

Republika ng Filipinas  
(Republic of the Philippines)  
MINISTRI NG EDUKASYON AT KULTURA  
(MINISTRY OF EDUCATION AND CULTURE)  
Maynila

May 10, 1979

M E C O R D E R  
No. 25, s. 1979

MORATORIUM ON THE ESTABLISHMENT OF NEW  
COMMUNITY COLLEGES

To: Bureau Directors  
Regional Directors  
Schools Superintendents  
Heads of Community Colleges

1. A good number of community colleges, established by virtue of a corresponding authority extended by the Ministry of Education and Culture, are presently operating college-level courses in spite of their inability to comply with prescribed minimum standards on account of lack of supportive provisions in terms of full-time administrative and teaching staffs, adequate funding and other essential school resources.
2. In the absence of specific legislative authority on the establishment and operation of community colleges, it is hereby ordered that effective the school year 1979-1980 no new community college shall be established nor new courses or additional curriculum years shall be opened in existing community colleges.
3. In this connection, consistent with the provisions of paragraph 3.2.2(a) of Chapter 10 of Presidential Decree No. 1200, a nationwide survey of all existing community colleges shall be conducted immediately to determine the validity and/or viability of their operation of college-level courses in the context of existing policies, rules and standards, and to provide this Office more comprehensive data or bases for policy-decision toward building and operationalizing the mandated integrated tertiary education system of the Philippines, in particular.
4. For purposes of the nationwide survey, a committee of three (3) to be composed of one (1) assistant superintendent as chairman and two (2) division supervisors who shall be designated by the division superintendent







as members shall be organized in each division office. The operation of the committee shall be under the general supervision of the division superintendent concerned. If necessary, in order to hasten the accomplishment of its assigned task, the division committee may involve or cause the involvement of other division offices and/or district office personnel on the gathering of the required information or data.

5. The following information/data on each community college shall be gathered:

- a. Name, address, and type of school
- b. Courses offered, source and effective date of operation, and enrolment
- c. Authority to operate
- d. Ownership and management
- e. Sources of school fund or income
- f. School site and plant facilities
- g. Library and laboratory resources
- h. Faculty and administrative personnel
- i. Others

6. The necessary funding for the operational expenses of the members of the Division Office Survey Committee shall be drawn from any available funds allocated to each division office for CY 1979.

7. The survey shall be completed on or before May 30, 1979, and the report on each community college shall be submitted in triplicate using the inclosed form within five (5) days thereafter, as follows:

- a. The original copy of report shall be forwarded to the MEC Central Office, c/o The Director, Bureau of Higher Education;
- b. One copy to be furnished the regional office; and
- c. The third copy to be retained for records in the division office.









8. Implementation of Department Order No. 15, s. 1971, "Opening of Government-Supported Community Colleges," is hereby suspended until further notice.

9. Compliance by all concerned is desired.

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

Incl.:

As stated

References:

Department Orders: Nos: (15, s. 1971) and 60, s. 1975)

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

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

~~OFFICIALS~~  
~~RULES & REGULATIONS~~  
~~STATISTICS (Data)~~  
~~UNIVERSITIES and COLLEGES~~







(Inclosure to MEC Order No. 25, s. 1979)

INFORMATION SHEET FOR COMMUNITY COLLEGES

(Instruction: Please fill up blanks and check the corresponding boxes and attach supporting documents for each item).

I. Name of School: \_\_\_\_\_

Address: \_\_\_\_\_

II. Courses offered, effective date and present status of operation.

<u>Courses</u>	<u>Effectivity of Operation</u> (Attach copy of authority)	<u>Total Enrolment (as of 1978-1979)</u>
Elementary	_____	_____
Secondary	_____	_____
Collegiate (Specify name of courses)	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

III. Legal Basis, Ownership and Management

1. The school is owned/operated by:

Government

National     Provincial/City     Municipal

Private Corporations

Others (Specify) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_









2. The school was created by:

- Law (R.A., P.D.) \_\_\_\_\_
- Municipal Resolution \_\_\_\_\_
- Provincial/City Resolution \_\_\_\_\_
- Others: (Specify) \_\_\_\_\_

3. The school is managed by:

- Board of Trustees
- Individual School Superintendent or Administrator
- Others (Specify) \_\_\_\_\_

