

Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON AT KULTURA
(DEPARTMENT OF EDUCATION AND CULTURE)
Maynila

February 9, 1977

DEPARTMENT ORDER
No. 8, s. 1977

COLLEGIATE AND SECONDARY SUMMER SESSIONS

To: Bureau Directors
Regional Directors
Chiefs of Services and Heads of Units
Coordinator, State Colleges and Universities
Schools Superintendents
Heads of Private Colleges and Universities

1. The following regulations governing the operation of collegiate and secondary summer sessions in 1977 and every year thereafter are hereby issued for the guidance of schools, colleges, and universities:

A. Collegiate

a. Request to Operate

Heads of schools, colleges, and universities desiring to offer collegiate courses during the summer term shall submit applications therefor on or before March 1 preceding the summer term to their respective regional offices. Regional Directors are hereby delegated to evaluate requests and decide on the grant of summer permits.

Applications postmarked March 1, or earlier, are deemed as submitted on time. Applications submitted after March 1 will not be given due course.

The application, in triplicate, shall include the following:

- (1) List of faculty, indicating the following in table form: name of instructor, degree(s), major subject, subjects to be taught, number of years teaching the subjects, and the school years and summer terms when they were taught. If the teaching experience in the subjects to be taught is more than three years, indicate only the last 3 years and summer terms.
- (2) Tentative list of subjects to be offered.
- (3) Schedule of students' fees.

(4) Rate of teacher's salary, indicating whether the amount shown is per month, per hour or for the whole summer session.

(5) Summer school calendar. Cross out the recitation days and encircle in red the holidays. Indicate the total number of school days.

APPLICATIONS WITH ANY OF THE ABOVE SUPPORTING PAPERS MISSING WILL NOT BE ACTED UPON AND WILL BE RETURNED TO THE APPLYING SCHOOLS.

b. Permission to hold collegiate summer classes shall be issued only for one specific summer session, subject to the regulations herein prescribed. Authority to hold collegiate summer classes shall be limited to colleges and universities with government recognition for the courses they intend to operate in summer. Courses under permit shall not be allowed during the summer term. Any institution that grossly violated during the preceding summer session and/or school year the regulations governing (1) enrolment and admission credentials, (2) student loads, (3) faculty loads, (4) faculty qualifications, (5) prompt submission of enrolment lists, Forms XVIII, XIX, etc., and other regulations shall not be authorized to operate classes in the succeeding summer session.

The foregoing provisions notwithstanding, members of the Philippine Accrediting Association of Schools, Colleges, and Universities (PAASCU) may not apply for permission to hold summer classes with respect to courses accredited by the PAASCU provided the regional office to which the school belongs is informed accordingly by each school concerned before the start of the summer sessions.

c. Any government authority to operate summer classes shall be annulled or withdrawn if the institution fails to submit to the regional office its Form XIX for the second semester of the preceding school year within two weeks after the close of the semester. (Colleges and universities which also operate the secondary course should submit their Form XVIII not later than two weeks after the end of classes in the secondary level.)

d. Calendar and Load of Students

The summer session for 1977 shall be for a period of thirty-five (35) school days. The calendar is as follows:

First day of classes Monday, April 18, 1977
Submission of enrolment
lists Monday, May 2, 1977
Last day of summer classes .. Saturday, May 28, 1977

Each class session shall be held for one hour and 30 minutes daily, Monday through Saturday, except in the laboratory subjects which are covered in paragraph (h). Collegiate summer calendars in succeeding years will be announced.

e. No undergraduate or graduate student shall carry more than 9 units of work provided, however, that no student shall carry more than one (1) laboratory subject and one (1) non-laboratory subject. Whether or not a student is graduating in summer, his load should not exceed these limits. Any load in excess thereof shall not be credited.

f. Law Courses

Law schools may apply for authority to operate summer classes but the subjects offered should be for repeaters and for students who wish to lighten their load during the next regular school year. No student in the law course shall carry more than six (6) units of work. Any load in excess of six (6) units shall not be credited.

No student going into the college of law for the first time shall be admitted. As a general rule, no fourth year or graduating student shall be allowed to transfer to another school for the purpose of completing requirements for graduation during the term.

