

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

April 5, 1990

DECS O R D E R  
No. 33, s. 1990

GUIDELINES GOVERNING THE OPERATION  
OF CGFNS REVIEW CENTERS

To: Bureau Directors  
Regional Directors  
Presidents, State Colleges and Universities  
Heads of Private Schools, Colleges and Universities with  
a Recognized Nursing Program  
Operators of CGFNS Review Centers

1. The Department of Education, Culture and Sports is mandated under Executive Order No. 117, s. 1987, to coordinate with various agencies in providing opportunities for the acquisition of skills necessary to enhance and ensure continuing employability, efficiency, productivity, and competitiveness in the labor market.
2. Recognizing the technical expertise of the DECS in the area of nursing education, the Philippine Overseas Employment Administration (POEA), Department of Labor and Employment has transferred the regulation and supervision of the Commission for Graduates of Foreign Nursing Schools (CGFNS) review centers to the DECS, effective February 2, 1990.
3. Applications for renewal and new applications for authority to operate review centers for CGFNS shall be filed henceforth with the Bureau of Higher Education, Department of Education, Culture and Sports.
4. The inclosed guidelines for the establishment and operation of CGFNS review centers are hereby issued for the information and guidance of all concerned.
5. Immediate and wide dissemination of these guidelines is highly desired.

(SGD.) ISIDRO D. CARINO  
Secretary

Incl.:

As stated

Reference:

Unnumbered Memorandum dated February 9, 1990

Allotment: 1-3-4--(M.O. 1-87)

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

AUTHORITY

BUREAUS & OFFICES

CENTERS

Course of Study, COLLEGIATE

RULES & REGULATIONS

UNIVERSITIES and COLLEGES

(Inclosure to DECS Order No. 33, s. 1990)

## ARTICLE I

### AUTHORIZATION

SECTION 1. Review centers preferably having affiliations with recognized BSN program in colleges and universities shall be authorized to operate CGFNS review classes.

SECTION 2. The rules and regulations are herein prescribed for all CGFNS review centers.

## ARTICLE II

### QUALIFICATION OF APPLICANT ENTITIES

SECTION 1. The following organizations/entities may file an application for the establishment/operation of CGFNS review centers:

- 1.1 Institutions of higher learning with a recognized nursing program;
- 1.2 Philippine-based and duly registered entities whose basic purpose is to conduct review classes preparatory to overseas employment.

SECTION 2. Applications to operate CGFNS review classes shall be filed at the Bureau of Higher Education, Department of Education, Culture and Sports.

## ARTICLE III

### APPLICATION FOR PERMIT TO OPERATE

SECTION 1. Applications shall be filed 60 days before the desired date of operation. An application and inspection fee of five hundred twenty pesos (P520.00) shall be paid to the DECS upon filing.

SECTION 2. The following documents must accompany the letter of application:

- 2.1 Articles of Incorporation or Articles of Partnership in case of a corporation or partnership or certificate of registration from the Bureau of Domestic Trade (BDT) for single proprietorship;
- 2.2 Treasurer's Affidavit and bank certificate or financial statement, duly notarized, that the entity has an operational fund of at least one hundred thousand pesos (P100,000.00) per class.

- 2.3 Organizational setup;
- 2.4 Contract of lease or proof of ownership of the place of business or review venue;
- 2.5 Inventory of facilities and equipment as listed in Article V;
- 2.6 Review Mechanics:
  - 2.6.1 Schedule of fees;
  - 2.6.2 Schedule of review classes/sessions/lectures graphically arranged, indicating the topic, name of the lecturer, number of hours, and number of reviewees per class; and
  - 2.6.3 Review syllabi and sample review materials.
- 2.7 Bio-data and recent 2 X 2 photo of reviewers.

#### ARTICLE IV

#### QUALIFICATION OF REVIEW FACULTY

SECTION 1. Reviewers must be registered and practicing nurses in the Philippines.

- 1.1 Philippine-based reviewers must have:
  - a. a master's degree in nursing, preferably with a major in the assigned clinical specialty; and
  - b. teaching experience of at least two years in a college of nursing and has undertaken clinical supervision in the assigned clinical specialty.
- 1.2 At least one of the reviewers must have passed the U.S. licensure examination.
- 1.3 Philippine registered nurse-reviewers, based in the U.S., must have:
  - a. a master's degree in Nursing, preferably with a major in the assigned clinical specialty;
  - b. teaching experience of at least two years in nursing schools preferably in the assigned specialty area, and has undertaken clinical supervision in the assigned clinical specialty; and
  - c. up-dated Philippine license.

## ARTICLE V

### FACILITIES

SECTION 1. The review center must have the following conditions, facilities and resources:

- 1.1 Accessibility to transportation and located in a quiet and congenial environment;
- 1.2 Adequately ventilated and lighted classrooms, furnished with comfortable desks and chairs;
- 1.3 Adequate sanitation facilities;
- 1.4 A library with appropriate books and proper instructional facilities such as audio-visual equipments, overhead projectors, tapes, and the like;

No two review centers shall use the same classroom for conducting review classes.

SECTION 2. Size of a Review Class

The number of reviewees shall not exceed 100 per class.

SECTION 3. Hours of Review

The whole review program shall cover a total of at least one hundred (100) review hours or a minimum of twenty (20) hours for each of the five (5) major subject areas covered in the examination, namely:

- a. Medical Nursing
- b. Surgical Nursing
- c. Pediatric Nursing
- d. Obstetric Nursing
- e. Psychiatric Nursing and English

SECTION 4. Fees to be Charged from Reviewees

Maximum fee shall not exceed P1,000.00 per reviewee.

SECTION 5. Submission of reports/mandatory registration of reviewees.

Review centers shall submit the following reports to the Bureau of Higher Education.

- a. Schedule of classes, one month prior to the commencement of review classes.
- b. Terminal report, fifteen (15) days after completion of each review class.

- c. List of reviewees with their addresses, for purposes of monitoring and evaluation.

#### SECTION 6. Renewal Permit

The permit of a CCFNS review center shall be valid for a period of one (1) year from the date of issue. Application for renewal of permit or notice to cease operations shall be filed with the BHE at least 60 days prior to its expiry date.

#### SECTION 7. Violations

Any review center advertising as duly authorized or operating as a review center without the appropriate authority from the Department of Education, Culture and Sports, shall be subject to penalty for said violations, in accordance with existing laws.

#### TRANSITORY PROVISION

All review centers with previous POEA authorization shall register with the BHE, DECS in accordance with the set guidelines not later than September 30, 1990. Thereafter, any review center not duly authorized by DECS shall be considered closed.