



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF MANDAUE CITY

Office of the Schools Division Superintendent

10 October 2023

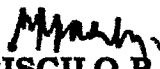
DIVISION MEMORANDUM

No. 429, s. 2023

**GUIDELINES ON THE PROCUREMENT AND QUALITY ASSURANCE
OF TEXTBOOKS AND TEACHER'S MANUAL**

To: Assistant Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors/District-in-Charge
Elementary/Secondary School Heads
All Other Concerned

1. Enclosed is a copy of Regional Memorandum No. **0736**, s. 2023, titled: **"Guidelines on the Procurement and Quality Assurance of Textbooks and Teacher's Manual"** for your reference and proper guidance.
2. Immediate and widest dissemination of and strict compliance with this Memorandum is directed.


SENEN PRISCILO P. PAULIN, CESO V
Schools Division Superintendent

SPPP/CID/MAPF/wit



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Republic of the Philippines
Department of Education

SEP 19 2023

DepEd ORDER
No. **025**, s. 2023

**GUIDELINES ON THE PROCUREMENT AND QUALITY ASSURANCE
OF TEXTBOOKS AND TEACHER'S MANUALS**

To: Undersecretaries
Assistant Secretaries
Minister, Basic, Higher and Technical Education, BARMM
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education (DepEd) is mandated to formulate policies, standards, and guidelines on the procurement of learning resources including their design, development, quality assurance, production, utilization, and equitable distribution across all governance levels of the Department. Thus, DepEd adopts the enclosed **Guidelines on the Procurement and Quality Assurance of Textbooks (TXs) and Teacher's Manuals (TMs)**.

2. In implementing this policy, DepEd procurement from private publishers or suppliers shall be governed by Republic Act (RA) No. 9184 or the Government Procurement Reform Act, RA 8047 or the Book Publishing Industry Development Act, and other relevant laws, inclusive of their respective implementing rules and regulations and related issuances of the government or its entities. This policy aims to set standards in the procurement of set(s) of TXs and TMs as primary learning resources to be used by the teachers and learners in public schools.

3. All Orders and other related issuances, rules and regulations, and provisions that are inconsistent with these guidelines are repealed, rescinded, or modified accordingly.

4. This DepEd Order shall take effect immediately upon its approval. Certified copies of this Order shall be registered with the Office of the National Administrative Register (ONAR) at the University of the Philippines Law Center (UP LC), UP Diliman, Quezon City.

5. For more information regarding this policy, please contact:

On Procurement concerns:


- **Office of the Undersecretary for Procurement**
Email Address: oupro@deped.gov.ph
Telephone Number: (02) 8633-7224

On Preliminary activities and quality assurance concerns:

- **Bureau of Learning Resources-Quality Assurance Division**

Email Address: blr.lrqad@deped.gov.ph
Telephone Numbers: (02) 8634-1054 or 8631-9294

6. Immediate dissemination of and strict compliance with this Order is directed.


SARA Z. DUTERTE
Vice President of the Republic of the Philippines
Secretary of the Department of Education

Handwritten note:
T.M. SORIANO
2023-08-14/23
DepEd-Region 1

Encl.
As stated



References:
DepEd Order No. 49, s. 2012
DepEd Memorandum No. 289, s. 2004

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

LEARNING RESOURCES
MANUALS
POLICY
PROCEDURE
PROCUREMENT
RULES AND REGULATIONS
SCHOOLS
TEXTBOOKS



GUIDELINES ON THE PROCUREMENT AND QUALITY ASSURANCE OF TEXTBOOKS AND TEACHER'S MANUALS

I. Rationale

The Department of Education (DepEd), by virtue of Republic Act (RA) No. 9155 or the *Governance of Basic Education Act of 2001*, has authority, accountability, and responsibility for ensuring access to, promoting equity in, and improving the quality of basic education.

Hence, the State must ensure the provision of quality textbooks (TXs) to all learners and teacher's manuals (TMs) to teachers. To fulfill this mandate, DepEd is expected to set standards in the provision and selection of quality textbooks.

