



Republic of the Philippines
Department of Education



Tanggapan ng Kalihim
Office of the Secretary

MAY 17 2010

DepED ORDER
No. **49**, s. 2010

Guidelines for the Supply, Allocation, Delivery, and Distribution of Centrally Procured Instructional Materials for the Special Education Program at the Basic Education Level

To: Undersecretaries
Assistant Secretaries
Directors of Bureaus, Centers, Services
Regional Directors
Schools Division/City Superintendents
Public Elementary School District Supervisors
Heads, Elementary and Secondary Schools
All Others Concerned

1. The Instructional Materials Council Secretariat (IMCS), in collaboration with the Bureau of Elementary Education (BEE), Bureau of Secondary Education (BSE), and the Bureau of Alternative Learning System (BALS), shall provide instructional materials to SPED Centers for children with special needs (i.e., the gifted/talented, intellectually deficient, visually impaired, hearing impaired, orthopedically handicapped, and children with speech defect, autism, health problems, and behavior problems).
2. Subject to the release of funds by the Department of Budget and Management (DBM) to DepEd – Central Office (DepEd-CO), from the lump sum textbook budget of DepEd, an amount equivalent to P 100 million shall be allocated for the procurement of DepEd-developed instructional materials developed by different DepEd offices (i.e., BEE, BSE, BALS, regions, divisions, etc.) or those tried and tested in foreign-attested projects, or the development was commissioned by DepEd, or developed by other government or non-government offices to address current issues and concerns (e.g., peace education, climate change, population education)..
3. Following are the guidelines for proper implementation by all concerned:
 - a) Sixty percent (60%) of the budget shall be allotted for the procurement of instructional materials for elementary recipients, while thirty percent (30%) will be allotted for secondary recipients and ten percent (10%) for learners under the Alternative Learning System;
 - b) The list of titles to be procured shall be determined on the basis of the results of content evaluation managed by the IMCS. Revisions based on reviewers' comments will be managed by the concerned DepEd offices. Only titles in camera-ready formats will be considered for procurement to be managed by the Procurement Service;
 - c) The recipients shall be identified by the Bureaus. The allocation for SPED schools will be based on the enrollment as reported in the latest Basic Education Information System (BEIS) managed by the Office of the Planning Service – Research & Statistics Division (OPS-RSD) of the Central Office;

- d) Printed instructional materials shall be delivered directly to the Division Offices which shall manage further the distribution to the recipient schools. Distribution activities by the division office must be accomplished not later than one month after receipt of the materials. expenses for which shall be taken from local funds or from other sources following accounting and auditing rules and regulations;
- e) Division Offices shall submit a report not later than two months upon completion of distribution to the recipient schools to the following address.

The Executive Director

Instructional Materials Council Secretariat
5/F, Mabini Bldg., DepEd Complex
Meralco Ave., Pasig City
Telefax: 6340901/6313690
Email: depedimes@yahoo.com

Attention: **CAROLINA T. RIVERA**
Project Development Officer V
Procurement Monitoring Division

4. Division offices that do not comply with this requirement shall not be included in future allocations.
5. Immediate and wide dissemination of this Order is desired.



MONA D. VALISNO

Secretary *MT FCS*
AMS
6/13

References:

N o n e

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

FUNDS
MANUAL
POLICY
SPECIAL EDUCATION
TEACHING AIDS