



DepEd MEMORANDUM
 No. **202**, s. 2011

SEP 07 2011

CLUSTER ORIENTATION-WORKSHOPS ON THE 2011 NATIONAL TEXTBOOK DELIVERY (*TEXTBOOK COUNT*) AND TEXTBOOK WALK PROGRAMS

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

1. The Department of Education (DepEd), through the Instructional Materials Council Secretariat (IMCS), will conduct the **Cluster Orientation-Workshops on the 2011 National Textbook Delivery (*Textbook Count*) and Textbook Walk Programs from September to December 2011.**
2. The National Textbook Programs with their corresponding objectives are as follows:

Textbook Program	Objective
a. <i>National Textbook Delivery Program (NTDP)</i> also known as <i>Textbook Count</i>	This program aims to: <ol style="list-style-type: none"> a. further improve the textbooks delivery and distribution system to elementary and secondary schools; b. provide advance information on the 2011 delivery schedule of the textbooks (TXs) with teacher’s manuals (TMs) and other instructional materials (OIMs); and c. orient the participants on the procurement processes, procedures for inspecting and accepting TXs deliveries and proper disposal of TXs, guidelines on accomplishing the Delivery Receipts (DRs), and Inspection and Acceptance Reports (IARs), documents, method of reporting defective and deficient deliveries; and d. clarify the roles of the different stakeholders such as the DepEd-central office, regional/division offices, civil society organizations (CSOs), local government units (LGUs), parents and teachers associations (PTAs), barangay, and community volunteers in the <i>Textbook Count</i> Program.
b. <i>Textbook Walk Program (TWP)</i> is a synchronized school community-based activity organized by local volunteers and companies to supplement the mechanisms for onward distribution of TXs and OIMs by the DepEd from the school districts to the recipient elementary schools.	The TWP aims to: <ol style="list-style-type: none"> a. provide information on the mechanics and operations/implementation of the program; b. come up with the <i>district level action plan</i> on the implementation of the program; c. determine commitments of the participants in terms of time, effort, and resources for the successful implementation of the program; and d. finalize the date of implementing this program.



3. The participants to the orientation-workshops are: (a) regional and division supply officers; (b) district supervisors; and (c) designated property custodians. The cluster assignments of participants, including the date and venue of the workshops will be communicated directly to the participants and their superiors.
4. They are expected to arrive at 8:00 a.m. on the specified date and venue of the workshop. Please refer to Enclosure No. 1 for the Program of Activities, and Enclosure No. 2 for the cluster groups.
5. The necessary and allowable expenses for the workshop such as supplies and materials, communication, venue rental, freight and travel expenses, board and lodging of DepEd-central office officials and staff, remuneration of the resource persons, facilitators, secretariat (with reference to DepEd Guidelines on the Grant of Honoraria dated April 13, 2009 and Department of Budget and Management (DBM) Circular No. 2001-1 dated April 23, 2007), and other incidental expenses are chargeable to Fiscal Year (FY) 2010 Textbook Funds.
6. The transportation expenses to and from the venue (excluding per diem) of participants shall be reimbursed during the workshop, which are subsidized from the FY 2010 Textbook Funds, while the per diem of participants shall be charged to their respective Office's budget for INSET or other allowable sources subject to the usual accounting and auditing rules and regulations as validated by the host division chief accountant and certified by the schools division/city superintendent (SDS) or the authorized designate. **No registration fee shall be collected.**
7. For any query or clarification, please contact **Engr. Benjamin Caburnay** or **Ms. Ellen Pelobello** at telefax nos.: (02) 634-0901; (02) 631-4985; (02) 631-3690; mobile phone nos.: 0928-696-0132 or 0927-793-7331, or send a message through e-mail address: imcs@deped.gov.ph or depedimcs@gmail.com.
8. Immediate dissemination of this Memorandum is desired.



