Republic of the Philippines
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
Meralco Drive, Pasig, Metro Manila

August 12, 1993

DECS Order No. 64, s. 1993

PRESCRIBING THE OPERATIONAL FRAMEWORK FOR THE DELIVERY OF TEXTBOOKS FOR PUBLIC SCHOOLS AND RELATED ACTIVITIES

To: Bureau Directors, Regional Directors, School Superintendents
All Others Concerned

I. RATIONALE AND POLICY FRAMEWORK

A. Purpose

1. This Department Order is issued for the purpose of achieving better coordination and collaboration between the Department of Education, Culture and Sports (DECS) and Instructional Materials Development Center (IMDC) in handling the various operational aspects involved that will foster the efficient and expeditious delivery of textbooks to the public elementary and secondary schools nationwide.

B. Specific Objectives

2. To provide the basic operational guidelines and procedural framework for achieving the systematic, effective and expeditious delivery of textbooks to the public schools, defining and prescribing for the purpose the respective functions and responsibilities of DECS, including its field units concerned, and IMDC.

3. To provide the functional basis for achieving the desired cooperative effort between DECS and IMDC in performing activities directly related to textbook distribution, including the accurate determination of the quantity of textbooks to be produced to ensure the delivery of an adequate number of textbooks to the individual schools.

4. To provide a continuing mechanism for consultation and collaboration between DECS and IMDC that will enable the latter to get current data and information and to secure the necessary clearances, whenever indicated, that are essential to undertaking effective textbook delivery operations.

C. Basic Premises

5. IMDC shall assume full responsibility for the actual delivery of textbooks to the public schools. For this purpose, it shall determine and prescribe, within the framework of this Order and subject as necessary to the approval of the DECS Secretary, the operational system, including the basic steps and processes involved for effectively carrying out the delivery of textbooks to the schools.

6. The participation of DECS, including its field units, shall essentially be to assist IMDC in

effecting the delivery of textbooks to the schools. In this context, DECS shall assume corresponding complementary functions and responsibilites as prescribed in this Order and/or as may be determined by the DECS Secretary for the purpose.

D. Operating Guidelines

7. The determination of the quantity of textbooks to be produced per title (print run), both new and revised editions (both shall hereafter be referred to as new editions) and reprints, for delivery to the public elementary and secondary schools shall be focused on adequately meeting the textbook supply requirements for a period corresponding to the determined physical life span of a textbook. Unless and until otherwise determined by DECS, the physical life span of a textbook shall correspond to three years which is the current practice. Accordingly, production shall be based on enrollment by grade or high school level and other relevant information such as number of teachers by subject and grade or high school level, the prevailing policy on textbook-pupil ratio, and on providing an allowance or reserve stock to take care of enrollment growth and to replace lost and unserviceable textbooks during the three-year period.

8. Unless otherwise indicated by DECS, the textbook-pupil ratio in both elementary and secondary schools shall be one textbook per pupil per subject. The reserve stock, on the other hand, shall be computed on the basis of the average annual enrollment growth rate per grade or high school level and the average stock depletion rate due to lost and unserviceable textbooks. For reprints, the availability of still serviceable books at the end of the third year shall be an additional consideration. Pending such determination, the factors of 20% for new editions and 15% for reprints shall in the meantime continue to be used.

9. As a matter of general policy, no piece-meal reprints within the three-year life span of a textbook shall be made since this is a much more expensive practice both in terms of production and delivery costs.

10. In view of the envisioned full implementation of the one-is-to- one ratio by school year 1993-1994, the purchase by DECS units or local school boards of commercial editions of government textbooks for use in the public schools is hereby prohibited.

11. The data on enrollment and other relevant information such as number of teachers per subject, number of schools and serviceable books still available shall be updated annually while the annual enrollment growth rate by grade and secondary level and the stock depletion rate shall be updated every three years.

12. The allocation of the textbooks for delivery to the public schools shall be based on the same enrollment data and other information used in determining the production decision, unless more current data may have become available since the production decision was made, in which case the more current data shall be used. The allocation shall include and indicate the number of textbooks allocated to the school teachers and to constitute the reserve stock which shall be kept at the school district office with respect to elementary textbooks and at the division office with respect to secondary textbooks.

13. The provision of needed data and information by DECS and its field units to IMDC shall be done within the deadlines prescribed in this Order to ensure that IMDC will be able to accomplish relevant operations on time, particularly the completed delivery of textbooks to the schools before the opening of classes.

14. As a general rule, the delivery system shall be composed of two major operations: (a) Phase I - to involve delivery of textbooks to the school division offices to be directly undertaken by IMDC through the freight forwarder(s) contracted for the purpose; and (b) Phase II - to involve the

subsequent delivery of the textbooks to the public schools to be undertaken by IMDC through and with the assistance of DECS field units. Such assistance shall be in accordance with the applicable provisions of this Order.

15. The foregoing policy shall be without prejudice to the prospective development and adoption of a delivery system which will involve delivery to the districts, or a combination of delivery to the divisions and to the districts, if found to be more feasible from the operational and financial viewpoints.

16. The whole process of delivering textbooks to the schools for use in a particular school year to cover both Phase I and Phase II shall be undertaken during the dry season prior to the opening of classes for said school year, preferrably from November 1 to May 31. Accordingly, IMDC's substantive operations consisting of textbook development, production and delivery shall be so synchronized as to allow enough time for delivery to the school division offices to be undertaken and completed not later than April 15. Delivery to the district offices shall be completed by April 30 while delivery to the schools shall be done only during the summer break, from April 1 to May 31, to avoid coinciding with and possibly disrupting the holding of classes. A master schedule of operations for the delivery of textbooks to the schools for a particular year is attached hereto.

17. After the close of the delivery period as indicated above, no textbook inventories in the IMDC central warehouse shall be maintained.

18. Special handling of extremely difficult delivery operations which cannot be satisfactorily handled through the regular delivery system shall be undertaken. Alternative delivery modes suited for the purpose, such as the postal service, the military or other similar modes, shall be adopted.

19. As a general rule, the whole workload involved in handling textbook delivery for any given school year to the various school division offices nationwide shall be bidded out in its entirety in order to afford enough business volume that is likely to attract the efficient, reputable and reliable freight forwarders to participate in the bidding. For this purpose, the terms and conditions to be set for qualifying to participate in the bidding should include considerations that will assure adequate capability to handle the whole job, including availability of sufficient financial and material resources, trucking facilities, warehousing or storage facilities, and linkages with reputable sea carriers and haulers at ports of destination.

20. An effective textbook delivery system shall be complemented by a good monitoring system that will allow knowing fast enough the movement of deliveries until the textbooks eventually reach the schools. Such monitoring system, preferrably computer-based, shall be anchored on a reporting system that is responsive to getting the information on time to enable early resolution of problems that may arise in order that the corresponding corrective actions can immediately be instituted.

II. FUNCTIONAL AND PROCEDURAL FRAMEWORK

21. The corresponding functions and responsibilities of IMDC and DECS, including the basic procedures involved, relative to the various relevant operational aspects of the textbook delivery system shall be as follows:

A. Functions and Responsibilities of IMDC

Production Decision

22. Maintain and keep current data on enrollment and number of teachers in the public elementary and secondary schools and other related information needed for determining the adequate

quantity of textbooks to be produced. Accordingly, IMDC shall update its data on enrollment and number of teachers by subject both broken down by division, district and school and by grade or high school level, on a yearly basis. For this purpose, IMDC shall secure every school year such data for a particular school year from the DECS central office. Alternatively or additionally, IMDC shall secure the data directly from DECS field units and prepare and submit the consolidated enrollment and teachers data gathered from the field for validation by the DECS central office not later than August 7 after the opening of classes for the school year. Unless otherwise determined by the DECS Secretary, the IMDC shall continue to gather enrollment and teachers data directly from the field.

