

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

March 14, 1985

MECS M E M O R A N D U M
No. 38, s. 1985

GUIDELINES FOR THE CREATION OF POSITIONS
BY THE LOCAL SCHOOL BOARDS

To: Bureau Directors
Regional Directors
Schools Superintendents

1. Under Section 2, Rule VII, Rules and Regulations for the Implementation of Republic Act No. 5447, school boards in cities and municipalities are authorized to create positions of elementary grades teachers, elementary school head teachers III to V and elementary school principals I to III.
2. For elementary grades teachers, there are several factors to be considered in the creation of positions such as the following:
 - a. The need to open a new school in remote rural areas.
 - b. The increase in enrolment in some schools
 - c. The policy to minimize the existence of multi-grade classes
 - d. Avoidance of excess or detailed teachers in the district, division and other government offices.
3. For elementary school head teachers and elementary school principals, the following criteria and classification standards are required pursuant to the letter of the Deputy Minister of the Budget, Ministry of the Budget, Malacañang, Manila, dated January 18, 1979:
 - a. Elementary School Head Teacher - 7 to 9 teachers
 - b. Elementary School Principal I - 10 to 29 teachers
 - c. Elementary School Principal II - 30 to 39 teachers
 - d. Elementary School Principal III - 40 to 59 teachers
 - e. Elementary School Principal IV - 60 above
4. In reckoning the number of teachers, only teachers in a school where the proposed position is to be created shall be considered. Teachers in nearby schools shall not be included unless an additional teacher is necessary especially when no other applicant is qualified and when financial and other resources are not a problem.
5. The creation of positions other than those mentioned above shall not be allowed under the local school boards.
6. All requests for the creation of positions for elementary grades teachers, elementary school head teachers and elementary school principals shall be supported and accompanied by duly accomplished Form 3 showing the enrolment, the assignment of teachers, head teachers and principals, including the proposed positions in all districts or in the entire municipality or city where such positions are needed for the particular school year.

7. The school boards are enjoined to support and maintain the created positions even beyond the one-year period as stipulated by law until the Budget Ministry is able to integrate such positions into the national budget, when funds are available.
8. The positions to be created by the local school board shall only supplement the extension positions provided by the national government annually in the general appropriation law.
9. School boards in poor cities and municipalities shall evaluate their economic resources before creating positions, considering their financial capability of sustaining them.
10. Preferential attention shall be given to the educational needs of financially poor cities and municipalities in the distribution of extension positions allotted to the different regions. It is further directed that these extension positions be used first to integrate local school board-created positions into the national rolls.
11. Widest dissemination shall be given this Memorandum.

(SGD.) JAIME C. LAYA
Minister

Reference:

EPS Circular: No. 7, s. 1969

Allotment: 1-2--(D.O. 1-76)

To be indicated in the Perpetual Index
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