

Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUCASYON AT KULTURA
(DEPARTMENT OF EDUCATION AND CULTURE)
Manila

November 24, 1975

DEPARTMENT MEMORANDUM
No. 208, s. 1975

1976 PRIVATE SCHOOLS COLLEGIATE
AND SECONDARY SUMMER SESSIONS

To the: Bureau Directors
Regional Directors
Coordinator, State Colleges & Universities
Chiefs of Services and Heads of Office

1. The following regulations governing the operation of collegiate and secondary summer sessions in 1976 are hereby issued for the guidance of private schools, colleges, and universities:

Collegiate

a. Permission to hold collegiate summer classes shall be issued upon written request and only for one specific summer session, subject to the regulations herein prescribed. Authority to hold collegiate summer classes shall be limited to colleges and universities with government recognition for the courses they intend to operate in summer. Courses ~~under~~ permit shall not be allowed during the 1976 Summer term. Any institution that grossly violated during the 1975-summer session and the 1975-1976 school year the regulations governing (1) enrollment and admission credentials, (2) student loads, (3) faculty loads, (4) faculty qualifications, (5) prompt submission of enrollment lists; Forms XVIII, XIX, etc. shall not be authorized to operate classes in the 1976 summer session.

The foregoing provisions notwithstanding, members of the Philippine Accrediting Association of Schools, Colleges, and Universities (PAAACU) may not apply for permission to hold summer classes with respect to courses accredited by the PAAACU provided the Regional Office to which the school belongs is informed accordingly by each school concerned before the start of the summer sessions.

b. Any government authority to operate the 1976 summer classes shall be annulled or withdrawn if the institution fails to submit to the Regional Office its Form XIX for the second semester of the school year 1975-1976 before March 20, 1976 or within two weeks after the close of the semester. (Colleges and universities which also operate the Secondary course should submit their Form XVIII not later than April 2, 1976 or two weeks after the end of classes in the secondary level.)

c. Calendar and Load of Students

The summer session shall be for a period of thirty-two (32) school days. The calendar is as follows:

First day of classes	Monday, April 5, 1976
Submission of enrollment lists	Monday, April 19, 1976
Last day of summer classes	Saturday, May 15, 1976

Each class session shall be held for one hour and 45 minutes daily, Monday through Saturday, except in the laboratory subjects which are covered in paragraph 5 in the next page.

d. No undergraduate or graduate student shall carry more than 9 units of work provided, however, that no student shall carry more than one (1) laboratory subject and one (1) non-laboratory subject. Whether or not a student is graduating in summer 1976, his load should not exceed these limits. Any load in excess thereof shall not be credited.

e. Law Courses

Law schools may apply for authority to operate summer classes but the subjects offered should be for repeaters and for students who wish to lighten their load during the next regular school year. No student in the law course shall carry more than six (6) units of work. Any load in excess of six (6) units shall not be credited.

No student going into the college of law for the first time shall be admitted. As a general rule, no fourth year or graduating student shall be allowed to transfer to another school for the purpose of completing requirements for graduation during the term.

The following subjects in law shall be open only to repeaters:

<u>FIRST YEAR</u>		<u>SECOND YEAR</u>	
<u>Subject</u>	<u>Credit</u>	<u>Subject</u>	<u>Credit</u>
Persons & Family Rel.	4	Property	4
Criminal Law I	3	Mercantile Law	4
Oblig. & Contracts	5		
Criminal Law II	3		
<u>THIRD YEAR</u>		<u>FOURTH YEAR</u>	
<u>Subject</u>	<u>Credit</u>	<u>Subject</u>	<u>Credit</u>
Civil Procedure	5	Principal Law	
Private Corporation	4	Review	5
Wills & Succession	4	Civil Law Review	4
Labor Laws I	4	Mercantile Law	
Evidence	4	Review	5
Taxation I	3	Remedial Law	
Legal Forms and		Review	5
Conveyancing	2	Pol. Law Review	4
		Civil Law Review II	4

Attendance in summer classes in a College of Law shall not be counted for residence according to a ruling of the Supreme Court. This applies, likewise, to Engineering, Architecture, Medicine, Dentistry, Nursing, Optometry, Accounting, and other courses which, according to law, should be completed in the prescribed number of calendar years.

g. Laboratory Science Subjects.

