

REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON AT KULTURA
DEPARTMENT OF EDUCATION AND CULTURE
MAYNILA
MANILA

TANGGAPAN NG KALIHIM
Office of the Secretary

October 4, 1973

DEPARTMENT ORDER
No. 34, s. 1973

INFORMATION SHEET FOR ALIEN TEACHERS AND
OTHER PERSONNEL IN CHINESE SCHOOLS

To the Director of Private Schools:

1. Section 3, Rule III of the Implementing Rules and Regulations for Presidential Decree No. 176 provides the following:

"The administration and management of each private educational institution shall revolve on a set of administrative officials whose duties and responsibilities shall be formally defined in writing, e.g. in the By-Laws of the school corporation or other similar official documents."

2. In the light of the foregoing provision and to enable this Office to determine the eligibility of aliens to teach and/or to hold positions involving the exercise of administrative discretion in Chinese schools during their conversion into Filipino schools during the transition period as provided for in Section 4 of the Implementing Rules and Regulations for Presidential Decree 176 issued by this Office, all aliens covered by this Order shall submit in triplicate for approval by this Office the enclosed Information Sheet effective the second semester of this school year 1973-74.



JUAN L. MANUEL

Secretary of Education and Culture

Enc: As stated

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(Name of School)

Address

INFORMATION SHEET FOR AN ALIEN HOLDING TEACHING,
SUPERVISORY OR ADMINISTRATIVE POSITION

2. Name _____ Aliases _____ Sex _____
- (a) Name in Chinese character _____ Aliases _____
- (b) Height _____ Weight _____ Eyes _____ Hair _____
- (c) (Scars, Marks, etc.) _____
- (d) Date of birth _____ Age last birthday _____
- (e) Place of birth _____ Citizenship _____
- (f) Civil status _____ Address _____
- (g) Name of spouse _____ Date & place of marriage _____
- _____
- (h) Name of spouse in Chinese character _____
- (i) Spouse employed in _____
- (j) Number of children () _____
- _____
- (k) Parents; Father _____ Mother _____
- (l) Place of birth of father _____ mother _____
- (m) ACR _____
(No., Date/ & Place Issued)
- (n) TAN No. _____ Res. Cert. No. _____
No., Date/ & Place of Issue

Present/Recommended position _____

Number of years in the Philippines _____

Status of residence (permanent or temporary) _____

Education: (Elementary, Secondary, Collegiate)

COURSE	School or college & Location (Here or Abroad)	Inclusive 'Degree, tit 'years of 'Diploma rec 'attendance'



le or
ceived



6. Government examination passed : Date : Rating

7. (a) Experience in the educational and other fields:

<u>Position</u>	<u>Institution</u>	<u>Monthly Salary</u>	<u>Date employed</u>

8. Teaching load in this school:

<u>(a) Grade or subj.</u>	<u>Daily period</u>	<u>Daily period</u>	<u>Grade or subj.</u>	<u>Daily period</u>

(b) Total number of hours per week: _____

(c) Assignment other than classroom work: _____

(d) Total number of hours rendered including all assignments per week: _____

(e) Salary: per month: ₱ _____ per period ₱ _____

9. Teaching load in other schools or work outside, if any: _____

(a) Name of school or employer: _____

(b) Total number of hours per week: _____

(c) Salary: per month: ₱ _____ per period ₱ _____

I HEREBY CERTIFY that the foregoing statements are true

and correct.

Signature

Subscribed and sworn in before me this ____ day of _____,

19 _____ at _____.

(Signature of person authorized to administer oath)

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

Recommended by: _____

Head of School

APPROVED:

JUAN L. MANUEL
Secretary of Education and Culture

DEC Registration No. _____
Valid during School Year _____
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