventory of textbooks per division, per region, and per zone.
8. The IMCS shall prepare Order Forms (Enclosure 3) to be disseminated to the schools within a Division, disseminate information to concerned schools on available titles, and receive orders from schools and refer these to the nearest Division warehouse with the available title(s). If the program runs out of specific titles for a given subject, IMCS will inform the school concerned and inquires if it desires another title.
9. If there are titles not exchanged at the Division level, the list of available titles is communicated to the schools within a region.
10. All textbook exchanges shall be completed before the opening of classes for SY 2004-2005.
11. For any query or clarifications, please contact the DepED-IMCS Procurement Monitoring Division (Attention: Ms. Carol Rivera or Engr. Benjamin Cabumay) at tel. nos. 634-0901 or telefax no. 634-1072 or at cell phone numbers 0918-9204853 or 0916-7612198.
12. For strict compliance and dissemination to all concerned.


EDILBERTO C. DE JESUS
Secretary 

Encls.: As stated

Reference: N o n e

Allotment: 1—(D.O. 50-97)

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

PROGRAMS

TEXTBOOKS

DOCUMENT: Textbook Exchange
(Abridged version for distribution)
DRAFT: First
OFFICE: USEC, Fin. & Administration
DATE: 12 December 2003

TEXTBOOK EXCHANGE

Department of Education
Kagawaran ng Edukasyon

Program Concept

I. INTRODUCTION

An essential element of any school system is the provision of textbooks and instructional materials, including teachers' manuals. The Department of Education has the responsibility of providing adequate numbers of textbooks for all schools nationwide by sourcing the necessary funds either from the National Government or from foreign donor assistance.¹

To guide the textbook procurement process, the Department has drafted a textbook policy. The textbook policy is a response to a problem that has arisen over the years as a result of a market approach to textbook procurement.

In November 2002, during the evaluation of the SEMP 2001 textbook procurement, the problem of multiple titles per subject in schools was first highlighted (Somerset, World Bank, internal note to the DepED.) This was a result of the procurement process in earlier years when different titles were procured from year to year for the same subject/year levels as a result of competitive bidding. This has been compounded by purchases made by local school boards (LSB) of a wide range of titles accredited by an earlier DepED Memorandum (35, series of 1998).

The multiple titles situation has led to a paradox: While there appears to be enough textbooks on the supply-side to meet the desired one textbook to one student/pupil ratio, teachers in the field in fact select certain titles for classroom

¹ The Department of Education is directly responsible for the management and operation of 41,388 schools nationwide (36,759 elementary schools; 4,629 secondary schools) organized into 2,260 school districts under 176 divisions in 17 regions (SY 2003-2004 data). All public schools are nationally-funded, though a small number also receive local government assistance. National funding includes teacher and non-teacher salaries, maintenance and other operating expenditures, and capital outlay for classroom or school-building construction, school furniture, textbooks, and instructional materials.

use while keeping other titles for the same subject in storage or in the library as "reference material". Hence, on the demand-side, there is in fact less than a 1:1 ratio for textbooks per student/pupil.

To correct this paradox, the Department will carry out a "Textbook Exchange" program where schools can trade unused or surplus textbooks at three levels:

- (a) *School-to-school (inter-district)*. Principals within a district can arrange for direct textbook exchange between and amongst themselves with the assistance of district supervisors. All costs are borne by the participating schools.
- (b) *Within a division (intra-division)*. Schools send unused or surplus textbooks to a division warehouse where these are sorted. Lists of available textbooks are then circulated to schools within the region. Schools order titles they need and these are shipped out to them at the expenses of the program. The program bears the full cost of the actual exchanges at a given rate to cover transportation and hauling charges only.
- (c) *Inter-division (intra-regional)*. Same process as the intra-division exchange.

In support of the program, the Department will arrange for the following:

- [1] Agreement with the Commission on Audit (COA) on the process and documentation necessary to lift accountabilities of schools with reference to specific textbooks.
- [2] Preparation of division-level warehouses to accept and safeguard textbooks during the course of the textbook exchange.
- [3] Generation of funds for:
 1. Forwarding services (transport and hauling of textbooks)
 2. Warehouse preparation
 3. Warehouse staffing
- [4] Contracting of regional forwarders to handle the transport and hauling of textbooks.