The following shall be the distribution of the number of hours for lecture and for laboratory work in laboratory science subjects offered during the summer session:

(1) In a 5-unit laboratory subject, 10% lecture hours and 2% laboratory hours per week shall be provided, that is, 1 hour and 45 minutes lecture followed by 3½ hours of laboratory work every day, 6 times a week, from Monday through Saturday.

(2) In a 4-unit laboratory subject, 10% laboratory hours per week shall be provided, that is, 1 hour and 45 minutes lecture followed by 1 hour and 45 minutes laboratory every day throughout the week; or 1 hour and 45 minutes lecture every day, 6 times a week and 3½ hours of laboratory work every other day, 6 times a week.

h. Request to Operate

Needs of private schools, colleges, and universities desiring to offer collegiate courses during the 1976 summer term shall submit applications herefor on or before March 1, 1976, to their respective Regional Directors for evaluation; such application would then be forwarded not later than March 15, 1976, together with all the supporting papers and the Director's recommendation to the Secretary of Education and Culture for appropriate action.

Applications postmarked March 1, or earlier, are deemed as submitted on time. Applications submitted after March 1, 1976 will not be given due course.

The applications, in triplicate, shall include the following:

(1) List of faculty, indicating the following in table form: name of instructor, degree(s), major subject, subjects to be taught, number of years teaching the subjects, and the school, years and summer terms when they were taught. If the teaching experience in the subjects to be taught is more than three years, indicate only the last 3 years and summer terms.

(2) Tentative list of subjects to be offered.

(3) Schedule of students' fees.

(4) Rate of teacher's salary, indicating whether the amount shown is per month, per hour or for the whole summer session.

(5) Summer school calendar. Cross out the recitation days and encircle in red the holidays. Indicate the total number of school days.

APPLICATIONS WITH ANY OF THE ABOVE SUPPORTING PAPERS MISSING WILL NOT BE ACTED UPON AND WILL BE RETURNED TO THE APPLYING SCHOOLS.

i. Offerings

Schools shall limit their summer offerings only to subjects within the curriculum years for which they have government recognition during the school year 1975-1976. A school with recognized First Year of the B.S.E. curriculum during the school year 1975-1976 may offer during the summer term of 1976 only those subjects prescribed for the first curriculum year of the course; it shall not offer any subject in the second year curriculum.

j. Admission Requirements

Students enrolling in college for the first time shall be enrolled only upon presentation of Form 138-A or its equivalent and the official result of their NCLE Examination indicating that they have qualified; those enrolling in terminal courses need not present their NCLE papers. Students who have attended college in previous school years or semesters as regular students and are enrolling in other institutions during the summer shall be required to present transfer credentials from the college last attended. However, students who desire to enroll in another institution during the same term only, may do so with the prior written permission of the head or registrar of the college where he is in regular residence.

k. Attendance of Students and Load of Instructors

(1) No student shall be assigned to an advanced subject before he has completed the prerequisite subject or subjects.

(2) Observation and Participation, Practice Teaching and skill courses such as Stenography and Typewriting should not be given during the summer session.

(3) No student shall be given credit for any subject or course if he has been absent or has missed classes for more than three (3) days.

(4) No instructor shall be assigned to teach a total of more than 9 units of credit in lecture courses (10 units in case of laboratory subjects) during the 1976 summer session, either in one or more institutions.

(5) No instructor may be assigned to teach a subject in the summer session which he has not taught for at least two regular school years and which he cannot attend regularly throughout the entire summer session.

(6) No government official who has no permit from the proper Department has to teach during the 1976 summer term shall be allowed to teach. The permit to teach must be presented to the school head concerned BEFORE the opening of the summer sessions and not AFTER.

II. Submission of Reports

A final report of activities of all students enrolled during the summer term shall be submitted to the Regional Office on June 21 and before that Saturday, June 25, 1976.

Each collegiate institution shall submit to the Regional Office not later than Monday, April 19, 1976 a carefully prepared list of students enrolled, indicating either with name the subjects and number of units being taken.

