

Republic of the Philippines

Department of Education



Tanggapan ng Kalihim
Office of the Secretary

DepED ORDERNo. **46**, s. 2010

MAY 1 7 2010

Policies and Guidelines on the Allocation of Textbooks and Teacher's Manuals

To: Regional Directors
Schools Division/City Superintendents
Public Elementary School District Supervisors
Heads, Elementary and Secondary Schools
All Others Concerned

- 1. It is hereby a policy of the Department of Education (DepEd) to provide every student with a complete set of textbooks (TXs) per grade/year level, and every teacher, a complete set of teacher's manuals (TMs) that go with the TXs. In operational terms, the sum of the number of TXs allocated for each elementary and secondary school is equal to the current enrolment (i.e., the school year when the TXs and TMs will be delivered) as reported in the latest Basic Education Information System (BEIS) of the Central Office, plus 10% thereof to provide for possible increase in enrolment. The number of TMs allocated for each elementary and secondary school shall be determined by dividing the number of TXs by 35, the quotient of which is rounded to the nearest whole number.
- 2. In addition, a buffer stock shall be provided for TXs and TMs equivalent to 10% of the projected enrolment of the school year when these will be delivered. The buffer stock shall answer for replacements for losses and/or damages of TXs, for increase in enrolment, and for meeting the requirements of newly established/created schools. Around 50% of the buffer stocks shall be delivered directly to the Division Offices, while 50% shall be delivered to the DepEd CO warehouse initially located at FTI, Taguig City. In this regard, Schools Division Superintendents shall ensure that buffer stocks are properly stored in protected places/warehouses, and that these are equitably distributed to and utilized by schools in need.
- 3. It is likewise a policy of DepEd to procure TXs/TMs on a centralized basis to avail of economies of scale. Textbook titles procured starting 2005 shall be reprinted on the second year after procurement. The quantity to be procured must not be greater than 25% of the original contracted quantity. The actual quantity for reprints is determined by considering the remaining buffer stock within a period of five years from procurement. The other important policies covering the universal procurement of TXs/TMs as well as those on replacement cost and damaged ones shall be issued under a separate order.
- 4. The complete breakdown of allocation for School Year 2010 2011 for textbook titles to be procured for elementary and secondary schools is attached as Annex 1. The complete breakdown of allocation for reprints of textbook titles is attached as Annex 2.

5. All matters pertaining to textbook planning, content review and evaluation, technical standard setting, procurement and allocation, replacement/damaged/loss including condemnation and disposal of textbooks, implementation of the National Textbook Delivery Program (Textbook Count), Textbook Walk Program, Textbook Audit, etc., shall be coordinated with the IMCS. For any query or clarifications, please address your communication or email to:

The Executive Director

Instructional Materials Council Secretariat 5/F, Mabini Bldg., DepEd Complex Meralco Ave., Pasig City

Telefax: 6340901/6313690 Email: depedimcs@yahoo.com

Attention: CAROLINA T. RIVERA

Project Development Officer V Procurement Monitoring Division

6. Immediate and wide dissemination of this Order is desired.

MONA D. VALISNO.

JES Secretary MANY

Encls:

As stated

Reference:

None

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

> **FUNDS MANUALS POLICY** TEACHING AIDS

FY 2010 ALLOCATION OF TEXTBOOKS/TEACHER'S MANUALS (UNIVERSAL TITLE) MAY 11, 2010

PROCUREMENT FOR THE PRINTING (FROM CAMERA READY MATERIALS) AND DELIVERY TO RECIPIENT SCHOOL DISTRICTS/HIGH SCHOOLS SHALL BE UNDERTAKEN IN 2010