The provision of quality textbooks has long been recognized. In 1982, the Philippine government established the Instructional Materials Corporation (IMC) which institutionalized the nation's Textbook Project for basic education. Concurrently, a Textbook Council was created, which later evolved into Instructional Material Council (IMC) in 1985. The IM Corporation, which is the implementing arm of the IM Council, became an attached agency to the then Department of Education Culture, and Sports (DECS) in 1987. In 1991 this agency was renamed the Instructional Materials Development Center (IMDC). In 1993, the functions of the IM Council were redefined, and it became the primary policy-making body on textbooks and other instructional materials for use in public schools. When Republic Act No. 8047 or the *Book Publishing Industry Development Act* was passed into law in 1995, the IMDC was abolished and its functions were transferred to the National Book Development Board (NBDB).

In 2010, the Government Procurement Policy Board (GPBB) through Resolution No. 01-2010, approved Volume 5 or the DepEd Customized Agency Procurement Manual (CAPM) for the Procurement of Manuscripts for TXs and TMs, which aimed to address the peculiarities in procuring TXs and TMs that are compliant with the minimum learning competencies and curriculum guides of the Department.

The bidding procedures under Volume 5 allowed DepEd to award a contract to the winning bidders (publishers or authors) with the highest rated and responsive bid which developed the TXs and TMs manuscripts and consequently passed the content evaluation process embodied in Volume 5. This resulted in the adoption of a single title for sets of TXs and TMs for every learning area and grade level for use in the public schools nationwide. As a condition under the contract, the publishers/ authors shall grant DepEd the copyright authorization to print the sets of TXs and TMs. This means that the production, printing, and delivery of the sets of TXs and TMs are subjected to a subsequent bidding process using Competitive Bidding for Goods and Services.

The rudiments of public bidding, both for the manuscripts and the printing of TXs and TMs led to delays in providing these crucial resources to our learners and teachers.

Aside from these challenges, failures of bidding also occurred resulting to the scarcity and non-availability of TXs and TMs for use by learners and teachers in public schools.

Thus, in 2020, a technical working group composed of third-level officials at DepEd embarked on reviewing and crafting a new procurement guide for the provision of TXs and TMs aside from Volume 5. Subsequently, in 2020, 2021, and 2022, the newly crafted guideline was subjected to a series of consultations with various stakeholders, including the officers from GPBB and NBDB, private publishers and suppliers, and DepEd field personnel (e.g., learning resource supervisors, public school teachers, division school superintendents, regional directors, etc.). The same was routed for further review by the DepEd Executive Committee as well as by several bureaus and offices, such as the Bureau of Curriculum Development (BCD), the Bureau of Learning Delivery (BLD), the Procurement Management Service (ProcMs), and the Legal and Legislative Affairs Office. Consequently, these revised guidelines were developed; the revisions included, among others, the following: the evaluation of TXs and TMs be embedded in the procurement process; implement a single or bundled procurement for supply and printing and delivery; and centralized or regional implementation.

Hence, DepEd adopts these guidelines to direct its implementers and prospective publishers-bidders in the conduct of procurement to guarantee adequacy, quality, and timely availability of the TXs and TMs in compliance, adherence, and fulfillment of educational goals as contained in the Basic Educational Development Plan (BEDP) and other similar issuances.

II. Scope of the Policy

This DepEd Order establishes the guidelines for the procurement of supply, printing and delivery, and the quality assurance of textbooks and teacher's manuals to be used in public schools in accordance with R.A. 9184 or the Government Procurement Reform Act and its Revised Implementing Rules and Regulations (IRR). The standards and procedures stipulated herein shall guide the officials and personnel at the DepEd Central, Regional, Schools Division Offices, and all public schools in the provision of quality learning materials needed to implement the approved curriculum.

This policy also includes standards and mechanisms that shall direct the publishers, suppliers, and other stakeholders in the private publishing and printing industry in the development, improvement, and delivery of TXs and TMs, specifically those who shall participate in the DepEd invitation for Procurement of TXs and TMs.

III. Definition of Terms

For the purpose of this DepEd Order, the following terms are defined:

1. **Announcement for Procurement of TXs and TMs** is a notice or information from DepEd to the public of its prospective procurement of set(s) of TXs and TMs, and to the publishing industry stakeholders to

develop such TXs and TMs based on provided development standards towards said procurement.¹

2. **BAC-Technical Working Group (TWG)** is a group created by the BAC from a pool of technical, financial, and/or legal experts to assist in the following:
i. Review of the Technical Specifications, Scope of Work, and Terms of Reference; ii. Review of Bidding Documents; iii. Eligibility Screening; iv. Shortlisting of Consultants; v. Eligibility Screening; v. Evaluation of Bids; vi. Post-Qualification; and vii Resolution of Request for Consideration.²

Among the technical experts of the BAC TWG for evaluation of TXs and TMs are the learning resource evaluators who shall be collectively termed as BAC-TWG for Quality Assurance (QA).