IV. Sources of Funds or Income:

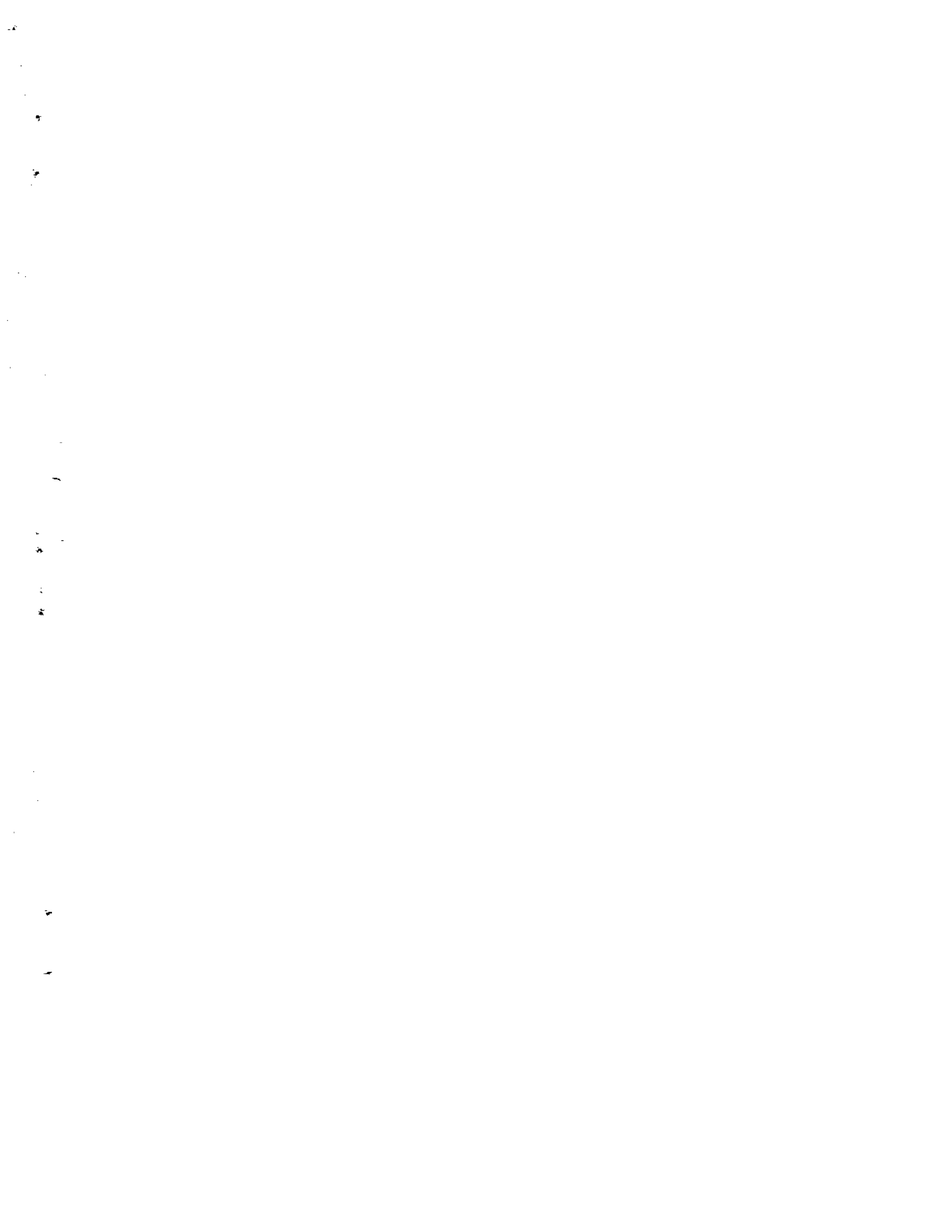
1. School income for operational expenses through appropriation from:

- National government and school fees
- Provincial government and school fees
- Provincial/City government and school fees
- Municipal government and school fees
- Exclusively school fees
- Others: (Specify) \_\_\_\_\_

2. Schools total annual appropriation or income from the:

- a. National Government  \_\_\_\_\_
- b. Provincial Government  \_\_\_\_\_







- c. City Government P \_\_\_\_\_
- d. Municipal Government P \_\_\_\_\_
- e. Provincial/Municipal P \_\_\_\_\_
- f. School fees P \_\_\_\_\_

- 3. Tuition and other school fees paid by students
  - a. Tuition fee per unit
  - b. Registration fee per semester
  - c. Library fee per semester
  - d. Laboratory fee per semester
  - e. Other fees (Please break down or itemize with the corresponding rates indicated)

V. Plant Facilities

- 1. School Site: Area in sq. meters \_\_\_\_\_  
Location : \_\_\_\_\_

2. Building

- a. Type of Building:

Permanent     Semi-Permanent     Temporary

3. Ownership of Site & Building

- 1. National government
- 2. Provincial/City Government
- 3. Municipal Government
- 4. School corporation
- 5. Privately owned:
  - 5.1  Leased to school
  - 5.2  Donated to school









4. Number of existing:

	Number	Area in sq. meter (per room)
1. Classrooms	_____	_____
2. Laboratory	_____	_____
3. Library	_____	_____
4. Gymnasiums	_____	_____
5. Others: (Specify)	_____	_____

VI. Library Resources:

1. Number of volumes owned:

<u>Nature</u>	<u>Elementary</u>	<u>Secondary</u>	<u>Collegiate</u>
1. Textbooks	_____	_____	_____
2. Cultural books	_____	_____	_____
3. Professional books (Specify by courses)	_____	_____	_____
4. Supplementary readers (by sets)	_____	_____	_____
5. General references	_____	_____	_____
6. Professional magazines	_____	_____	_____
7. Cultural magazines in English and Pilipino	_____	_____	_____
8. Others: (Specify)	_____	_____	_____

2. Newspapers and research article subscription both in English and Pilipino:

Name	Frequency (daily, weekly, monthly)
_____	_____
_____	_____
_____	_____

3. Laboratory Resources:

A complete inventory of laboratory equipment and supplies, classified by subjects be submitted.







VII. Faculty and Administrative Personnel

1. Teaching Staff

Name	Educational Qualification	Full Time	Part Time

2. Non-Teaching Staff (President, dean, principal, registrar, etc.).

Name	Designation	Highest Educational Qualification	Full-time Employee	Part-time Employee

Use additional sheets if necessary.

Prepared by: \_\_\_\_\_ Verified Correct: \_\_\_\_\_  
Signature of official \_\_\_\_\_ Signature of Division Office \_\_\_\_\_  
Name in Print \_\_\_\_\_ Committee Member \_\_\_\_\_  
Position \_\_\_\_\_ Name in Print \_\_\_\_\_  
Date \_\_\_\_\_ Position \_\_\_\_\_  
Date \_\_\_\_\_