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XHGION	TYTAL	MATH 3	MATH 3	MATH 4	MATH 4	MATH 5	MATH 5	AP III	AP III	AP IV	APIV	PEH II	PEHII	MAIV	MA IV
	(I-X/1M)	χT	M	×	M	XI	TM	ΤX	M	XI	M	X	M	ΤX	MI
GRAND TOTAL	13,763,769	2,643,347	75,533	2,519,638	71,999	2,337,573	66,796	1,514,866	43,291	1,357,065	38,780	1,651.825	47.203	1,357,069	38,780
Region I - Ilocos Region	729,278	125,846	3,596	122,365	3,497	117,960	3,371	87,416	2,498	82,923	2,370	89,583	2,560	82,923	2,370
Region II - Cagayan Valley	478,180	85,156	2,434	83,976	2,400	80,325	2,295	54,961	1,571	51,655	1,476	57,166	1,634	51,655	1,476
Region III - Central Luzon	1,379,139	258,626	7,390	249,110	7,118	238,191	6,806	155.626	4,447	135,131	3,861	169.012	4,829	135,131	3,861
Region IV-A (CALABARZON)	1,626,639	301,094	8,603	291,404	8,326	278,492	7,957	185,029	5,287	162,881	4,654	199,672	5,705	162,881	4,654
Region IV-B (MIMAROPA)	469,595	90,834	2,596	87,224	2,493	81,120	2,318	49,372	1,411	46,596	1,332	54,805	1,566	46,596	1,332
Region V - Bicol Region	967,549	192,068	5,488	185,984	5,314	167,503	4,786	101,394	2,897	90,926	2,598	111,870	3,197	90,926	2.598
Region VI - Western Visayas	1,116,333	198.310	5,666	195,518	5,587	182,361	5.211	130,435	3,727	119.024	3,401	140.649	4.019	119,024	3,401
Region VII - Central Visayas	988,318	195,087	5,574	183,783	5,251	171,698	4,906	104,315	2,981	94,053	2,688	117,873	3,368	94,053	2,688
Region VIII - Eastern Visayas	702,413	141,179	4,034	133,873	3,825	122,487	3,500	74,065	2,117	64,117	1,832	83,061	2.374	64,117	1.832
Region IX - Zamboanga Peninsula	531,905	108,403	3,098	103,117	2,947	94,307	2,695	55,026	1,573	47,425	1,355	61,424	1,755	47.425	1,355
Region X - Northern Mindanao	605,921	125,135	3,576	119,746	3,422	109,605	3,132	59,957	1,714	54,273	1,551	66,097	1,889	54,273	1,551
Region XI - Davao Region	620,551	122,836	3,510	118,798	3,395	107,124	3,061	64,217	1,835	59,371	1,697	71,593	2,046	59,371	1,697
Region XII - SOCCSKSARGEN	585,048	119,024	3,401	111,414	3,184	100,906	2,884	60,609	1,732	54,736	1,564	67,369	1,925	54,736	1,564
CARAGA Region	386,122	76,733	2,193	72,399	2,069	65,561	1,874	41,286	1,180	37,005	1,058	45,401	1,298	37,006	1,058
ARMM - Autonomous Region in Muslim Mindanao	500,415	135,674	3,877	107,935	3,084	84,038	2,402	43,996	1,258	32,085	917	50,698	1,449	32,085	917
CAR - Cordillera Administrative Region	225,555	43,621	1,247	42,588	1,217	38,843	1,110	23,830	681	22,673	648	25,060	716	22,673	648
NCR - National Capital Region	1,475,430	251,631	7,190	241,686	6,906	233,300	6,666	182,017	5,201	165, 183	4,720	195,442	5,585	165,183	4,720
Central Office Buffer Stock	375,378	72,090	2,060	68,718	1,964	63,752	1,822	41,315	1,181	37,011	1,058	45,050	1,288	37,011	1,058