The following subjects in law shall be open only to repeaters:

<u>FIRST YEAR</u>		<u>THIRD YEAR</u>	
<u>Subject</u>	<u>Credit</u>	<u>Subject</u>	<u>Credit</u>
Persons & Family Rel.	4	Civil Procedure	5
Criminal Law I	3	Private Corporation	4
Oblig. & Contracts	5	Wills & Succession	4
Criminal Law II	3	Labor Laws I	4
		Evidence	4
		Taxation I	3
		Legal Forms and	
		Conveyancing	2
<u>SECOND YEAR</u>			
<u>Subject</u>	<u>Credit</u>		
Property	4		
Mercantile Law	4		

proposed for 1944

<u>Subject</u>	<u>Credit</u>
Criminal Law Review	5
Civil Law Review	4
Mercantile Law Review	5
Remedial Law Review	5
Political Law Review	4
Civil Law Review II	4

g. Attendance in summer classes in a College of Law shall not be counted for residence according to a ruling of the Supreme Court. This applies, likewise, to Engineering, Architecture, Medicine, Dentistry, Nursing, Optometry, Accounting, and other courses which, according to law, should be completed in the prescribed number of calendar years.

h. Laboratory Science Subjects

The following shall be the distribution of the number of hours for lecture and for laboratory work in laboratory science subjects offered during the summer session:

- (1) In a 5-unit laboratory subject, 9 lecture hours and 18 laboratory hours per week shall be provided, that is, 1 hour and 30 minutes lecture followed by 3 hours of laboratory work everyday, 6 times a week, from Monday through Saturday.
- (2) In a 4-unit laboratory subject, 9 laboratory hours per week shall be provided, that is, 1 hour and 30 minutes lecture followed by 1 hour and 30 minutes laboratory everyday throughout the week; or 1 hour and 30 minutes lecture everyday, 6 times a week and 3 hours of laboratory work every other day, 3 times a week.

i. Offerings

Schools shall limit their summer offerings only to subjects within the curriculum years for which they have government recognition during the preceding school year. A school, for example, with recognized First Year of the B.S.E. curriculum during the school year 1976-1977 may offer during the summer term of 1977 only those subjects prescribed for the first curriculum year of the course; it shall not offer any subject in the second year curriculum.

j. Admission Requirements

Students enrolling in college for the first time shall be enrolled only upon presentation of Form 138-A or its equivalent and the official result of their NCEE indicating that they have qualified; those enrolling in terminal courses need not present their NCEE papers. Students who have attended college in previous school years or semesters as regular students and are enrolling in other institutions during the summer shall be required to present transfer credentials from the college last attended. However, students who desire to enrol in another institution during the summer term only, may do so with the prior written permission of the head or registrar of the college where he is in regular residence.

k. Attendance of Students and Load of Instructors

- (1) No student shall be assigned to an advanced subject before he has completed the prerequisite subject or subjects.
- (2) Observation and Participation, Practice Teaching and skill courses such as Stenography and Typewriting should not be given during the summer session.
- (3) No student shall be given credit for any subject or course if he has been absent or has missed classes for more than three (3) days.
- (4) No instructor shall be assigned to teach a total of more than 9 units of credit in lecture courses (10 units in case of laboratory subjects) during the summer sessions, either in one or more institutions.
- (5) No instructor may be assigned to teach a subject in the summer session which he has not taught for at least two regular school years and which he cannot attend regularly throughout the entire summer sessions.
- (6) No government official who has no permit from the proper Department Head to teach during the summer term shall be allowed to teach. The permit to teach must be

presented to the school head concerned before the opening of the summer sessions and not after.

1. Submission of Reports

A final report of ratings of all students enrolled during the summer term shall be submitted to the regional office on Form XIX not later than fifteen (15) days after the last day of classes.

Each collegiate institution shall submit to the regional office not later than seven (7) days after the first day of classes a carefully prepared list of students enrolled, indicating after each name the subjects and number of units being taken.

A class program indicating each course offered, the time, the room number and size, subject enrollment, and the name of instructor together with his/her degrees and major fields shall be submitted with the Enrollment List also not later than seven (7) days after the first day of classes.

