

REPUBLIKA NG PILIPINAS
Republic of the Philippines
KAGAWARAN NG EDUKASYON
Department of Education
Maynila

EDUCATION DEPARTMENT
MANILA
JUL 30 1971

TANGGAPAN NG KALIHIM
Office of the Secretary

August 3, 1971

CORRECTED COPY

DEPARTMENT ORDER
No. 15, s. 1971

OPENING OF GOVERNMENT-SUPPORTED COMMUNITY COLLEGES

To: The Director of Public Schools,
The Director of Private Schools, and
The Director of Vocational Education:

In view of numerous requests coming from Municipal Councils, PTA organizations or other citizen groups throughout the country, the Department of Education hereby sets the following guidelines on the opening of Community Colleges for the information and guidance of all concerned:

1. As a general rule, the application for the opening of a Community College shall be accompanied by a resolution of the Municipal or City Council which are deemed the sponsoring entity in the establishment of government-supported community colleges.
2. In the absence of a specific law governing the operation and maintenance of community colleges, the Department will only approve applications for the opening of two-year community colleges offering the general education courses in Liberal Arts, Education and Commerce. The offering of short term technical courses may also be considered. A newly-opened Community College shall offer only the first year of the collegiate course.
3. The application for the opening of a Community College shall, in addition to the personal request or petition for establishment of a community college, be accompanied by the following supporting documents:
 - a. The proposed curriculum, 1st and 2nd semester.
 - b. The proposed budget for one year of operation duly certified by the proper officials.
 - c. The list of the faculty indicating educational attainment, and present assignment or occupation and other personnel of the college and rates of salaries.

- d. The schedule of classes.
 - e. A certification by the division/city superintendent that the opening of the college is necessary and will serve the educational welfare of the community.
 - f. A certification of the secondary school principal or of the district supervisor, in case elementary school buildings are utilized, of the availability of classrooms and the other facilities for the operation of the college indicating that the college classes if held in the government school will not prejudice or hamper the operation of existing classes therein.
 - g. List of books, available in the library for use of college students. An adequate library for the two-year liberal Arts course with an enrollment of 50 students is 1,000 volumes of up-to-date cultural books.
 - h. List of available laboratory apparatus and equipment. Please see attached lists of minimum laboratory apparatus and equipment for 50 students in Botany and Zoology.
4. An application for the opening of the second year of the collegiate course shall be submitted with the documents required in par. 3. In addition thereto, there shall be a recommendation of the superintendent of schools concerned that the college operated successfully during the first year of its organization. A copy of the evaluation report of the last supervisor who inspected the college shall likewise be enclosed.
5. All applications for the opening of either the first year or the first and second year of the community college shall be submitted to this office through the Director of Public Schools to reach the latter on or before June 1 of each year.
6. The foregoing guidelines shall be subject to such supplementary rules and regulations as may be necessary for the smooth operation of community college.

(SGD.) JUAN L. MANUEL
Acting Secretary of Education

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BOTANY REQUIREMENTS
(For 50 Students)

I. Prepared Specimens

1. Mitosis-prepared slides (10 slides)
2. Prepared slides on c.s. of stems (monocot) (10 slides)
3. Prepared slides on c.s. of stems (dicot) (10 slides)
4. Prepared slides on c.s. of roots (monocot and dicot) (10 slides)
5. Prepared slides on trichomes (10 slides)
6. Prepared slides on stages of Life Cycle of Lower Forms of Plants (at least 10 slides)
7. Wax models on the different stages of Life Cycle of Lower Plants
8. Charts of models of:
 - a. Germination
 - b. Forms of ovules
 - c. Cross section of ovaries showing different arrangements of ovules
9. Preserving bottles with specimens which are not obtainable in the locality:
 - a. Several types of insectivorous plants
 - b. Rare fruits
 - c. Rare flowers
 - d. Rare leaves
10. Charts:
 - a. Different kinds of mushrooms
 - b. Life cycles of lower forms of plants

