

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

November 9, 1973

DEPARTMENT ORDER
No. 38, s. 1973

*Received by
D.O. 29, 5, 1973*

POLICY GUIDELINES AND IMPLEMENTING DETAILS
DUE TO CHANGES IN SCHOOL CALENDAR, 1973-74

To: The Director of Public Schools,
The Director of Private Schools,
The Director of Vocational Education,
The Coordinator of State Colleges & Universities:

1. Pursuant to Presidential Directive relative to measures that must immediately be taken to conserve fuel resources of the country, particularly on the effect of the changes in the school calendar for school year 1973-1974, affecting the Greater Manila Area, the following policy guidelines and implementing details are hereby prescribed for information and immediate compliance.

2. Changes in the School Calendar, 1973-1974:

a. Classes in all levels - Kindergarten, elementary, secondary, collegiate - in the Greater Manila Area, are suspended effective Monday, November 12, 1973, to resume on January 2, 1974.

b. To make up for the loss in school work by reason of said suspension, classes shall continue to be held through April 20, 1974.

c. Vacation begins on April 21, 1974 and ends on June 8, 1974. Classes for school year 1974-1975 start on June 10, 1974.

d. Summer classes schedule is as follows:

April 22-27	- Enrolment
April 29 - June 1	1974- Classes

In view of the reduction of the summer classes to five (5) weeks, school administrators shall make the necessary adjustment in time schedules to insure compliance with the required hours for course credit in summer classes.

3. Re Students Performing Essential Services - The suspension of classes does not affect students rendering services in medical clinics and hospitals. These are medical interns, nursing students working for clinical experience and medical technology interns.

4. Public School Teachers - Public school teachers who are on teacher leave basis shall not report for duty during the period of suspension of classes aforementioned.

Public school officials from principals up who are on vacation and sick leave basis shall, however, continue to report for duty and shall be governed by directives affecting employees of the national government on vacation and sick leave basis.

All public school teachers shall, however, continue to receive their salaries during the period of suspension of classes but shall be required to render service to the close of school year on April 20, 1974.

5. Private School Teachers/Faculty - The rules governing salaries of private school teachers and faculty shall be governed by a separate memorandum issued by the Director of Private Schools.

6. The Greater Manila Area - For purposes of this Department Order, the Greater Manila Area, as defined Under General Order No. 30, s. 1973, Office of the President, covers the following cities and municipalities:

Manila	Parañaque
Quezon City	Pasig
Calocan City	Navotas
Pasay City	Marikina
Mandaluyong	Valenzuela
Las Piñas	San Juan
Malabon	Makati

7. All problems relative to interpretation of the foregoing policies and implementing rules should be resolved in the light of the objective of conserving the fuel resources of the nation.

8. Strict compliance herewith is hereby desired.

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

