



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
DECS Complex, Morace Avenue
Pasig City, Philippines



*Sama-Sama
sa DECS*

*Tanggapan ng Kalihim
Office of the Secretary*

March 31 2000

DECS MEMORANDUM
No 161 s 2000

**GUIDELINES ON THE USE OF PUBLIC SCHOOL FACILITIES AND SUPPORT
PERSONNEL FOR PRC LICENSURE EXAMINATIONS**

To Undersecretaries
Assistant Secretaries
Bureau/Service/Center Directors
Regional Directors
Schools Division/City Superintendents
Public Elementary and Secondary Schools Principals

1 For the information and guidance of all concerned enclosed is a copy of the Memorandum of Agreement (MOA) between DECS and the Professional Regulation Commission (PRC) which provides for the guidelines on the use of public school facilities and support personnel for the various licensure examinations conducted by the PRC

2 It is requested that the needed support and cooperation be extended to the PRC

3 Wide dissemination of this Memorandum is desired

Andrew Gonzalez
ANDREW GONZALEZ, FSC
Secretary

Encl As stated
Reference DECS Memorandum No 45, s 2000
Allotment. 1—(D O 50-97)
To be indicated in the Perpetual Index
under the following subjects

EXAMINATIONS
SCHOOLS

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MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS

This Memorandum of Agreement is made and entered into by and between

DEPARTMENT OF EDUCATION, CULTURE AND SPORTS, a government institution with office address at ULTRA Complex Pasig City represented herein by its Secretary, Hon **ANDREW B GONZALEZ, FSC** hereinafter referred to as **DECS**

and

PROFESSIONAL REGULATION COMMISSION, a government institution with office address at P Paredes St. Sampaloc Manila represented herein by its Chairman **Dr HERMOGENES P POBRE**, hereinafter referred to as **PRC**,

WITNESSETH

WHEREAS, DECS has general supervision over public elementary and high school buildings all over the country which can be utilized by the PRC during licensure examinations

WHEREAS, for licensure examinations in the National Capital Region the PRC has signified its intention to use the buildings of the following public elementary and high schools in the Division of City Schools in Manila

- | | |
|-------------------------------------|-----------------------------|
| 1) Ramon Magsaysay High School | Espana Manila |
| 2) Araullo High School | Taft Avenue Manila |
| 3) C Arellano High School | Sta Cruz Manila |
| 4) V Mapa High School | San Rafael Manila |
| 5) M L Roxas High School | Paco Manila |
| 6) Albert Elementary School | Dapitan Manila |
| 7) Legarda Elementary School | Fajardo St. Sampaloc Manila |
| 8) A Maceda Elementary School | Sta Mesa Manila |
| 9) Mabini Elementary School | Quiapo Manila |
| 10) P Gomez Elementary School | Sta Cruz Manila |
| 11) P Burgos Elementary School | Sta Mesa Manila |
| 12) F Torres High School | Tondo Manila |
| 13) Lakandula High School | Tondo Manila |
| 14) Pio del Pilar Elementary School | Sta Mesa Manila |
| 15) M Hizon Elementary School | Sta Cruz Manila |
| 16) Jose Abad Santos High School | Tondo Manila |

WHEREAS, for licensure examinations in the other regions the PRC has also expressed its intention to use public elementary and high school buildings for licensure examinations and shall submit to the DECS such list of schools from time to time after due consultation with its regional offices

NOW, THEREFORE for and in consideration of the foregoing premises and of the terms and conditions hereinafter set forth the parties hereto have mutually agreed as follows

- (1) This agreement has a duration of one (1) year effective upon its signing unless earlier terminated by either of the parties with a written notice at least ten (10) days prior to termination. It may be renewed for another similar period subject to the mutual consent of the parties.
- (2) The **PRC** will give the **DECS** through the Principal/s of the public elementary and high school/s intended to be used sufficient notice which is at least one (1) month before the date of the examination by forwarding a letter request to use said school/s in order to give the said school/s enough time to prepare the classrooms.
- (3) The **DECS** not charge the **PRC** rental fees and utility charges for the use of the said public elementary and high school/s.
- (4) The **PRC** shall provide honoraria to school officials and personnel who will render services directly related to the conduct of examinations such as coordination, arrangement of chairs and tables, maintenance of cleanliness, security of tests materials and the examination site, and provision of electricity and water supply as follows:

	Number
1) School Principal or Designated School Official (as School Coordinator)	1
2) Administrative Officer or Designated School Examination Assistant Coordinator (as Assistant School Coordinator)	1
3) Janitors	1 (for every 6 – 8 rooms)
4) Electrician	1
5) School Guard	2 (1/shift)

- (5) The rate of honoraria shall be as follows:

	Working Day	Sat/Sun/Hol
1) School Coordinator	P 260	P 345
2) Assistant School Coordinator	P 260	P 345
3) Janitors	P 170	P 200
4) Electrician	P 220	P 300
5) School Guard	P 170	P 200

- (6) School Janitors shall be paid in addition to the daily allowance for actual service on the day/s of the examination a daily allowance one day before the examination for arranging the seats in accordance with the seating plan, hauling of seats in case of need and after the examination for cleaning the rooms used in the examination and for returning seats where they were taken.
- (7) The **DECS** Principals or School Coordinators concerned shall furnish the **PRC** with a certified list of personnel to be assigned before, during and after the examinations who shall all sign on the **PRC** Daily Attendance Sheets.

- (8) The PRC Examination Disbursing Officer shall pay the school officials and other personnel for services rendered on the last day of examination
- (9) The DECS shall issue a memorandum to the Division Superintendent/Supervisor and principals concerned to make the facilities of their respective schools available to PRC for examination purposes when requested

IN WITNESS WHEREOF the parties have hereunto set their hands this _____ day of January 2000 in the City of Manila Philippines

DEPARTMENT OF EDUCATION, CULTURE AND SPORTS (DECS)

PROFESSIONAL REGULATION COMMISSION (PRC)

BY *Andrew B Gonzalez*
ANDREW B GONZALEZ, FSC
Secretary

BY *Hermogenes P Pobre*
HERMOGENES P POBRE
Commission Charman

Signed in the presence of

_____ *[Signature]* _____

ACKNOWLEDGMENT

Republic of the Philippines)
City of Manila) s s

BEFORE ME a Notary Public for and in the City of Manila this ^{MAR 15 2000} 15 day of ~~January 2000~~ personally appeared

	Comm Tax No	Issued At	Issued on
ANDREW B GONZALEZ	01590223	Pasig City	Jan 5, 2000
HERMOGENES P POBRE	0823054	Manila	Feb 19 1999

Known to me to be the same persons who exeruted the foregoing instruments consisting of three (3) pages including this page where this acknowledgement is written signed by the parties and their instrumental witnesses at the bottom thereof and on the left hand margin of the first and third pages and acknowledged that the same is their free and voluntary act and deed of the agency/entity that they represent

Witness my hand and seal on the date and place above written

Doc No 484
Page No 27
Book No XZIV
Series of 20000

[Signature]
ATTY JAIME V ADOLOR
NOTARY PUBLIC UNTIL DEC 31 2001
MLA PTR G-897855-1-3-2000
TIN NO 126222028