23. Prepare and submit to DECS not later than March 31 for confirmation by the DECS Secretary or other official designated by him, an annual master schedule of the quantity of textbooks to be produced, new editions or reprints, for all titles by grade/high school level which have been decided upon to be produced for distribution to the public schools to be used for a three-year period beginning the second school year following the school year in which decision on what titles to produce, including subsequent changes, is made.

Delivery Allocation

24. Based on the quantity of textbooks decided upon to be produced, prepare an annual textbook allotment master list by region, division, district and school not later than September 15 of the school year immediately prior to the school year in which the textbooks are to be used. The allocation list shall likewise be subject to the confirmation of the DECS Secretary or other official designated by him.

Bidding and Awards

25. Based on the production quantity decided upon and the corresponding approved overall allotment list, determine the delivery volume per province, as basis for the annual call for bids for freight forwarding services, not later than July 15 of the school year immediately prior to the school year in which the textbooks are to be used, for submission to and adoption by the bidding and awards committee. To be excluded are textbook deliveries needing special handling as provided in Paragraph 10 hereunder.

26. Provide technical and administrative support to the bidding and awards committee as may be requested in the pre-qualification of bidders, the conduct of bidding and the evaluation and award of contracts to the winning freight forwarder(s), including the preparation of agency estimates, the determination of the terms and conditions of the bidding, the preparation and publication and issuance of notice to bidders, the tabulation and evaluation of bids and other matters.

27. Enter, through the DECS Secretary (as chairman of IMDC Board), into contract with the winning bidder(s), on the basis of the award(s) made by the bidding and awards committee and approved by the Secretary, not later than October 15 of the school year immediately prior to the school year in which the textbooks are to be used.

Actual Delivery (Phase I)

28. Based on the overall allocation list as confirmed by DECS, inform the school division offices, district offices and schools in advance, not later than October 22, after confirmation by DECS of the allocation list, of the estimated total quantity of textbooks earmarked for delivery to them, including the approximate period within which the deliveries will be made.

29. Based on the overall allocation list as confirmed by DECS, attend to or oversee the scheduling of textbook shipments, loading and dispatching of textbook deliveries through or by contracted freight forwarder(s) to the various school division offices, including preparing the correspond-

ing documentation. Each shipment shall be accompanied by an allocation list for the division office broken down by district and by school as well as the corresponding Requisition and Issue Voucher (RIV). Delivery to the division offices shall be completed by April 15 before the opening of the school year in which the textbooks are to be used.

30. Handle directly the delivery of textbooks to remote, isolated and other inaccessible destinations through special delivery modes as may be deemed feasible, including preparing the corresponding documentation.

31. Inform the division offices by telegram or other similar means of the date of dispatch of each textbook shipment as soon as this is determinable, indicating the actual quantity by title of the textbooks covered by each shipment.

Monitoring and Reporting

32. Keep track and maintain current records of textbook deliveries to the school division offices based on duly acknowledged delivery documentation (RIVs).

33. Furnish the DECS regional offices monthly reports on the delivery of textbooks to the school division offices within their respective jurisdictions, copy furnished the DECS central office.

34. Receive, collate and analyze delivery reports coming from the DECS field units as are hereinafter prescribed in this Order to monitor the status and progress of delivery at various shipment/ delivery points.

35. Conduct sampling verification of the receipt of textbooks by the schools, including conducting field inspection as necessary to supplement the reporting system herein prescribed for monitoring purposes.

36. Act on complaints, problems and other issues brought to IMDC's attention by the DECS field units with respect to textbook deliveries and related matters.

37. Whenever indicated, refer to the DECS central office, regional office or other appropriate unit concerned operational problems and difficulties that are within their respective competence to resolve or act upon.

38. Submit to the DECS central office an overall annual report on the acknowledged deliveries of textbooks to the school division offices, including an indication of the acknowledged deliveries to the school district offices and their respective schools, not later than August 15 after the opening of classes for the school year.

39. Furnish the DECS regional offices an overall annual report on the acknowledged deliveries of textbooks to the school division offices and school district offices and the corresponding schools within their respective jurisdictions not later than August 15 after the opening of classes for the school year.

40. Submit to the DECS central office an annual textbook inventory report, including an indication of the status of textbook supply at the school level as of the beginning of every school year, not later than August 15 after the opening of classes for the school year.

B. Functions and Responsibilities of DECS (With DECS unit concerned in parenthesis)

Production Decision

41. Decide, not later than December 31 of every school year, what textbook titles to produce, whether new edition or reprint, for use in the public schools for a three-year period beginning the second school year following the school year in which the decision is made. Any subsequent changes must be made before actual production starts (DECS central office).

42. Furnish IMDC every school year with data on public elementary and secondary enrollment as well as on the number of teachers by subject broken down by division, district and school and by grade or high school level not later than August 31 after the opening of classes for the school year (DECS Central Office). Alternatively, or in addition, the DECS field units shall provide the data by undertaking the functions hereunder indicated (Nos. 3 to 5), unless and until the DECS Secretary should decide otherwise.

43. Submit every school year to the district office concerned actual enrollment data by grade or high school level, using Textbook Form B-1, and data on number of teachers by subject and grade or high school level, using Textbook Form B-2, not later than June 30 after the opening of classes for the school year (Elementary/Secondary School).

44. Based on the submissions of the individual schools, prepare and submit every school year to IMDC a consolidated report on actual enrollment data by school and by grade or high school level, using Textbook Form B-1(a) for elementary schools and Textbook Form B-1(b) for secondary schools, as well as on the number of teachers by subject by school and by grade or high school level, using Textbook Form B-2(a) for both elementary and secondary schools, not later than July 15 after the opening of classes for the school year (District Office).

45. Confirm the consolidated enrollment and teachers data prepared and submitted by IMDC not later than August 31 of the school year during which said consolidated data are received (DECS Central Office).

46. Provide IMDC with the determined annual enrollment growth rate by grade/high school level, updated every three years, as a major consideration in arriving at the production decision. Initially, a revised annual enrollment growth rate shall be provided IMDC not later than 30 days after the close of school year 1993-1994 (DECS Central Office).

47. Approve the master schedule of the quantity of textbooks to be produced for use in a particular school year prepared and submitted by IMDC not later than April 30 of the school year during which the master schedule is received (DECS Central Office).

Delivery Allocation

48. Confirm the master allocation list prepared and submitted by IMDC not later than October 15 of the school year during which said master allocation list is received (DECS Central Office).

Bidding and Awards

49. Conduct bidding, beginning August 15 of every school year, for the award of contracts for providing freight forwarding services in the delivery to the schools division offices and/or other drop-off points of textbooks to be used in the next school year (Bidding and Awards Committee).

50. Evaluate the bids submitted and accordingly award the contract(s) to the winning bidder(s). All bidding and award operations shall be completed not later than September 30 of every school year immediately prior to the school year in which the textbooks are to be used (Bidding and Awards Committee).

Actual Delivery (Phase II)

51. Provide assistance whenever requested by IMDC and/or as may be necessary in generally overseeing the distribution of textbooks from the school division offices to the school district offices to ensure conformance with the functions and procedures prescribed in this Order (Regional Office).

52. Prescribe additional operational guidelines and procedures for DECS field units concerned to follow as it may be deem necessary to supplement the basic guidelines and procedures prescribed in this Order (Regional Office).

53. Receive textbook deliveries from IMDC and attend to their proper storage pending delivery to the school districts with respect to elementary textbooks or directly to the high schools with respect to secondary textbooks within the division (Division Office).