BR. ARMIN A. LUISTRO FSC
Secretary

Encls.: As stated

References:

DepEd Memorandum Nos.: (214 and 389, s. 2009)

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

TEXTBOOKS
TRAINING PROGRAMS
PROJECTS
WORKSHOPS

(Enclosure No. 1 to DepEd Memorandum No. 202, s. 2011)

**CLUSTER-ORIENTATION WORKSHOPS ON THE
2011 NATIONAL TEXTBOOK DELIVERY AND TEXTBOOK WALK
PROGRAMS**

PROGRAM OF ACTIVITIES

8:00 -- 8:30	Registration	<i>IMCS/Division Secretariat</i>
8:30 -- 8:35	Opening Ceremony Invocation National Anthem	<i>Host Division</i>
8:35 -- 8:40	Welcome Remarks	<i>Host Division Official</i>
8:40 -- 8:45	Introduction of Participants	<i>Host Division Staff</i>
8:45 -- 9:00	Objectives & Mechanics	<i>IMCS Resource Speaker</i>
9:00 -- 11:30	2011 National Textbook Delivery Program Textbook Walk Program	<i>IMCS Resource Speaker</i>
1:30 -- 3:00	Workshop Proper	<i>IMCS Resource Speaker</i>
3:00 -- 4:00	Presentation of Outputs and Action Plans	<i>Participants</i>
4:00 -- 5:00	Issues and Concerns	<i>IMCS Moderator/Facilitator</i>
	Closing Prayer	<i>Host Division Staff</i>

EMCEE
(Host Division Staff)

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CLUSTER ORIENTATION WORKSHOPS
2011 National Textbook Delivery and Textbook Walk Programs

Divisions	No of Districts	Number of Participants				Total Number of Pax	Proposed Venue/ Workshop Host Division
		District Supervisor	District (designated) Property Custodian	DO Supply Officer	RO Supply Officer		
Clusters 1A & 1B							
Ilocos Norte	23	23	23	1		47	Venue : Laoag City
Laoag City	3	3	3	1		7	Host : Ilocos Norte
Ilocos Sur	23	23	23	1		47	Division
Vigan City	3	3	3	1		7	
Candon City	3	3	3	1		7	
Sub-total						115	
Cluster 2							
La Union	22	22	22	1	1	46	Venue : San Fernando City
San Fernando City	2	2	2	1		5	Host : La Union Division
Sub-total						51	
Cluster 3							
Abra	28	28	28	1		57	Venue : Bangued
Sub-total						57	Host Abra Division
Cluster 4							
Pangasinan I	32	32	32	1		65	Venue : San Carlos City
Alaminos City	3	3	3	1		7	Host : San Carlos City
San Carlos City	4	4	4	1		9	Division
Sub-total						81	
Cluster 5							
Pangasinan II	32	32	32	1		65	Venue : Urdaneta City
Dagupan City	4	4	4	1		9	Host : Pangasinan II
Urdaneta City	2	2	2	1		5	Division
Sub-total						79	
Clusters 6A & 6B							
Cagayan	49	49	49	1	1	100	Venue : Tuguegarao City
Tuguegarao City	4	4	4	1		9	Host : Cagayan Division
Apayao	8	8	8	1		17	
Kalinga	13	13	13	1		27	
Sub-total						153	
Clusters 7A & 7B							
Isabela	46	46	46	1		93	Venue : Ilagan City
Cauayan City	5	5	5	1		11	Host : Isabela Division
Santiago City	4	4	4	1		9	
Sub-total						113	
Cluster 8							
Nueva Vizcaya	22	22	22	1		45	Venue : Solano
Quirino	8	8	8	1		17	Host : Nueva Vizcaya
Ifugao	14	14	14	1		29	Division
Sub-total						91	

CLUSTER ORIENTATION WORKSHOPS
2011 National Textbook Delivery and Textbook Walk Programs

Divisions	No of Districts	Number of Participants				Total Number of Pax	Proposed Venue/ Workshop Host Division
		District Supervisor	District (designated) Property Custodian	DO Supply Officer	RO Supply Officer		
Clusters 9A & 9B							
Aurora	8	8	8	1		17	Venue : Cabanatuan City
Nueva Ecija	29	29	29	1		59	Host : Nueva Ecija
San Jose City	2	2	2	1		5	Division
Muños Science City	1	1	1	1		3	
Cabanatuan City	4	4	4	1		9	
Gapan City	2	2	2	1		5	
Sub-total						98	
Cluster 10							
Pampanga	30	30	30	1	1	62	Venue : Pampanga
San Fernando City	3	3	3	1		7	Host : San Fernando City
Angeles City	4	4	4	1		9	Division
Sub-total						78	
Cluster 11							
Bulacan	26	26	26	1		53	Venue : Malolos City
Malolos City	2	2	2	1		5	Host : Bulacan Division
San Jose del Monte City	2	2	2	1		5	
Sub-total						63	
Cluster 12							
Tarlac	28	28	28	1		57	Venue : Tarlac City
Tarlac City	5	5	5	1		11	Host : Tarlac Division
Sub-total						68	
Cluster 13							
Zambales	17	17	17	1		35	Venue : Olongapo City
Olongapo City	4	4	4	1		9	Host : Zambales Division
Bataan	12	12	12	1		25	
Balanga City	2	2	2	1		5	
Sub-total						74	
Cluster 14							
Baguio City	3	3	3	1	1	8	Venue : Baguio City
Benguet	14	14	14	1		29	Host : Benguet Division
Mt. Province	12	12	12	1		25	
Sub-total						62	
Cluster 15							
Rizal	19	19	19	1	1	40	Venue : Rizal
Antipolo City	7	7	7	1		15	Host : Rizal Division
Pasig	5	5	5	1		11	
Marikina	2	2	2	1		5	
Sub-total						71	
Cluster 16							
Sta. Rosa City	3	3	3	1		7	Venue : Sta. Cruz

