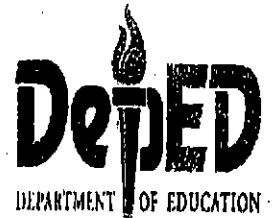




REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
**KAGAWARAN NG EDUKASYON**  
**DEPARTMENT OF EDUCATION**  
DepEd Complex, Meralco Avenue, Pasig City



*Tanggapan ng Kalihim*  
*Office of the Secretary*

APR 0 1 2004

**DepED MEMORANDUM**  
**No. 165, s. 2004**

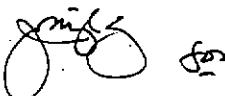
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**To:** Regional Directors and Planning Officers  
Schools Division Superintendents  
Division Planning Officers  
All Others Concerned

**TRAINING WORKSHOP ON E-ORDERING**

1. This DepED Order pertains to the conduct of a training workshop to be held on April 13 – 16, 2004 at Bulwagan ng Karunungan, DepED-Central Office. Please refer to Enclosure 1 for the schedule and clustering of participants to the workshop.
2. The workshop aims to orient and train all Regional (except ARMM), Provincial, and City Division Planning Officers on the use of the software developed for the Textbook Exchange, through the internet, as a means of ordering needed textbooks from a list of titles available in a nearby division.
3. The training workshop shall be managed by DepED-Central Office Instructional Materials Council Secretariat (IMCS) and Database Management Unit (DBMU) in coordination and in cooperation with resource persons from HardHatBids, a US-based company that developed the software.
4. 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 before 8 a.m. of the scheduled training day.
5. Necessary and allowable expenses for the workshop such as rental for computers and related equipment, supplies, overtime pay of staff, travel expenses of facilitators and resource persons, and other incidental expenses are chargeable against OSEC funds. Travel expenses and board and lodging of participants from the Regional and Division Offices shall be charged against their respective budget for INSET or other allowable sources.
6. Participants are expected to bring with them the list of textbook titles and the estimated numbers that may be submitted to the Division Office for the Textbook Exchange using Enclosure 2, TEP Form 1.

7. For any query or clarifications, please contact the DepED-IMCS Procurement Monitoring Division (Attention: Ms. Carol Rivera or Engr. Benjamin Caburnay) at tel. nos. 634-0901 or telefax no. 634-1072 or at cell phone numbers 0918-9204853 or 0916-7612198.
8. Wide and immediate dissemination of this Memorandum is desired.

  
EDILBERTO C. DE JESUS  
Secretary

Encls.:  
As stated

Reference:  
None

Allotment: 1—(D.O. 50-97)

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

INFORMATION TECHNOLOGY  
TEXTBOOKS  
TRAININGS  
WORKSHOPS

**SCHEDULE OF TRAINING WORKSHOPS**  
**Bulwagan ng Karunungan, Department of Education**  
**April 13 - 16, 2004**

	Date	Region	Number of Participants			
			Region	Division		Total
				City	Provincial	
Cluster 1	April 13, 2004 (PM only)	9	1	5	3	9
		11	1	5	4	10
		12	1	4	4	9
			<b>3</b>	<b>14</b>	<b>11</b>	<b>28</b>
Cluster 2	April 14, 2004 (AM only)	10	1	4	5	10
		13	1	3	5	9
		2	1	1	5	7
			<b>3</b>	<b>8</b>	<b>15</b>	<b>26</b>
Cluster 3	April 14, 2004 (PM only)	1	1	4	5	10
		NCR	1	14		15
			<b>2</b>	<b>18</b>	<b>5</b>	<b>25</b>
Cluster 4	April 15, 2004 (AM only)	3	1	7	7	15
		4-B	1	2	5	8
			<b>2</b>	<b>9</b>	<b>12</b>	<b>23</b>
Cluster 5	April 15, 2004 (PM only)	5	1	7	6	14
		4-A	1	8	5	14
			<b>2</b>	<b>15</b>	<b>11</b>	<b>28</b>
Cluster 6	April 16, 2004 (AM only)	CAR	1	1	6	8
		7	1	11	4	16
			<b>2</b>	<b>12</b>	<b>10</b>	<b>24</b>
Cluster 7	April 16, 2004 (PM only)	8	1	3	6	10
		6	1	11	6	18
			<b>2</b>	<b>14</b>	<b>12</b>	<b>28</b>
		<b>TOTAL</b>	<b>16</b>	<b>90</b>	<b>76</b>	<b>182</b>