A course program indicating each course offered, the time, the room number and time, subject, credits, and the name of instructor together with his/her address and major office shall be submitted with the Department List not later than Monday, April 19, 1976.

d. Secondary summer classes may be offered to the following students only:

(1) Remediers - those who failed during the regular school year 1975-1976 with a general average of not less than 65% or its equivalent;

(2) Graduating students - those who lack only one (1) laboratory subject or two (2) non-laboratory subjects in order to graduate in May 1976; and

(3) Irregular students - those who lack a maximum of two (2) non-laboratory subjects or one (1) laboratory subject to be classified as regular students in any curriculum year of the secondary course during the school year 1976-1977.

e. The summer session shall consist of not less than 36 recitation days excluding holidays and enrollment days but including one examination day.

f. Classes shall be scheduled six (6) days a week, Monday through Saturday.

g. Each non-laboratory subject shall be given for 3½ hours daily and a laboratory subject for 7 hours daily. Communication Arts (English) I shall be given the same time allotment as in a laboratory subject.

h. Class and teachers' programs prepared in triplicate should be attached to the application for approval. These programs should be scheduled in periods of 70 minutes each with an interval of not more than five (5) minutes between periods. The time allotment for one non-laboratory subject is three (3) 70-minute periods, while a laboratory subject consists of six (6) 70-minute periods daily. Other required supporting papers are indicated in paragraph g.

i. No student may carry more than two (2) non-laboratory subjects or one (1) laboratory subject. Any loss in excess of this limit shall not be credited. No student shall be given credit for his work if he has missed classes for more than three (3) days.

d. No student shall be allowed to enroll in more than one institution under penalty of losing credits in one or both institutions, unless previously approved by the Regional Office and under the arrangement that the student carries only the study load allowed.

e. Students who have no financial obligation or property responsibility with the school who desire to attend other schools after the summer session shall be issued, upon due request, their transfer credentials and transcript of records before June 1, 1976.

f. WORK DONE BY STUDENTS IN SUMMER CLASSES NOT DULY AUTHORIZED SHALL NOT BE CREDITED. NO REQUEST FOR EXEMPTION OR DEVIATION FROM ANY OF THE FOREGOING REGULATIONS WILL BE ENTERTAINED IF THE REQUEST IS SUBMITTED TO THE REGIONAL OFFICE AFTER THE FIRST DAY OF THE SUMMER SESSION OF JUNE 5, 1976.

Secondary

2. The following regulations on the conduct of secondary summer classes of 1976 are hereby issued:

a. Applications to operate secondary summer classes shall be submitted not later than March 1, 1976, to the Regional Office concerned, which shall evaluate them and issue the corresponding permit.

b. Only recognized secondary schools which have been submitting their reports regularly and punctually in accordance with regulations issued by this Office, may be allowed to operate secondary courses during the 1976 Summer Term. Permission to hold secondary summer classes shall be issued upon written application and only for one specified summer session, subject to the regulations prescribed herein.

c. The secondary summer session will be from April 5, 1976 to May 22, 1976. It shall have the same holidays and date of submission of enrollment lists as shown in paragraph 1.

j. All requirements applying to the regular school year classes as to accommodations, finances, equipment, library, laboratory, facilities, admission, faculty, promotion and reports will apply also to the summer classes, except as provided for above.

k. No student shall be admitted as a special student during the summer sessions.

l. No teacher or instructor may be assigned to teach a subject in the summer session which he has not taught for at least two regular school years and which he cannot attend regularly throughout the entire summer sessions.

m. Reports of final ratings obtained by all secondary school students enrolled during the summer term shall be submitted to the Regional Office not later than Saturday, June 5, 1976.

3. Gross violations of regulations and conditions mentioned herein and failure of the institution to comply with the other requirements and standards shall be sufficient cause for cancellation of the government authorization to operate summer classes, for the forfeiture of the bond of the school, and for denial of future requests to operate summer classes.

4. Applications for summer permits, enrollment lists, and class and teachers' programs required on the specific dates herein indicated shall be deemed submitted on time if postmarked on or before said dates.

5. All other cases not covered above may be considered on a case to case basis and should be submitted to the Regional Office concerned for action.

6. It is requested that this Department Memorandum be given the widest dissemination in the field for the information and guidance of all concerned.

(SGD.) JUAN L. MANUEL
Secretary of Education and Culture