



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

*Tanggapan ng Kalihim*  
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**JUL 18 2003**

DepEd MEMORANDUM  
No. 235, s. 2003

**CONSULTATIVE WORKSHOP ON TEXTBOOKS DELIVERY PROGRAM**

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

1. The Department of Education Instructional Materials Council Secretariat (DepEd-IMCS) shall conduct a Consultative Workshop on the Textbooks Delivery Program to be held on July 23, 2003 at Days Hotel, Mactan, Cebu.
2. The workshop aims to gather and process feedback from Authorized Receiving Personnel (ARP), Civil Society Organization (CSO) monitors, and suppliers or forwarders of textbooks and teacher's manuals under the Second Social Expenditure Management Project (SEMP 2) and Third Elementary Education Project (TEEP). It also provides venue to clarify roles of different stakeholders, and disseminate information on post-delivery requirements of the DepEd-IMCS and the proposed Textbook Trading Program.
3. Selected Division Supply Officers, District and High School Property Custodians, and High School Heads from Zone 3 (Regions VI, VII, and VIII) and Zone 4 (Regions IX, X, XI, XII, and XIII) will be invited to attend this consultative workshop on **official business**. Please see Enclosure No. 1 for the Program of Activities and Enclosure No. 2 for the breakdown of participants.
4. Moreover, CSO monitors at the national level and local coordinators in Zones 3 and 4, and suppliers or forwarders under the SEMP 2/TEEP procurement initiative will also be invited to attend the workshop.
5. Participants are expected to discuss problems encountered during the textbook deliveries and offer corresponding solutions to improve the delivery system.
6. The DepEd-IMCS will inform the participants in writing and directly contact them or through their respective regional/division offices before the workshop. Participants are expected to be at the venue at 8:00 a.m. on July 23, 2003. 

7. Necessary and allowable expenses for the workshop such as board and lodging of participants, venue rental, supplies, overtime pay of staff, and travel expenses of CSO participants, facilitators and resource persons, and other incidental expenses are chargeable against the TEEP funds. Travel expenses of participants from the division/district offices and high schools shall be charged against their respective Office's budget for INSET or other allowable sources.

8. For any query or clarifications, please contact Ms. Carol Rivera or Engr. Benjamin Caburnay, DepEd-IMCS Procurement Monitoring Division at tel. nos. 634-0901 or telefax no. 634-1072 or at cell phone numbers 0918-9204853 or 0916-7612198.

9. Immediate and wide dissemination of this Memorandum is desired.



EDILBERTO C. DE JESUS  
Secretary

Maricar/dm-TX-Delivery Workshop  
07-15-03  
computer used: madel

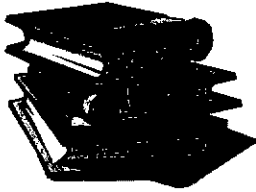
Encls.: As stated

Reference: DepEd Memorandum: No. 162, s. 2003

Allotment: 1- -(D.O. 50-97)

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

TEXTBOOKS  
WORKSHOPS



**Consultative Workshop  
National Textbook Delivery Program  
Days Hotel, Mactan, Cebu  
July 23, 2003**

8:00 - 9:00	Registration of Participants	Secretariat
9:00 - 10:00	Opening Ceremony	Region VII
	<ul style="list-style-type: none"><li>• Invocation</li><li>• National Anthem</li><li>• Welcome Remarks</li><li>• Introduction of Participants</li><li>• Objectives and Mechanics</li></ul>	Dir. Carolino Mordeno
10:00 - 10:15	Break	Dir. Socorro A. Pilor
10:15 - 11:15	The National Textbook Delivery Program Textbook Delivery, Inspection, and Acceptance (flowchart) Textbook Trading Program	USEC Juan Miguel M. Luz
11:15 - 12:00	Open Forum	
12:00 - 1:00	Lunch	
1:00 - 2:30	Stakeholders' Undertakings	
	<ul style="list-style-type: none"><li>• Division Office</li><li>• District Offices/High Schools</li><li>• Suppliers/Forwarders</li><li>• Civil Society Organizations</li></ul>	Engr. Benjamin C. Caburnay
2:30 - 3:00	Feedback/Findings/Problems Encountered	ARPs/Suppliers
3:00 - 3:15	Break	
3:15 - 4:15	Feedback/Findings/Problems Encountered	CSO Monitors
4:15 - 5:00	Open Forum	
5:00 - 5:30	Closing Ceremony	