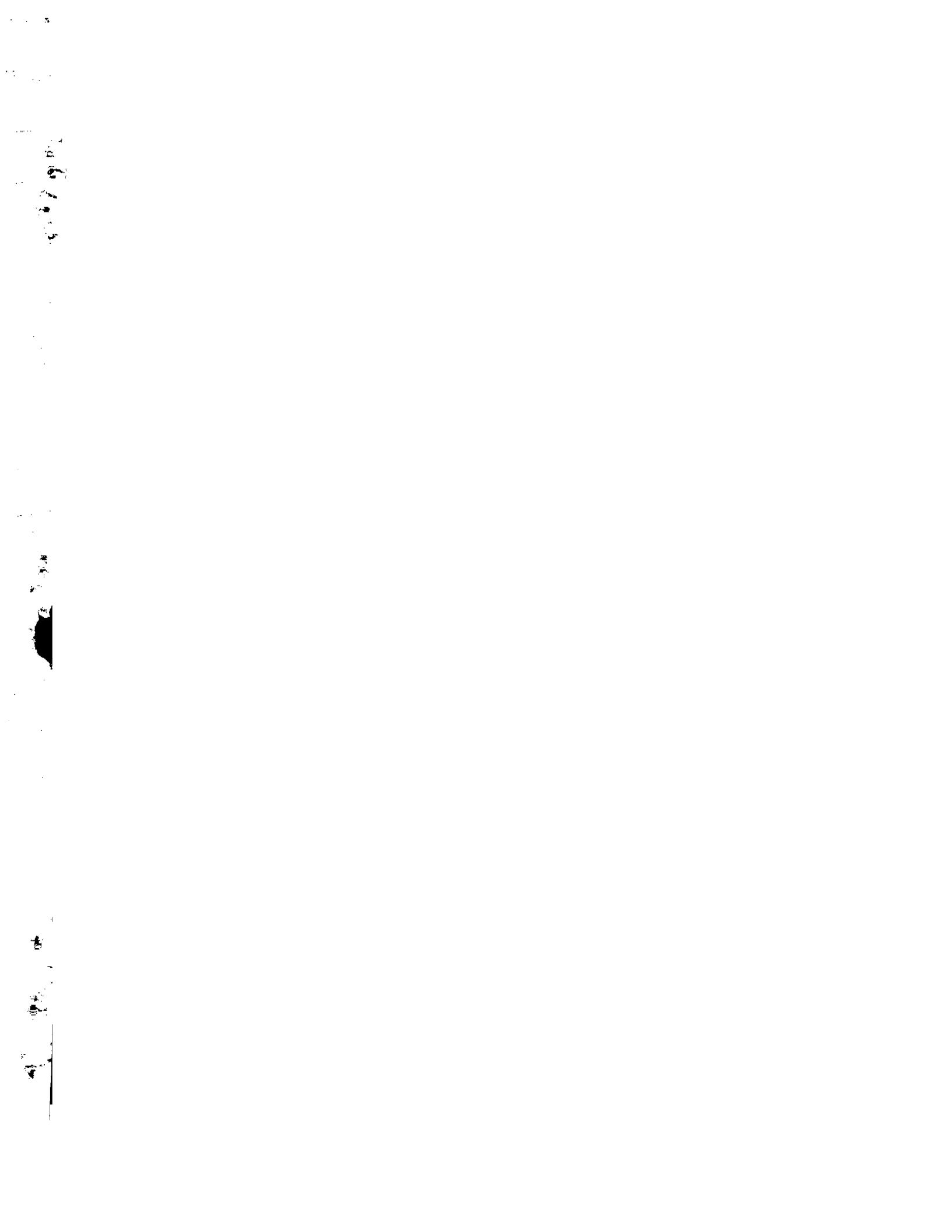
m. No student shall be allowed to enrol in more than one institution under penalty of losing credits in one or both institutions, unless previously approved by the regional office and under the arrangement that the student carries only the study load allowed.

n. Students who have no financial obligation or property responsibility with the school who desire to attend other schools after the summer session shall be issued, upon due request, their transfer credentials and transcript of records within three (3) days from the last day of classes.

o. WORK DONE BY STUDENTS IN SUMMER CLASSES NOT DULY AUTHORIZED SHALL NOT BE CREDITED. NO REQUEST FOR EXEMPTION OR DEVIATION FROM ANY OF THE FOREGOING REGULATIONS WILL BE ENTERTAINED IF THE REQUEST IS SUBMITTED TO THE REGIONAL OFFICE AFTER THE FIRST DAY OF THE SUMMER SESSION.

