

REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
UL Complex, Meralco Avenue
Pasig, Metro Manila

May 26, 1997

TANGGAPAN NG KALIHIM
(OFFICE OF THE SECRETARY)

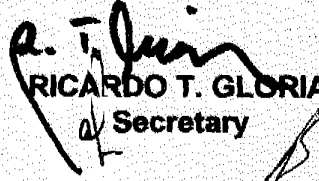
DECS MEMORANDUM

No. 192, s. 1997

**ORIENTATION OF SCHOOLS DIVISION SUPERINTENDENTS
ON THE PRINCIPAL EMPOWERMENT PILOT PROJECT**

To: Regional Directors

1. In consonance with DECS Order No. 17, s. 1997 entitled "Adopting a Policy of Empowering School Principals" and DECS Memorandum No. 107, s. 1997 entitled "National Planning Workshops on the Implementation of the Principal Empowerment Pilot Project", principals/TICs of identified pilot public elementary and secondary schools in different regions as well as regional directors/designated representatives, participated in workshops at Teachers Camp, Baguio City on April 21-25, 1997.
2. Outputs of the participants included Strategic Plans, Project Proposals and Performance Contracts, copies of which have been indorsed to the regions and Implementing Guidelines for the Project.
3. Regional directors are instructed to orient superintendents of the different divisions about their roles/responsibilities with respect to the Pilot Project. Superintendents, in addition to validating Strategic Plans and Project Proposals, are expected to sign the Performance Contracts.
4. Support and assistance should be given to the principals by the Superintendents through adherence to the Implementing Guidelines for the Project. (See Inclosure).
5. Immediate dissemination and strict compliance with this Memorandum is expected.


RICARDO T. GLORIA
Secretary

Incl.:

As stated

References:

DECS Order: (No. 17, s. 1997)

and DECS Memorandum: (No. 107, s. 1997)

Allotment: 1--(M.O. 1-87)

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

OFFICIALS

PROJECTS

(Inclosure to DECS Memorandum No. 192, s. 1997)

IMPLEMENTING GUIDELINES FOR THE EMPOWERMENT OF SCHOOL PRINCIPALS (PILOT PROJECT)

General Provisions

1. The implementation of the policy on school principal empowerment shall begin on a pilot basis in SY 1997-1998 in participating Divisional Leader Schools (DLSs), Regional Science High Schools (RSHSs), Provincial Science High Schools and Elementary Leader Schools (one per division throughout the country) whose principals/TICs attended and satisfactorily completed the "National Planning Workshops on the Implementation of the Principal Empowerment Pilot Project" in Baguio City on April 21-25, 1997.
2. To install an effective and efficient delivery mechanism for quality basic education, the principals of the identified pilot schools shall be vested with instructional, administrative and fiscal autonomy.
3. A feedback mechanism shall be employed to ensure the success of the full implementation in all schools by SY 1999-2000.
4. In preparation for full implementation, every complete public elementary and secondary school shall be managed by a full-fledged school principal.
 - 4.1 Teachers who have been performing as "officers-in-charge" or "teachers-in-charge" for five years or more, shall become HTs/principals in their particular schools, provided these teachers meet the minimum requirements for the position.
 - 4.2 Submissions of recommendation upgrading the position of TIC/OIC shall be directed to the Secretary (Attn.: L. Arellano) for appropriate action.
 - 4.3 The DECS Central Office shall make representations with DBM to have elementary school principal items be of equal rank and salary grade with those of the secondary school principal items based on the attached salary scheme (Annex A).

5. A career path for principals shall be designed and supported by a continuing program of scholarship, training and certification.

5.1 Priority shall be given to principals of the pilot schools in the award of scholarships/training grants.

5.2 Training on school management and on the utilization of educational technology and other multi-media learning resources shall be provided through the Regional and/or Division In-Service Teacher Training (INSET) funds.

5.3 The principal shall be authorized to contract the services of NEAP-accredited providers in order to develop the capabilities of teachers/school staff. Expenses shall be charged against school MOOE.

SPECIFIC PROVISIONS

A. INSTRUCTIONAL:

1. The school principal may enrich/modify the subjects in the curriculum according to the pressing needs in the locality, provided that the basic structure of/core subjects in the curriculum is retained and there are enough teachers qualified to handle the additional subjects.
2. The school principal may prepare a flexible school program, retaining the total number of minutes required for each subject area in a week, to address a need or problem such as lack of teachers, students' attendance, etc.
3. The school principal may authorize teachers to use ready-made lesson plans provided that these guides are prepared by curriculum writers/specialists/scholars/experts and approved by the division for implementation.
4. The school principal may initiate/ introduce new technology in the implementation of the curriculum and provide students with appropriate equipment and needed specialists to implement the innovation.
5. The school principals may sign solely/co-sign with the Schools Division Superintendent diplomas/certificates of graduating pupils/students. The list of graduates and promotional reports (Form 18 A/B) shall be submitted to the Schools Division Superintendents for record purposes.

B. ADMINISTRATIVE:

1. Recruitment, selection, appointment of Teacher I/support staff
 - 1.1 The superintendent, in consultation with the principals, shall set general guidelines/policies on recruitment, selection and appointment of Teacher I/support staff to be implemented at the school level, to fill-up vacant/new items allotted by the division office for each school, per existing CSC rules and regulations.

