

Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
(DEPARTMENT OF EDUCATION, CULTURE AND SPORTS)
Manila

September 4, 1989

DECS O R D E R
No. 84, s. 1989

GUIDELINES ON ACCOUNTABILITY FOR SEDP TEXTBOOKS
AND TEACHERS' MANUALS

To: Bureau Directors
Regional Directors
Schools Superintendents
Presidents, State Colleges and Universities
Vocational School Superintendents/Administrators

1. The development of the new textbooks and the corresponding teachers' manuals based on the Desired Learning Competencies complemented the New Secondary Education Curriculum (NSEC) under the Secondary Education Development Program (SEDP) to answer the need for quality education.
2. The Philippine government funded the publication, handling, and delivery of the textbooks and manuals to the end users through the Instructional Materials Corporation.
3. Metric tons of paper for the textbooks were donated by the Canadian International Development Agency (CIDA) to achieve the target of one to one (1:1) student-textbook ratio.
4. To insure the proper care and utilization of textbooks and teachers' manuals, guidelines on the accountability for the instructional materials are given in Inclosure No. 1.
5. Inclosure No. 2 is the Guarantee Slip (GS Form 1) to be accomplished by the class adviser, the student and his parent/guardian.
6. This Order takes effect immediately.

(SGD.) LOURDES R. QUISUMBING
Secretary

Incls.:
As stated

Reference:
DECS Order: No. 11, s. 1989

Allotment: 1-2-3--(M.D. 1-87)

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

Course of Study, SECONDARY
TEXTBOOKS
TEACHERS

(Inclosure No. 1 to DECS Order No. 64, s. 1989)

GUIDELINES ON ACCOUNTABILITY FOR SEDP TEXTBOOKS
AND TEACHERS' MANUALS

To insure the proper utilization of the textbooks, the following guidelines are hereby issued:

A. SEDP Textbooks

1. Upon receipt of the textbooks, the Supply Officer/Property Custodian records the same in the Property Ledger reflecting the serial number of each book per subject and year level.
2. Each book, before release, should be properly numbered and coded. The code should reflect the subject, year level and serial number.

The code shall be as follows:

Example:

- a. English I - E.I.01
E for English
I for Year I
01 start of serial number
- b. Filipino - F.I.01
- c. Science and Technology - ST.I.01
- d. Mathematics - M.I.01
- e. Araling Panlipunan - AP.I.01
- f. Values Education - VE.I.01
- g. PEHM - PE.I.01
- h. THE - THE.I.01

3. Corresponding Memorandum Receipt shall be issued to each class adviser for textbooks released indicating the serial numbers.
4. Class adviser shall record all books issued in Form I (Class Register). Students, shall likewise accomplish the Guarantee Slip (OS Form 1) in duplicate to be signed by the student concerned and parent/guardian as guarantor. One copy shall be given to the student; another copy to be retained by the class adviser.

5. Complete addresses of students should be indicated in Form 1 and OS Form 1.
6. Talaan ng Paggamit ng Aklat at the inside front cover of each textbook should be duly accomplished and filling in be supervised by the teacher-adviser.
7. At the end of the school year, the students shall return all books. The students' copy of OS Form 1 should be stamped Returned and filed with the class adviser.
8. In the case of a student dropping out or transferring to another school, he should return the books to the class adviser before leaving and the corresponding clearance shall be issued to him. Failure to do so would deprive him of getting another set of books at any given time of his secondary schooling.

B. SEDP TEACHERS' MANUALS

1. Upon receipt of the Teachers' Manuals, the Supply Officer/Property Custodian records the same in the Property Ledger.
2. Corresponding Memorandum Receipt should be issued to teachers concerned and returns of these manuals should be a part of their yearly clearance.
3. All Teachers' Manuals should be returned to the Supply Officer/Property Custodian at the end of the school year only to be issued again at the beginning of the ensuing year.

C. Accountability for Textbooks and Teachers' Manuals

1. The field school officials are accountable to the DECS for all textbooks and manuals issued to them. The Supply Officer/Property Custodian/Class Adviser are accountable to the Principal; the Principal is accountable to the Schools/City Division Superintendent; the SDS/CDS is accountable to the Regional Director. Whoever is responsible for the damage or loss of a textbook/manual should be made to pay.
2. In case of loss or damage through circumstances beyond human control, relief from responsibility under the provisions of Section 556 of the National Accounting and Auditing Manual and those of the Revised (1960) Service Manual on property responsibility may be sought.

D. Price List of SEDP Textbooks

The following price list shall be the guide for the replacement of lost or damaged books:

T I T L E	P r i c e
1. Values Education for the Filipino, The DECS Values Education Program, A Supplementary Material	3.50
2. Building a People, Building a Nation A Moral Recovery Program, A Supplementary Material	4.20
3. HS FILIPINO I TX	18.45
4. HS MATHEMATICS I TX	21.75
5. HS SCIENCE I TX	20.45
6. HS SOCIAL STUDIES I TX	23.75
7. HS PHYSICAL EDUCATION, HEALTH AND MUSIC I TX	31.55
8. HS VALUES EDUCATION I SOURCE BOOK-English	9.25
9. HS VALUES EDUCATION I SOURCE BOOK-Filipino	16.95
10. HS ENGLISH I TX	29.55

(Inclosure No. 2 to DECS Order No. 84, s. 1989)

REGION _____

DIVISION _____

SCHOOL _____

NAME OF STUDENT _____ SEX _____

YEAR _____ SECTION _____

HOME ADDRESS _____

House No./Street/Municipality/City/Province

This is to certify that I received the following books
from _____

TITLE	AUTHOR	SERIAL NO.	PRICE
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

IT IS UNDERSTOOD THAT I SHALL RETURN THE ABOVE LISTED BOOKS IN GOOD CONDITION AT THE END OF THE SCHOOL YEAR OR WHEN I DROP OUT OR TRANSFER TO ANOTHER SCHOOL AS A PREREQUISITE TO THE ISSUANCE OF MY CLEARANCE. FAILURE TO DO SO WOULD DEPRIVE ME OF GETTING ANOTHER SET OF BOOKS AT ANY GIVEN TIME IN MY SCHOOLING IN THE SECONDARY SCHOOL.

STUDENT NAME IN PRINT

STUDENT SIGNATURE

Issued by:

Academic Guardian
Guarantor