3. **BAC-TWG for Quality Assurance** is a team of learning resource evaluators (LREs) tasked to quality assure (i.e., evaluate, review the revised, and final review) the content of the assigned TX and TM for a specific grade level and learning area.
4. **Book Publisher** is a person or entity engaged in financing the manufacture of books.³
5. **Curriculum Guide** is a document that provides the key stage standards, grade level standards, content standards, performance standards, and learning competencies for a specific learning area and grade level.
6. **Development Team** is a group of persons such as authors, editors, (language, content, conceptual), instructional designers, educational technologists, subject matter experts, layout artists, illustrators, etc., assigned by the publisher to develop a particular title.

Development pertains to a set of processes and procedures to prepare a title for publication.

7. **Guidelines in the Development and Quality Assurance of TXs and TMs⁴** is a document that prescribes the physical and technical requirements and standards for TXs and TMs, as well as the specific requirements and detailed procedures in the quality assurance and distribution of TXs and TMs that shall be submitted during procurement.⁵

¹ The development standards include the current curriculum standards, instructional design standards, and physical and technical standards necessary to guide the publishers in the development of the TXs and TMs. These are included in the guidelines in the development and quality assurance of TXs and TMs.

² R.A 9184 IRR, Rule 5, Section 12.1, Functions of the BAC

³ R.A. 8047, Rule 1, Section 1.f., Implementing Rules and Regulations (IRR), Rules and Regulations on Online Registration and Accreditation by the National Book Development Board (NBDB) of Persons and Enterprises Engaged in Book Publishing and its Related Activities

⁴ Hereafter, "Guidelines."

⁵ The guidelines in the development and quality assurance of TXs and TMs shall be released to the participating publishers and suppliers and to the regional offices identified as procuring entities during the DepEd Invitation

8. **Procurement** refers to the acquisition of goods, consulting services, and contracting for infrastructure projects by the Procuring Entity. In case of projects involving mixed procurements, the nature of the procurement, i.e., Goods, Infrastructure Projects, or Consulting Services, shall be determined based on the primary purpose of the contract.

For purposes of this Guidelines, procurement of goods, as provided by R.A. 9184 and its Revised IRR, shall include the supply and delivery of TXs and TMs.

9. **Procuring Entity** refers to any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the GoP (NGA) including GOCC, GPI, SUC, and LGU procuring goods, infrastructure projects and consulting services.

For purposes of this Guidelines, Procuring Entity shall refer to the office duly authorized by the DepEd to procure the sets of TXs and TMs.

10. **Quality Assurance** is the process of evaluation, review, and final checking of sets of TXs and TMs in accordance with the prescribed DepEd standards.
11. **Teacher's Manual (TM)** is a learning resource that provides learning objectives, suggested teaching-learning strategies, developmental activities, and assessment and evaluative measures which complement the contents of the textbook for a specific grade level and learning area.
12. **Textbook (TX)** as defined in Republic Act 8047, is an exposition of generally accepted principles in one (1) subject, intended primarily as a basis for instruction in a classroom or pupil-book-teacher situation. It is the primary learning resource for classroom instruction that sufficiently develops the prescribed learning competencies for a specific grade level and learning area.

IV. Policy Statement

The Department hereby establishes the *Guidelines in the Procurement and Quality Assurance of Textbooks (TXs) and Teacher's Manuals (TMs)* for public schools' use described in this issuance for the implementation of procurement and quality assurance responsibilities. This is based on good governance and shall ensure effective, efficient, and timely provision of TXs and TMs that adhere to learning resource standards and requirements of the K to 12 Program and guarantees that the provisions herein are compliant with R.A. 9184 or the Government Procurement Reform Act, its Revised Implementing Rules and Regulations (IRR).

for Procurement of TXs and TMs. This document may vary every time a new invitation for procurement is announced.

This policy shall enable learners to utilize quality and appropriate textbooks that would assist them in mastering the knowledge, skills, attitudes, and values needed for lifelong learning. The teacher's manuals shall assist teachers to effectively deliver teaching and learning processes.