- 1.2 A plantilla of personnel for new appointments as approved by the principal shall be submitted to the DBM for post-audit and approval. A copy of the approved plantilla shall be submitted to the SDS for record purposes.
 - 1.3 Based on the approved plantilla the principal shall appoint Teacher I/support staff.
2. Selection/purchase of instructional materials; improvement/maintenance of school facilities and equipment; construction and repair of school buildings by administration; hiring of service providers
 - 2.1 The school principals shall be authorized to select/purchase instructional materials and/or textbooks; improve/maintain school facilities and equipment; construct and repair school buildings by administration and hire service providers pursuant to existing regulations.
 - 2.2 Request for assistance in the form of technical/other services/advice from the divisional/regional office or from other agencies may be made if necessary.
3. Placing teachers with special assignments under the vacation and sick leave basis
 - 3.1 The school principal shall recommend "special teachers" to be placed on the vacation/sick leave scheme.
 - 3.2 These "special teachers" are guidance counselors, property custodians, department heads and others with special assignments who render service during summer and Christmas vacation.
 - 3.3 The recommendation which shall contain strong justification of the need for their services, shall be sent to the SDS for appropriate action.
4. Maximization of the service of DLS's and designing of training programs
 - 4.1 All division/cluster staff development programs at the elementary and secondary levels shall be implemented at the ELSs/DLSs, respectively in order to maximize their services.

4.2 The principals of these schools shall prepare training designs for implementation to address the training needs of teachers as requested.

5. Other Administrative matters:

5.1 District, division and regional supervisors shall provide consultancy services to support and assist the school principals in the implementation of instructional programs/projects/activities.

5.2 The school principal shall enter into a performance contract with the SDS who shall rate the former every rating period.

5.3 The school principal shall determine the optimum school/class size and enrolment based on space, facilities and available number of teachers.

5.4 Travel orders of school principals shall be approved by the SDS, whether the travel is within or outside the region.

5.5 In the exigency of the service and in accordance with the existing policies on reassignment of personnel, the principal may reassign teacher/s from one campus to another of the same school.

C. FISCAL

1. The principals shall prepare, defend, implement and account for the school budget, following pertinent rules and regulations by DBM, Accounting and COA.

2. Pending approval of administrative positions particularly disbursing officer and bookkeeper, two (2) teachers shall be designated as such but shall have a teaching load of not more than two (2) subjects. They shall be given basic training on fiscal management as arranged by the school or the division/regional office.

3. Funds (MOOE computed per proposal in Annex B) shall be released by the Regional Office directly to the secondary/elementary school principals/through funding checks. The principal shall disburse the fund in accordance with existing budgeting, accounting and auditing rules and regulations.

4. Upon inclusion in the special provision of the GAA, the principal shall be entitled to the following:
 - a. RATA, subject to the approval of DBM
 - b. use of proceeds of income-generating projects of schools for school improvement and students' and teachers' needs.
5. The principal may request for realignment of funds, if necessary, to cover urgent needs of the school.
6. A secondary school principal shall be recommended to sit at the Local School Board meetings as an observer when, necessary.
7. The principal shall be authorized to identify and tap alternative sources of funding to help finance projects/activities for school improvement.

D. MONITORING AND REPORTING

1. The Assistant Regional Director, being the instructional manager of the region, shall be tasked to ensure that a well-placed feedback mechanism is installed at all levels:
 - a. district
 - b. division
 - c. regional
2. The organized monitoring team in each level shall monitor the pilot schools and submit a quarterly report to the Regional Office, a copy of which is furnished to the Division Office.
3. Supervisors at the district/division/regional level shall monitor the Principal Empowerment Project and provide technical assistance as requested by school principals.
4. At the end of the school year, the regional monitoring team shall prepare and submit a regional report with issues and recommendations for action by the DECS Central Office (Attn.: USEC E. Pefianco).

Annex B

MOOE ALLOCATION

FORMULA FOR MOOE (ELEM. AND SECONDARY)

PPC* based on actual enrolment figures is as follows:

P 93.00 per pupil cost in the elementary

P 251.00 per student cost in secondary

MANDATORY EXPENSES such as utilities and rentals shall first be fully provided; the balance is broken down into:

Administrative operations (ordinary office expenses):

Elementary - 60%

Secondary - 40%

Project Development (school library, remedial instruction, school health, sports and culture, INSET, testing, and other instructional supplies/materials):

Elementary - 40%

Secondary - 60%

ILLUSTRATIVE EXAMPLES

Elementary Education

$P 93.00 \times \text{total no. of pupils} = \text{MOOE allocation of the school}$

Secondary Education

$P 251.00 \times \text{total no. of students} = \text{MOOE allocation of the school}$

ADDITIONAL 10% over and above of the total MOOE allocation is proposed for far-flung areas, and schools with an enrolment of 400 and below, and for RSHS, S/T-oriented HS, Prov'l. S/T HS, an additional P20,000 per year for consumables and maintenance repair: chargeable against Regional reserves

***per pupil/student cost based on net MOOE of the region/division**

Annex A

CORRECTED SALARY SCHEME
(Subject to the existing Salary Standardization Law)

	<u>Grade</u>	<u>Existing</u>
Elementary School P1	18	16
Secondary School P1	18	18
Elementary School P2	19	17
Secondary School P2	19	19
Elementary School P3	20	18
Secondary School P3	20	20
Elementary School P4	21	19
Secondary School P4	21	21
Public Schools District Supvr.	20	19
Education Supervisor I (DO)	20	20
Education Supervisor II (RO)	21	21

Funding requirements shall be drawn from the unfilled existing supervisor items.