54. Acknowledge receipt of textbook deliveries and for the purpose immediately send back to IMDC the corresponding duly signed RIVs (in case of overland delivery) whenever possible through of the freight forwarder(s) or through the postal service not later than 7 days after receipt of every shipment (Division Office).

55. Attend to the shipment of elementary textbooks to the district offices and of secondary textbooks directly to the high schools within the division strictly in accordance with the allocation list prescribed by IMDC, to include the reserve stock for elementary textbooks, and accordingly arrange for and contract appropriate local transport services for the purpose. The reserve stock for high school textbooks shall be retained and maintained at the division office.

56. Shipment of elementary textbooks to the school district offices shall be made within one week after receipt of each shipment from IMDC or whenever a sufficient quantity has been received to warrant an economically feasible shipment. Each shipment to the district office shall be accompanied by the allocation list to the schools within the district prepared by IMDC as well as the corresponding Memorandum Receipt (MR). All deliveries to the districts shall be completed by April 30 before the opening of classes (Division Office).

57. Shipment of textbooks to the high school shall be made only during the summer break beginning April and completed by May 31 before the opening of classes. Each shipment to the high school shall be accomplished by the corresponding MR (Division Office).

58. Provide assistance whenever requested by IMDC and/or as may be necessary in overseeing the distribution of textbooks from the school district offices to the elementary schools to ensure conformance with the functions and procedures prescribed in this Order (Division Office).

59. Act on complaints or matters pertaining to textbook delivery and supply as are within its competence to resolve which may be referred to it by IMDC or other pertinent parties (Division Office).

60. Receive textbook deliveries from the school division offices and attend to their proper storage pending delivery to the elementary schools within the district (District Office).

61. Acknowledge receipt of textbook deliveries and for the purpose immediately send back to the division office the corresponding duly signed MRs not later than 15 days after receipt of the deliveries (District Office).

62. Attend to the delivery of textbooks to the various elementary schools within the division strictly in accordance with the allocation list prescribed by IMDC and accordingly arrange for and contract appropriate local transport or hauling services for the purpose. Each shipment shall be accompanied by the school allocation list as prepared by IMDC, as well as the corresponding Memorandum Receipts (MRs). Delivery to the schools shall be made during the summer break beginning April 1 and

completed by May 31 before the opening of classes (District Office).

63. Provide assistance as may be requested by IMDC and/or take other action as may be necessary to ensure delivery of elementary textbooks to the schools before the opening of classes for a particular school year (District Office).

64. Act on complaints or matters pertaining to textbook delivery and supply as are within its competence to resolve which may be referred to it by IMDC or other pertinent parties (District Office).

65. Keep custody of the reserve stock and periodically issue as necessary additional allotments to the elementary/secondary schools to replace lost and worn-out books and/or to fill up reported deficiencies (District Office/Division Office).

66. Receive textbook deliveries from the school district office or the school division office, as the case may be, and acknowledge receipt thereof by sending back to the district or division office the corresponding duly signed MRs not later than 7 days after receipt of deliveries (Elementary/Secondary School).

67. Issue appropriate textbooks to the teachers concerned who are made to sign the corresponding Memorandum Receipts (School).

68. Issue textbooks to pupils/students who are made to sign receipts for them (School Teacher).

Reporting on Deliveries and Textbook Supply

69. Prepare and submit every school year to the district office concerned a report on textbook deliveries received for use in a particular school year, using Textbook Form B-3, not later than June 30 after the opening of classes for the school year (Elementary/Secondary School).

70. Based on the delivery reports submitted by the elementary and secondary school principals, prepare and submit to IMDC an annual consolidated report on textbook deliveries, using Textbook Form B-3(a) for elementary schools and Textbook Form B-3(b) for secondary schools, not later than July 15 after the opening of classes for the school year (District Office).

71. Prepare and submit to the district office concerned with respect to elementary schools and to the division office concerned (c/o supply officer) with respect to secondary schools, an annual textbook inventory report indicating the status of available textbook supply in the school at the beginning of every school year, using Textbook Form B-4(a) for elementary schools and Textbook Form B-5(a) for secondary schools, not later than June 30 after the opening of classes for the school year (Elementary/ Secondary School).

72. Based on the annual textbook inventory reports submitted by the schools, prepare and submit to IMDC an annual consolidated textbook inventory report on the status of available textbook supply in the school districts or divisions as the case may be, to include the reserve stock, at the beginning of the school year, using Textbook Form B-4(b) for elementary schools and Textbook Form B-5(b) for secondary schools, not later than July 15 after the opening of classes for the school year (District Office/Division Office).

73. Respond by telegram to inquiries made by IMDC on textbook deliveries within 5 days after receipt thereof (DECS field unit concerned).

III. FUNDING FRAMEWORK

74. DECS central office shall determine and release funds to the school division offices to defray the cost of delivery of textbooks from the divisions to their respective school district offices with respect to elementary textbooks and directly to the high schools with respect to secondary textbooks, to be taken from the outlay for the purchase of textbooks or other applicable appropriations. Such allotments shall form part of the operating expenses of the school division offices to be used exclusively for textbook delivery.

75. Once the Instructional Materials Development Center (IMDC) becomes operational, the IMDC shall allot and release delivery funds to the school divisions through the DECS central office to be taken from the applicable appropriations of the Center.

76. The school division offices shall sub-allot and release to their respective district offices the amounts necessary to defray the cost of delivery to the elementary schools within the district concerned in such amounts as have been previously determined by the DECS central office.

77. IMDC shall directly shoulder the cost of delivery-related activities such as the submission of data and reports to be undertaken by the DECS field units as prescribed in this Order. Where cash funding is needed by the school divisions, district offices and schools for the purpose, the DECS central office shall additionally allot and release the amounts needed to be taken from the outlay for the purchase of textbooks or other applicable appropriations.

78. Once the IMDC becomes operational, the Center shall allot and release the necessary funds for undertaking delivery-related activities to the school division offices through the DECS central office, to be taken from its applicable appropriations.

79. The school division offices shall sub-allot and release to the district offices and to the schools through the district offices the amounts necessary to defray the cost of undertaking delivery-related activities.

80. The provisions indicated in Paragraphs 77 to 79 above shall be discontinued once IMDC (IMDC) is able to arrange with the Philippine Postal Service a mode of direct payment by IMDC (IMDC) as indicated in Paragraph 83 hereunder.

IV. OTHER PROVISIONS

81. The basic delivery system as prescribed in this Order shall, as a general rule, be applicable as appropriate to other instructional materials sent to the schools, such as teacher's manuals.

82. Once the IMDC is activated, all references to IMDC in this Order shall thenceforth refer to the IMDC except where clearly not applicable.

83. The IMDC shall make appropriate arrangements with the Philippine Postal Corporation to carry out the reporting system prescribed herein via the postal service, all expenses to be directly charged and billed against IMDC. This will avoid the necessity for DECS field units to directly defray the cost of submitting the needed data and reports.

84. The IMDC shall prepare and issue, with the approval of the Secretary, a manual of operations for textbook delivery indicating the basic steps to be taken within the broad procedural framework prescribed in this Order, within three months after the issuance of this Order.

85. In district offices where there are no longer any district supervisors, the principal of the central elementary school in the district shall take over the functions and responsibilities of the district

supervisor provided herein, unless some other school official is designated by the appropriate DECS authority.

86. This Order shall apply to the delivery of textbooks for use in school year 1994-1995 and every school year thereafter, provided that the provisions hereof as appropriate shall take effect immediately.

