



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
**KAGAWARAN NG EDUKASYON**  
DEPARTMENT OF EDUCATION  
DepEd Complex, Meralco Avenue, Pasig City, Philippines

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**MAY 19 2003**

DepEd MEMORANDUM  
No. 162 , s. 2003

**DELIVERY, INSPECTION, ACCEPTANCE, AND DISTRIBUTION GUIDELINES  
FOR SEMP 2 AND TEEP TEXTBOOK COMPONENT**

To: Bureau Directors  
Regional Directors  
Directors of Services/Centers and Heads of Units  
Schools Division/City Superintendents  
Heads, Public Elementary and Secondary Schools  
All Others Concerned

1. This pertains to the guidelines on the delivery, inspection, acceptance, and distribution of textbooks (TXs) and teacher's manuals (TMs) procured by the Department of Education (DepEd) under the Second Social Expenditure Management Project (SEMP 2) and Third Elementary Education Project (TEEP).
2. Textbooks procured under SEMP 2 are financed from the General Appropriations Act Regular Allocations of DepEd for instructional materials for CY 2001-2002, while those under TEEP are funded from project funds set aside for this purpose. The Bids and Awards Committee of the DepEd Central Office conducted an international competitive bidding for this purpose.
3. SEMP shall supply elementary and secondary TXs and TMs to all regions except ARMM which manages its own budgetary allocation for instructional materials. TEEP shall supply elementary TXs and TMs to the provinces covered by this project. Delivery of TXs and TMs to the district offices for elementary level and direct to the high schools for secondary level will start on June 9 and is scheduled to be completed by September 5, 2003.
4. The enclosed guidelines and forms are hereby issued to guide DepEd Offices on the proper delivery, inspection, acceptance, and distribution of TXs and TMs under SEMP 2 and TEEP. Division Superintendents are enjoined to disseminate copies of this Memorandum, inclusive of its enclosures, to all public elementary school district supervisors and high school principals or their property custodians.
5. The National Textbook Delivery Program will closely monitor actual deliveries to schools and/or district offices. Civic organizations and NGOs such as Government Watch, Procurement Watch Inc., Transparency and Accountability Network, and NAMFREL, PTCAs, and other community groups will assist the DepEd monitor the deliveries and serve as third party inspectors. ↻

6. For any query or clarification regarding this Memorandum, please contact DepEd-IMCS, DepEd Complex, Meralco Avenue, Pasig City at telefax 634-1072 or 634-0901 or e-mail at [imcsjayf@aimonline.org](mailto:imcsjayf@aimonline.org).

7. Wide and immediate dissemination of this Memorandum is desired.



EDILBERTO C. DE JESUS  
Secretary

Lulupilor/imcs/dm delivery guidelines for semp2/05-12-03

Encls.:

As stated

Reference:

DECS Memorandum: No. 483, s. 2000

Allotment: 1—(D.O. 50-97)

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

PROJECTS  
TEACHERS MANUALS  
TEXTBOOKS

## **DELIVERY, INSPECTION, ACCEPTANCE, AND DISTRIBUTION GUIDELINES**

These guidelines are issued to ensure effective delivery, inspection, acceptance, and distribution of textbooks and teacher's manuals (henceforth referred to as **Goods**) procured under the Second Social Expenditure Management Project (**SEMP 2**) and Third Elementary Education Project (**TEEP**) and to be delivered directly to public elementary school districts and high schools (henceforth referred to as **Recipients**). Goods shall be inspected by the District Property Custodians and High School Supply Officers and accepted by the District Supervisors for school districts and the School Heads for high schools or their authorized representatives (henceforth referred to as Authorized Receiving Personnel or **ARPs**) only.