B. Secondary

a. Applications to operate secondary summer classes shall be submitted not later than March 1 preceding the summer term to the regional office concerned. Regional Directors are hereby delegated to evaluate requests and issue summer permits.



b. Only recognized secondary schools, which have been submitting their reports regularly and punctually in accordance with regulations issued by this Office, may be allowed to operate secondary courses during the summer term. Permission to hold secondary summer classes shall be issued only for one specified summer session, subject to the regulations prescribed herein.

c. The secondary summer session for 1977 will be from April 18, 1977 to June 4, 1977. It shall have the same holidays and date of submission of enrolment list as shown in the preceding paragraphs. Secondary summer calendars in succeeding years will be announced.

✓d. Secondary summer classes may be offered to the following students only:

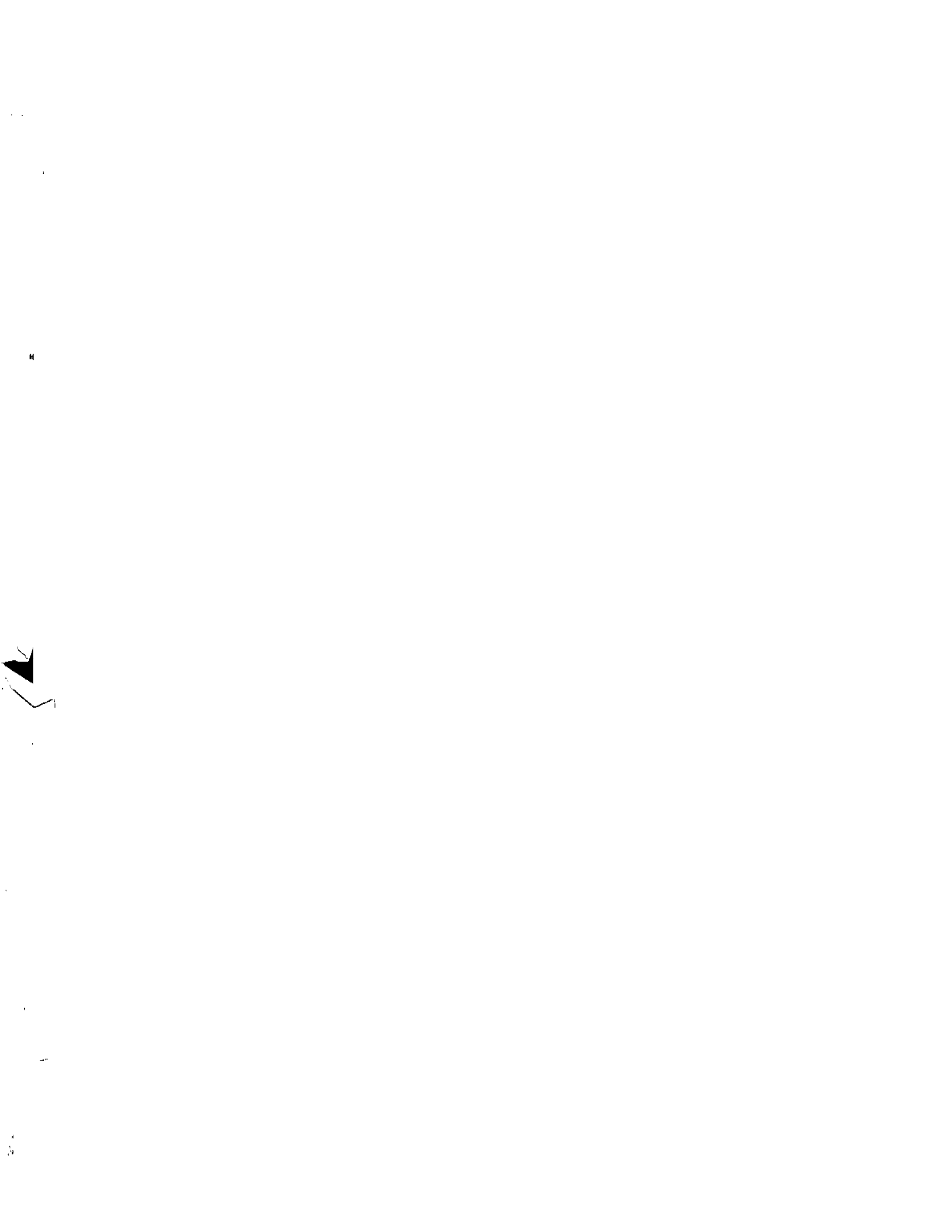
- (1) Repeaters - those who failed during the preceding regular school year with a general average of not less than 65% or its equivalent;
- (2) Graduating students - those who lack only one (1) laboratory subject or two (2) non-laboratory subjects in order to graduate in May; and
- (3) Irregular students - those who lack a maximum of two (2) non-laboratory subjects or one (1) laboratory subject to be classified as regular students in any curriculum year of the secondary course during the succeeding school year after the summer term.