II. GOAL AND OBJECTIVES

1. *Goal.* The rationalization of textbook distribution nationwide so that the textbook-to-student ratio is 1:1 on the demand-side (e.g. same titles per subject in classrooms all over the country).
2. *Objectives*
 - 2.1 To eradicate the multiple textbook situation in schools so that students use the same textbook titles in classrooms.
 - 2.2 To flush out unused or surplus textbooks in school, district and division warehouses and to send these to schools/districts in need of specific textbooks.
 - 2.3 To have a positive and direct impact on textbook shortages in specific schools nationwide.

III. PROGRAM

1. *Component 1 – Surplus textbooks identification and preparation for Textbook Exchange at the school level (December 2003)*
 - 1.1 Schools will identify unused or surplus textbooks they have no need for and are prepared to surrender to the *Textbook Exchange* program.
 - 1.2 Schools will process all books to be exchanged and decide which ones will be included in the exchange.
 - 1.2.1 Books prior to 1995 will be discarded and disposed following government-prescribed disposal procedures:
 - 1.2.2 Books that are deemed to be in decrepit condition will be disposed of as well following government-prescribed disposal procedures.
 - 1.2.3 PRODED and SEDP books are not to be included in the exchange. (These books should be discarded as they do not comply with PELC and PSSLC.)

1.3 Schools will fill out the forms required by the COA that would lift accountabilities over textbooks to be exchanged. (Forms to be supplied)

1.4 DepED order (see attached).

2. ***Component 2 – School-to-school Exchanges (January 2004)***

2.1 Principals are encouraged to carry out school-level exchanges on their own and at their own expense.

2.2 After the exchanges, schools will fill out the necessary MR (memorandum receipts) forms to re-book new inventory in accordance with COA regulations.

3. ***Component 3 – Intra-Division Exchanges (January – March 2004)***

3.1 Unused or surplus books not exchanged during the school-level exchanges can be sent to the nearest division warehouse. (Instructions to be released in January 2004).

3.2 Books should be sorted and boxed by title with a copy of the required form.

3.3 The division warehouse will process all books received.

3.3.1 Books prior to 1995 will be discarded and disposed following government-prescribed disposal procedures.

3.3.2 Books that are deemed to be in decrepit condition will be disposed of as well following government-prescribed disposal procedures.

3.3.3 PRODED and SEDP books are to be discarded.

3.3.4 Remaining books in good condition will be packed in bundles of 25.

3.4 Division warehouse inventories will be compiled and entered into a national database (disaggregated by zone)² by the IMCS.

² The Exchange will organize inventory information by zone:

Zone 1 – Regions I, II, III, CAR
Zone 3 – Regions VI, VII, VIII

Zone 2 – NCR, Regions IVA, IVB, V
Zone 4 – Regions IX, X, XI, XII, XIII.
CARAGA

- 3.5 Information on available titles by grade level (with available inventory numbers) will be circulated to all schools within a region. Order forms will also be circulated to all schools.
- 3.6 School heads will order titles from the IMCS central office. IMCS will carry out the following:
 - 3.6.1 As IMCS receives orders from schools (first come, first served), these will be referred to the nearest division-level warehouse for filling up.
 - 3.6.2 The division warehouse will prepare the order, box these and send them out by forwarder.
 - 3.6.3 If IMCS sees that the titles are not sufficient in number in the nearest division warehouse, it will refer the order to the next nearest division warehouse.
 - 3.6.4 If the program runs out of specific titles for a given subject, IMCS will immediately inform the school concerned and inquire if the school desires another title.