II. Apparatus (Class of 50 Students)

- | | |
|------------------------------|---------------------------------------|
| 1. 25 Dissecting Microscopes | 12. 5 Beakers |
| 2. 25 Compound Microscopes | 13. 25 Test Tubes |
| 3. 1 Micrometer Eyepiece | 14. 5 Evaporating Dishes |
| 4. Klinostat | 15. 5 Tripod |
| 5. Photosynthometer | 16. 5 Iron Clamps |
| 6. Photometer | 17. 5 Iron Stands |
| 7. 6 Burettes | 18. 2 Thistle tubes |
| 8. 2 Beal Jars | 19. Battery Jar |
| 9. Preserving Jars | 20. 6 Bunsen Burners or Alcohol Lamps |
| 10. 1 Ordinary Balance | 21. 6 Funnels |
| 11. Microtome | 22. 6 Dewar Bulbs (vacuum flasks) |
| a. Rotary | |
| b. Sliding | |

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SUGGESTED APPARATUS FOR COLLEGE ZOOLOGY COURSE

12 pcs.	Magnifiers Triped No. 8364
10 pcs.	Compound Microscopes
72 pcs.	Microscope Slides 3" x 1", plain
$\frac{1}{2}$ oz.	Slide Covers for above, 18 x 18 mm.
6 pairs	Culture Dishes Petri, size 75 x 10 mm.
1 doz.	Culture Tubes, size 100 x 13 mm. Pyrex or Kimble
1 doz.	Watch Glasses 10 cm.
12 pcs.	Microscope Slide Boxes
3 pcs.	Bunsen Burners (if gas is available)
10 sets	Dissecting Sets of 7 or 10 pcs.
2 sets	Analytical Weights 0.001-100 gr.
1 pc.	Model of Man's Head Y 74
1 set	Model of Human Skin Y 4
1 set	Model of Cell Division by Mitosis J 320-A
1 pc.	Model of the Frog Y-603-A
1 pc.	Development of the Frog, 24 Models Y 606
8 pcs.	Models of Brain of various vertebrates Y-669

Mounted Specimens:

- External Anatomy of Amphioxus
- External Anatomy of Balanoloscus
- External Anatomy of Lamprey
- External Anatomy of Dogfish
- External Anatomy of Skate
- External Anatomy of Teleosts
- External Anatomy of some ganoid fishes
- External Anatomy of Necturus
- External Anatomy of Lizard
- External Anatomy of Turtle
- External Anatomy of Pigeon
- External Anatomy of Mammal
- The Chordate Egg
- The Cleavage of Eggs and Formation of Blastula
- Formation of Ectoderm, Mesoderm, Endoderm
- Formation of Neural Tube and the Notochord
- Anatomy of Integument and Exoskeleton
 1. Structure of Skin
 2. Exoskeleton of Fishes
 3. Exoskeleton of Amphibic
 4. Exoskeleton of Reptiles
 5. Exoskeleton of Birds
 6. Exoskeleton of Mammals
- Anatomy of the Vertebral Column and Ribs
 1. Embryonic Origin of Vertebrae and Ribs
 2. Vertebral Column of Dogfish

3. Vertebral Column of Teleosts
4. Vertebral Column of Amphibia
5. Vertebral Column of Reptiles
6. Vertebral Column of Birds
7. Vertebral Column of Mammals

Anatomy of Girdles, Sternum and Pair of Appendages

1. Pelvic Girdle and Posterior pair of appendages
2. Pectoral Girdle and Anterior pair of appendages

Anatomy of Skull and Visceral Skeleton

1. The Cartilage Stage of Skull
2. The Visceral Skeleton
3. Skull of Necturus
4. Skull of Alligator
5. Bones of the Mammalian Skull

Muscular System

1. Muscles of the Dogfish
2. Muscles of the Necturus
3. Muscles of the Cat and Rabbit

Comparative Anatomy of the Circulatory, Digestive and Respiratory Systems of:

1. Elasmobranchs
2. Necturus
3. Turtle
4. Pigeon
5. Mammal

Comparative Anatomy of the Circulatory, Urogenital Nervous Systems and Sense Organs of:

1. Elasmobranchs
2. Necturus
3. Turtle
4. Pigeon
5. Mammal

Chemicals Needed for 10 cats to be preserved:

- 5 liters Denatured Alcohol Kormalin
- 5 liters Kormalin
- 1 kilo Glycerine
- 600 cc. Ether of Chloroform
- 5 pcs. Funnels, medium size

Prepared Slides and Skeleton on Mounted Specimens:

1. Mitosis in Animal Cell
2. Contour feather of birds
3. Down feather of birds
4. Filoplume feather of birds
5. Leather tracts of young birds
6. Section thru skin containing hairs (Mammal)
7. Hair follicles
8. Rat's tail
9. Dried Armadillo Armor
10. Skeleton forming septa in tail region and trunk of a vertebrate

