

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

March 5, 1987

DECS O R D E R
No. 20, s. 1987

MODIFIED APPLICATION FORM FOR COMPUTER SCHOOLS

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

1. Pursuant to subparagraph 1.2 of MECS Order No. 40, s. 1986, "Guidelines on Computer Training Centers," the attached MECS Form GPR 4-A shall be used by computer training schools under Category b in applying for both permit and recognition to operate EDP courses. In the case of application for recognition, documents already submitted need not be required, except those that need updating.
2. In accordance with the same provision, computer languages such as Cobol, Fortran, Pascal and Basic, shall be treated as one package of courses for purposes of inspection fees.
3. This Order supplements MECS Order No. 40, s. 1986.
4. Compliance with this Order by all concerned is required.

(SGD.) VICTOR M. ORDONEZ
Undersecretary
Officer-in-Charge

Incl.:

As stated
Reference:
MECS Order: (No. 40, s. 1986)
Allotment: 1-3-4--(M.O. 1-87)
To be indicated in the Perpetual Index
under the following subjects:

/CHANGE
/PERMIT
RULES & REGULATIONS
SCHOOLS
/VOCATIONAL EDUCATION

DECS Form GPR-4

APPLICATION FOR GOVERNMENT PERMIT/RECOGNITION
TO OPERATE SHORT-TERM EDP COURSES

19

The Honorable
The Secretary of Education, Culture and Sports
Manila

Through Channels

Sir:

The undersigned Chairman of the Board of Trustees/President
hereby petition for GOVERNMENT PERMIT TO OPERATE the _____

under the laws of the Republic of the Philippines.

Name of School : _____

Address : _____

Course/s

To support this petition are the following documents duly certified/authenticated:

1. Board Resolution on the operation of the new courses certified by the Corporate Secretary:
2. Feasibility study indicating the need and relevance of the course to the development of the community and the resources and capabilities of the corporation/school to achieve/implement the objective of developing the community.
3. Articles of Incorporation and By-Laws duly registered with the Securities and Exchange Commission. (For new schools or existing schools that have not yet submitted this document.)
4. Copy(ies) of the Transfer Certificate(s) of Title (TCT) or Lease Contract Agreement (at least 2 years renewable) of the school site.
5. Statement on the location of the school in relation to recreational places of questionable character and gambling establishments, bowling alleys, movie houses, markets, garbage dumps, funeral parlors, cemeteries, heavy traffic highways, jails, railroad yards, dancing halls, and manufacturing and industrial establishments and the like. (Must be sufficiently far from the above places.)

6. Certificate of occupancy of the school building(s) from proper city/municipal authorities.
7. Pictures of the school site and building(s), classrooms, laboratories and libraries.
8. Copy of the latest Financial Statement for existing programs certified by an independent Certified Public Accountant. (For existing schools only).
9. Proposed budget/annual expenditures for the succeeding year approved by the Board of Trustees/Directors.
10. Proposed curriculum.
11. Proposed schedule of tuition and other school fees. (Approval to be secured from the DECS.)
12. List of School Administrators, i.e. President, Vice-President(s), Deans, Department Heads, etc., including -
 - a. educational qualifications, where and when obtained
 - b. position/designation
 - c. full-time/part-time
 - d. rate of salary per month
 - e. other employee benefits
13. List of Academic Non-Teaching Personnel including -
 - a. educational qualifications, where and when obtained
 - b. fields of specialization
 - c. subject assignments
 - d. full-time/part-time
 - e. number of teaching/contract hours per week
 - f. rate of salary per hour/month
 - g. other employee benefits
 - h. outside employment, if any
14. List of Teaching/Academic Staff including -
 - a. educational qualifications, where and when obtained
 - b. fields of specialization
 - c. subject assignments
 - d. full-time/part-time
 - e. number of teaching/contract hours per week
 - f. rate of salary per hour/month
 - g. other employee benefits
 - h. outside employment, if any
15. List of Non-Academic Personnel including -
 - a. educational qualifications, where and when obtained
 - b. position/designation
 - c. full-time/part-time
 - d. rate of salary per month/day
 - e. other employee benefits
16. Statements of prospective faculty members of their willingness to serve the school or employment contracts or appointment papers of faculty members.
17. List of laboratory facilities, equipment, furniture, supplies and materials classified by subject area.
18. List of library holdings.

19. Application and Inspection fees in the amount of Five Hundred and Twenty Pesos (P520.00). Postal Money Order (PMO) must be issued in favor of the Department of Education, Culture and Sports (DECS).
20. Bond in the amount of Five Hundred Pesos (P500.00) per course which should be in the form of cash, real estate or surety.

I, as Chairman of the Board/President, promise to maintain the standards required for these courses and to follow faithfully all the laws, the rules and regulations, and the requirements of the Department of Education, Culture and Sports governing the operations of authorized private school courses, (Category B of MECS Order No. 40, s. 1986), and to inform the DECS of any plan or action regarding closure or phasing out of a course or any changes in the prescribed requirements. I acknowledge that any violation of the laws, the rules and regulations of the Department of Education, Culture and Sports shall be deemed sufficient cause for the revocation of the authority granted.

The school will not conduct classes in the course applied for above until and unless this application is approved and the corresponding Government Permit is issued by the Department of Education, Culture and Sports; except as specified under the transitory provisions of MECS Order No. 40, s. 1986.

Very respectfully,

Chairman of the Board/President