Annex 1. Page 1 of 1

FY 2010 INDICATIVE ALLOCATION OF TEXTBOOKS AND TEACHER'S MANUALS (REPRINT) MAY 11, 2010

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REPRINT OF UNIVERSAL TITLES PROCURED FOR SOCIAL STUDIES	
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132,063 19,323 17,730 17,311 16,965 15,998 15,422 15,029 39,7702 59,581 53,584 52,574 60,347 47,426 44,715 47,231 60,00) 467,182 72,133 62,311 61,205 58,898 55,449 51,407 55,880 (137,998 23,362 19,600 18,463 17,627 16,157 14,541 14,549 (14,541) 14,549 (14,542) 17,627 16,157 14,541 14,549 (14,542) 17,627 16,157 14,541 14,549 (14,542) 17,627 16,157 14,541 14,549 (14,542) 17,627 16,157 14,541 14,549 (14,542) 17,627 16,157 14,541 14,549 (14,542) 17,627 16,157 14,541 14,549 (14,542) 17,627 16,157 14,541 14,549 (14,542) 17,627 16,157 14,541 14,549 (14,542) 17,627 16,157 14,541 14,549 (14,542) 17,627 16,157 14,541 14,549 (14,542) 17,627 16,157 14,541 14,549 (14,542) 17,541 14,541 14,549 (14,542) 17,541 14,549 (14,542) 17,541 14,549 (14,542) 17,541 14,549 (14,542) 17,541 14,549 (14,542) 17,541 14,549 (14,542) 17,541 14,549 (14,542) 17,541 14,549 (14,542) 17,541 14,541 14,549 (14,542) 17,541 14,549 (14,542) 17,541 14,549 (14,542) 17,541 14,549 (14,542) 17,541 14,549 (14,542) 17,541 14,549 (14,542) 17,541 14,549 (14,542) 17,541 14,549 (14,542) 17,541 14,549 (14,542) 17,541 14,549 (14,542) 17,541 14,549 (14,542) 17,541 14,549 (14,542) 17,541 14,549 (14,542) 17,541 14,541 14,549 (14,542) 17,541 14,541 14,549 (14,542) 17,541 14,541	Region I - Ilocos Region	194,506	27,275	26,004		24,733		22,370	22,663	22.391
ON) 397,702 59,581 53,584 52,574 50,347 47,426 44,715 47,231 ON) 467,182 72,133 62,311 61,205 58,898 55,449 51,407 55,880 ON) 137,998 23,362 19,600 18,463 17,627 16,157 14,541 14,549 ON 288,757 48,383 41,044 39,039 37,586 33,362 30,564 30,822 yas 314,249 49,447 41,981 40,311 39,586 33,362 30,564 30,822 yas 314,249 49,447 41,480 39,656 37,141 34,193 31,166 34,993 yas 212,883 35,227 30,550 28,699 27,048 24,397 22,011 24,094 eninsula 167,106 31,456 24,011 22,038 20,835 18,786 16,815 17,809 RGEN 18,108 33,160 26,684 24,970 24,013 21,331	Region II - Cagayan Valley	132,063	19.323	17,730		16.965	15,998	15,422	15,029	14,285
ZON) 467,182 72,133 62,311 61,205 58,898 55,449 51,407 55,880 A) 137,998 23,362 19,600 18,463 17,627 16,157 14,541 14,549 A) 288,757 48,383 41,044 39,039 37,586 33,362 30,564 30,822 ayas 314,249 49,447 41,981 40,311 39,520 36,315 33,961 37,564 ayas 296,259 48,170 41,480 39,656 37,141 34,193 31,166 34,993 Peninsula 167,106 31,456 24,011 22,038 27,048 24,397 22,011 24,094 Peninsula 167,106 31,456 24,011 22,038 20,835 18,786 16,815 17,809 arrow 187,360 33,743 27,079 24,970 24,013 21,828 19,713 18,734 ARGEN 181,108 33,160 26,884 24,191 22,517	Region III - Central Luzon	397,702	59,581	53,584		50,347	47,426	44,715		42,244
A) 137,998 23.362 19,600 18,463 17,627 16,157 14,541 14,549 328,757 48,383 41,044 39,039 37,586 33,362 30,564 30,822 ayas 314,249 49,447 41,981 40,311 39,520 36,315 33,961 37,564 ayas 296,259 48,170 41,480 39,656 37,141 34,193 31,166 34,993 Peninsula 167,106 31,456 24,011 22,038 27,048 24,397 22,011 24,094 Peninsula 167,106 31,456 24,011 22,038 20,835 18,786 16,815 17,809 akrigen 187,360 33,743 27,185 25,436 24,203 21,828 19,713 18,734 akrigen 187,360 33,160 26,684 24,191 22,517 20,093 18,243 19,378 akrigen 18,108 33,160 26,684 24,191 22,517 20,093 18,243 19,378 strative Region 19,533 51,068 35,219 27,583 21,816 16,732 14,070 17,236 akgion 400,537 56,114 51,301	Region IV-A (CALABARZON)	467,182	72,133	62,311	61,205	58,898	55,449	51,407		49,899