CLUSTER ORIENTATION WORKSHOPS

2011 National Textbook Delivery and Textbook Walk Programs

Divisions	No of Districts	Number of Participants					Proposed Venue/ Workshop Host Division
		District Supervisor	District (designated) Property Custodian	DO Supply Officer	RO Supply Officer	Total Number of Pax	
Calamba	6	6	6	1		13	Host : Laguna Division
Laguna	23	23	23	1		47	
San Pablo City	7	7	7	1		15	
Sub-total						82	
Clusters 17A & 17B							
Quezon	47	47	47	1		95	Venue : Lucena City
Lucena City	4	4	4	1		9	Host : Quezon Division
Marinduque	9	9	9	1		19	
Sub-total						123	
Clusters 18A & 18B							
Batangas	38	38	38	1		77	Venue : Batangas City
Batangas City	7	7	7	1		15	Host : Batangas Division
Tanauan City	4	4	4	1		9	
Lipa City	4	4	4	1		9	
Romblon	13	13	13	1		27	
Sub-total						137	
Cluster 19							
Cavite	27	27	27	1		55	Venue : Tagaytay City
Cavite City	3	3	3	1		7	Host : Cavite Division
Dasmariñas	2	2	2	1		5	
Sub-total						67	
Cluster 20							
Palawan	35	35	35	1		71	Venue : Puerto Princesa City
Puerto Princesa City	3	3	3	1		7	Host : Palawan Division
Sub-total						78	
Cluster 21							
Oriental Mindoro	18	18	18	1	1	38	Venue : Calapan City
Calapan City	3	3	3	1		7	Host : Or. Mindoro Division
Occidental Mindoro	15	15	15	1		31	
Sub-total						76	
Clusters 22A & 22 B							
Camarines Sur	38	38	38	1		77	Venue : Naga City
Naga City	3	3	3	1		7	Host : Camarines Sur Division
Iriga City	3	3	3	1		7	
Camarines Norte	14	14	14	1		29	
Sub-total						120	
Clusters 23A & 23B							
Albay	25	25	25	1	1	52	Venue : Legazpi City
Ligao City	3	3	3	1		7	Host : Albay Division
Legaspi City	4	4	4	1		9	
Tabaco City	4	4	4	1		9	

CLUSTER ORIENTATION WORKSHOPS
2011 National Textbook Delivery and Textbook Walk Programs

Divisions	No of Districts	Number of Participants					Proposed Venue/ Workshop Host Division
		District Supervisor	District (designated) Property Custodian	DO Supply Officer	RO Supply Officer	Total Number of Pax	
Sorsogon	20	20	20	1		41	
Sorsogon City	4	4	4	1		9	
Sub-total						127	
Cluster 24							
Masbate	32	32	32	1		65	Venue : Masbate City
Masbate City	4	4	4	1		9	Host : Masbate Division
Sub-total						74	
Cluster 25							
Catanduanes	20	20	20	1		41	Venue : Virac
Sub-total						41	Host : Catanduanes Division
Cluster 26							
Manila	6	6	6	1		13	Venue : Caloocan City
Malabon	5	5	5	1		11	Host : Caloocan City
Navotas	2	2	2	1		5	Division
Valenzuela	6	6	6	1		13	
Caloocan	7	7	7	1		15	
Sub-total						57	
Cluster 27							
Quezon City	34	34	34	1	1	70	Venue : Quezon City
Sub-total						70	Host : Quezon City Division
Cluster 28							
Makati	9	9	9	1		19	Venue : Makati City
Las Piñas	2	2	2	1		5	Host : Makati City Division
Mandaluyong	2	2	2	1		5	
Muntinlupa	2	2	2	1		5	
Parañaque	3	3	3	1		7	
Pasay	4	4	4	1		9	
Taguig / Pateros	4	4	4	1		9	
San Juan	6	6	6	1		13	
Sub-total						72	
Cluster 29							
Aklan	19	19	19	1		39	Venue : Kalibo
Capiz	18	18	18	1		37	Host : Aklan Division
Roxas City	3	3	3	1		7	
Sub-total						83	
Clusters 30A & 30B							
Negros Occidental	37	37	37	1		75	Venue : Silay City
Silay City	4	4	4	1		9	Host : Silay City
Cadiz City	4	4	4	1		9	
Escalante City	2	2	2	1		5	
Sagay City	3	3	3	1		7	