### **1. Undertakings of Central Office (CO)**

- 1.1 The CO, through the DepEd-Instructional Materials Council Secretariat (IMCS), shall provide the Regional Office (RO) and Division Office (DO) copies of the delivery schedule and allocation list for SEMP 2/TEEP Textbook Component. The CO shall advise the DO to disseminate the delivery schedule and allocation list to the Recipients, mobilize the monitoring and inspection of Goods delivered, and validate deliveries and acceptance thereof made by the Authorized Receiving Personnel (ARPs).
- 1.2 The CO FMS-Accounting shall sub-allot the amount of one peso (P1.00) per copy of the Goods to be used strictly for delivery to the elementary schools and fifty centavos (P0.50) per copy of the Goods for DO monitoring activities related to SEMP 2. Disbursement of said funds shall be subject to the usual accounting and auditing rules and regulations.
- 1.3 The CO shall provide adequate storage space for the Goods and plan for its distribution to CO Units and ROs.
- 1.4 The CO through IMCS and third party monitors (i.e., PWI, GW, etc.) will do production and pre-delivery inspections at the premises of the suppliers and their subcontractors.
- 1.5 DepEd-IMCS shall monitor and validate at random delivery of the Goods and promptly report discrepancies to the Supplier, DO, and Recipients.
- 1.6 DepEd-IMCS shall facilitate and follow-up issuance of Certificates of Acceptance (CA) from the Division confirming delivered Goods and will use the CA to appraise contract compliance, processing, and release of payment to Supplier.
- 1.7 DepEd-IMCS shall accept the documents submitted by the Supplier and coordinate with CO FMS-Accounting the processing of payment within 30 days from receipt of complete documents. Rejected Goods shall not be paid unless replaced by the Supplier.

- 1.8 Upon receipt of a Notice of Rejection/Shortages from the DO, the CO shall require the Supplier to complete the shortage and replace defective deliveries within 15 days. The CO shall furnish the DO a copy of the letter to the Supplier.
  - 1.9 DepEd-IMCS shall prepare the Invoice Receipt of Property (IRP) to be signed by the Division Superintendent or the authorized signatory, who shall prepare corresponding Memorandum Receipts (MRs) to be signed by the ARPs.
  - 1.10 DepEd-IMCS shall retrieve the signed IRPs from the DO to be submitted to CO FMS-Accounting.
2. **Undertakings of the Regional Office (RO)**
- 2.1 The Regional Director, in accordance with **DECS Memorandum No. 509, s. 1999** which institutionalized the creation of a Regional SEMP Management Team (RSMT) with the Regional Director as Team Leader, shall facilitate, oversee, monitor, and assess the implementation of SEMP 2/TEEP Textbook Component in the division offices, districts, and high schools.
  - 2.2 Upon receipt of the delivery schedule and allocation list from DepEd-IMCS, the Regional Director, through the Regional Textbook Coordinator (RTC), shall ensure that Division Offices disseminate the delivery schedule, allocation list, and this Delivery, Inspection, Acceptance, and Distribution Guidelines to all ARPs in the division. The allocation list will serve as basis for providing appropriate storage space, checking, inspecting, and accepting the deliveries from the Supplier.
  - 2.3 RO officials shall not accept Goods intended for the Recipients.
3. **Undertakings of the Division Office (DO)**
- 3.1 The Division Superintendent shall disseminate the delivery schedule and allocation list to all ARPs in the division upon receipt thereof from DepEd-IMCS, through the RO.
  - 3.2 The Division Supply Officer must report to DepEd-IMCS, copy furnished the Regional Supply Officer, Goods for specific subject and grade/year level that may result in oversupply within 15 days upon receipt of the allocation list. The claim on oversupply must be supported by a report showing a 1 : 1 textbook to pupil ratio using the **Textbook Situation Report** (Enclosure No. 2).
  - 3.3 The Division Superintendent shall form a **Division Inspection Team** (Enclosure No. 3) to monitor, inspect, and validate Goods delivered to the Recipients and reject defective Goods within the one-year warranty period regardless of the inspection and acceptance reports issued by the ARPs.