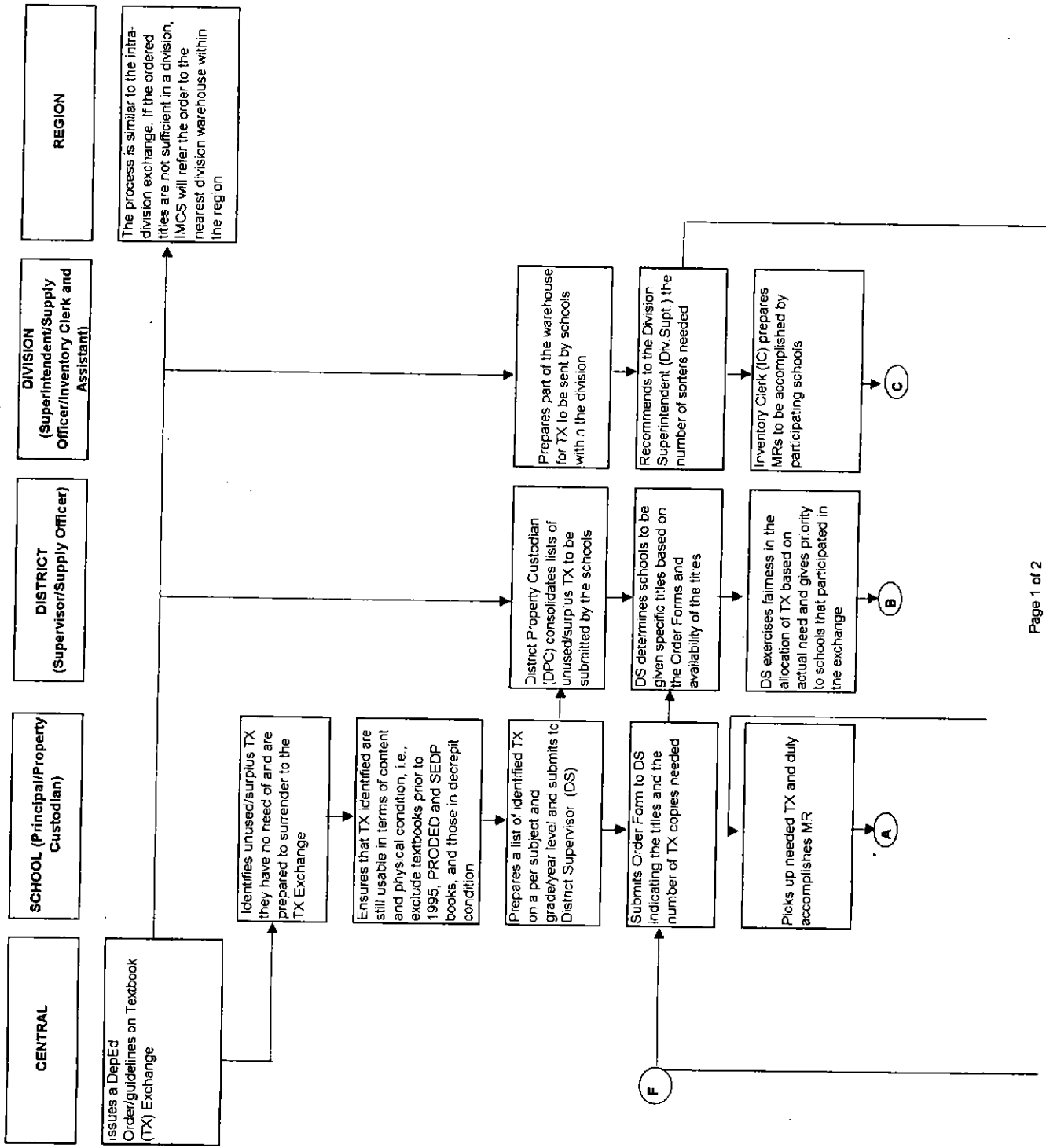
4. ***Component 4 – Intra-Regional Exchanges (February - March 2004)***