288,757 48,383 41,044 39,039 37,586 33,362 30,564 30,822 ayas 314,249 49,447 41,981 40,311 39,520 36,315 33,961 37,564 ayas 296,259 48,170 41,480 39,656 37,141 34,193 31,166 34,993 ayas 212,883 35,327 30,550 28,699 27,048 24,397 22,011 24,094 Peninsula 167,106 31,456 24,011 22,038 20,835 18,786 16,815 17,809 and anac 187,360 33,743 27,185 25,436 24,203 21,828 19,713 18,734 and anac 190,114 35,338 27,079 24,970 24,013 21,331 19,327 20,165 and anac 181,108 33,160 26,684 24,191 22,517 20,093 18,243 19,378 and anac 181,108 33,160 26,684 24,191 22,517 20,093 18,243 19,378 and anac 196,393 51,068 35,219 27,583 21,816 16,732 12,099 13,185 and anac 196,393 51,068 35,219 27,583 21,816 16,732 14,070 17,236 and anac 196,393 51,068 35,219 27,583 21,816 16,732 14,070 17,236 and anac 196,393 56,114 51,301 51,149 48,849 46,453 43,915 53,910 and anac 196,393 36,475 54,582 51,691 48,989 44,783 41,289 44,522 and anac 20,393 30,324 64,751 54,582 51,691 48,989 44,783 41,289 44,522	Region IV-B (MIMAROPA)	137,998	23.362	19,600		17,627	16,157	14,541	14,549	13,699
314,249 49,447 41,981 40,311 39,520 36,315 33,961 37,564 296,259 48,170 41,480 39,656 37,141 34,193 31,166 34,993 212,883 35,327 30,550 28,699 27,048 24,397 22,011 24,094 167,106 31,456 24,011 22,038 20,835 18,786 16,815 17,809 187,360 33,743 27,185 25,436 24,203 21,828 19,713 18,734 190,114 35,338 27,079 24,970 24,013 21,331 19,327 20,165 181,108 33,160 26,684 24,191 22,517 20,093 18,243 19,378 Muslim Mindanao 196,393 51,068 35,219 27,583 21,816 16,732 14,070 17,236 Region 65,478 10,525 9,403 8,870 8,609 7,739 7,123 6,946 400,537 56,114 51,301 51,489 46,453 43,915 53,910 40,522 54,582 51,691 48,989 44,783 41,289 44,522	Region V - Bicol Region	288,757	48,383	41,044		37,586	33,362	30,564	30,822	27,957
296,259 48,170 41,480 39,656 37,141 34,193 31,166 34,993 212,883 35,327 30,550 28,699 27,048 24,397 22,011 24,094 167,106 31,456 24,011 22,038 20,835 18,786 16,815 17,809 187,360 33,743 27,185 25,436 24,203 21,828 19,713 18,734 190,114 35,338 27,079 24,970 24,013 21,331 19,327 20,165 181,108 33,160 26,684 24,191 22,517 20,093 18,243 19,378 Muslim Mindanao 116,950 20,296 16,743 15,593 14,631 13,054 12,099 13,185 Region 65,478 10,525 9,403 8,870 8,609 7,739 7,123 6,946 400,537 56,114 51,301 51,489 46,453 43,915 53,910 390,324 64,751 54,582 51,691 48,989 44,783 41,289 44,522	Region VI - Western Visayas	314,249	49,447	41,981	40,311	39,520	36,315	33,961	37.564	
ula 212,883 35,327 30,550 28,699 27,048 24,397 22,011 24,094 ula 167,106 31,456 24,011 22,038 20,835 18,786 16,815 17,809 187,360 33,743 27,185 25,436 24,203 21,828 19,713 18,734 190,114 35,338 27,079 24,970 24,013 21,331 19,327 20,165 181,108 33,160 26,684 24,191 22,517 20,093 18,243 19,378 116,950 20,296 16,743 15,593 14,631 13,054 12,099 13,185 Region 196,393 51,068 35,219 27,583 21,816 16,732 14,070 17,236 Region 65,478 10,525 9,403 8,870 8,609 7,739 7,123 6,946 400,537 56,114 51,301 51,491 48,849 46,453 43,915 53,910 390,324 64,751 54,582 51,691 48,989 44,783 41,289 44,522	Region VII - Central Visayas	296,259	48,170	41,480		37,141	34,193	31,166	34,993	
