



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



Sama-Sama  
September 9, 1998 sa DECS

DECS MEMORANDUM  
No. 373 s. 1998

ORGANIZATION OF PRESCHOOL CLASSES UNDER THE PRESCHOOL  
SERVICE CONTRACTING PROGRAM SY 1998-1999

- To: Regional Directors  
Schools Superintendents
1. Preschool Service Contracting as an alternative delivery system aims to provide preschool experiences to prospective Grade 1 children in 5<sup>th</sup> and 6<sup>th</sup> class municipalities, urban poor communities and relocation areas. This is funded from a portion of the proceeds from the sale of military camps under the Bases Conversion Development Authority (BCDA).
  2. The program which was piloted in October 1997 for a period of 6 months has organized 1,565 classes. The program provided preschool experiences to children in disadvantaged areas whose parents could not afford to pay for such services. Monitoring results revealed that children who underwent the said program had a smoother transition from home to formal schooling. Children have developed their self-confidence and their preparedness to learn was evident. Reports also indicated that parents are receptive to the program.
  3. For SY 1998-1999, all regions/divisions are requested to conduct a survey of prospective Grade 1 children in 5<sup>th</sup> and 6<sup>th</sup> municipalities, urban poor communities and relocation centers who need preschooling and are not accommodated in any school-based preschool, day care center or learning institution. Based on the number of preschool children, classes can be organized under the Preschool Service Contracting Program. Private preschools and non-government organizations (NGOs) will be contracted as service providers.
  4. Existing day care classes, PTCA and LGU-organized preschool classes should not be integrated in the program.
  5. Inclosed are the Guidelines for the Organization of Classes under the Preschool Service Contracting Scheme which should be strictly followed.
  6. Funds for the service providers and for monitoring and training will be transferred to the regions based on the report of enrolment.
  7. Immediate and wide dissemination to this Memorandum is desired.

*Andrew Gonzalez*  
ANDREW GONZALEZ, FSC  
Secretary

Incl: As stated

Reference: None

Allotment: 1 - (D. O. 50-97)

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

FUNDS  
PRESCHOOL EDUCATION

## GUIDELINES ON PRESCHOOL SERVICE CONTRACTING

1. Under the Preschool Service Contracting classes should be organized in 5<sup>th</sup> and 6<sup>th</sup> class municipalities, urban poor communities and relocation areas starting October, 1998 for a period of 6 months.
2. Five-year old children who are prospective Grade One pupils (i.e. children who turned 5 years old on or before June 1, 1998) will be enrolled.
3. The preschool service proponent shall be contracted on the basis of the following:
  - Non-government organization (NGO) registered with at least one government agency.
  - Private Preschools registered with DECS

### Responsibilities of Service Contracting Proponents

1. Organize preschool classes with a minimum of 20 and a maximum of 25 pupils per class.
2. Provide the following:
  - \* a) salary of qualified preschool teachers at least P2,500/month
  - b) school/classroom facilities
  - c) adequate instructional materials -c.g. educational blocks/toys, storybooks, tapes, puzzles, and 3 workbooks per pupil.
  - d) basic school supplies - pencil, paper, crayons
- \* In cases where the Service Contractor is located in the poblacion, it may hire unemployed BEEd graduates who are willing to conduct classes in 5<sup>th</sup>/6<sup>th</sup> class municipalities, urban poor communities or relocation areas.
3. Submit a report to the DECS on the following within the first month of classes:

Region \_\_\_\_\_ Division \_\_\_\_\_

Service Contractor \_\_\_\_\_

Category of Service Contractor : NGO \_\_\_\_\_ Private School \_\_\_\_\_

Registered with : \_\_\_\_\_

Community/Barangay : \_\_\_\_\_ District : \_\_\_\_\_

Name of Teacher : \_\_\_\_\_

Educ. Qualification \_\_\_\_\_ No. of years teaching experience : \_\_\_\_\_

Enrollment : M \_\_\_\_\_ F \_\_\_\_\_ Total \_\_\_\_\_

4. Conduct continuous coordination with DECS and the community with regard to the preschool program.
5. submit an accomplishment report and liquidate funds received from DECS for preschool services rendered within a month after classes have closed.

### **Responsibilities of DECS**

#### 1. Central Office

- Transfer funds to DECS RO for the payment of services at P250/child/month for a period of 6 months
- Monitor the conduct of the program

#### 2. Regional and Division Offices

- Submit to DECS Central Office data on the classes organized.
- Orient the teachers on the conduct of the Program
- Monitor the conduct of preschool
- Coordinate with Service Contract Proponent regarding preschool matter  
e.g. - conduct of classes

#### 3. Division Office

- Assist in providing classroom/facilities if Service Contract Proponent cannot do so.
- Have a Memorandum of Agreement with Service Contract Proponents (Division Level)