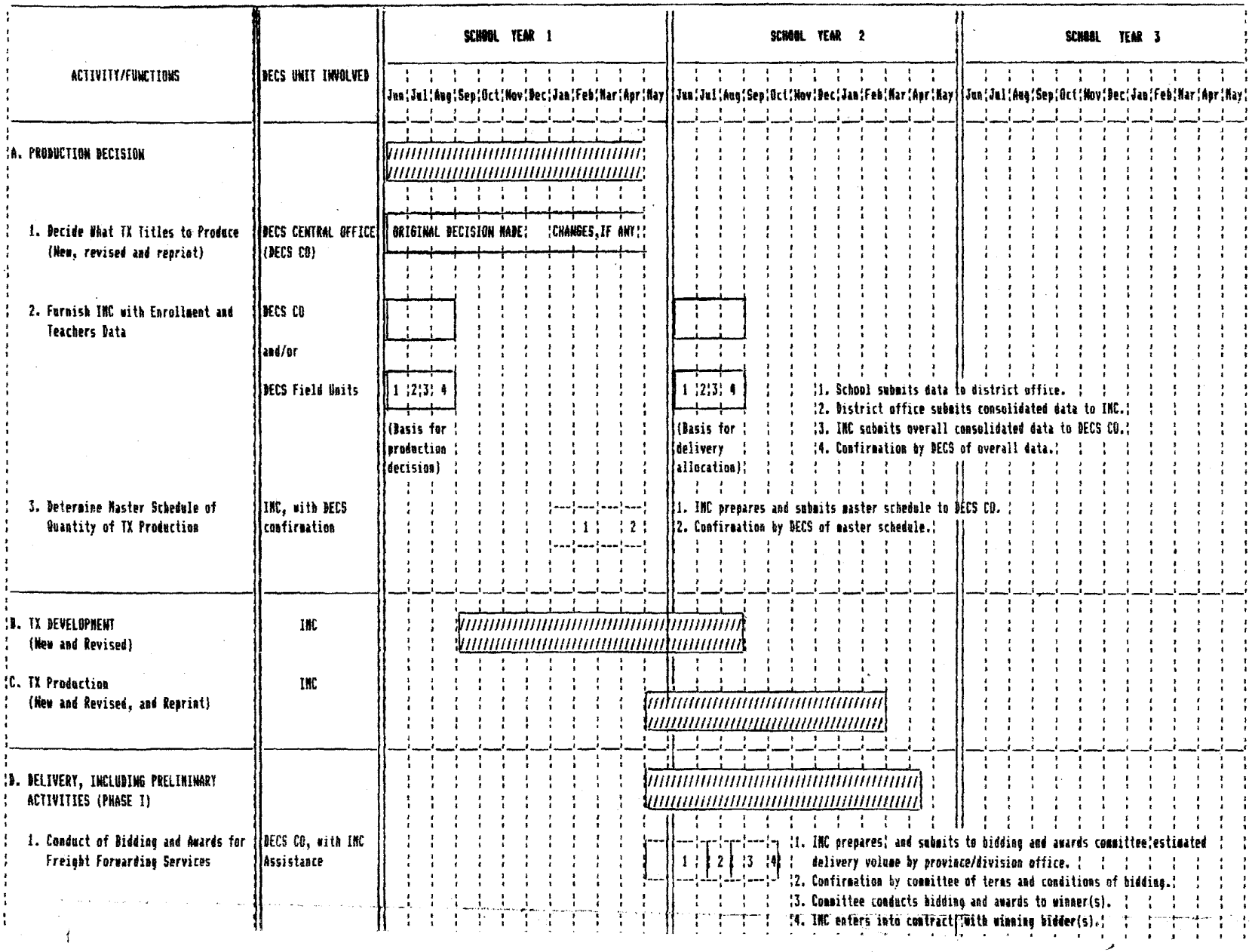
ARMAND V. FABELLA
Secretary

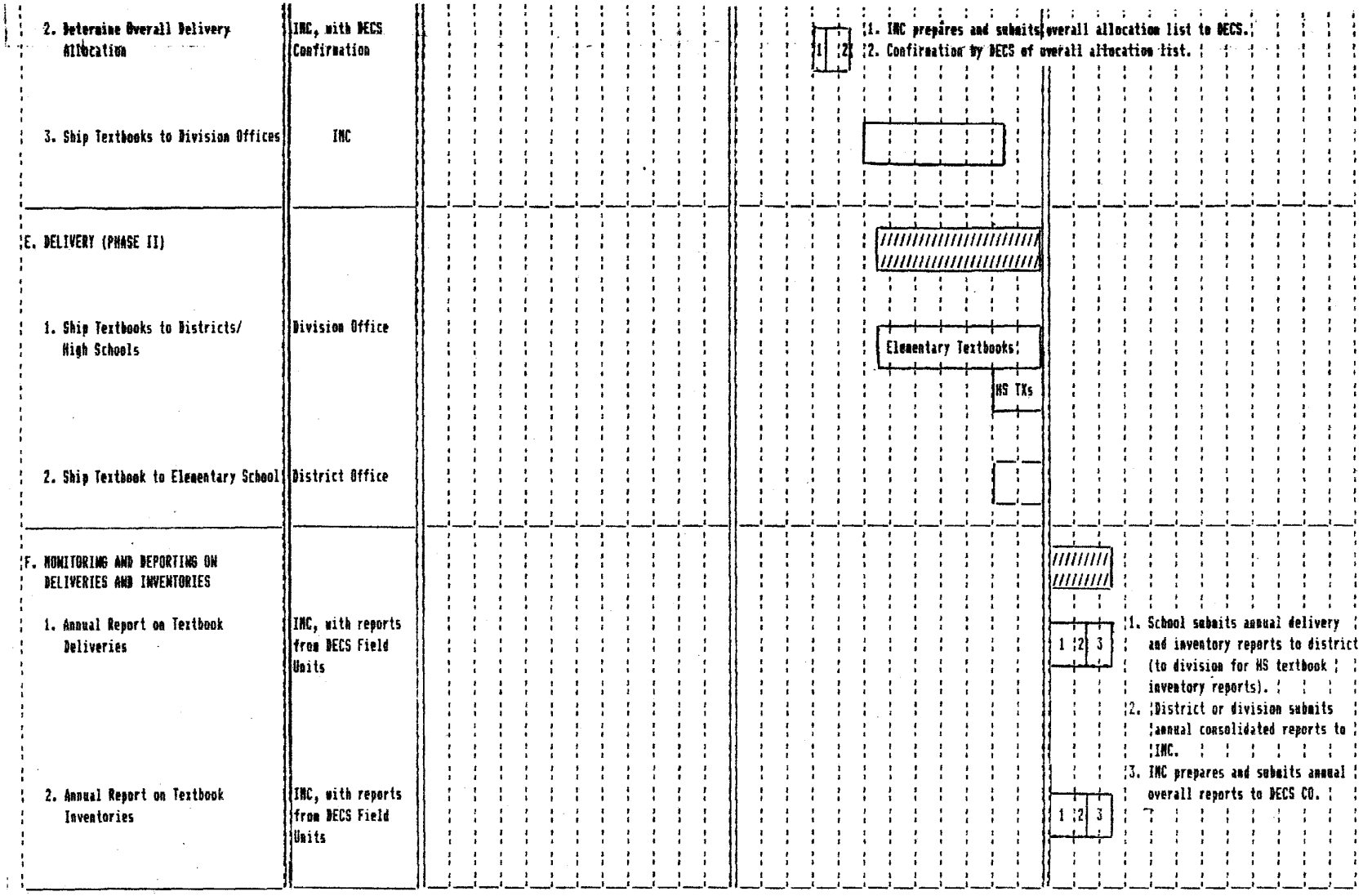
Attachments:

Master Schedule of Operations for the Delivery of Textbooks to the Schools to be Used for a Particular School Year

Textbook Forms to be used by DECS Field Units

MASTER SCHEDULE OF OPERATIONS FOR THE DELIVERY OF TEXTBOOKS
TO THE SCHOOLS TO BE USED FOR A PARTICULAR SCHOOL YEAR
(Note: This master schedule pertains to textbooks to be used in School Year 3.)