ula 167,106 31,456 24,011 22,038 20,835 18,786 16,815 17,809 187,360 33,743 27,185 25,436 24,203 21,828 19,713 18,734 190,114 35,338 27,079 24,970 24,013 21,331 19,327 20,165 181,108 33,160 26,684 24,191 22,517 20,093 18,243 19,378 116,950 20,296 16,743 15,593 14,631 13,054 12,099 13,185 Region 196,393 51,068 35,219 27,583 21,816 16,732 14,070 17,236 Region 65,478 10,525 9,403 8,870 8,609 7,739 7,123 6,946 400,537 56,114 51,301 51,149 48,849 46,453 43,915 53,910 390,324 64,751 54,582 51,691 48,989 44,783 41,289 44,522	Region VIII - Eastern Visayas	212,883	35.327	30,550		27,048	24,397	22,011	24,094	
187,360 33,743 27,185 25,436 24,203 21,828 19,713 18,734 190,114 35,338 27,079 24,970 24,013 21,331 19,327 20,165 181,108 33,160 26,684 24,191 22,517 20,093 18,243 19,378 116,950 20,296 16,743 15,593 14,631 13,054 12,099 13,185 Region 196,393 51,068 35,219 27,583 21,816 16,732 14,070 17,236 Region 65,478 10,525 9,403 8,870 8,609 7,739 7,123 6,946 400,537 56,114 51,301 51,149 48,849 46,453 43,915 53,910 390,324 64,751 54,582 51,691 48,989 44,783 41,289 44,522	Region IX - Zamboanga Peninsula	167,106	31.456	24,011	22,038	20,835	18,786	16,815	17,809	15,356
190,114 35,338 27,079 24,970 24,013 21,331 19,327 20,165 181,108 33,160 26,684 24,191 22,517 20,093 18,243 19,378 116,950 20,296 16,743 15,593 14,631 13,054 12,099 13,185 Muslim Mindanao 196,393 51,068 35,219 27,583 21,816 16,732 14,070 17,236 Region 65,478 10,525 9,403 8,870 8,609 7,739 7,123 6,946 400,537 56,114 51,301 51,149 48,849 46,453 43,915 53,910 390,324 64,751 54,582 51,691 48,989 44,783 41,289 44,522	Region X - Northern Mindanac	187,360	33.743	27.185		24,203	21,828	19,713	18,734	16,518
181,108 33,160 26,684 24,191 22,517 20,093 18,243 19,378 116,950 20,296 16,743 15,593 14,631 13,054 12,099 13,185 Muslim Mindanao 196,393 51,068 35,219 27,583 21,816 16,732 14,070 17,236 Region 65,478 10,525 9,403 8,870 8,609 7,739 7,123 6,946 400,537 56,114 51,301 51,149 48,849 46,453 43,915 53,910 390,324 64,751 54,582 51,691 48,989 44,783 41,289 44,522	Region XI - Davao Region	190,114		27,079		24,013	21,331	19,327	20,165	17,891
116,950 20,296 16,743 15,593 14,631 13,054 12,099 13,185 196,393 51,068 35,219 27,583 21,816 16,732 14,070 17,236 65,478 10,525 9,403 8,870 8,609 7,739 7,123 6,946 400,537 56,114 51,301 51,149 48,849 46,453 43,915 53,910 390,324 64,751 54,582 51,691 48,989 44,783 41,289 44,522	Region XII - SOCCSKSARGEN	181,108	33,160	26,684		22.517	20,093	18,243	19,378	16,842
196,393 51,068 35,219 27,583 21,816 16,732 14,070 17,236 65,478 10,525 9,403 8,870 8,609 7,739 7,123 6,946 400,537 56,114 51,301 51,149 48,849 46,453 43,915 53,910 390,324 64,751 54,582 51,691 48,989 44,783 41,289 44,522	CARAGA Region	116,950		16,743		14,631	13,054	12,099	13,185	11,349
65,478 10,525 9,403 8,870 8,609 7,739 7,123 6,946 400,537 56,114 51,301 51,149 48,849 46,453 43,915 53,910 390,324 64,751 54,582 51,691 48,989 44,783 41,289 44,522	ARMM - Autonomous Region in Muslim Mindanao	196,393	51,068	35,219		21,816	16,732	14,070	17,236	12,669
400.537 56.114 51,301 51,149 48,849 46,453 43,915 53,910 390,324 64,751 54,582 51,691 48,989 44,783 41,289 44,522	CAR - Cordillera Administrative Region	65,478		9,403		8,609	7,739	7,123	6,946	6,263
390,324 64,751 54,582 51,691 48,989 44,783 41,289 44,522	NCR - National Capital Region	400,537	56.114	51,301		48,849	46,453	43,915	53.910	48,846
	Central Office Buffer Stock	390,324	64,751	54,582		48,989		41,289		