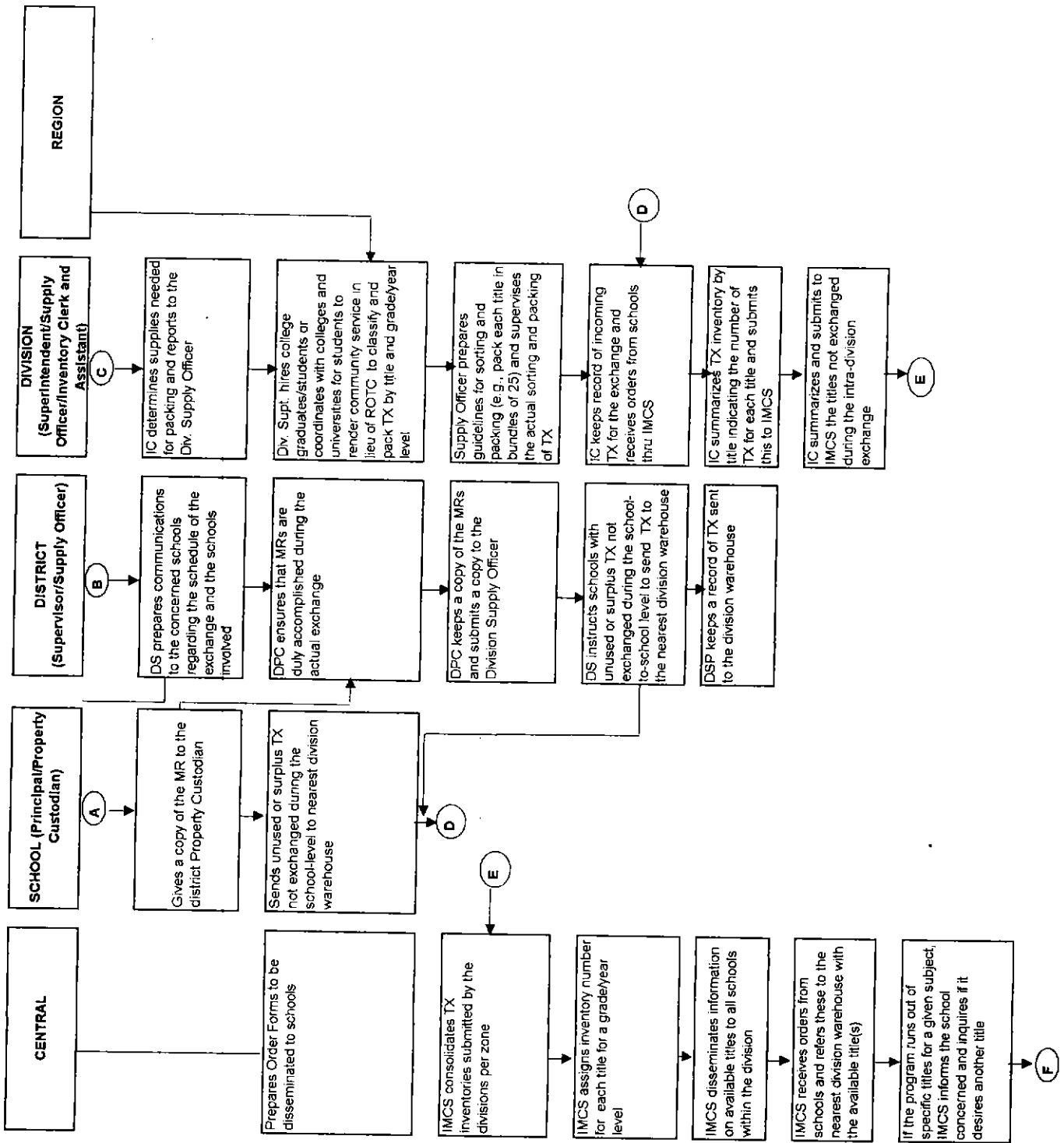
- 4.1 Component 4 is similar to Component 3 in procedure.
- 4.2 If IMCS sees that the titles are not sufficient in number in the nearest division warehouse, it will refer the order to the next nearest division warehouse outside of the region.

5. ***Component 5 – New Inventory Documentation (March – April 2004)***

In March-April 2004, each school will fill out the Inventory Report on Property (IRP) form reflecting textbook inventories as a result of the Exchange in accordance with government regulations.

Guidelines for the Textbook Exchange Program
(As of December 8, 2003)





Order Form for the DepED Textbook Exchange Program

Region: _____ Division: _____
 District (for elem. schools) _____ Name of School: _____
 Address: _____ Complete Address: _____
 _____ Tel. No.: _____

Instruction: List the titles of textbooks you would like to order under the DepED Textbook Exchange Program. You may list two titles (in the order of priority) your school actually needs in order that a class will use only one title for a subject and grade/year level and shall attain 1:1 textbook to pupil ratio. Note that PRODED and SEDP titles are not included.

Subject and Grade/Year Level	Title	Publisher	Quantity (in copies)

I certify that the titles indicated above represent the actual need of our school based on the latest inventory of usable TX dated _____.

Prepared by: _____

Certified correct: _____

Signature over printed name
 Designation: _____

Signature over printed name
 Designation: _____
 Date: _____

For inquiries write or call: The Instructional Materials Council Secretariat
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 Meralco Avenue, Pasig City
 Tel. Nos. 634-1072 or 634-0901