- 3.4 Upon receipt of the sub-allotment, the Division Accountant shall maintain a separate book of accounts for the distribution and monitoring funds. In allocating the distribution and monitoring funds, the Division Accountant should consider the distance and availability of transportation from the elementary school to the District Office. A quarterly report on its utilization must be submitted to CO FMS-Accounting.
  - 3.5 The DO shall supervise and assist the districts in the immediate distribution of the Goods to elementary schools. Distribution and monitoring funds shall be utilized to facilitate and monitor delivery of Goods to the schools. Likewise, the DO shall supervise the ARPs in accounting or recording receipts, distribution, and attrition of Goods to track accountability and promote equitable distribution and effective utilization of the Goods.
  - 3.6 The Division Superintendent shall instruct the ARPs to submit written reports regarding defective Goods or short deliveries (if any) within 7 days from receipt of deliveries.
  - 3.7 The Division Superintendent or the authorized representative shall issue, through DepEd-IMCS copy furnished the Regional Director, a Notice of Rejection/Shortages to the Supplier.
  - 3.8 DO officials shall not accept Goods intended for delivery to the Recipients.
  - 3.9 Within 7 days from receipt of Delivery Receipts (DRs) and **Inspection and Acceptance Report (IARs)** (Enclosure No. 4) from the Supplier or ARPs, the Division Inspection Team shall submit to DepEd-IMCS a CA (per Supplier) duly signed by the Division Superintendent. The CA shall confirm that the Recipients actually received certain quantity and desired quality of Goods.
  - 3.10 Upon receipt of the IRP from the CO, the DO shall prepare and forward the corresponding MRs to the ARPs and retrieve the same within 15 working days.
  - 3.11 Upon receipt of the signed MRs from the ARPs, the Division Superintendent or the authorized signatory shall sign and submit the IRP to DepEd-IMCS.
4. **Undertakings of the District Office and High School**
- 4.1 The ARPs shall provide adequate storage space for the Goods and plan for its distribution upon receipt of the delivery schedule and allocation list from the DO.
  - 4.2 In preparation for the actual delivery of the Goods, the district ARPs shall require elementary schools with multiple titles in a subject for a grade level to submit a report on the multiple titles to the district property custodian. Based on these reports, the district supervisor shall decide which schools shall be provided with

TXs of the same title and the new deliveries for SY 2003-2004, considering that a class must use one title for each subject and grade/year level.

- 4.3 If the schools have multiple titles for a subject and grade/year level, the ARPs shall effect exchange of Goods among classes or schools in the same district and among nearby high schools. Transfer of textbooks should be properly documented for purposes of accountability.
- 4.4 The ARPs shall open each box of the Goods during inspection and acceptance of deliveries in the presence of the Supplier or his/her representative and/or NGO monitors to counter-check quantities against the allocation list.
- 4.5 The attached **Guide for Quality Inspection** (Enclosure No. 5) and **Guide for Acceptance of Textbooks/Teacher's Manuals** (Enclosure No. 6) shall be used by the ARPs in inspecting and accepting Goods.
- 4.6 The ARPs shall reject defective Goods (if any), immediately inform the Supplier or his/her representative of deficient deliveries for remedy on site (if possible), and make proper notations/corrections on the DRs and IARs before signing the documents.
- 4.7 The ARPs shall retain a copy of the DRs and IARs and forward to the DO copies of the DRs and IARs.
- 4.8 Within 7 days from receipt of deliveries, the ARPs shall submit a written report regarding defective Goods or short deliveries to the Division Superintendent. Based on these reports, the Division Office shall issue a Notice of Rejection/Shortages to the Supplier, through DepEd-IMCS copy furnished the Regional Director. The Supplier shall rectify the deficiencies within 15 calendar days from receipt of the Notice of Rejection/Shortages.
- 4.9 For Goods found defective within the one-year warranty period, the ARPs shall report Goods with printing and binding defects to the Division Superintendent and retrieve these Goods from the teacher. Goods that were damaged through negligence or normal wear-and-tear need not be retrieved.
- 4.10 Only the **ARPs** and those properly designated in writing to sign in their behalf are authorized to sign the following documents:

Document	Authorized Signatory		Other Signatory
	Elementary	High School	
1. Delivery Receipt	District Supervisor or District Property Custodian (DPC)	Principal/School Head or Property Custodian	Third party inspector or PTCA officer
2a. Inspection Report	DPC	Supply Officer	
b. Acceptance Report	District Supervisor	Principal/School Head	