V. Procedures

A. Flowchart on the Procurement of Set(s) of TXs and TMs

The following figure shows the systematic preliminary activities and procurement process with indicative timeline, that shall be followed:

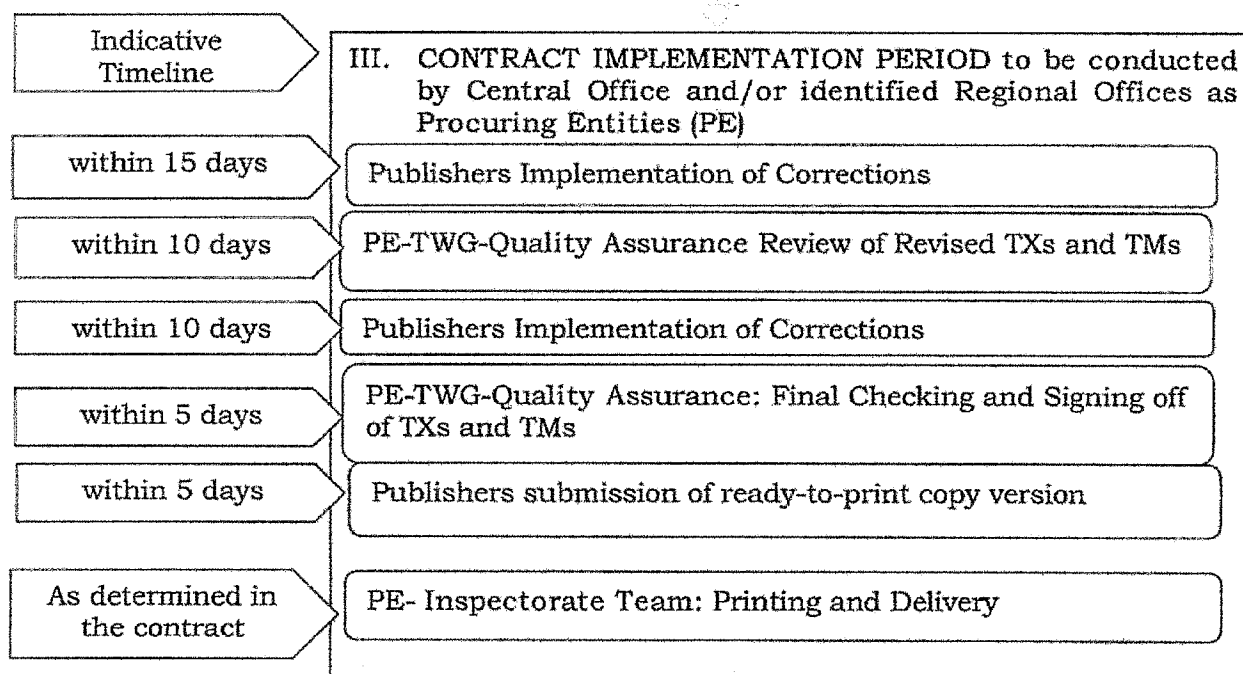
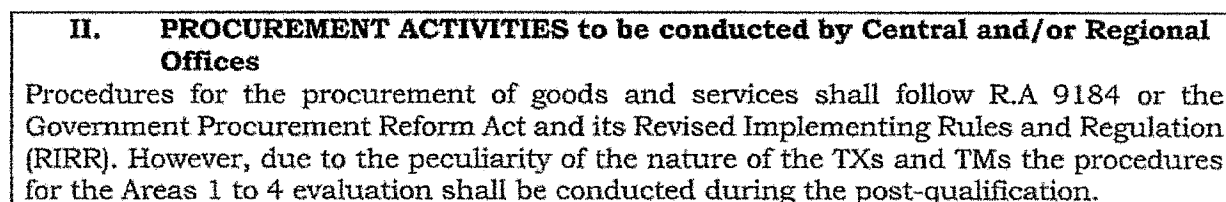
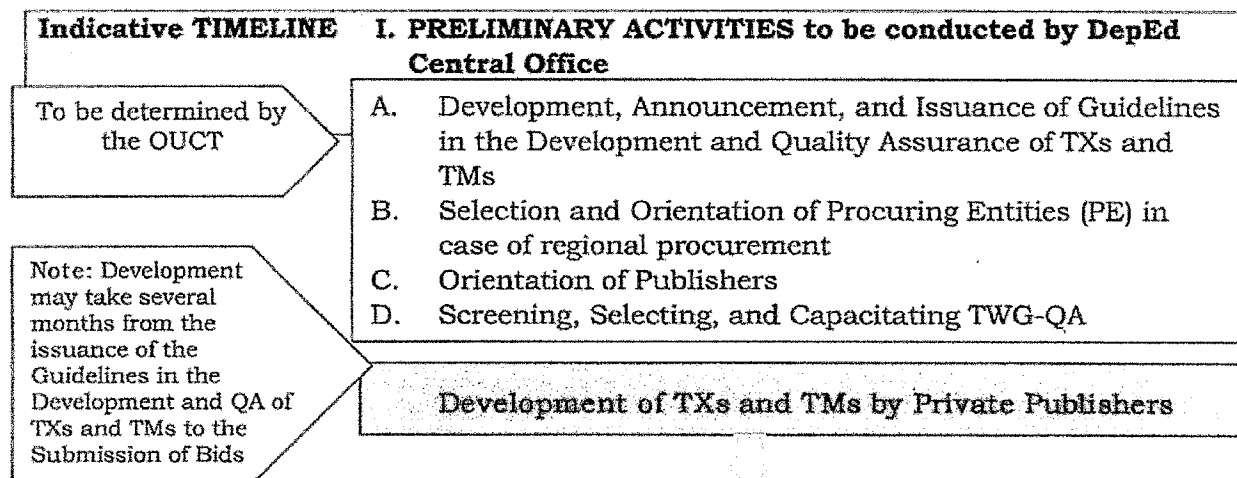


