

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

May 29, 1987

DECS MEMORANDUM
No. 109, s.1987

GUIDELINES FOR ENROLLMENT AND ORGANIZATION OF CLASSES
IN ELEMENTARY AND SECONDARY SCHOOLS

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

1. Regular classes in all public and private schools shall start on June 15, 1987. Enrollment and organization of classes shall be on June 8-11.

2. In enrolling children in the elementary and secondary schools, the following guidelines shall be followed:

a. For Elementary Schools

- (1) The entrance age of elementary school pupils is seven years. Children who will be seven years old during the first semester of the school year 1987-1988 are qualified to enroll in Grade One.
- (2) Children who are 6-1/2 years of age as of June 1987 but have attended kindergarten or preparatory school may be admitted, provided that they present a card or a certificate of attendance for one school year in said school.

b. For Secondary Schools

Children who have successfully completed the 6-year elementary school course, whether in the regular elementary school program or through the accreditation scheme, are eligible for admission to the secondary level.

3. The 1987 Constitution mandates that the state shall take appropriate steps to make education accessible to all. Thus, no child or youth who meets the admission requirements shall be refused enrollment in public elementary and secondary schools. In this connection the following measures shall be taken:

a. For Elementary Schools

- (1) In exigent cases enroll as many as 40 to 45 pupils per class.

- (2) Use the 4-3 or even the 1-1 plan in the intermediate grades.
- (3) Resort to multi-grade classes under one (1) teacher whenever necessary.
- (4) In case of shortage of classroom, the two-shift plan may be resorted to, that is a classroom is used by class A in the morning and by class B in the afternoon.

b. For Secondary Schools

- (1) Eight classes may be opened to accommodate all enrollees.
- (2) Classes may be scheduled in two or three shifts, if necessary

4. To increase the participation rate, school officials and teachers are enjoined to campaign for all children who are seven years of age at school opening or who will be seven years old during the first semester of the school year to enroll in Grade One. The "Come to School" campaign may again immediately be undertaken by the schools and the barangays until the opening of classes.

5. Steps shall likewise be taken to increase the survival rate. Teachers are enjoined to make inquiries about repeaters, dropouts and pupils who are expected to enroll but have reported two or three weeks after the opening of classes. Efforts should be exerted to bring these children back to classes and keep them in school until the end of Grade VI in elementary schools, and Fourth Year in secondary schools.

6. District supervisors and elementary/secondary school principals are responsible for increasing both participation and survival rates in their districts/schools. They are expected to closely monitor the enrollment and attendance of pupils throughout the year.

7. Immediate and wide dissemination of this Memorandum is desired.

(SGD.) SOLEDAD E. GUISUMBING
Secretary

Reference:

NECS Memorandum: No. 76, S. 1966

Allotment: 1-2-3-4 (M.O. 1-67)

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

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