

Republic of the Philippines
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
UL Complex, Pasig, Metro Manila

June 1, 1995

DECS O R D E R
No. 33, s. 1995

PRESCRIBING COMPLETION PERIODS FOR LOCAL DISTRIBUTION
OF TEXTBOOKS AND THE PROVISION, PROPER HANDLING
AND LIQUIDATION OF FUNDS THEREFOR

To: Regional Directors
Regional Supply Officers
Regional Accountants
Schools Superintendents
Division Supply Officers
Division Fiscal Clerks
District Supervisors
District Property Custodians
IMDC Administrator

1. A review of the distribution and utilization of SEDP instructional materials disclosed that the average period between date of receipt at the division warehouse and the date of receipt in the school was 4 months and 20 days.
2. Recent monitoring visits also revealed the presence in some division warehouses of elementary textbooks which have not been distributed to schools beyond a reasonable period of time.
3. To ensure availability in schools of much-needed textbooks at the earliest possible time, completion periods for local distribution of textbooks are prescribed as follows:

Elementary Textbooks

a. From Division Office to District Offices

1-10 districts:	7 days
11-20 districts:	14 days
21-30 districts:	21 days
Over 30 districts:	30 days

NOTE: "Days" mean calendar days reckoned from date of receipt of textbooks at the division warehouse from the IMDC forwarder.

b. From District Offices to Elementary Schools

1-20 elem. schools	: 10 days
20 or more elem. schools:	15 days

NOTE: "Days" mean calendar days reckoned from the date of receipt of textbooks at the district storerooms from the division office.

High School Textbooks

c. From Division Office to High Schools

1-20 high schools : 7 days
21-40 high schools : 14 days
41 or more high schools: 21 days

NOTE: "Days" mean calendar days reckoned from date of receipt of textbooks at the division warehouse from the IMDC forwarder.

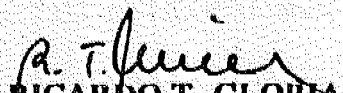
4. The Instructional Materials Development Center (IMDC) shall make available to the Division and/or District Offices not later than thirty (30) days before scheduled delivery the necessary funds to defray the local distribution of textbooks provided that previous advances had been liquidated.

5. Accountable officials responsible for the outstanding distribution funds granted by IMDC which should have been liquidated by February 28, 1995 per an earlier directive are given the final deadline to settle the same on or before June 30, 1995.

6. To further ensure proper handling of funds granted by IMDC, accountable officials are required to deposit the same with any authorized government depository bank strictly in the name of the division or district office concerned and not in the names of the said officials.

7. Pertinent provisions of DECS Order No. 64, s. 1993 under the headings, "Actual Delivery (Phase II)" and "Funding Framework", which may be affected by this Order, are hereby amended accordingly.

8. Widest dissemination of this Order to all concerned is directed.


RICARDO T. GLORIA
Secretary

Reference:
DECS Order: (No. 64, s. 1993)

Allotment: 1-2--(M.O. 1-87)

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

FUNDS
TEXTBOOKS