

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

December 22, 1982

MECS O R D E R  
No. 53, s. 1982

REVISED POLICIES ON PUPIL ATTENDANCE

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

1. In line with the objectives of the Program for Decentralized Educational Development (PRODED) to raise the achievement levels of pupils and to increase the participation and survival rates, the following policies on pupil attendance are hereby issued:

- a. A teacher shall exert all efforts to make a potential school leaver, i.e., a pupil who has been absent for five (5) consecutive school days, stay in school, and to retrieve a potential dropouts.
- b. In appraising the performance of teachers, the efforts of the teacher in making potential school leavers stay and in retrieving school dropouts shall be considered.
- c. Schools are encouraged to adopt formal and nonformal education alternatives, e.g.
  - (1) Assisting children who are frequently absent to catch up with their classmates through self-instructional modules to forestall dropping out;
  - (2) Utilization of innovative approaches piloted in Project Stay and Balik-aral;
  - (3) Explore the utilization of the Philippine Educational Placement Tests (PEPT) to retrieve dropouts.

- d. All records of pupil attendance and non-attendance shall be made in MECS Form I using the symbols, E for entered, when a pupil enters for the first time during the school year, A for absent, L for left, R for re-entered, and D for dropped.
  - e. A pupil who has been absent and marked A for ten (10) consecutive school days shall be marked left L on the eleventh school day opposite his name.
  - f. When L has been entered opposite the name of a pupil, no further absences should be marked against him, unless he returns and an R has been entered in the record.
  - g. A pupil marked L may be marked dropped D only after it has been established and confirmed by the parents, physician or nurse, and the child himself that he is physically and mentally incapacitated to go back to school.
2. Teachers shall account for children who drop out and/or repeat grades by indicating in the MECS Form I, School Register, what actions have been initiated to forestall the dropping out of the pupil.
  3. This Order supersedes all policies on pupil attendance.
  4. It is requested that the contents of this Order be taken up with teachers and administrators in order to obviate any further misconceptions and malpractices in marking and reporting pupil non-attendance.

(SGD.) ONOFRE D. CORPUZ  
Minister

Reference:

MECS Order: No. 25, s. 1978

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

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

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