Notes and Explanations

1. The enrollment and teachers data for School Year 1, projected in terms of School Year 3, shall be the basis for determining production quantity for textbooks to be used in School year 3.

2. The enrollment and teachers data for School Year 2, projected in terms of School Year 3, shall be the basis for determining the allocation of textbooks for use in School Year 3.

3. The activities pertaining to Textbook Development and Textbook Production do not reflect the basic functions composing the respective activities since this master schedule is basically a master delivery schedule. The former activities are indicated only for purposes of showing their respective sequential relevance in relation to the delivery functions and activities listed in the master schedule.

Legend:

Activity Schedule

Function Schedule

TEXTBOOK FORM B-1

ENROLLMENT REPORT FOR SCHOOL YEAR _____	INSTRUCTIONAL MATERIALS CORPORATION A. Ma. Regidor Street, Area XI, U.P. Campus, Diliman, Quezon City

Name of School : _____
District : _____
Division : _____

ENROLLMENT DATA

Grade	ELEMENTARY	Year	SECONDARY
1		I	
2		II	
3			
4		III	
5		IV	
6			
TOTAL		TOTAL	

IMPORTANT:

This form shall be accomplished by each public elementary and high school every school year and sent to the district office concerned not later than June 30 after the opening of classes.

In the absence of a district supervisor, send this form to the principal of the central elementary school.

CERTIFIED CORRECT:

By: _____
Elementary/High School Principal
(Pls. sign above printed name)

(Please see back hereof for notes and instructions.)

Notes and Instructions

1. School year shall refer to the current school year.

2. The corresponding elementary or secondary column shall be filled up by the elementary school principal or the high school principal respectively.

3. The enrollment figures shall reflect actual enrollment at the beginning of the school year.

TEXTBOOK FORM B-1 (a)

CONSOLIDATED ENROLLMENT REPORT FOR ALL GRADE SCHOOLS FOR SCHOOL YEAR _____	INSTRUCTIONAL MATERIALS CORPORATION A. Ma. Regidor Street, Area XI, U.P. Campus, Diliman, Quezon City

District Office : _____
Address : _____
Division : _____

ENROLLMENT DATA

Name of Elementary School	Number of Pupils						
	Grade						
	1	2	3	4	5	6	Total
Grand Total -							

IMPORTANT:

This form shall be accomplished by each district office every school year and sent to the Instructional Materials Corporation not later than July 15 after the opening of classes, copy furnished the Division Office concerned.

In the absence of a district supervisor, this form shall be accomplished by the principal of the central elementary school.

CERTIFIED CORRECT:

By: _____
DISTRICT SUPERVISOR/PRINCIPAL*
(Pls. sign above printed name)

* NOTE: In the absence of a district supervisor, the school principal of the central elementary school shall be the signatory.

(Please see back hereof for notes and instructions.)

Notes and Instructions

1. School year shall refer to the current school year.

2. The consolidation of elementary enrollment data indicated in this form shall be based on the submissions of the elementary school principals on Textbook Form B-1.

TEXTBOOK FORM B-1 (b)

CONSOLIDATED ENROLLMENT REPORT FOR ALL HIGH SCHOOLS FOR SCHOOL YEAR _____	INSTRUCTIONAL MATERIALS COPORATION A. Ma. Regidor Street, Area XI, U.P. Campus, Diliman, Quezon City

District Office : _____
Address : _____
Division : _____

ENROLLMENT DATA

Name of High School	Number of Students				
	Year				
	I	II	III	IV	TOTAL
Grand Total -					

IMPORTANT:

This form shall be accomplished by each district office every school year and sent to the Instructional Materials Corporation not later than July 15 after the opening of classes, copy furnished the Division Office concerned.

In the absence of a district supervisor, this form shall be accomplished by the principal of the central elementary school.

CERTIFIED CORRECT:

By: _____
DISTRICT SUPERVISOR/PRINCIPAL*
(Pls. sign above printed name)

* NOTE: In the absence of a district supervisor, the principal of the central elementary school shall be the signatory.

(Please see back hereof for notes and instructions.)

Notes and Instructions

1. School year shall refer to the current school year.

2. The consolidation of the secondary enrollment data in this form shall be based on the submissions of the high school principals on Textbook Form B-1.

TEXTBOOK FORM B-2

TEACHERS DATA REPORT
FOR SCHOOL YEAR _____

INSTRUCTIONAL MATERIALS CORPORATION
A. Ma. Regidor Street, Area XI, U.P. Campus, Diliman, Quezon City

Name of School : _____
District : _____
Division : _____

A. TOTAL NUMBER OF TEACHERS

ELEMENTARY		SECONDARY	
GRADE	Number	YEAR	Number
Grade 1		I	
Grade 2		II	
Grade 3		III	
Grade 4		IV	
Grade 5			
Grade 6			
Total -		Total -	

B. NUMBER OF TEACHERS BY SUBJECT AND GRADE/YEAR

Elementary							Secondary				
Subjects	Grade						Subjects	Year			
	1	2	3	4	5	6		I	II	III	IV
English 1 & 2							Filipino				
English 3 to 6							Math				
Language							English				
Reader							Science & Technology				
Math							Social Studies				
Sibika at Kultura 1 & 2							Tech. & Home Eco.				
Science & Health 3 to 6							P.E. Health & Music				
Filipino 1 & 2							Values Education				
Filipino 3 to 6							English Ed.				
Wika							Filipino Ed.				
Pagbasa											
Pagunlad/Palakas 3 to 6											
Phil. Geography &											
History 4 to 6											
Sining sa Araw-Araw 5 & 6											
Music 5 & 6											
Agap at Sikap 6											

IMPORTANT:

This form shall be accomplished by each public elementary and high school principal very school year and sent to the district office concerned not later than June 30 after the opening of classes.

In the absence of a district supervisor, send this form to the principal of the central elementary school.

CERTIFIED CORRECT:

BY : _____
Elementary/High School Principal
(Pls. sign above printed name)

(Please see back hereof for notes and instructions)

Notes and Instructions

1. School year shall refer to the current school year.

2. The elementary or secondary column shall be filled up by the elementary or high school principal respectively.

3. Include additional subjects not included in the enumeration, if any.

4. The total number of teachers shall include all teachers by grade or year regardless of subjects handled. A teacher shall be counted only once regardless of whether he handles different subjects in one or more grades or years. It is meant to be a head count of the teaching force.

5. The number of teacher per subject by grade/year shall reflect the same teacher as many times as he handles different subjects in the same or different grade/high school levels he is handling. For example, if a teacher handles English in both grades 1 and 2, he should be included in the tally for each of the two grades. If he handles two different subjects in the same grade, he should be included in the tally for each of the two subjects. It is meant to be the basis for determining the number of textbooks and teachers manuals to be alloted to the teaching force.