Figure 1. Procurement of TXs and TMs and Implementation Flow Chart

B. Parameters

Interested publishers or suppliers shall be guided by the following general parameters during the procurement:

1. Content standards and physical requirements shall be provided in the Guidelines in the Development and Quality Assurance of TXs and TMs; and
2. Legal, financial, and technical requirements shall also be provided in the bidding documents.

C. Preliminary and Procurement Activities

C.1 Preliminary Activities

- ***Development, Announcement, and Issuance of Guidelines in the Development and Quality Assurance of TXs and TMs***

The DepEd-BLR, in coordination with other bureaus and relevant stakeholders, shall develop the guidelines in the development and quality assurance of TXs and TMs which contains the DepEd standards and requirements for submission.

DepEd, through the Office of the Undersecretary for Curriculum and Teaching (OUCT), shall announce the invitation for the development of sets of TXs and TMs to be used in the public schools through a newspaper of general circulation, DepEd official website, or social media platform(s).

- ***Selection and Orientation of Procuring Entities***

In case of decentralized procurement, the OUCT and the Office of the Undersecretary for Operations shall identify and select Regional Offices as the procuring entities. The Regional Offices identified and selected as the procuring entities shall be oriented and trained by the BLR on the contents of this policy and the guidelines in the development and quality assurance of TXs and TMs.

- ***Orientation of Publishers***

This is an activity for all publishers and their development teams (e.g., authors, editors, book designers, illustrators, etc.) who intend to participate in the invitation for procurement of TXs and TMs. This activity shall discuss the details of the guidelines in the development and quality assurance of TXs and TMs and procurement process for TXs and TMs. The DepEd-BLR, in coordination with the National Book Development Board (NBDB) and other DepEd bureaus, shall manage this activity.

- ***Screening, Selecting, and Capacitating Potential Members of the Technical Working Group (TWG) Pool for the Quality Assurance of TXs and TMs***

The BLR shall be responsible for screening, selecting, and capacitating potential learning resource evaluators (LREs). Potential LREs shall be added to the DepEd pool of evaluators once they qualify based on work and other relevant experiences, educational achievement, and other qualification requirements. LREs who have been recommended and chosen from the pool may serve as the BAC-TWG for quality assurance. They may serve in performing the quality assurance stages such as evaluating, reviewing, and checking the sets of TXs and TMs.

LREs are DepEd learning area specialists, curriculum specialists, education program supervisors, master teachers, and/or classroom teachers. Specialists from the DepEd field offices, Bureau of Curriculum Development (BCD) and Bureau of Learning Delivery (BLD) of DepEd-Central Office, and academicians shall also be tapped to quality assure learning resources. The evaluation of TXs and TMs shall form part of these DepEd personnel's official duty and responsibility and shall be included among their key results area (KRA).

Subject matter experts and academicians from private and state universities, colleges, schools, professional associations, and other government institutions with content and language expertise shall also be commissioned. All TWG-QA members should successfully meet the existing selection criteria.