- 4.11 The ARPs shall type or legibly write their names, designations, and dates of inspection and acceptance on the DRs and IARs before affixing their signatures.
- 4.12 The ARPs shall accept only Goods allocated for their own districts and high schools.
- 4.13 The district ARPs shall prepare a Distribution List (DL) or Memorandum Receipt (MR) and require each recipient elementary school teacher to sign the DL or MR to acknowledge receipt of the Goods. Likewise, the high school ARPs shall distribute the Goods to the teachers with the corresponding DL or MR for their signatures.
- 4.14 Upon receipt of the Goods from the Supplier, the ARPs shall distribute the Goods to elementary school officials and high school teachers.
- 4.15 The ARPs shall remind the teachers to accomplish the Book Record Forms and to instruct the students to do the same.
- 4.16 The ARPs shall extend assistance to the Civil Society Organization (CSO) and Parent-Teacher-Community Association (PTCA) members who will inspect and observe the deliveries.

**5. Undertakings of Public Elementary and High School Teachers**

- 5.1 The elementary and high school teachers shall distribute the textbooks to the students upon receipt.
- 5.2 The teachers shall instruct the students to accomplish the Book Record Forms at the inside front cover of the textbooks. The information will help monitor life span of the Goods.
- 5.3 Upon discovery of defective Goods, the teachers shall report these in writing to the ARPs.
- 5.4 The recipient teachers shall sign the DL or MR to acknowledge receipt of the Goods issued by the ARPs.
- 5.5 Teachers shall send their feedback regarding the content or suggestions to improve the Goods directly to DepEd-IMCS whose address is printed at the back cover. The

teachers must sign their names and write their school addresses to facilitate response.

- 5.6 To promote use of one title for each subject and grade/year level in a class, the teachers, in coordination with the school heads and ARPs, shall exchange Goods with other teachers from the same school or district or from nearby high schools. The teachers shall sign DLs or MRs to acknowledge receipt of and accountability for the exchanged Goods.

## 6. Undertakings of the **Supplier**

- 6.1 The Supplier shall deliver within the contract completion period Goods that comply with the Purchaser's technical and contract specifications.
- 6.2 The Supplier shall strictly conform to the Purchaser's delivery schedule which forms part of the contract. In case of early deliveries, the Supplier shall notify DepEd-IMCS and the Division Superintendents (Attention: ARPs), copy furnished the Regional Directors, at least 15 calendar days before delivery.
- 6.3 Prior to delivery to the Recipients, the Supplier shall deliver to DepEd-IMCS complimentary copies of SEMP textbooks and teacher's manuals of each title inclusive of the copies for the Regional Offices. DRs and IARs duly signed by an authorized DepEd-CO official shall be attached by the Supplier to his/her claim of payment.
- 6.4 The Supplier shall deliver the Goods to the appropriate Recipients only as indicated in the allocation list. Goods intended for a Recipient but delivered to another district, high school, regional, or division office shall be rejected.
- 6.5 The Supplier shall deliver the Goods to the Recipients from 8:00 a.m. to 5:00 p.m. on working days only.
- 6.6 The Supplier shall notify the Purchaser in writing within two days from the initial occurrence of conditions impeding timely delivery of the Goods.
- 6.7 During delivery, the Supplier shall present the Goods, DRs, and accomplished IARs to the ARPs for inspection, acceptance, and signature. The Supplier shall leave a duly signed copy of the DRs and IARs with the ARPs.
- 6.8 The Supplier shall replace all rejected Goods and complete shortages within 15 calendar days from receipt of a Notice of Rejection/Shortages from the DO. Likewise, if Goods are available on site, the Supplier shall replace defective Goods or complete shortages immediately. No payment shall be made for rejected Goods.
- 6.9 The Supplier authorizes the Purchaser to procure, upon such terms and in such manner the Purchaser deems appropriate, Goods similar to those undelivered or defective and to deduct the costs of such procured Goods from Supplier's billings



whether under this contract or other contracts between the Supplier and the Purchaser. In case the Supplier has no outstanding billing/contract with the Purchaser, the Supplier shall be liable to the Purchaser for all the costs of such procured Goods. These remedies shall not prejudice the Purchaser's other remedial actions against the Supplier inclusive of blacklisting him/her from joining future biddings to be conducted by the Purchaser.