6. Submit in two copies.

TEXTBOOK FORM B-2(a)

CONSOLIDATED TEACHERS DATA FOR
FOR ALL GRADES AND ALL HIGH SCHOOLS FOR SCHOOL YEAR _____

INSTRUCTIONAL MATERIALS CORPORATION
A. Ma. Regidor Street, Area XI, U.P. Campus, Diliman, Quezon City

District of : _____

Division of : _____

A. TOTAL NUMBER OF TEACHERS (ALL SCHOOLS)

ELEMENTARY		SECONDARY	
GRADE	Number	YEAR	Number
Grade 1		I	
Grade 2		II	
Grade 3		III	
Grade 4		IV	
Grade 5			
Grade 6			
Total -		Total -	

B. NUMBER OF TEACHERS BY SUBJECT AND GRADE/YEAR (ALL SCHOOLS)

Elementary	Grade						Secondary	Year			
	1	2	3	4	5	6		I	II	III	IV
English 1 & 2							Filipino				
English 3 to 6							Math				
Language							English				
Reader							Science & Technology				
Math							Social Studies				
Sibika at Kultura 1 & 2							Tech. & Home Eco.				
Science & Health 3 to 6							P.E. Health & Music				
Filipino 1 & 2							Values Education				
Filipino 3 to 6							English Ed.				
Wika							Filipino Ed.				
Pagbasa											
Pagunlad/Palakas 3 to 6											
Phil. Geography &											
History 4 to 6											
Sining sa Araw-Araw 5 & 6											
Music 5 & 6											
Agap at Sikap 6											

IMPORTANT:

This form shall be filled by each district office every school year and sent to Instructional Materials Corporation not later than July 15 copy furnished the Division Office concerned.

In the absence of a district supervisor, send this form to the principal of the central elementary school.

CERTIFIED CORRECT:

BY : _____

Elementary/High School Principal
(Pls. sign above printed name)

(Please see back hereof for notes and instructions)

Notes and Instructions

1. School year shall refer to the current school year

2. The consolidation of teachers data in this form shall be based on the submissions of the elementary/high school principals on Textbook Form B-2.

3. The total number of teachers shall include all teachers by grade or year regardless of subjects handled. It is meant to be a head count of the teaching force.

4. The number of teachers per subject by grade/year shall reflect the subject work load of the teaching force. It is meant to be the basis for determining the number of textbooks and teachers manuals to be alloted to the teaching force.

5. Attach a complete set of all Textbook Form B-2 submitted by the principals of elementary and secondary schools within the district.

TEXTBOOK FORM B-3

TEXTBOOK DELIVERY REPORT FOR SCHOOL YEAR _____	INSTRUCTIONAL MATERIALS CORPORATION A. Ma. Regidor Street, Area XI, U.P. Campus Diliman, Quezon City

NAME OF SCHOOL : _____
ADDRESS : _____
DISTRICT : _____
DIVISION : _____

TEXTBOOK TITLE	NUMBER OF TEXTBOOKS RECEIVED									
	ELEMENTARY						SECONDARY			
	GRADE						YEAR			
	1	2	3	4	5	6	I	II	III	IV
TOTAL										

IMPORTANT:

This form shall be accomplished by each public elementary and high school every school year and sent to the district office concerned not later than June 30 after the opening of classes.

In the absence of a district supervisor, send this form to the principal of the central elementary school.

CERTIFIED CORRECT:

By: _____
Elementary/Secondary Principal

(Pls. sign above printed name)

(Please see back hereof for notes and instructions.)

Notes and Instructions

1. School year shall refer to the current school year.

2. The corresponding elementary or secondary column shall be filled up by the elementary school principal or the high school principal respectively.

3. This delivery report shall include all textbook deliveries received by the school during the previous school year essentially for use in the current school year

4. Include only textbook titles where copies were received during the period. Indicate the number of copies received for each title under the respective grade/high school levels.

TEXTBOOK FORM B-3 (a)

CONSOLIDATED REPORT ON TEXTBOOK DELIVERIES FOR ALL GRADE SCHOOLS
FOR SCHOOL YEAR _____

INSTRUCTIONAL MATERIALS CORPORATION
A. Ma. Regidor Street, Area XI, U.P. Campus, Diliman, Quezon City

DISTRICT OF : _____ DIVISION OF : _____

NAME OF SCHOOL	NUMBER OF TEXTBOOKS RECEIVED																	
	GRADE 1						GRADE 2						GRADE 3					
	TX TITLES					Total	TX TITLES					Total	TX TITLES					Total
SUB-TOTAL																		

IMPORTANT:

This form shall be accomplished by each district office every school year and sent to the Instructional Materials Corporation not later than July 15 after the opening of classes, copy furnished the Division Office concerned.

In the absence of a district supervisor, this form shall be accomplished by the principal of the central elementary school.

CERTIFIED CORRECT:

By: _____
DISTRICT SUPERVISOR/PRICIPAL*
(Pls. sign above printed name)

* NOTE: In the absence of a district supervisor, the principal of the central elementary school shall be the signatory.

(Please see back hereof for notes and instructions.)

Notes and Instructions

1. School year shall refer to the current school year.

2. This consolidated delivery report shall include all textbook deliveries received by all the elementary schools within the district during the previous school year essentially for use in the current school year. The consolidation shall be based on the submissions of the elementary school principals on Textbook Form 3.

3. Include only textbook titles where copies were received by all or any elementary schools during the period as reported in Textbook Form 3. Indicate the Textbook Titles by their reference codes (see below) and enter under each TX Title the number of copies received by all schools.

4. Sign both pages.

TX Reference Codes (Elementary)

English Language	ESE/L
English Reader	ESE/R
Mathematics	ESM
Science	ESS
Filipino Wika	ESF/W
Filipino Pagbasa	ESF/P
Civics and Culture	ESCC or
History Geography & Civics	ESHGC
Physical Education	ESPE
Music	ESMu
Art	ESArt

TEXTBOOK FORM B-3 (a)

CONSOLIDATED REPORT ON TEXTBOOK DELIVERIES FOR ALL GRADE SCHOOLS
FOR SCHOOL YEAR _____

INSTRUCTIONAL MATERIALS CORPORATION
A. Ma. Regidor Street, Area XI, U.P. Campus, Diliman, Quezon City

DISTRICT OF : _____ DIVISION OF : _____

NAME OF SCHOOL	NUMBER OF TEXTBOOK RECEIVED																	
	GRADE 4						GRADE 5						GRADE 6					
	TX TITLES					Total	TX TITLES					Total	TX TITLES					Total
GRAND TOTAL																		

IMPORTANT:

This form shall be accomplished by each district office every school year and sent to the Instructional Materials Corporation not later than July 15 after the opening of classes, copy furnished the Division Office concerned.

In the absence of a district supervisor, this form shall be accomplished by the principal of the central elementary school.

CERTIFIED CORRECT:

By: _____
DISTRICT SUPERVISOR/PRICIPAL*
(Pls. sign above printed name)

* NOTE: In the absence of a district supervisor, the principal of the central elementary school shall be the signatory.

(Please see back hereof for notes and instructions.)

Notes and Instructions

1. School year shall refer to the current school year.

2. This consolidated delivery report shall include all textbook deliveries received by all the elementary schools within the district during the previous school year essentially for use in the current school year. The consolidation shall be based on the submissions of the elementary school principals on Textbook Form 3.

3. Include only textbook titles where copies were received by all or any elementary schools during the period as reported in Textbook Form 3. Indicate the Textbook Titles by their reference codes (see below) and enter under each TX Title the number of copies received by all schools.