Emcee: Ms. CAROL T. RIVERA

**CONSULTATIVE WORKSHOP ON TEXTBOOK DELIVERY PROGRAM**  
**July 23, 2003 MACTAN DAYS HOTEL, Cebu City**  
**List of DepEd Officials and participants**

Region	No of Pax	Division <sup>1/</sup>	District/High School <sup>2/</sup>	Address	Participant	
VI	1	AKLAN		Kalibo, Aklan	DO- Supply Officer	
	1	ANTIQUE		San Jose, Antique	DO- Supply Officer	
	1	CAPIZ		Roxas City	DO- Supply Officer	
	1	GUIMARAS		Jordan, Guimaras	DO- Supply Officer	
	1	ILOILO		Iloilo City	DO- Supply Officer	
	1	NEGROS OCCIDENTAL		Bacolod City	DO- Supply Officer	
	2	KABANKALAN CITY	District II Binicuil Natl High School	Ramos Subdv., Brgy 4 Kabankalan City Binicuil, Kabankalan City	District Supervisor Principal	
	2	SAN CARLOS CITY	District IV Quezon Natl High School	Brgy V, San Juan, San Carlos City Brgy Quezon, San Carlos City	District Supervisor Principal	
	<b>Total Pax for R-VI</b>	<b>10</b>				
	VII	1	BOHOL		Tagbilaran City	DO- Supply Officer
1		CEBU		BAEX Bldg., Capitol, Cebu City	DO- Supply Officer	
1		NEGROS ORIENTAL		Dumaguete City	DO- Supply Officer	
1		SQUIJOR		Larena, Siquijor	DO- Supply Officer	
2		TOLEDO CITY	West District Gen. Climaco Natl High School	Toledo City West District Gen Climaco, Toledo City	District Supervisor Principal	
2		MANDAUE CITY	West District Mandaue City Science High School	Mandaue West District Opao, Mandaue City	District Supervisor Principal	
<b>Total Pax for R-VII</b>		<b>8</b>				
VIII		1	BILIRAN		Naval, Leyte	DO- Supply Officer
	1	EASTERN SAMAR		Borongan, Samar	DO- Supply Officer	
	1	LEYTE		Tacloban City	DO- Supply Officer	
	1	NORTHERN SAMAR		Cataman, Northern Samar	DO- Supply Officer	
	1	SAMAR		Catbalogan, Samar	DO- Supply Officer	
	1	SOUTHERN LEYTE		Maasin, Southern Leyte	DO- Supply Officer	
	2	ORMOC CITY	North District New Ormoc City Natl High School	Valencia, Ormoc City Ormoc City, Leyte	District Supervisor Principal	
	2	CALBAYOG CITY	District III Trinidad Natl High School	San Policarpo, Calbayog City Brgy Trinidad, Calbayog City	District Supervisor Principal	
	<b>Total Pax for R-VIII</b>	<b>10</b>				
	IX	1	BASILAN		Isabela, Basilan	DO- Supply Officer
1		ISABELA		Isabela City	DO- Supply Officer	
1		ZAMBOANGA DEL SUR		Pagadian City	DO- Supply Officer	
1		ZAMBOANGA SIBUGAY		Zamboanga del Norte	DO- Supply Officer	
1		ZAMBOANGA CITY		Zamboanga City	DO- Supply Officer	
2		PAGADIAN CITY	East District Ditoray Natl High School	San Pedro, Pagadian City Ditoray, Pagadian City	District Supervisor Principal	
<b>Total Pax for R-IX</b>		<b>7</b>				
X	1	CAMIGUIN		Mambajao, Camiguin	DO- Supply Officer	
	1	LANAO DEL NORTE		Tubod, Lanao del Norte	DO- Supply Officer	
	1	MISAMIS ORIENTAL		Cagayan de Oro City	DO- Supply Officer	
	2	GINGOOG CITY	East District Malibud Natl High School	Anakan, Gingoog City Malibud, Gingoog City	District Supervisor Principal	
	2	TANGUB CITY	South District Talairon Natl High School	Lorenzo Tan, Tangub City Talairon, Oroquieta City	District Supervisor Principal	
	<b>Total Pax for R-X</b>	<b>7</b>				

