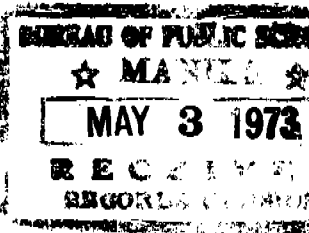


Republic of the Philippines  
DEPARTMENT OF EDUCATION AND CULTURE  
OFFICE OF THE SECRETARY  
Manila



April 23, 1973

DEPARTMENT ORDER  
No. 16, s. 1973

ORGANIZATION OF EXTENSION CLASSES  
SCHOOL YEAR 1973-1974

To the: Director, Bureau of Public Schools  
Director, Bureau of Vocational Education

1. Paragraph 2 of Department Order No. 10, s. 1973, states that "Since extension positions may not be provided in the national budget next school year and that the only sources of extension positions will be the Special Education Fund, there will be a problem of accommodating children of school age".
2. Conformably therefore with Department Order No. 10, s. 1973, on maximizing the utilization of educational resources and enhancing the effectiveness of the community school program, it is desired that Division Superintendent of Schools and District Supervisors who are chairman of local school boards, discreetly use school board fund to the best advantage.
3. Under Rule VIII, Section 2 of the Rules and Regulations for Republic Act No. 5447, school authorities shall first organize the classes for Grades II and VI in accordance with the criteria set by the Director of Public Schools, making such adjustments as necessary to effect savings and teaching positions which may be utilized for the organization of Grade I classes. Under Section 4 of the same Rule, the Division and City Superintendent of Schools, as the case may be, shall be responsible for the organization and operation of the extension classes which are funded from local school board funds. He shall, for this purpose, require each district supervisor concerned to submit a sworn statement certifying to the effect that each extension class organized in their respective district is based on actual enrollment of pupils whose ages and corresponding authentic records of birth have been duly verified and found true and correct.





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4. It is desired that superintendents first approve the organization of classes before school boards are authorized to create extension positions for Grade I from out of the Special Education Fund. No extension positions should be filled unless the Superintendent can satisfy himself that the position is necessary and that all the requirements as provided for in Department Order No. 10, s. 1973 and Rule VIII of the Rules and Regulations for Republic Act No. 5447 are met. Likewise, no extension position should be allowed after August 30 of the year.

5. In this connection therefore, classes in the elementary schools should have 40 to 45 pupils. In big central and barrio schools, each class should have 45 pupils. In very remote barrio schools however, where enrollment is limited, a class may be opened with no less than 30 pupils. Where there are not enough enrollment for a class, combination classes of not less than 30 pupils under a teacher may be allowed.

6. In cases where aid for extension positions will be applied for from the Special Education Stabilization Fund, the following reports should be submitted to the Department of Education and Culture through the Division Superintendent of Schools who should indorse the request using the attached forms.

- a. Report on enrollment in the municipality;
- b. List of school age children who are still unaccommodated, showing their date of birth and their ages as of June, 1973 duly certified by the district supervisor;
- c. Certification of the Municipal Treasurer on the availability of funds; and
- d. Copy of the budget and resolution of the School Board.

Extension positions, aid for which have been requested from the Stabilization Fund, should not be filled unless approval on the request have been received or the aid actually in the hands of the Treasurer.

7. All positions for extension classes and those for head teachers and principals created by the school boards should be reported to this Office by the Superintendent of Schools not later than September 30 of every year.

8. It is desired that the contents of this Department Order be disseminated immediately and be implemented beginning the school year 1973-1974.

(SGD) JUAN L. MANUEL  
Secretary of Education and Culture

070/0037  
Encls.:a/s

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\_\_\_\_\_ School Board

Report on the Availability of Funds

- A. Balance as of June 30, 1973 \_\_\_\_\_
- B. Expected Income, Fiscal Year 1973-1974 \_\_\_\_\_
- Total Available for Appropriation \_\_\_\_\_

CERTIFIED TRUE AND CORRECT:

\_\_\_\_\_  
Municipal Treasurer