4. Sign both pages.

TX Reference Codes (Elementary)

English Language	ESE/L
English Reader	ESE/R
Mathematics	ESM
Science	ESS
Filipino Wika	ESF/W
Filipino Pagbasa	ESF/P
Civics and Culture	ESCC or
History Geography & Civics	ESHGC
Physical Education	ESPE
Music	ESMu
Art	ESArt

TEXTBOOK FORM B-3 (b)

CONSOLIDATED REPORT ON TEXTBOOK DELIVERIES FOR ALL HIGH SCHOOLS FOR SCHOOL YEAR _____	INSTRUCTIONAL MATERIALS CORPORATION A. Ma. Regidor Street, Area XI, U.P. Campus, Diliman, Quezon City
DISTRICT OF : _____	DIVISION OF : _____

NAME OF SCHOOL	NUMBER OF TEXTBOOKS RECEIVED																					
	FIRST YEAR						SECOND YEAR						THIRD YEAR						FOURTH YEAR			
	TX TITLES					Total	TX TITLES					Total	TX TITLES					Total	TX TITLES					Total
GRAND TOTAL																								

IMPORTANT:

This form shall be accomplished by each district office every school year and sent to the Instructional Materials Corporation not later than July 15 after the opening of classes, copy furnished the Division Office concerned.

In the absence of a district supervisor, this form shall be accomplished by the principal of the central elementary school.

CERTIFIED CORRECT:

By: _____

DISTRICT SUPERVISOR/PRICIPAL*

(Pls. sign above printed name)

* NOTE: In the absence of a district supervisor, the principal of the central elementary school shall be the signatory.

(Please see back hereof for notes and instructions.)

Notes and Instructions

1. School year shall refer to the current school year.

2. This consolidated delivery report shall include all textbook deliveries received by all the secondary schools within the district during the previous school year essentially for use in the current school year. The consolidation shall be based on the submissions of the high school principals on Textbook Form 3.

3. Include only textbook titles where copies were received by all or any high schools during the period as reported in Textbook Form 3. Indicate the Textbook Titles by their reference codes (see below) and enter each TX Title the number of copies received by the schools.

4. Sign both copies.

TX Reference Code (Secondary)

English	HSE
Mathematics	HSM
Science	HSS
Filipino	HSF
Social Studies	HSSS
Physical Education, Health & Music	HSPEHM
Values Education (Fil.Ed.)	HSVE (Fil.)
Values Education (Eng.Ed.)	HSVE (Eng.)
Technology & Home Economics	HSTHE

TEXTBOOK FORM B-4(a)

ANNUAL TEXTBOOK INVENTORY REPORT
FOR GRADE SCHOOL FOR SCHOOL YEAR _____

INSTRUCTIONAL MATERIALS CORPORATION
A. Ma. Regidor Street, Area XI, U.P. Campus, Diliman, Quezon City

Name of School : _____
District : _____
Division : _____

Textbook Titles	Total Quantity Received			Quantity Usable			Pupil -Book Ratio	Actual Deficit (Surplus)
	New Edition	Reprint	Total	New Edition	Reprint	Total		
Grade 1								
English : Language & Reading								
Mathematics								
Sibika at Kultura								
Filipino								
Grade 2								
English : Language & Reading								
Mathematics								
Sibika at Kultura								
Filipino: Wika at Pagbasa								
Grade 3								
Building English Skills: Bk. 1 - Language Bk. 2 - Reader								
Mastering Mathematics								
Science & Health for Better Life								
Pag-unlad sa Pamumuhay								
Pag-unlad sa Wika								
Pag-unlad sa Pagbasa								
Grade 4								
Everyday English: Langauge Reader								
Mastering Mathematics								
Science & Health for Better Life								
Gumawa at Umunlad								
Pilipinas:Heograpiya at Kasaysayan								
Diwang Makabansa: Wika Pagbasa								

IMPORTANT:

This form shall be accomplished by each public elementary school every school year and sent to the district office concerned not later than June 30 after the opening of classes.

In the absence of a district supervisor, send this form to the principal of the central elementary school.

CERTIFIED CORRECT:

BY: _____
Elementary School Principal

(Pls. sign above printed name)

(Please see back hereof for notes and instructions.)

Notes and Instructions

1. School year shall refer to the current school year.
2. Include new textbook titles not covered by the enumeration under the appropriate grade level.
3. Total quantity received is a cumulative figure.
4. Quanity usable refers to books in service still available for use for at least one more year.
5. Include revised editions in the New Edition column.
6. Submit in two copies.
7. Sign both pages.

TEXTBOOK FORM B-4(a)

ANNUAL TEXTBOOK INVENTORY REPORT FOR
GRADE SCHOOL FOR SCHOOL YEAR _____

INSTRUCTIONAL MATERIALS CORPORATION
A. Ma. Regidor Street, Area XI, U.P. Campus, Diliman, Quezon City

Textbook Titles	Total Quantity Received			Quantity Usable			Pupil-Book Ratio	Actual Deficit (Surplus)
	New Edition	Reprint	Total	New Edition	Reprint	Total		
Grade 5								
English for Living and Learning: Language								
Reading								
Mathematics Everyday Life								
Magpalakas at Umunlad								
Sining sa Araw-Araw								
Halina't Umawit								
Science & Health for Better Life								
Umunlad sa Paggawa:								
Ang Pilipinas sa Iba't-Ibang Panahon								
Diwang Makabansa: Wika								
Pagbasa								
Grade 6								
Building English Skills: Language								
Reading								
Mathematics in Every Life								
Tayo Nang Magpalakas								
Exploring Science & Health								
Agap at Sikap								
Ang Pilipino sa Pagbuo ng Bansa								
Wikang Pilipino: Wika								
Pagbasa								
Sining sa Araw-Araw								
Musika ng Batang Pilipino								

IMPORTANT:

This form shall be accomplished by each public elementary school every school year and sent to the district office concerned not later than June 30 after the opening of classes.

In the absence of a district supervisor, send this form to the principal of the central elementary school.

CERTIFIED CORRECT:

BY: _____
Elementary School Principal

(Pls. sign above printed name)

(Please see back hereof for notes and instructions.)

Notes and Instructions

1. School year shall refer to the current school year.
2. Include new textbook titles not covered by the enumeration under the appropriate grade level.
3. Total quantity received is a cumulative figure.
4. Quanity usable refers to books in service still available for use for at least one more year.
5. Include revised editions in the New Edition column.
6. Submit in two copies.
7. Sign both pages.

TEXTBOOK FORM B-4(b)

CONSOLIDATED ANNUAL TEXTBOOK INVENTORY REPORT
FOR ALL GRADE SCHOOLS FOR SCHOOL YEAR _____

INSTRUCTIONAL MATERIALS CORPORATION
A. Ma. Regidor Street, Area XI, U.P. Campus, Diliman, Quezon City

District of _____ Division of _____

Textbook Titles	Total Quantity Received			Quantity Usable				Pupil-Book Ratio	Actual Deficit (Surplus)
	New Edition	Reprint	Total	In Schools: New Edition	In Schools: Reprint	Reserve Stock	Total		
Grade 1									
English : Language & Reading									
Mathematics									
Sibika at Kultura									
Filipino									
Grade 2									
English : Language & Reading									
Mathematics									
Sibika at Kultura									
Filipino									
Grade 3									
Building English Skills: Bk. 1 - Language									
Bk. 2 - Reader									
Mastering Mathematics									
Science & Health for Better Life									
Pag-unlad sa Pamumuhay									
Pag-unlad sa Wika									
Pag-unlad sa Pagbasa									
Grade 4									
Everyday English: Langauge									
Reader									
Mastering Mathematics									
Science & Health for Better Life									
Gunawa at Ununlad									
Pilipinas:Heograpiya at Kasaysayan									
Diwang Makabansa: Wika									
Pagbasa									

IMPORTANT:

This form shall be accomplished by each district office every school year and sent to the Instructional Materials Corporation, copy furnished the Division Office concerned, not later than July 15 after the opening of classes.

In the absence of a district supervisor, this form shall be accomplished by the principal of the central elementary school.

CERTIFIED CORRECT:

BY: _____

District Supervisor/Principal *
(Pls. sign above printed name)

* NOTE: In the absence of a district supervisor, the principal of the centrl elementary school shall be the signatory.

