



Republic of the Philippines
Department of Education



Tanggapan ng Kalihim
Office of the Secretary

MAY 17 2010

DepED ORDER
No. **62**, s. 2010

Guidelines for the Supply, Allocation, Delivery, and Distribution of Centrally Procured Instructional Materials for Priority Schools

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

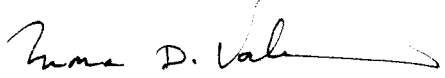
1. In keeping with the aspirations of DepEd to achieve quality education for all, the Instructional Materials Council Secretariat (IMCS), in collaboration with the Bureau of Elementary Education (BEE) and the Bureau of Secondary Education (BSE), will provide instructional materials to priority schools based on the latest results of the National Achievement Test (NAT).
2. Subject to the release of funds by the Department of Budget and Management (DBM) to the DepEd – Central Office (DepEd – CO), from the lump sum textbook budget of DepEd, the amount of P 100 million shall be allocated per year for the procurement of instructional materials developed by different DepEd offices (i.e., BEE, BSE, BALS, regions, divisions, etc.) or those tried and tested in foreign-assisted 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:
 - a) Sixty percent (60%) of this allocation or P60 million shall be used for the procurement of instructional materials for elementary schools, while forty percent (40%) or P40 million shall be used for the procurement of instructional materials for secondary schools;
 - 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 identified recipients are those within the lowest 30% of schools as per latest results of NAT;
 - d) The allocation per school shall be pro-rated on the basis of enrolment per latest Basic Education Information System (BEIS) managed by the Office of the Planning Service & Research & Statistics Division (OPS-RSD) of the Central Office;

- e) Printed instructional materials shall be delivered directly to the Division Offices which shall manage further distribution to the recipient schools. Distribution activities by the division offices 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;
- f) 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 FCS
5/13

Reference:

N o n e

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

DELIVERY
FUNDS
POLICY
PROCUREMENT
PROJECTS
TEACHING AIDS