- 6.10 If the Supplier replaces the defective Goods within the 15-day period, the Division Superintendent shall instruct the district ARPs to retrieve the defective Goods from the elementary schools. Defective Goods delivered to high schools shall be retrieved by the Suppliers from the concerned schools.
- 6.11 After completion of delivery to Recipients in the entire Division, the Supplier shall furnish the Division Superintendent with complete copies of the accomplished DRs and IARs duly signed by the ARPs.
- 6.12 After completion of delivery to Recipients in an entire zone, the Supplier shall submit to DepEd-IMCS the original, plus two copies, of the accomplished DRs and IARs duly signed by the ARPs for validation and as attachments to his/her claim for payment.
- 6.13 The Supplier shall inform in writing the Purchaser of the date of arrival of the Goods from abroad at the Supplier's warehouse located in the Purchaser's country. In case printing, binding, and packaging inspection was not conducted by the Purchaser at the Supplier's premises located abroad, the Supplier shall submit the Goods to the Purchaser for inspection at his/her warehouse before delivery.

(Division Letter Head)

\_\_\_\_\_  
Date

The Executive Director  
Instructional Materials Council Secretariat (IMCS)  
DepEd Complex, Meralco Avenue  
Pasig City, Philippines  
Telefax No. 634-1072  
e-mail: [imcsjayf@aimonline.org](mailto:imcsjayf@aimonline.org)

Sir/Madam:

Please be informed that based on the allocation list of textbooks and teacher's manuals for delivery under SEMP 2, the Division of \_\_\_\_\_ will have an oversupply in the following subject(s) and grade/year level(s):

**TEXTBOOK SITUATION REPORT**

<b>Subject/ Grade/Year</b>	<b>Textbook Title</b>	<b>Available Textbooks (in copies)</b>	<b>Current Enrolment/ Textbook Needs</b>	<b>Textbook to Pupil Ratio</b>
<b><i>Sub-total</i></b>				
<b><i>Sub-total</i></b>				
<b><i>Sub-total</i></b>				
<b>Grand Total</b>				

For your information and guidance.

Very truly yours,

\_\_\_\_\_  
Division Supply Officer  
(Signature over printed name)

(Division Letter Head)

\_\_\_\_\_  
Date

The Executive Director  
Instructional Materials Council Secretariat (IMCS)  
DepEd Complex, Meralco Avenue  
Pasig City, Philippines  
Telefax 634-1072  
e-mail: [imcsjayf@aimonline.org](mailto:imcsjayf@aimonline.org)

Subject: Division Inspection Team for Textbook and Teacher's Manual Deliveries under  
SEMP 2

Sir/Madam:

In compliance with DepEd Memorandum No. \_\_\_\_\_ s. 2003, please be informed that  
the following personnel compose the Inspection Team of this Division:

Name	Official Position/Designation	Tel./Fax or other contact nos. e-mail address

Mr./Ms. \_\_\_\_\_ is hereby designated as the Team Leader.

Very truly yours,

\_\_\_\_\_  
Division Superintendent  
(Signature over printed name)

Republic of the Philippines  
Department of Education (DepEd)  
SECOND SOCIAL EXPENDITURE MANAGEMENT PROJECT (SEMP 2)  
and THIRD ELEMENTARY EDUCATION PROJECT (TEEP)  
TEXTBOOK COMPONENT

**INSPECTION AND ACCEPTANCE REPORT**

SUPPLIER: \_\_\_\_\_ No.: \_\_\_\_\_  
Contract No.: \_\_\_\_\_ Date of Contract: \_\_\_\_\_  
Purchasing Office/Dept./Unit:  SEMP  TEEP  
Delivered to \_\_\_\_\_  
(Name of District Office/High School) (Address and telephone no. of District Office or High School)  
Division Office and address/telefax no.: \_\_\_\_\_  
Region No. and address/telefax no.: \_\_\_\_\_

1 Title	2 Subject/Grade/ Year	3 Quantity (in copies)		4 Delivery Receipt	
		In Good Physical Condition	Rejected	No.	Date
		TX			
		TM			
		TX			
		TM			
		TX			
		TM			
		TX			
		TM			
		TX			
		TM			

