

Republika ng Pilipinas
(Republic of the Philippines)
MINISTERI NG EDUKASYON, KULTURA AT ISPORTS
(MINISTRY OF EDUCATION, CULTURE AND SPORTS)
Manila

May 31, 1983

MDCS MEMORANDUM
No. 119, s. 1983

GUIDELINES FOR ENROLLMENT AND ORGANIZATION
OF CLASSES IN ELEMENTARY GRADES

To: Bureau Directors
Regional Directors
Schools Superintendents
Presidents, State Colleges and Universities
Heads of Private Schools, Colleges and Universities
Vocational School Superintendents/Administrators

1. Classes in all schools, public and private, shall open on June 14, 1983. Attention is invited to the PRODED objective of increasing the participation rate of children between ages 7-12 from 1981 to 1985. In this connection, it is suggested that school divisions target the increase in participation rate for the plan period as follows: those whose current participation rate falls below 75 percent shall target a ten percent increase; those whose participation rate ranges between 76 and 85 percent shall target a five percent increase; those with a participation rate between 86% and 95% shall target a three percent increase and those above 95% shall strive to increase their participation rates to the maximum possible. School districts may set their targets using the same guidelines.
2. To increase the participation rate, school officials and teachers are enjoined to campaign for all children 7 years of age at school opening or will be 7 years old within the school year to enroll in Grade One. A "Come to School Campaign" may be launched by the schools and the barangays starting immediately until the opening of classes.
3. Enrollment and organization of classes shall be from June 5 to 10, a week before the actual opening of classes. Regular classes shall start on June 14.
4. In enrolling children for Grade One, the following guidelines based on MDC Memorandum No. 134, s. 1979 should be followed:
 - a. The entrance age of elementary pupils is seven years. Children who will be seven years old during the first semester of school year 1983-1984 are qualified to enroll in Grade I.

- b. Children who are 6 1/2 years of age as of June 1983 but have attended kindergarten or preparatory schools may be admitted, provided that they present a card or a certificate of attendance for one school year in said school.
- c. No child who meets the admission requirements shall be refused enrollment in public elementary schools. In this connection, the following measures shall be taken:
 - (1) In urgent cases enroll as many as 40 to 45 per class.
 - (2) Use the 1-3 or even the 1-4 plan in the intermediate grades.
 - (3) Resort to multi-grade classes under one (1) teacher whenever necessary.
 - (4) In case of shortage of classrooms the two-shift plan may be resorted to, whereby one classroom is used by one class in the morning and by another class in the afternoon.
- 5. Steps shall likewise be taken to increase the survival rate. Inquiries should be made about repeaters, dropouts and pupils who are expected to enroll but have not reported two weeks after the opening of classes. Efforts shall be made to encourage these children to enroll and to keep them in school up to the end of the school year.
- 6. The current survival rate is estimated to be around 74 per cent. This is the number of children who finish Grade VI out of those who enter Grade 1 six years earlier. It has been increasing by about one percent each year. Reduction in dropouts and failures will correspondingly increase the total survival rate.
- 7. District supervisors/principals are expected to closely monitor not only enrollment but also attendance of pupils throughout the year. They may develop incentives for increasing participation and survival rates in their districts/schools.
- 8. School officials and teachers are accountable for the increase in the participation and survival rates in their respective schools. This will be credited under "plus factors" in Performance Appraisal System, under Special Projects.
- 9. Immediate and wide dissemination of this Memorandum is desired.

(SND.) ONOFRE D. CORREA
Minister

References:

MEC Memorandum: (No. 134, s. 1979)

Allowance: 1-2-3-4... (D.O. 1-76)

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

ADMISSION or ENROLLMENT
CLASSES
OFFICIALS
PUPILS
RULES & REGULATIONS
SCHOOLS
TEACHERS

