



Republic of the Philippines  
**Department of Education**

08 NOV 2022

DepEd MEMORANDUM  
No. **104**, s. 2022

**CREATION OF A COMPOSITE TEAM TO REVIEW THE EVALUATION  
AND PROCUREMENT GUIDELINES FOR THE PROVISION OF TEXTBOOKS,  
TEACHERS' MANUALS, AND SUPPLEMENTARY  
LEARNING RESOURCES**

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

1. The Department of Education (DepEd) recognizes the importance of the continuous provision of quality learning resources (LR) which is crucial in the successful implementation of the K to 12 Basic Education Program.
2. To ensure that all public schools are provided with sufficient Textbooks, Teachers' Manuals, and other Supplementary Learning Resources in a timely and adequate manner, a **Composite Team** is created to review the guidelines governing the evaluation and acquisition of textbooks (TXs), teachers' manuals (TMs), and supplementary learning resources (SLRs).
3. The following comprises the members of the team:

|                | <b>Name</b>                    | <b>Office/ Designation</b>  |
|----------------|--------------------------------|---|
| Chairperson    | Dr. Gina O. Gonong             | Undersecretary for Curriculum and Instruction   |
| Co-Chairperson | Christopher Lawrence S. Arnuco | Assistant Secretary for Procurement Management Services                                     |
| Members        | Alma Ruby C. Torio             | Assistant Secretary for Curriculum and Instruction  |
|                | Francis Cesar B. Bringas       | Assistant Secretary for Field Operations  |
|                | Charisse Aquino-Tugade         | National Book Development Board (NBDB) Executive Director                                   |
|                | Adonis R. Barraquias           | Officer-in-Charge, Chief Administrative Officer for Procurement Management Service (ProcMS) |
|                | Ariz Delson Acay D. Cawilan    | Director IV for Bureau of Learning Resources  |
|                | Atty. Rhoan G.L. Orebias       | Director IV for Legal Service   |

|             |                            |  |
|-------------|----------------------------|--|
| Secretariat | Besy C. Agamata            | Chief Education Program Specialist-BLR-PD                                      |
|             | Daisy Asuncion O. Santos   | Chief Education Program Specialist-BLR-QAD                                     |
|             | Ma. Teresa S. Fulgar       | Chief Administrative Officer-PPMD  |
|             | Nikki M. Salopaso          | Legal Service  |
|             | James Ronald G. Ybiernas   | Officer-in-Charge, Supervising Administrative Officer-BAC Secretariat Division |
|             | Maria Leonor M. Barraquias | Senior Education Program Specialist-BLR-QAD                                    |
|             | Robert P. Martin           | Senior Education Program Specialist-BLR-QAD                                    |

4. The team is expected to perform the following tasks:
- a. Review the evaluation and procurement guidelines governing the procurement of TXs, TMs, and SLRs;
  - b. Suggest/ recommend strategies and propose amendments to the existing rules and regulations governing the evaluation and procurement guidelines of TXs, TMs, and SLRs;
  - c. Conduct an interface workshop to establish a harmonized terms of reference (TORs) among Central Office (CO) and field offices in the provision of learning resources;
  - d. Provide regular updates to the Management Committee (MANCOM) and Executive Committee (EXECOM);
  - e. Attend all meetings that will be called for by the team; and
  - f. Perform such other functions as may be necessary to carry out the provisions of this Memorandum, or as the Secretary may direct.
5. The members of the team, secretariat, and other needed personnel shall attend all meetings and workshops that will be called by the Chairperson. Marathon meetings and workshops shall be conducted to speed up the review of the evaluation and procurement guidelines of TXs, TMs, and SLRs.
6. The team may conduct regional consultations as needed.
7. The team may engage external experts to provide inputs and advise in reviewing the evaluation and procurement guidelines, subject to approval of the Undersecretary for Curriculum and Instruction.
8. To support the team, the designated secretariat is expected to perform the following functions:
- a. Document all meetings conducted by the team and prepare minutes of every meeting for circulation to members two days after the meeting;
  - b. Arrange and coordinate the schedule of meetings, venues, and other administrative matters;
  - c. Prepare supplies and materials needed for meetings and workshops;
  - d. Provide regular updates on the status of the composite team work progress; and
  - e. Perform other functions that may be assigned by the team.

9. The team shall function until the approval of the guidelines in the evaluation and procurement of TXs, TMs, and SLRs.


10. Expenses that will be incurred by the composite team shall be charged to available LR Funds and/ or FLO Funds, subject to usual accounting and auditing rules and regulations. Travel expenses of the team members shall be charged against their respective local funds.

11. This supersedes the DepEd Memorandum No. 018 s. 2020. All other issuances inconsistent with this Memorandum are deemed revoked.

12. For queries and concerns, please coordinate with the Bureau of Learning Resources – Office of the Director through the email address: blr.od@deped.gov.ph

13. Immediate dissemination of this Memorandum is desired.

By Authority of the Secretary:

  
**EPIMACO V. DENING III**  
Undersecretary and Chief of Staff

Reference:

DepEd Memorandum (No. 018, s. 2020)

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

COMMITTEE  
CURRICULUM  
LEARNING RESOURCES  
OFFICIALS  
PROCUREMENT  
REVIEW  
RULES AND REGULATIONS  
SCHOOLS



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