INSPECTION	ACCEPTANCE
Date Inspected: _____  Inspected, verified, and found OK as to quantity and specifications.  Signature over Printed Name _____ Official Designation (Please check box) <input type="checkbox"/> District Property Custodian <input type="checkbox"/> I.L.S. Supply Officer <input type="checkbox"/> Authorized Official: _____ (Designation)	Date Received: _____  <input type="checkbox"/> Complete: _____ (Quantity in copies TX) (Qty. in copies TM) <input type="checkbox"/> Partial : _____ (Quantity in copies TX) (Qty. in copies TM)  Signature over Printed Name _____ Official Designation (Please check box) <input type="checkbox"/> District Supervisor <input type="checkbox"/> High School Principal <input type="checkbox"/> Authorized Official: _____ (Designation)
Remarks by Inspection Officer:	Remarks by Accepting Officer:

TX = Textbook; TM = Teacher's Manual

For third party monitors:

**REMARKS:**

Civil society: 1. \_\_\_\_\_ PTCA Officers: 1. \_\_\_\_\_  
(Signature over printed name) (Date signed) (Signature over printed name) (Date signed)

2. \_\_\_\_\_ 2. \_\_\_\_\_  
(Signature over printed name) (Date signed) (Signature over printed name) (Date signed)

(Enclosure No. 5 to DepEd Memorandum No. 162, s. 2003)

Guide for Quality Inspection of Textbook & Teacher's Manual Deliveries  
Based on random sampling of textbooks (TXs) and teacher's manuals (TMs) delivered

Title of textbook: \_\_\_\_\_  
 Publisher/Supplier: \_\_\_\_\_  
 Number of textbooks/teacher's manuals inspected: TX- \_\_\_\_\_ copies; TM- \_\_\_\_\_ copies  
 District/High School: \_\_\_\_\_ Division: \_\_\_\_\_ Region: \_\_\_\_\_

**Instructions:** Please check the appropriate box as you inspect the TXs/TMs delivered. In case the answer is NO, write your comments and observations on the *Remarks* column. Use this guide in deciding whether to reject TXs/TMs or not.

	Yes	No	Remarks
<b>A. Cover</b>			
1 It contains a white band with <i>Government Property, Not for Sale</i> or its equivalent in Filipino.	<input type="checkbox"/>	<input type="checkbox"/>	_____
2 It contains name of fund source (i.e., SEMP, SEDIP, TECP).	<input type="checkbox"/>	<input type="checkbox"/>	_____
3 Illustrations are clear.	<input type="checkbox"/>	<input type="checkbox"/>	_____
4 The colors are distinct/recognizable.	<input type="checkbox"/>	<input type="checkbox"/>	_____
5 The texts are easy to read.	<input type="checkbox"/>	<input type="checkbox"/>	_____
6 There are no smudges/unnecessary ink marks.	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>B. Spine</b>			
7 It is flat and even.	<input type="checkbox"/>	<input type="checkbox"/>	_____
8 It has the title and grade/year level.	<input type="checkbox"/>	<input type="checkbox"/>	_____
9 It has the indication whether it is a textbook or teacher's manual.	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>C. Inside Front Cover (IFC)</b>			
10 It has the <i>Book Record Form</i> .	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>D. Title Page</b>			
11 It has the box containing the following: District/School, Division, First Year of Use, and Fund Source or its equivalent in Filipino.	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>E. Inside Pages</b>			
12 Letters are easy to read.	<input type="checkbox"/>	<input type="checkbox"/>	_____
13 There are no print-throughs.	<input type="checkbox"/>	<input type="checkbox"/>	_____
14 Pages are free from unnecessary ink marks.	<input type="checkbox"/>	<input type="checkbox"/>	_____
15 Illustrations are clear.	<input type="checkbox"/>	<input type="checkbox"/>	_____
16 Illustrations with second color or screen are properly aligned.	<input type="checkbox"/>	<input type="checkbox"/>	_____
17 Margins around the text area are sufficient.	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>F. Inside Back Cover</b>			
18 It contains the <i>Take Care of Your Book Form</i> (Elem. only).	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>G. The Whole Book</b>			
19 Binding is perfect (i.e., no loose pages).	<input type="checkbox"/>	<input type="checkbox"/>	_____
20 Edges are neatly trimmed.	<input type="checkbox"/>	<input type="checkbox"/>	_____

Signature of DepEd Official over Printed Name

Designation/Date

**Important:** Signatory DepEd Official must require the Supplier to return this accomplished form to:

The Executive Director  
 INSTRUCTIONAL MATERIALS COUNCIL  
 SECRETARIAT (IMCS)  
 DepEd Complex, Meralco Avenue  
 Pasig City, Philippines  
 Telefax: (632) 634-1072; 634-0901; 634-1054  
 e-mail: [imesjavyf@aimonline.org](mailto:imesjavyf@aimonline.org)

Thank you for your cooperation.