- ***Development of TXs and TMs***

Pursuant to R.A. 8047, private publishers shall develop sets of TXs and TMs that comply with the existing curriculum and guided by the provisions of the guidelines in the development and quality assurance of TXs and TMs.

C. 2. Procurement Activities

Procedures for the procurement of goods and services shall be followed. However, due to the peculiar nature of the TXs and TMs, the procedures for the post-qualification shall be done as follows:

In the post-qualification, in addition to financial, legal, and other technical requirements, the TXs and TMs shall undergo preliminary evaluation and Areas 1 to 4 evaluation.

Step 1: Preliminary Evaluation

Submitted sets of TXs and TMs shall undergo preliminary screening to determine if these comply with DepEd general requirements. The TWG-QA shall use a form to check the publisher's compliance. Submissions that fail to comply with the general requirements as part of the physical

and technical specifications in the guidelines in the development and quality assurance of TXs and TMs, shall not be considered for further evaluation.

Step 2: Evaluation of TXs and TMs in Areas 1 to 4

Evaluation is an assessment of compliance of sets of TXs and TMs with the DepEd standards using the prescribed evaluation tools. The procuring entity and BLR shall jointly facilitate this activity.

Areas 1 to 4 are the four foci of evaluation. Area 1 focuses on the learning competencies; Area 2 on the accuracy of the content; Area 3 on the instructional design, presentation, and organization; and Area 4 is on language use and readability. The evaluator for each area uses an evaluation instrument to measure the quality of the TXs and TMs for evaluation.

- a. The BAC TWG-QA shall perform individual and team evaluation of the sets of TX and TM evaluation copies.
- b. The BAC TWG-QA shall rate sets of TXs and TMs based on the standard evaluation instruments which shall be included in the guidelines in the development and quality assurance of TXs and TMs.

A Pass-Fail Method shall be used as a guide in recommending and/or approving submitted sets of TXs and TMs. This means that when a set of TX and TM garners the minimum required rating per area, the set passes the post-qualification evaluation.

- c. If the set of TX and TM fails in any of the areas in the evaluation tool, it is already considered failed. The publisher who submitted the sets of TXs and TMs shall receive a notice regarding the result of the evaluation.
- d. The BAC TWG-QA shall proceed with the evaluation of the set of TXs and TMs submitted by the publishers with the next lower bid in case of failure in the post-qualification evaluation of publishers with the lowest calculated responsive bid (LCRB).

Areas of Evaluation

The four (4) areas of evaluation in scrutinizing the copies of a set of TX and TM are the following:

- a. **Area 1: Compliance to Learning Competencies** – This area of evaluation focuses on the coverage and sufficiency in the development of the learning competencies (LCs) for a specific grade and learning area. Development of the LCs in the TX and TM should show horizontal and vertical articulation of content.

- b. **Area 2: Accuracy of Content** – Area 2 concentrates on the correctness and accuracy of facts and information presented, detection of plagiarism and copyright infringement, and identifies conceptual, factual, pedagogical, grammatical, and other types of error. Further, horizontal and vertical articulation of content is checked in this area as well as the appropriateness to the developmental level and age of the learners, and its social content.
- c. **Area 3: Suitability of Instructional Design and Presentation and Organization** – Area 3 focuses on the instructional design and its implementation, organization of the material and appropriateness of presentation of lessons, language, and visuals to the target users, to the society, and to Philippine culture as a whole.
- d. **Area 4: Appropriateness of Language and Readability** –In this area of evaluation, the content of the textbooks and teacher manuals is examined to determine if the content is grammatically correct and can be easily understood by the target users. It also looks at the readability level and its appropriateness for the target readers.

Evaluation Tools

The evaluation tools for Areas 1 to 4 are instruments to measure the quality and account for the discrepancies found in the TXs and TMs based on the indicators or standards provided for each area of evaluation. The evaluation tools and indicators shall be provided through a separate issuance from OUCT.

C.3 Contract Implementation Period

A period, stipulated in the contract and the bidding documents, given to the supplier or publisher to perform his/her/their/its contractual obligations in accordance with the contract and the bidding documents.

