



Republic of the Philippines
Department of Education



Tanggapan ng Kalihim
Office of the Secretary

MAY 17 2010

DepED ORDER
No. **46**, s. 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
MT *JCS* **MONA D. VALISNO** Secretary *Mona D. Valisno*

Encls.:

As stated

Reference:

N o n e

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

FUNDS
MANUALS
POLICY
TEACHING AIDS

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

REGION	TOTAL (TX/TM)	INDICATIVE NUMBER OF COPIES													
		ELEMENTARY					SECONDARY								
		MATH 3 TX	MATH 3 TM	MATH 4 TX	MATH 4 TM	MATH 5 TX	MATH 5 TM	AP III TX	AP III TM	AP IV TX	AP IV TM	PEH II TX	PEH II TM	MA IV TX	MA IV TM
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	186,029	5,287	162,881	4,654	199,672	5,705	162,881	4,654
Region IV-B (MILAROPA)	469,595	90,834	2,596	87,224	2,493	81,120	2,318	49,372	1,411	46,599	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	2,668	117,873	3,368	94,053	2,668
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	56,026	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	586,048	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	37,095	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	32,065	917	50,698	1,449	32,085	917
CAR - Cordillera Administrative Region	225,555	43,621	1,247	42,568	1,217	38,843	1,110	23,830	681	22,673	648	26,060	716	22,673	648
NCR - National Capital Region	1,475,430	251,631	7,190	241,666	6,996	233,300	6,666	182,017	5,201	165,143	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

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

1. REPRINT OF UNIVERSAL TITLES PROCURED FOR SOCIAL STUDIES

REGION	Title	Publisher	INDICATIVE NUMBER OF COPIES												
			ELEMENTARY (TX)						SECONDARY (TX)						
Total	Subika 1	Subika 2	Subika 3	Hekasi 4	Hekasi 5	Hekasi 6	AP I	AP II							
	Matapat na Pilipino 1	Katangiang Pilipino	Masipag na Pilipino	Kapaligiang Pilipino	Kasaysayan g Pilipino	Yaman ng Pilipinas	Pilipinas: Isang Sulayp at Kabiharian	Asya: Pagusbong ng Kabiharian	SD Publications						
TOTAL	4,336,969	719,452	606,491	574,361	544,327	497,584	458,751	494,710	441,293						
Region I - Ilocos Region	194,506	27,275	26,004	25,582	24,733	23,488	22,370	22,653	22,391						
Region II - Cagayan Valley	132,063	19,323	17,730	17,311	16,965	15,998	15,422	15,029	14,285						
Region III - Central Luzon	397,702	59,581	53,584	52,574	50,347	47,426	44,715	47,231	42,244						
Region IV-A (CALABARZON)	467,182	72,133	62,311	61,205	58,898	55,449	51,407	55,880	49,899						
Region IV-B (MIMAROPA)	137,998	23,362	19,600	18,463	17,627	16,157	14,541	14,549	13,699						
Region V - Bicol Region	288,757	48,383	41,044	39,039	37,586	33,362	30,564	30,822	27,957						
Region VI - Western Visayas	314,249	49,447	41,981	40,311	39,520	36,315	33,961	37,564	35,150						
Region VII - Central Visayas	296,259	48,170	41,480	39,656	37,141	34,193	31,166	34,993	29,460						
Region VIII - Eastern Visayas	212,883	35,327	30,550	28,699	27,048	24,397	22,011	24,094	20,757						
Region IX - Zamboanga Peninsula	167,106	31,456	24,011	22,038	20,835	18,786	16,815	17,809	15,356						
Region X - Northern Mindanao	187,360	33,743	27,185	25,436	24,203	21,828	19,713	18,734	16,518						
Region XI - Davao Region	190,114	35,338	27,079	24,970	24,013	21,331	19,327	20,165	17,891						
Region XII - SOCCSKSARGEN	181,108	33,160	26,684	24,191	22,517	20,093	18,243	19,378	16,842						
CARAGA Region	116,950	20,296	16,743	15,593	14,631	13,054	12,099	13,185	11,349						
ARMM - Autonomous Region in Muslim Mindanao	196,393	51,068	35,219	27,583	21,816	16,732	14,070	17,236	12,669						
CAR - Cordillera Administrative Region	65,478	10,525	9,403	8,870	8,609	7,739	7,123	6,946	5,263						
NCR - National Capital Region	400,537	56,114	51,301	51,149	48,849	46,453	43,915	53,910	49,846						
Central Office Buffer Stock	390,324	64,751	54,582	51,691	48,989	44,783	41,289	44,522	39,717						

2. REPRINT OF UNIVERSAL TITLES PROCURED FOR ENGLISH

REGION	Title	Total	INDICATIVE NUMBER OF COPIES										SECONDARY (TX)				
			ELEMENTARY (TX)										ENG I TX	ENG II TX	ENG III TX	ENG IV TX	
			Eng 1	Eng 2	Eng 3-Lang	Eng 3-Read	Eng 4-Lang	Eng 4-Read	Eng 5-Lang	Eng 5-Read	Me 5	5	Verities in Communicat ion I	English Expressways II	English Expressway s III	English Expressway s IV	
	Publisher		SD Publications	Book Wise Publishing	Book Wise Publishing	Book Wise Publishing	Book Wise Publishing	Book Wise Publishing	Book Wise Publishing	Book Wise Publishing	Book Wise Publishing	Book Wise Publishing	Bookstore	SD Publications	SD Publications	SD Publications	
			English Expressways 1	English for You and Me 2	English for You and Me 3	English for You and Me 3	English for You and Me 4	English for You and Me 4	English for You and Me 4	English for You and Me 5	English for You and Me 5						
	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		283,761	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	27,953			
Region IV A (CALABARZON)		621,967	68,008	58,452	56,611	56,611	55,573	55,573	54,409	54,409	51,792	37,883	38,948	33,698			
Region IV B (MMAROPA)		183,460	22,026	18,386	17,078	17,078	16,632	16,632	15,854	15,854	13,485	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	21,225	21,343	18,809			
Region VII - Western Visayas		419,990	46,619	39,381	37,285	37,285	37,289	37,289	35,633	35,633	34,816	26,685	27,454	24,621			
Region VIII - Eastern 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 IX - Zamboanga Peninsula		280,923	33,307	28,657	26,545	26,545	25,521	25,521	23,939	23,939	22,332	15,758	15,592	13,267			
Region X - Northern Mindanao		218,692	29,657	22,524	20,384	20,384	19,659	19,659	18,433	18,433	16,507	11,658	11,586	9,808			
Region XI - Davao Region		246,631	31,813	25,501	23,527	23,527	22,837	22,837	21,418	21,418	17,364	12,540	12,619	11,230			
Region XII - SOCCSKSARGEN		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			
CARAGA Region		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			
ARMM - Autonomous Region in Muslim Mindanao		154,094	19,135	15,706	14,423	14,423	13,805	13,805	12,809	12,809	12,220	8,616	8,689	7,654			
CAR - Cordillera Administrative Region		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			
NCR - National Capital 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			
Central Office Buffer Stock		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			
		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			