Remarks:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature(s) of CSO Monitor(s) over Printed Name(s)

Designation(s)/Date

Guide in the Acceptance of Textbook and Teacher's Manual Deliveries  
to District Offices and High Schools

DISTRICT/HIGH SCHOOL: \_\_\_\_\_

DIVISION: \_\_\_\_\_ REGION: \_\_\_\_\_

SUPPLIER/PUBLISHER: \_\_\_\_\_

FORWARDER/FORWARDER'S REPRESENTATIVE: \_\_\_\_\_

Instructions: Please check the appropriate box.

I. ACCEPTANCE OF DELIVERIES TO DISTRICT OFFICES AND HIGH SCHOOLS

- | Yes                      | No                       |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1 Were you informed prior to the delivery?<br>Who informed you? <input type="checkbox"/> Supplier <input type="checkbox"/> Region <input type="checkbox"/> Division                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | 2 Did you receive the Allocation List from the Division?   |
| <input type="checkbox"/> | <input type="checkbox"/> | 3 Was the delivery made by the supplier's forwarder on a regular school day from 8:00 to 5:00 pm?  |
| <input type="checkbox"/> | <input type="checkbox"/> | 4 Were textbooks/teacher's manuals received by the Authorized Receiving Personnel (ARP)?<br>If not, write the name of the district/high school's designated ARP who received the deliveries: _____       |
| <input type="checkbox"/> | <input type="checkbox"/> | 5 Were the boxes and textbooks received in good condition?   |
| <input type="checkbox"/> | <input type="checkbox"/> | 6 Are the titles correct? (per supplier's forwarder delivery receipt/box/allocation list)  |
| <input type="checkbox"/> | <input type="checkbox"/> | 7 Was there a discrepancy between the Allocation List and the actual quantities received?  |
| <input type="checkbox"/> | <input type="checkbox"/> | 8 Did you conduct quality inspection of the textbooks received? (Refer to Annex 5.)<br>How was the quality inspection undertaken? Random <input type="checkbox"/> Comprehensive <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 9 Do you have enough and proper storage space for the delivered textbooks/teacher's manuals?<br>If no, how do you resolve storage problem? _____<br>_____<br>_____                                       |

II. DISTRIBUTION OF BOOKS TO ELEMENTARY SCHOOLS

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1 Are the books already distributed to the elementary schools under the district?<br>How was the distribution done? _____<br>_____<br>_____ |
|                          |                          | 2 After how many days from receipt did you distribute the books to the schools? _____   |
|                          |                          | 3 Please state other issues and problems encountered in the distribution. (Use additional sheet if necessary.) _____<br>_____<br>_____      |

III. TEXTBOOK ACCOUNTABILITY

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1 Do district/high school Property Custodians issue Memorandum Receipts for textbooks and teacher's manuals distributed to teachers? |
| <input type="checkbox"/> | <input type="checkbox"/> | 2 Did you instruct teachers to fill-up the <i>Book Record Form</i> in the inside front cover of the books?                           |
|                          |                          | 3 How do you resolve textbook losses? _____<br>_____<br>_____  |

IV. OTHER ISSUES AND CONCERNS

Please indicate other issues and problems encountered. (Use additional sheet if necessary.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Important:** Please return this accomplished form to:

The Executive Director  
INSTRUCTIONAL MATERIALS COUNCIL SECRETARIAT (IMCS)  
DepEd Complex, Meralco Avenue  
Pasig City, Philippines  
Telefax: (632) 634-1072; 634-0901; 634-1054  
e-mail: [imcsjyfl@aimonline.org](mailto:imcsjyfl@aimonline.org)

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Designation/Date

*Thank you for your cooperation.*