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TOTAL	5,747.916	678,310	568,926	531,250	531,250	513,599	513,599	488,245	488,245	458,525	335,024	340,861	300,082
Region I - Ilocos Region	263,761	25,715	24,394	23,662	23,662	23,336	23,336	23,047	23,047	21,005	16,999	18,403	17,155
Region II - Cagayan Valley	177,312	18,218	16,631	16,011	16,011	16,007	16,007	15,698	15,698	13,930	10,845	11,571	10,685
Region III - Central Luzon	528,332	56,174	50,265	48,627	48,627	47,505	47,505	46.536	46.536	43,777	32,071	32,756	
Region IV-A (CALABARZON)	621,967	68,008		56,611	56.611	55,573			51,409		37,883		
Region IV-B (MIMAROPA)	183,460	22,026	18,386	17,078	17,078	16,632	16,632	15.854	15,854		10,400	10.395	9,640
Region V - Bicol Region	382,678	45.616	38.502	36,108	36,108	35,464	35,464	32.736	32,736	28,567			
Region VI - Western Visayas	419,990	46,619	39,381	37,285	37,285	37,289		35,633	35,633			27,454	24,62
Region VII - Central Visayas	391,090	45,415	38,911	36,679	36,679	35,044	35,044	33,551	33,551	32,434	22,366	21,962	19,454
Region VIII - Eastern Visayas	280,923	33,307		26,545	26,545	25,521		23,939	23,939	22,332	15,758		13,267
Region IX - Zamboanga Peninsula	218,692	29,657		20,384		19,659	19,659	18,433	18,433	16,507	11,658	11,586	9,808
Region X - Northern Mindanac	246,631	31,813	25,501	23,527	23,527	22,837		21,418	21.418	17.364	12,540	12,619	11,230
Region XI - Davao Region	250,154	33,317	25,402	23,096	23,096	22,657	22,657	20,931	20,931	18,690	13,582	13,514	12,281
Region XII - SOCCSKSARGEN	237,800	31,264	25,031	22,376	22,376	21,246	21,246	19,716	19,716	17,960	12,787	12,759	11,323
CARAGA Region	154,094	19,135	15,706	14,423	14,423	13,805	13,805	12,809	12,809	12,220	8,616		7,654
ARMM - Autonomous Region in Muslim Mindanao	247,708	48,148	33,037	25,512	25,512	20,585	20,585	16,418	16,418	15,975	9,618	9,264	6,636
CAR - Cordillera Administrative Region	87,483	9,923	8,820	8,204	8,204	8,123	8,123	7.594	7,594	6,438	4,755	5,015	4,690
NCR - National Capital Region	538,524	52,905	48,123	47,310	47.310	46.091	46,091	45,581	45,581	49,966	37.083	38.313	34,170
Central Office Buffer Stock	517,317	61,050	51,203	47,812	47,812	46,225	46,225	43,942	43,942	41,267	30,153	30,678	27,008
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