1/ Province Divisions under SEMP/TEEP except with scheduled delivery from July 21 - 25

2/ Districts/High Schools located (more than 10 kms/less than 5 kms or within) from the Province Division

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Region	No of Pax	Division <sup>1/</sup>	District/High School <sup>2/</sup>	Address	Participant	
XI	1	COMPOSTELA VALLEY			DO- Supply Officer	
	1	DAVAO DEL NORTE		Tagum, Davao	DO- Supply Officer	
	1	DAVAO DEL SUR		Digos, Davao del sur	DO- Supply Officer	
	1	DAVAO ORIENTAL		Mat-I, Davao Oriental	DO- Supply Officer	
	2	DIGOS CITY		Digos Occidental District	Rizal Ave., Digos City	District Supervisor
				Ruparan Natl High School	Ruparan, Digos City	Principal
<b>Total Pax for R-XI</b>	<b>6</b>					
XII	1	COTABATO		Kidapawan City	DO- Supply Officer	
	1	SARANGANI		Alabel, Sarangani	DO- Supply Officer	
	1	SULTAN KUDARAT		Tacurong City, Sultan Kudarat	DO- Supply Officer	
	2	MARAWI CITY	Eas District	Mongcado Colony, Marawi City	District Supervisor	
			Marawi City High School	Bo. Datu Saber, Marawi City	Principal	
	1	KIDAPAWAN CITY	District III	Lanao, Kidapawan City	District Supervisor	
	2	TACURONG CITY	East District	Tacurong City, Sultan Kudarat	District Supervisor	
			Tacurong Natl HS	New Isabela, Tacurong City	Principal	
<b>Total Pax for R-XII</b>	<b>8</b>					
XIII	1	AGUSAN DEL NORTE		Butuan City	DO- Supply Officer	
	1	AGUSAN DEL SUR		San Francisco, Agusan del Sur	DO- Supply Officer	
	1	SURIGAO DEL NORTE		Rizal St., Surigao City	DO- Supply Officer	
	1	SURIGAO DEL SUR		Tandag, Surigao del Sur	DO- Supply Officer	
<b>Total Pax for R-XIII</b>	<b>4</b>					
REGIONAL OFFICE	1	Dir. Carolino Mordeno	Regional Director			
	1	Lily Mansueto	Textbook Evaluation Coordinator			
<b>Total for RO</b>	<b>2</b>					
CENTRAL OFFICE	1	USEC Juan Miguel Luz	OSEC			
	1	Socorro A. Pilor	IMCS			
	1	Benjamin Caburnay	IMCS			
	1	Carolina T. Rivera	IMCS			
	1	Aida Carpentero	BAC			
	1	Mila Marcos	SEMP			
	1	Karen Cleofe	Information Division			
	1	Carmelita Gloria	Information Division			
	1	Evelyn Caraig	TEEP			
	1	May Espino	TEEP			
	1	Cora Castro	TEEP			
<b>Total for CO</b>	<b>11</b>					
<b>Grand total pax for DepEd</b>	<b>73</b>					

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