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Divisions	No of Districts	Number of Participants				Total Number of Pax	Proposed Venue/ Workshop Host Division
		District Supervisor	District (designated) Property Custodian	DO Supply Officer	RO Supply Officer		
San Carlos City	5	5	5	1		11	
Bacolod City	7	7	7	1		15	Venue : Bacolod City
Bago City	4	4	4	1		9	Host : Bacolod City
Kabankalan City	5	5	5	1		11	
La Carlota City	3	3	3	1		7	
Sub-total						158	
Clusters 31A, 31B, & 31C							
Iloilo	52	52	52	1	1	106	Venue : Iloilo City
Iloilo City	7	7	7	1		15	Host : Iloilo Division
Guimaras	2	2	2	1		5	
Passi City	8	8	8	1		17	
Antique	22	22	22	1		45	
Sub-total						188	
Clusters 32A & 32B							
Bohol	52	52	52	1		105	Venue : Tagbilaran City
Tagbilaran City	2	2	2	1		5	Host : Bohol Division
Sub-total						110	
Cluster 33							
Dumaguete City	3	3	3	1		7	Venue : Dumaguete City
Negros Oriental	22	22	22	1		45	Host : Negros Oriental
Bayawan City	2	2	2	1		5	Division
Tanjay City	3	3	3	1		7	
Bais city	2	2	2	1		5	
Guihulngan City	2	2	2	1		5	
Siquijor	4	4	4	1		9	
Sub-total						83	
Clusters 34A, 34B, & 34C							
Cebu	54	54	54	1	1	110	Venue : Cebu City
Carcar City	2	2	2	1		5	Host : Cebu Division
Naga City	3	3	3	1		7	
Bogo City	2	2	2	1		5	
Cebu City	16	16	16	1		33	
Danao City	4	4	4	1		9	
Lapu-Lapu City	4	4	4	1		9	
Mandaue City	4	4	4	1		9	
Talisay City	3	3	3	1		7	
Toledo City	4	4	4	1		9	
Sub-total						203	
Clusters 35A, 35B, & 35C							
Leyte	60	60	60	1	1	122	Venue : Tacloban City
Tacloban City	6	6	6	1		13	Host : Leyte Division
Baybay City	4	4	4	1		9	

CLUSTER ORIENTATION WORKSHOPS
2011 National Textbook Delivery and Textbook Walk Programs

Divisions	No of Districts	Number of Participants				Total Number of Pax	Proposed Venue/ Workshop Host Division
		District Supervisor	District (designated) Property Custodian	DO Supply Officer	RO Supply Officer		
Ormoc City	6	6	6	1		13	
Biliran	9	9	9	1		19	
Maasin City	4	4	4	1		9	
Southern Leyte	19	19	19	1		39	
Sub-total						224	
Clusters 36A, 36B, & 36C							
Northern Samar	36	36	36	1		73	Venue : Tacloban City
Eastern Samar	27	27	27	1		55	Host : Samar Division
Borongan City	3	3	3	1		7	
Samar (Western Samar)	29	29	29	1		59	
Catbalogan City	5	5	5	1		11	
Calbayog City	7	7	7	1		15	
Sub-total						220	
Cluster 37							
Zamboanga del Norte	35	35	35	1		71	Venue : Dipolog City
Dapitan City	5	5	5	1		11	Host : Zamboanga del Norte
Dipolog City	4	4	4	1		9	Division
Sub-total						91	
Clusters 38A & 38B							
Zamboanga del Sur	32	32	32	1	1	66	Venue : Pagadian City
Pagadian City	5	5	5	1		11	Host : Zamboanga del Sur
Zamboanga Sibugay	16	16	16	1		33	Division
Sub-total						110	
Cluster 39							
Zamboanga City	12	12	12	1		25	Venue : Zamboanga City
Isabela City	4	4	4	1		9	Host : Zamboanga City
Lamitan City	5	5	5	1		11	Division
Basilan	10	10	10	1		21	
Sub-total						66	
Cluster 40							
Cagayan de Oro City	9	9	9	1	1	20	Venue : Cag. de Oro City
Camiguin	5	5	5	1		11	Host : Misamis Oriental
Misamis Oriental	24	24	24	1		49	Division
Sub-total						80	
Cluster 41							
Bukidnon	29	29	29	1		59	Venue : Malaybalay City
Malaybalay City	4	4	4	1		9	Host : Bukidnon Division
Valencia City	4	4	4	1		9	
Sub-total						77	
Cluster 42							
Lanao del Norte	25	25	25	1		51	Venue : Iligan City

