

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

July 14, 1981

MEC O R D E R
No. 30, s. 1981

GUIDELINES FOR THE OPERATION OF SECONDARY SCHOOL NIGHT CLASSES

To: Bureau Directors
Regional Directors
Schools Superintendents
Heads of Private Schools, Colleges and Universities
Vocational School Superintendents/Administrators

1. Effective the school year 1981-1982, the inclosed guidelines for the operation of secondary school night classes shall be used. The set of guidelines is designed to conform with the provisions of Department Order No. 20, s. 1973, "The Revised Secondary Education Program, 1973."
2. All officials concerned are held responsible for the strict compliance with these guidelines.
3. Also inclosed is a copy of a suggested program for night high school classes.
4. Any provision or existing MEC regulations contrary to or inconsistent with this Order is hereby repealed and/or modified accordingly.
5. It is desired that this Order be immediately disseminated to all concerned for its immediate and proper implementation.

(SGD.) ONOFRE D. CORPUZ
Minister of Education and Culture

Incls.:
As stated

Reference:
Department Order: (No. 20, s. 1973)

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

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

✓ CLASSES ✓ RULES & REGULATIONS ✓ SCHOOLS

GUIDELINES FOR THE OPERATION OF NIGHT CLASSES.

The following conditions should be met in the operation of night high school classes.

1.
 - a. Night high school classes should be operated only in schools that operate recognized/authorized day secondary classes;
 - b. They should be operated only in schools with adequate lighting facilities in the classrooms and the school premises. The school should provide maximum security measures for students, teachers and school administrators; and
 - c. The school should be accessible to transportation.
2.
 - a. Only qualified students should be allowed to enroll. They should have:
 - (1) a certificate of graduation from elementary school, or
 - (2) a certificate of equivalency from the Philippine Education Placement Test.
 - b. Students in night secondary schools should be self-employed or employed by other people during the greater portion of the day. A certificate of employment duly signed by the student's employer, indicating the nature of the work should be required before enrolment.
 - c. The Practical Arts requirements may be fulfilled in the students' places of work subject to proper supervision and evaluation by the Practical Arts teacher. The evaluation should include a brief narrative report which should be recorded and submitted to the principal in properly accomplished grading sheets.
3.
 - a. All curriculum requirements governing the day classes should apply to the night secondary classes.
 - b. Night secondary classes should be offered for five (5) years.
4.
 - a. Night high school classes must be adequately and efficiently administered and supervised by a qualified high school principal, or a qualified school head teacher/department head official or a secondary school teacher who may be designated as officer-in-charge of the night classes.
 - b. The school should have a librarian who will serve the night classes and will make available all library facilities provided for the day students.
5.
 - a. Prompt and regular attendance of students must be enforced in night high school classes.

b. Teaching load of teacher should not be more than 12 hours a week and not more than 3 preparations.

c. Enrolment should not be less than 20 and not more than 40 students in a class.

6. a. The budget should be properly itemized which should include the salaries/honorarium of qualified teachers, principals and school officials/personnel directly involved in its operation and maintenance.

5. Tuition fees must be collected from each student, the amount of which shall be in accordance with existing rules and regulations.

7. Night classes should begin not earlier than 5:20 in the afternoon and end not later than 9:00 in the evening.

8. a. Secondary schools operating night classes should submit their 5-year night class program starting school year 1981-1982 to this Office not later than August 30, 1981.

b. Secondary schools already operating the night classes before the release of this MEC Order have to go on with their present curriculum until all the old students have graduated except the first year students who enroll this SY 1981-82.

9. This MEC Order takes effect the school year 1981-1982 in all public and private secondary schools which have already applied to operate the night classes.

(Inclosure No. 2 to MEC Order No. 30, s. 1981)

5-YEAR NIGHT SECONDARY SCHOOL CURRICULUM AND TIME SCHEDULE

DAYS	TIME	NO. OF MINUTES	SUBJECT	HOW OFTEN	TOTAL MINUTE
<u>FIRST YEAR</u>					
Mon.-Fri.	5:20-6:20	60	CA English I	daily	300
M T W	6:20-7:20	60	CA Pilipino I	**	180
	7:20-7:40	20	B R E A K		
	7:40-8:40	60	Social Studies I	**	180
Thur.-Sat.	6:20-7:20	60	Science I	**	180
	7:20-7:40	20	B R E A K		
	7:40-8:40	60	Mathematics I	**	180
Saturday (PM)	1:00-6:00	5 hrs.	YDT I	X	300
Sunday (PM)	1:00-6:00	5 hrs.	PA I	X	300
<u>SECOND YEAR</u>					
Mon.-Wed.	5:20-6:20	60	CA Pilipino II	**	180
	6:20-7:20	60	Social Studies II	**	180
	7:20-7:40	20	B R E A K		
	7:40-8:40	60	CA English II	**	180
Thur.-Sat.	5:20-6:20	60	Science II	**	180
	6:20-7:20	60	Mathematics II	**	180
	7:20-7:40	20	B R E A K		
	7:40-8:40	60	Elective II	**	180
Saturday (PM)	12:00-5:00	5 hrs.	PA II	X	300
Sunday (PM)	1:00-6:00	5 hrs.	YDT II	X	300
<u>THIRD YEAR</u>					
Mon.-Fri.	5:20-6:20	60	Science III	daily	300
M T W	6:20-7:20	60	Mathematics III	**	180
	7:20-7:40	20	B R E A K		
	7:40-8:40	60	CA Pilipino III	**	180
Thur.-Sat.	6:20-7:20	60	Social Studies III	**	180
	7:20-7:40	20	B R E A K		
	7:40-8:40	60	CA English III	**	180
Saturday (PM)	1:00-6:00	5 hrs.	Elective III	X	300
Sunday (PM)	1:00-6:00	5 hrs.	YDT III	X	300

FOURTH YEAR						
Mon-Fri.	: 5:20-6:20	: 60	: Science IV	: daily	: 300	
M T W	: 6:20-7:20	: 60	: Mathematics IV	: **	: 180	
	: 7:20-7:40	: 20	: B R E A K			
	: 7:40-8:40	: 60	: CA English IV	: **	: 180	
Thur.-Sat.	: 6:20-7:20	: 60	: CA Pilipino IV	: **	: 180	
	: 7:20-7:40	: 20	: B R E A K			
	: 7:40-8:40	: 60	: Social Studies IV	: **	: 180	
Saturday (PM)	: 1:00-6:00	: 5 hrs	: PA III	: X	: 300	
Sunday (PM)	: 1:00-6:00	: 5 hrs	: Elective III	: X	: 300	
FIFTH YEAR						
Mon.-Fri.	: 5:20-6:20	: 60	: PA IV	: daily	: 300	
M. T. W.	: 6:20-7:20	: 60	: Elective IV	: **	: 180	
Thur., Fri.	: 6:20-7:50	: 90	: Elective IV	: 2 x a wk	: 180	
Saturday (PM)	: 1:00-6:00	: 5 hrs	: CAT I	: X	: 300	

*Practical Arts and Vocational Electives may be done out of the school, subject to the proper guidance, supervision and written records of evaluation by the subject teachers to be submitted to the Principal.

**3 times a week

X once a week