The evaluated TXs and TMs during the contract implementation shall undergo the following activities:

Step 1: Publisher's Implementation of Any Corrections Provided During Areas 1 to 4 Evaluation

Publishers/suppliers shall revise their sets of TXs and TMs by implementing the recommendations and correcting any deficiencies found by the BAC TWG-QA. Publishers shall be given within fifteen (15) calendar days to revise their evaluation copies upon the receipt of the notice and the evaluated TXS and TMs. Failure to submit the revised set of TX and TM copies on the deadline shall be subjected to liquidated damages in accordance with existing procurement rules.

Step 2: Review of Revised TXs and TMs

This is the process of ascertaining that the DepEd recommendations and corrections in the TXs and TMs are complied with by the concerned publishers/suppliers and are in conformity with the standards set by the DepEd. This step shall be completed within ten (10) calendar days from receipt of DepEd's revised copies of the TXs and TMs from the publishers.

- a. The publishers/suppliers whose sets of TX and TM copies passed the evaluation shall receive the following:
 - copies of the sets of TX and TM with TWG-QA's marginal notes; and
 - copies of the accomplished evaluation instruments with comments and recommendations of the TWG-QA.
- b. Copies of revised sets of TXs and TMs shall be reviewed by the same TWG-QA who performed the evaluation unless circumstances require a different set of TWG-QA.
- c. In the review of the revised copies of TXs and TMs, the TWG-QA shall check if the provided comments, recommendations, and the identified deficiencies are properly, accurately, and sufficiently implemented and corrected.
- d. The revised copies must have satisfactorily implemented the required percentage of compliance as stated in the guidelines in the development and quality assurance of TXs and TMs to proceed to the next step. Otherwise, the revised copies shall be considered as non-compliant. Failure to implement the required percentage of the corrections in the revised set of TXs and TMs within the prescribed period shall be subjected to liquidated damages in accordance with existing procurement rules. It may also be a ground for termination of the contract, should the procuring entity decide to do so.
- e. The revised TXs and TMs that shall attain full acceptability as indicated in the guidelines in the development and quality assurance of TXs and TMs with no further comments from the TWG-QA shall proceed to the next step of evaluation (i.e., Step 4: Final checking and signing off) of the TXs and TMs.

Step 3: Publishers Implementation of Corrections Provided During Review of Revised Step

Publishers shall finalize their sets of TXs and TMs by implementing the recommendations and correcting any deficiencies found by the TWG-QA in the revised copies during the review of the revised step. Publishers are given within ten (10) calendar days to finalize their copies upon receipt of the notice and evaluated TXs and TMs. Failure

to submit the revised set of TX and TM copies on the deadline shall be subjected to liquidated damages in accordance with existing procurement rules.

Step 4: Final Checking and Signing Off of TXs and TMs

This is the last step in checking the revised set(s) of TXs and TMs to ensure conformity to the standards set by DepEd before the TXs and TMs are approved for use in public schools for basic education. This step shall be done within ten (10) calendar days from receipt of DepEd's final copies of the TXs and TMs from the publishers.

- a. Final copies of the sets of TXs and TMs shall undergo final checking by the same TWG-QA who performed the evaluation and review unless circumstances require a different set of TWG-QA.
- b. In the final checking of the sets of TXs and TMs, the TWG-QA shall check if the provided comments/recommendations and the identified deficiencies during the review are properly, accurately, and sufficiently implemented/corrected.

The final evaluation copies must attain the acceptable threshold as prescribed in the guidelines in the development and quality assurance of TXs and TMs; any delay in the timeline prescribed shall be grounds for the imposition of liquidated damages in accordance with the existing procurement rules.

- c. After Step 2, the publishers whose revised sets of TX and TM copies attained full adherence to recommendations shall not undergo this step of final checking.
- d. All final evaluation copies that attained full acceptability shall be transmitted back to the publisher and the latter shall submit to DepEd its ready-to-print copy version within five (5) calendar days. Failure to submit the final set of TX and TM copies on the deadline shall be subjected to liquidated damages in accordance with the existing procurement rules.

D. Printing and Delivery

- Publishers /suppliers shall print the ready-to-print (RTP) sets of TXs and TMs according to the physical specifications provided and based on the required number of copies stipulated in the contract.
- Publishers /suppliers shall deliver sets of TXs and TMs based on the allocation list and delivery schedule as provided in the contract.

- The inspectorate team/s of the procuring entity shall conduct an inspection in accordance with the existing inspection and acceptance protocol of the department.

E. Quality Control

The procuring entity shall establish and operate a system of quality control that shall ensure the delivery of TXs and TMs without patent and latent defects during the production stage.