(Please see back hereof for notes and instructions.)

Notes and Instructions

1. School year shall refer to the current school year.

2. Include new textbook titles not covered by the enumeration under the appropriate grade level.

3. Total quantity received is a cumulative figure.

4. Quantity usable means books in service still available for use for at least one more year.

5. Include revised editions in New Edition column. Reserve stock shall include new editions and reprints.

6. Pupil-textbook ratio shall be based on the number of pupils by grade over the quantity of textbooks by subject and by grade available in the schools. Do not include reserve stock in the computation.

7. This consolidated annual textbook inventory report shall be based on the submissions of the elementary schools principals on Textbook Form B-4(a).

8. Attach one set of all Textbook Form B-4(a) submitted by the elementary school principals within the district.

9. Sign both pages.

TEXTBOOK FORM B-4(b)

CONSOLIDATED ANNUAL TEXTBOOK INVENTORY REPORT
FOR ALL GRADE SCHOOLS FOR SCHOOL YEAR _____

INSTRUCTIONAL MATERIALS CORPORATION
A. Ma. Regidor Street, Area XI, U.P. Campus, Diliman, Quezon City

District of _____

Division of _____

Textbook Titles	Total Quantity Received			Quantity Usable				Pupil-Book Ratio	Actual Deficit (Surplus)
				In Schools		Reserve Stock	Total		
	New Edition	Reprint	Total	New Edition	Reprint				
Grade 5									
English for Living and Learning: Language									
Reading									
Mathematics Everyday Life									
Magpalakas at Umunlad									
Sining sa Araw-Araw									
Halina't Umawit									
Science & Health for Better Life									
Umunlad sa Paggawa									
Ang Pilipinas sa Iba't-Ibang Panahon									
Diwang Makabansa: Wika									
Pagbasa									
Grade 6									
Building English Skills: Language									
Reading									
Mathematics in Every Life									
Tayo Mang Magpalakas									
Exploring Science & Health									
Agap at Sikap									
Ang Pilipino sa Pagbuo ng Bansa									
Wikang Pilipino: Wika									
Pagbasa									
Sining sa Araw-Araw									
Musika ng Batang Pilipino									

IMPORTANT:

This form shall be accomplished by each district office every school year and sent to the Instructional Materials Corporation, copy furnished the Division Office concerned, not later than July 15 after the opening of classes.

In the absence of a district supervisor, this form shall be accomplished by the principal of the central elementary school.

CERTIFIED CORRECT:

BY: _____

District Supervisor/Principal *
(Pls. sign above printed name)

* NOTE: In the absence of a district supervisor, the principal of the central elementary school shall be the signatory.

(Please see back hereof for notes and instructions.)

Notes and Instructions

1. School year shall refer to the current school year.

2. Include new textbook titles not covered by the enumeration under the appropriate grade level.

3. Total quantity received is a cumulative figure.

4. Quantity usable means books in service still available for use for at least one more year.

5. Include revised editions in New Edition column. Reserve stock shall include new editions and reprints.

6. Pupil-textbook ratio shall be based on the number of pupils by grade over the quantity of textbooks by subject and by grade available in the schools. Do not include reserve stock in the computation.

7. This consolidated annual textbook inventory report shall be based on the submissions of the elementary schools principals on Textbook Form B-4(a).

8. Attach one set of all Textbook Form B-4(a) submitted by the elementary school principals within the district.

9. Sign both pages.

TEXTBOOK FORM B-5(a)

ANNUAL TEXTBOOK INVENTORY REPORT
FOR HIGH SCHOOL FOR SCHOOL YEAR _____

INSTRUCTIONAL MATERIALS CORPORATION
A. Ma. Regidor Street, Area XI, U.P. Campus, Diliman, Quezon City

Name of School : _____

Division of : _____

Textbook Titles	Total Quantity Received			Quantity Usable			Pupil -Book Ratio	Actual Deficit (Surplus)
	New Edition	Reprint	Total	New Edition	Reprint	Total		
First Year								
Filipino								
P.E., Health & Music								
Mathematics								
Social Studies								
Science & Technology								
English								
Values Education: (Filipino Ed.)								
Values Education: (English Ed.)								
Technology & Home Eco.								
Second Year								
English								
Filipino								
Science & Technology								
Mathematics								
Social Studies								
Values Education: (Filipino Ed.)								
P.E., Health & Music								
Technology and Home Eco.								
Third Year								
English								
Mathematics								
Filipino								
Science and Technology								
Social Studies								
P.E., Health & Music								
Technology & Home Eco.								
Fourth Year								
English								
Filipino								
Science & Technology								
Social Studies								
Mathematics								
P.E. Health & Music								
Technology & Home Eco.								

IMPORTANT:

This form shall be accomplished by each public high school every school year and sent to the division office c/o supply officer) not later than June 30 after the opening of classes.

CERTIFIED CORRECT:

BY: _____

High School Principal
(Pls. sign above printed name)

(Please see back here of for notes and instructions.)

Notes and Instructions

1. School year shall refer to the current school year.
2. Include new textbook titles not covered by the enumeration under the approriate secondary level (year).
3. Total quantity received is a cumulative figure.
4. Quantity usable refers to books in service.
5. Include revised editions in New Edition column.
6. Submit in two copies.

TEXTBOOK FORM B-5(b)

CONSOLIDATED ANNUAL TEXTBOOK INVENTORY REPORT FOR ALL HIGH SCHOOLS FOR SCHOOL YEAR _____	INSTRUCTIONAL MATERIALS CORPORATION A. Ma. Regidor Street, Area XI, U.P. Campus, Diliman, Quezon City
Division of _____	Region No. _____

Textbook Titles	Total Quantity Received			Quantity Usable				Pupil-Book Ratio	Actual Deficit Surplus
	New Edition	Reprint	Total	In Schools: New Edition	In Schools: Reprint	Reserve Stock	Total		
First Year									
Filipino									
P.E., Health & Music									
Mathematics									
Social Studies									
Science & Technology									
English									
Values Education: (Filipino Ed.)									
Values Education: (English Ed.)									
Technology & Home Eco.									
Second Year									
English									
Filipino									
Science & Technology									
Mathematics									
Social Studies									
Values Education: (Filipino Ed.)									
P.E., Health & Music									
Technology and Home Eco.									
Third Year									
English									
Mathematics									
Filipino									
Science and Technology									
Social Studies									
P.E., Health & Music									
Technology & Home Eco.									
Fourth Year									
English									
Filipino									
Science & Technology									
Social Studies									
Mathematics									
P.E. Health & Music									
Technology & Home Eco.									

IMPORTANT:

This form shall be accomplished by each division office every school year and sent to the Instructional Materials Corporation, not later than July 15 after the opening of classes.

CERTIFIED CORRECT:

BY: _____

Division Superintendent/Supply Officer
(Pls. sign above printed name)

(Please see back hereof for notes and instructions.)

Notes and Instructions

1. School year shall refer to the current school year.

2. Include new textbook titles not covered by the enumeration under the appropriate secondary level (year).

3. Total quantity received is a cumulative figure.

4. Quantity usable refers to books in service still available for at least one more year.

5. Include revised editions in New Edition column. Fill in Reserve Stock column which shall include new editions and reprints.

6. Pupil-textbook ratio shall be based on the number of students by secondary level (year) over the quantity of textbooks by subject and by secondary level (year) available in the schools. Do not include reserve stock in the computation.

7. This consolidated annual textbook inventory report shall be based on the submissions of the high school principals in Textbook Form B-5(a).

8. Attach one set of all Textbook Form B-5(a) submitted by the high school principals within the division.