

Republic of the Philippines  
Department of Education and Culture  
OFFICE OF THE SECRETARY  
Manila

August 7, 1973

DEPARTMENT ORDER  
No. 26, s. 1973

DECLARING CERTAIN MEMORANDA  
ISSUED BY THE BUREAU OF PRIVATE SCHOOLS  
INVALID

To: Director of Private Schools

1. Memorandum No. 47, s. 1961 dated June 12, 1961 and Memorandum No. 41 s. 1962 dated May 29, 1962 are hereby declared invalid.
2. To be valid rules and regulations issued by bureaus should be approved by the Secretary of Education in accordance with the Revised Administrative Code.
3. The aforementioned memoranda do not have the approval of the Secretary of Education.

(SGD) JUAN L. MANUEL  
Secretary

NA:AAH  
/ttm







Republic of the Philippines  
Department of Education  
BUREAU OF PRIVATE SCHOOLS  
Manila

May 29, 1962

MEMORANDUM  
No. 41, s. 1962

ADDITIONAL REGULATIONS ON  
SATURDAY CLASSES

To Heads of Private Schools,  
Colleges and Universities:

1. The following additional regulations on Saturday classes are issued for the information and guidance of all concerned:
    - a. Permits for Saturday classes expire at the close of each semester. No permit will be renewed unless the school has complied with the regulations on Saturday classes.
    - b. No permit for Saturday classes will be issued unless the school operates the Normal, Education, and Post-graduate courses, as the case may be, during the other days of the week.
    - c. Instructors should be holders of an appropriate graduate degree and should have taught the subject efficiently for at least three (3) years. However, those teaching first and second year subjects in the Normal and Education courses may be holders of a baccalaureate degree only provided they have taught the subject efficiently for at least three (3) years.
    - d. No subject should be offered unless there is available in the library pertinent books of at least ten different titles.
    - e. The syllabus for each subject should be carefully prepared and should be sufficiently detailed to be of real help to the instructor. It should contain at the end of each unit a list of references to be used. This Office judges the competence of the instructor partly on the basis of the syllabus submitted.
    - f. The maximum study load of teacher-students is six (6) units in the undergraduate courses; four (4) units in the graduate courses.
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- In the graduate or undergraduate courses is six (6) units. No laboratory subjects should be offered in Saturday classes.









that he will not be required service during Satur-  
days.

does not present a written statement from the  
Division Superintendent to the effect that the  
teacher concerned will not be assigned work on  
Saturdays.

j. Enrollment lists should be submitted to the District  
Offices immediately after the second Saturday but  
in no case later than the third Saturday of the  
calendar.

k. The lecture and note-dictation methods of conduct-  
ing recitations should be minimized in favor of  
discussions, seminars, group work, surveys, pro-  
jects, tutorials, etc.

l. Original term papers should be required in each  
subject in the third and fourth year of the Normal  
and Education courses and in all subjects in the  
Graduate course and should be filed in the dean's  
office duly scored together with the final exami-  
nations.

m. No student enrolled in the regular semester should  
be enrolled in Saturday classes.

n. The number of hours rendered by instructors during  
Saturday classes are to be counted towards the  
maximum of twenty-four (24) hours a week.

2. Any provision of Memorandum No. 47, s. 1961 inconsis-  
tent with the foregoing regulations are deemed rescinded.

(SGD.) JESUS E. PERPINAN  
Director of Private Schools

Memorandum No. 47, s. 1961

Circular No. 4, s. 1956

Memorandum No. 50, s. 1955

Memorandum No. 22, s. 1947

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

Classes, Saturday  
Postgraduate Studies  
Rules & Regulations

\* A Reprint







June 12, 1961

MEMORANDUM  
No. 47, s. 1961

SATURDAY CLASSES

To Heads of Private Schools,  
Colleges, and Universities:

1. Effective the school year 1961-62, Special Saturday classes in Normal, Education, and Postgraduate course in deserving private schools, offering these courses with recognition may be authorized.
2. Before these classes can be operated, a prior permit from this Office is required.
3. The following rules and regulations governing the operation of Special Saturday classes are hereby issued for the information and guidance of all concerned:
  - a. No teacher-applicant should be enrolled unless he has a valid permission signed by the Division Superintendent of Schools, in the case of public school teacher, and by the private school head concerned, in the case of private school teachers, stating that said applicant will not be required service during Saturday.
  - b. Instructors in Saturday classes should be holders of a graduate degree and should have taught the subject efficiently for at least five (5) years.
  - c. Textbooks and collateral readings for each course should be prescribed. Each teacher enrolled should provide himself with a copy each of the prescribed textbooks and at least another book, for collateral readings; otherwise, the school should have in the library as many of these textbooks and collateral reading books as there are teachers enrolled.
  - d. For each course offered on Saturday, at least two (2) copies of the outline or syllabus of said course should be submitted to the Bureau of Private Schools thru the District Office. One of these materials will be kept in the District Office.
  - e. No teacher should be enrolled without the necessary admission credentials.
  - f. ~~The requirements for admission to the Normal, Education, and Postgraduate course prescribed in Cir. No. 47, s. 1956, should be strictly observed.~~
  - g. ~~Students who fail to attend classes for three (3) days - automatically dropped~~
4. A violation of any of the foregoing rules and regulations is sufficient ground for the revocation of the permit to