CLUSTER ORIENTATION WORKSHOPS
2011 National Textbook Delivery and Textbook Walk Programs

Divisions	No of Districts	Number of Participants					Proposed Venue/ Workshop Host Division
		District Supervisor	District (designated) Property Custodian	DO Supply Officer	RO Supply Officer	Total Number of Pax	
Iligan City	13	13	13	1		27	Host : Lanao del Norte
Sub-total						78	Division
Cluster 43							
Misamis Occidental	16	16	16	1		33	Venue : Ozamis City
Oroquieta City	4	4	4	1		9	Host : Misamis Occidental
Ozamis City	4	4	4	1		9	Division
Tangub City	4	4	4	1		9	
Sub-total						60	
Clusters 44A & 44B							
Davao del Sur	22	22	22	1		45	Venue : Davao City
Davao City	20	20	20	1	1	41	Host : Davao City Division
Digos City	3	3	3	1		7	
Samal City	3	3	3	1		7	
Sub-total						100	
Clusters 45A & 45B							
Davao del Norte	10	10	10	1		21	Venue : Tagum City
Panabo City	3	3	3	1		7	Host : Davao del Norte
Tagum City	3	3	3	1		7	Division
Compostela Valley	13	13	13	1		27	
Davao Oriental	19	19	19	1		39	
Sub-total						101	
Clusters 46A & 46B							
Saranggani	22	22	22	1		45	Venue : Saranggani
General Santos City	9	9	9	1		19	Host : Saranggani Division
South Cotabato	18	18	18	1	1	37	
Koronadal City	6	6	6	1		13	
Sub-total						114	
Clusters 47A & 47B							
North Cotabato	42	42	42	1		85	Venue : Kidapawan City
Kidapawan City	5	5	5	1		11	Host : North Cotabato
Cotabato City	8	8	8	1		17	Division
Sub-total						113	
Cluster 48							
Sultan Kudarat	29	29	29	1		59	Venue : Tacurong City
Tacurong City	5	5	5	1		11	Host : Sultan Kudarat
Sub-total						70	Division
Cluster 49							
Agusan del Norte	19	19	19	1		39	Venue : Butuan City
Butuan City	13	13	13	1	1	27	Host : Agusan del Norte
Gingoog City	4	4	4	1		9	Division
Sub-total						75	

CLUSTER ORIENTATION WORKSHOPS
2011 National Textbook Delivery and Textbook Walk Programs

Divisions	No of Districts	Number of Participants				Total Number of Pax	Proposed Venue/ Workshop Host Division
		District Supervisor	District (designated) Property Custodian	DO Supply Officer	RO Supply Officer		
Cluster 50							
Surigao del Sur	26	26	26	1		53	Venue : Bislig City
Bislig City	4	4	4	1		9	Host : Surigao del Sur
Sub-total						62	Division
Cluster 51							
Surigao del Norte	13	13	13	1		27	Venue : Surigao City
Surigao City	8	8	8	1		17	Host : Surigao del Norte
Siargao	12	12	12	1		25	Division
Dinagat Islands	8	8	8	1		17	
Sub-total						86	
Cluster 52							
Agusan del Sur	34	34	34	1		69	Venue : Prosperidad
Sub-total						69	Host : Agusan del Sur
							Division
Grand Total	2,395	2,395	2,395	196	16	5,002	