



SEP 29 2011

DepEd ORDER
No. **74**, s. 2011

**POLICIES AND GUIDELINES ON THE FY 2011 ALLOCATION
OF TEXTBOOKS AND TEACHERS MANUALS**

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

1. It is the policy of the Department of Education (DepEd) to provide every pupil/student in all public schools with a complete set of textbooks (TXs) per grade/year level, and every teacher, a complete set of teachers manuals (TMs) which go with the textbooks. In operational terms, the sum of the number of TXs allocated for each elementary/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 Unified Information System (UIS) of the DepEd-Central Office (CO) plus 10% to provide for possible increase in enrolment. The number of TMs allocated for each elementary/secondary school shall be determined by dividing the number of TXs by 35 rounded to the nearest whole number.
2. In addition, a *buffer stock* shall be provided for TXs equivalent to 10% of the projected enrolment of the school year. The *buffer stock* shall answer for replacements, for losses and/or damages of TXs, increase in enrolment, and for meeting the requirements of newly established/created schools. The school districts and high schools will receive 10% of the *buffer stock*, while 30% shall be delivered directly to the division offices (DOs), 10% to the regional offices (ROs) and 50% shall be delivered to the DepEd-CO designated warehouse. In this regard, the schools division/city superintendents (SDSs) and school heads (SHs) shall ensure that the buffer stocks are properly stored in protected places/warehouses, and that these are equitably distributed and utilized by the pupils/students in need.
3. The TXs and TMs are to be financed from the General Appropriations Act (GAA) lumpsum amount for textbooks and instructional materials. Likewise, it is the policy of DepEd to procure TXs and TMs on a centralized basis to avail of economies of scale. The provision of TXs and TMs will allow DepEd to achieve the 1:1 Textbook to Pupil Ratio (TXPr) and shall ensure that the TXPr in all public schools shall remain at desirable levels (1:1) for core subjects and (1:2) for non-core subjects, throughout the five (5) years life span of the TXs and TMs.
4. The indicative regional allocations of TXs and TMs to be provided to public schools is contained in the enclosure.



5. All matters pertaining to textbook planning, content review and evaluation, technical standard setting, procurement and allocation, and implementation of the National Textbook Delivery Program (Textbook Count), Textbook Walk Program, Textbook Audit, among others, shall be coordinated with the Instructional Materials Council Secretariat (IMCS).

6. The condemnation and disposal of the TXs and TMs should be coordinated with the division offices (DOs) through the Disposal Committee. The replacement of damaged or lost TXs should be coordinated with the IMCS if the buffer stocks from the division offices have been depleted.

7. For any query or clarification, please address your communication or e-mail to:

SOCORRO A. PILOR

Executive Director

Instructional Materials Council Secretariat

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Attention:


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8. Immediate dissemination of and compliance with this Order is directed.


ALBERTO T. MUYOT
Undersecretary
Officer-in-Charge

Encl.: As stated

Reference: None

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

ALLOCATION
POLICY
PUPILS
STUDENTS

TEACHERS
TEXTBOOKS

(Enclosure to DepEd Order No. 74, s. 2011)

Enclosure 1

INDICATIVE REGIONAL ALLOCATION OF TEXTBOOKS AND TEACHERS MANUALS
June 30, 2011

Region	Total	Number of Copies													
		Elementary						Secondary							
		Math 3	Math 4	Math 5	AP III	AP IV	MA IV	PEH II	TX	TM	TX	TM			
Region I - Ilocos Region	644,938	109,235	3,513	109,163	3,481	103,428	3,341	76,869	2,195	71,568	2,044	71,568	2,044	84,088	2,401
Region II - Cagayan Valley	426,103	75,913	2,682	73,768	2,604	69,515	2,444	46,862	1,338	46,948	1,341	46,948	1,341	52,889	1,510
Region III - Central Luzon	1,309,872	234,373	6,786	232,385	6,637	218,857	6,435	151,725	4,334	133,100	3,805	133,100	3,805	169,682	4,848
Region IV-A (CALABARZON)	1,581,136	283,852	8,089	275,378	7,772	262,114	7,593	186,076	5,318	162,543	4,645	162,543	4,645	204,719	5,949
Region IV-B (MIMAROPA)	436,663	84,243	2,686	82,466	2,593	75,568	2,466	46,699	1,335	40,649	1,162	40,649	1,162	53,437	1,528
Region V - Bicol Region	908,451	176,679	5,288	168,655	5,038	156,504	4,815	96,338	2,752	86,965	2,455	85,965	2,455	112,333	3,209
Region VI - Western Visayas	985,825	172,507	5,315	169,861	5,206	158,735	4,814	114,422	3,269	104,245	2,979	104,245	2,979	133,437	3,811
Region VII - Central Visayas	950,993	181,721	5,427	173,341	5,189	155,950	4,690	104,194	2,978	91,716	2,620	91,716	2,620	125,252	3,579
Region VIII - Eastern Visayas	678,510	132,144	4,563	125,100	4,185	114,072	3,766	73,491	2,098	63,006	1,800	63,006	1,800	86,992	2,487
Region IX - Zamboanga Peninsula	499,592	97,580	3,056	92,561	3,028	90,685	2,825	51,366	1,469	45,764	1,308	45,764	1,308	61,112	1,746
Region X - Northern Mindanao	568,804	117,724	3,597	109,907	3,548	101,979	3,271	57,296	1,637	49,187	1,404	49,187	1,404	66,756	1,907
Region XI - Davao Region	588,536	121,817	3,531	112,989	3,498	102,757	3,191	59,594	1,704	51,658	1,475	51,658	1,475	71,155	2,034
Region XII - SOCCSKSARGEN	549,005	108,897	3,172	104,861	3,112	95,957	2,919	56,589	1,617	51,085	1,459	51,085	1,459	64,938	1,855
CARAGA Region	374,291	74,999	2,392	69,777	2,352	63,301	2,168	39,183	1,120	34,589	989	34,589	989	46,513	1,330
ARMM - Autonomous Region in Muslim Mindanao	519,577	136,551	3,835	104,984	3,484	80,789	2,638	49,164	1,403	35,904	1,025	35,904	1,025	61,124	1,747
CAR - Cordillera Administrative Region	205,090	39,594	1,604	37,770	1,517	35,000	1,316	23,696	677	18,673	532	18,673	532	24,738	708
NCR - National Capital Region	1,335,865	220,442	6,092	216,012	5,183	207,553	4,752	169,932	4,856	150,197	4,290	150,197	4,290	186,734	5,335
Total Field Allocation	12,563,251	2,368,271	71,628	2,258,978	68,427	2,092,764	63,524	1,403,516	40,100	1,236,797	35,333	1,236,797	35,333	1,605,899	45,884
CO Bufferstock, incl. Regional Office copy	821,629	154,948	463	145,938	286	138,859	234	96,726	2,765	83,313	2,384	83,313	2,384	106,959	3,057
Total Indicative Allocation	13,384,880	2,523,219	72,091	2,404,916	68,713	2,231,623	63,758	1,500,242	42,865	1,320,110	37,717	1,320,110	37,717	1,712,858	48,941

AP - Araling Panlipunan
MA - Music & Arts
PEH - Physical Education & Health

Source : Instructional Materials Council Secretariat

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