e. The summer session shall consist of not less than 41 recitation days excluding holidays and enrolment days but including one examination day.

f. Classes shall be scheduled six (6) days a week, Monday through Saturday.

g. Each non-laboratory subject shall be given for 3 hours daily and a laboratory subject for 6 hours daily. Communication Arts (English) I shall be given the same time allotment as in a laboratory subject.

h. Class and teachers' programs prepared in triplicate should be attached to the application for approval. These programs should be scheduled in periods of 60 minutes each with an interval of not more than five (5) minutes between periods. The time allotment for one non-laboratory subject is three (3) 60-minute periods, while a laboratory subject consists of six (6) 60-minute periods daily.



✓ i. No student may carry more than two (2) non-laboratory subjects or one (1) laboratory subject. Any load in excess of this limit shall not be credited. No student shall be given credit for his work if he has missed classes for more than three (3) days.

j. All requirements applying to the regular school year classes as to accommodations, finances, equipment, library, laboratory, facilities, admission, faculty, promotion and reports will apply also to the summer classes, except as provided for above.

k. No student shall be admitted as a special student during the summer sessions.

l. No teacher or instructor may be assigned to teach a subject in the summer session which he has not taught for at least two regular school years and which he cannot attend regularly throughout the entire summer sessions.

m. Reports on final ratings obtained by all secondary school students enrolled during the summer term shall be submitted to the regional office not later than fifteen (15) days from the last day of classes.

2. Gross violations of regulations and conditions mentioned herein and failure of the institution to comply with the other requirements and standards shall be sufficient cause for cancellation of the government authorization to operate summer classes, for the forfeiture of the bond of the school, and for denial of future requests to operate summer classes.

3. Applications for summer permits, enrolment lists, and class and teachers' programs required on the specific periods herein indicated shall be deemed submitted on time if postmarked on or before said dates.

4. All other cases not covered above should be submitted to the Secretary of Education and Culture, through the regional office concerned, for evaluation and appropriate action on a case-to-case basis.

5. Regional Directors who believe that their offices are not yet ready to perform these functions shall advise the Secretary of Education and Culture accordingly. The Offices of the Secretary of Education and Culture and the Bureau of Higher Education are open for consultation on these matters.

6. It is requested that this Department Order be given the widest dissemination in the field for the information and guidance of all concerned

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

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References:

Department Memorandums: Nos. 47 and 148, s. 1976
and 208, s. 1975

Allotment: 1-2-3-4--(D.O. 1-76)

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

ADMISSION or ENROLMENT	PERMITS
BUREAUS & OFFICES	QUALIFICATIONS
CALENDAR, SCHOOL	RATINGS
CLASSES	REPORTS
Course of Study, COLLEGIATE	RULES & REGULATIONS
" " " , SECONDARY	SCHOOLS
CURRICULUM	STUDENTS
OFFICIALS	UNIVERSITIES and COLLEGES