F. Procurement of Electronic TXs and TMs

This policy shall also be utilized in the procurement of digital or electronic format of TXs and TMs when applicable.

VI. Roles and Responsibilities of Offices

Below are the DepEd offices which have the responsibility to perform in the procurement and quality assurance of TXs and TMs in accordance with established standards and requirements. To ensure that this policy is functional and able to achieve its objectives, the following are the lead, process owners, and responsible offices:

Table 1

Governance Level	Lead Process Owner	Responsible Offices	Functions/Tasks
1. National Level	Curriculum and Teaching Strand (for Quality Assurance)	Bureau of Learning Resources	<ul style="list-style-type: none"> • Issues the Guidelines in the Development and Quality Assurance of TXs and TMs • Oversees the implementation of the quality assurance activities and assists the Procurement Strand in overseeing the procurement activities.
	Procurement Strand (for Procurement)		<ul style="list-style-type: none"> • Provides technical assistance to the implementing units.

For procurement in Regional Offices (ROs) selected as procuring entities, funds shall be released to said offices through a Special Allotment Release Order (SARO) from the Department of Budget and Management or downloaded through a Sub-Allotment Release Order by the Central Office.

The Regional Directors shall determine the corresponding physical target of their respective allocation based on the list of recipients. In case the downloaded fund is not sufficient to address the needs for the purpose, the ROs may tap additional fund support from other funding sources or stakeholders such as, but not limited to the following: a.) Local Government Unit (LGU) for Special Education Fund (SEF) pursuant to Section 2.1 of Joint Circular No. 2 s. 2020 issued by the DepEd, Department of Budget and Management (DBM), and Department of Interior and Local Government (DILG); and b.) Other stakeholders during pertinent DepEd events such as Brigada Eskwela, etc.

VIII. Monitoring and Evaluation

Implementation of this DepEd Order shall be monitored and evaluated by the Bureau of Learning Resources (BLR) as to the quality assurance proceedings.

BLR and ProcMS shall also conduct a periodic review of this policy and constant consultation with stakeholders to further enhance the provisions and effectiveness of this DepEd Order.

The Curriculum and Learning Management Division (CLMD) and Procurement Unit if any, the Administrative Division, or any appropriate office in the Regional Offices shall assist in monitoring and evaluation of the implementation of both the quality assurance and procurement processes. These offices shall also submit to BLR reports and other documents required in the implementation of this policy.

The Curriculum Implementation Division (CID) and Supply Office in the School Division Offices (SDOs) shall provide reports on the allocation, delivery, and distribution of TXs and TMs.

The Office of the Principal through their property custodian and or librarian shall provide reports on the utilization of the TXs and TMs in their respective schools.

IX. References

1. R.A. 9184 or the Government Procurement Reform Act and Its Revised Implementing Rules and Regulations.
2. R.A. 8047 or the Book Publishing Industry Development Act.
3. Customized Manual of Procedures for the Procurement of Manuscripts for Textbooks and Teacher's Manuals (Vol. 5) of the Implementing Rules and Regulations (IRR) of R.A. 9184
4. DepEd Memorandum No. 289, s. 2004 - the Textbook Policy

5. DepEd Memorandum No. 217, s. 2016 - Guidelines on the Screening, Selection, and Training of Potential Learning Resource Evaluators (LREs)
6. DepEd Order No. 8, s. 2015 – Policy Guidelines on Classroom Assessment for the K to 12 Basic Education Program
7. DepEd Order No. 42, s. 2016 – Policy Guidelines on Daily Lesson Preparation for the K to 12 Basic Education Program
8. DepEd Order No. 21, s. 2019 – Policy Guidelines on the K to 12 Basic Education Program
9. DepEd Order No. 31, s. 2020 – Interim Guidelines for Assessment and Grading in Light of the Basic Education Learning Continuity Plan
10. DepEd Order No. 29, s. 2022 – Adoption of the Basic Education Monitoring and Evaluation Framework

X. Effectivity

All DepEd Orders and other related issuances, rules, and regulations, and provisions that are inconsistent with these guidelines are hereby repealed, rescinded, or modified accordingly. This DepEd Order shall take effect immediately upon its approval and shall be published in the Official Gazette or in a newspaper of general circulation. Certified copies shall be filed with the University of the Philippines Law Center – Office of the National Register (UP LC- ONAR), UP Diliman, Quezon City.