

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

July 8, 1985

MECS O R D E R
No. 41, s. 1985

CLARIFICATION ON THE ORGANIZATION AND MANAGEMENT
OF PUBLIC PRESCHOOL CLASSES

To: Regional Directors
Schools Superintendents

1. The importance of providing our children with all the opportunities for their fullest development during their early years through preschool education has long been recognized. In this regard, the Ministry has been encouraging the public sector to organize preschool classes as provided in BPS Memorandum No. 25, s. 1971. Paragraph 6 of the aforementioned policy specifically states that:

"Since no funds are available for the salaries of Kindergarten teachers, self-supporting pre-elementary classes may be opened whenever parents are willing to pay a nominal tuition fee for their children and where instructional facilities are available. In no case should funds from R.A. No. 5447 and/or national allotment be used for these classes."

2. The inclosed guidelines are being issued to improve the organization and management of public preschool classes.

3. Wide dissemination of this Order is desired.

(SGD.) JAIME C. LAYA
Minister

Inci.:
As stated

References: MEC Order: No. 24, s. 1978
Department Order: No. 46, s. 1977
BPS Memorandum: (No. 26, s. 1971)
Allotment: 1-2--(D.O. 1-67)

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

CLASSES
ORGANIZATION
RULES & REGULATIONS
SCHOOLS

(Inclosure to MECS Order No. 41, s. 1985)

GUIDELINES IN ORGANIZING AND MANAGING PRESCHOOL
CLASSES IN PUBLIC SCHOOLS

1. Preschool classes may be organized by an elementary school through the school's Parent-Teachers Association or Teacher's Club. The facilities of the school may be utilized for this purpose.
2. Preschool classes in public schools should aim for the continuing improvement of their facilities, instruction and teacher quality. MEC Order No. 24, s. 1978 provides guidelines in these aspects.
3. The teaching and support staff of the school may be utilized for the preschool classes who shall be chosen among the teachers of the school, preferably from among the primary teachers. In cases where the number of teachers interested to teach exceed the number of classes, assignment shall be rotated. Hiring of preschool teachers not in the service may be resorted to, provided that they comply with the requirements on teacher qualification as per MEC Order No. 24, s. 1978. Community members may likewise be utilized as teacher aides.
4. Provisions in Department Order No. 46, s. 1977 must be observed in the selection and utilization of teachers for preschool classes. Provisions 2 and 3 of said Order state as follows:
 - "2. Under no circumstances, therefore, should a teacher whose salary comes from the national government be allowed to teach full time as a pre-elementary school teacher."
 - "3. However, teachers paid from national funds may teach pre-elementary school classes in addition to their service load as regular teachers and may be given honorarium/remuneration for such services."
5. The PTA or teachers club, as the case may be, shall keep a separate book of account covering income and expenses to be handled by an Assistant Treasurer who shall be a school teacher. Financial reports shall be prepared on the preschool classes fund by the Treasurer.
6. Honorarium may be paid for teaching at a rate not exceeding ₱15/hour of actual teaching time. The School Principal and Assistant Treasurer may be paid honorarium at a rate not exceeding ₱700/month. The actual rates, however, shall be established in accordance with the financial condition of the program.
7. Part of the proceeds for the program shall be used for the improvement of the regular programs of the school.
8. Involvement of teachers in preschool education is relevant to school/ areas implementing the Long Session Plan and may be an acceptable Sariling Sikap Activity.