

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

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DECS O R D E R
No. 97, s. 1990

GUIDELINES FOR THE IMPLEMENTATION OF THE FOUR-DAY CLASS
SCHEDULE IN THE ELEMENTARY, SECONDARY, AND TERTIARY
(INCLUDING VOCATIONAL-TECHNICAL) LEVELS AND THE FOUR
WORKING DAYS FOR DECS OFFICIALS AND EMPLOYEES

To: Undersecretaries
Assistant Secretaries
Bureau Directors/Cultural Agency Directors
Directors of Services/Centers and Heads of Units
Regional Directors
Schools Superintendents
Presidents, State Colleges and Universities
Vocational School Superintendents/Administrators
Heads of Private Schools

RATIONALE:

In view of the energy problem brought about by the unsettling situation in the Middle East and by the anticipated rise in price of oil, there is a need to adopt cost-saving measures in the school system, public and private.

The reduction of school days, yet meeting the requirements for the completion of a grade/year level or a course is proposed in response to the appeal of the Government for energy conservation. This cost-saving measure will initially cover the period from September 3 to October 31, 1990.

GUIDELINES:

The following guidelines for implementation of the four-school-days-a-week measure are hereby suggested:

1. On Scheduling of Classes

- 1.1 The school days for elementary and secondary levels shall be reduced from 5 days to 4 days each week, i.e. from Monday to Thursday. Friday is the preferred off-day.
- 1.2 The school days for the collegiate level (undergraduate) shall be reduced by one day. Friday is the preferred off-day.

- 1.3 The schedule for the graduate level shall remain the same.
- 1.4 Re-scheduling of classes at the tertiary level should be done subject to the following conditions:
- course requirements stipulated in the course syllabi are met;
 - minimum required number of class meetings (either by unit or by hours) are complied with; e.g. 40 hours for a 3-unit course.
- 1.5 Practicum activities and other on-the-job training (OJT) including internship will, likewise, be re-scheduled to synchronize with the Monday to Thursday schedule if possible.
- 1.6 Any deviation from the above guidelines shall require approval by the regional director.

2. On Instructional Alternatives

Teachers and school officials in all levels are encouraged to adopt innovative measures. Any or a combination of the following alternatives are given as examples.

- 2.1 Providing enrichment activities in the form of integrated take-home lessons/projects which shall be submitted to and evaluated/reacted upon by the teacher and/or peers. These lessons/projects shall be well-planned such that, there is integration of contents/concepts/skills in the different subjects for each grade/year level;
- 2.2 Utilizing the local broadcast media, i.e. radio and television, as vehicle for well-planned integrated lessons to be learned by pupils/students;
- 2.3 Engaging in productive work activities to compensate for the one-day-a-week off; Technology and Home Economics/EPD, etc. projects may be done at home;
- 2.4 Utilizing existing/available Self-Learning Kits (SLKs)/IMPACT modules;
- 2.5 Producing and utilizing self-learning instructional materials;
- 2.6 Utilizing textbooks and other instructional materials to the maximum;
- 2.7 Utilizing taped lectures, cassette tapes, or video tapes, which can be played back at home; and

2.8 Adopting regularly well-planned evaluation measures for student activities and projects.

3. On Holding of Field Trips/In-Service Trainings

3.1 Field trips/educational tours of both students and teachers shall be drastically minimized if not totally suspended;

3.2 Holding of seminar-workshops shall, likewise, be minimized especially if they require long distance travel.

4. On Using Electric Power

4.1 Discussing actually in class conservation of energy concepts related to learning areas.

4.2 Minimizing the use of electric power especially in schools by observing the following:

4.2.1 Putting off lights when not in use;

4.2.2 Using electric fans to the minimum;

4.2.3 Enjoining students to observe conservation of energy in their homes; and

4.2.4 Using car pool and public buses in coming to school.

5. On Teachers/Non-Teaching Personnel/Parents Participation

5.1 Teachers, non-teaching personnel, and school administrators shall, likewise, observe the four-day school schedule unless extremely needed.

5.2 A scheme for closer supervision of teacher's performance in providing/checking/monitoring/evaluating pupils' projects/take-home lessons shall be prepared by each school/district/division.

5.3 The school-home partnership program shall be utilized to the maximum by involving parents in the implementation/monitoring of these guidelines.

5.4 Teachers, non-teaching personnel, and school administrators are encouraged to engage in meaningful community-based projects during the one-day off.

6. On Working Days for DECS Employees/Officials in All Offices

6.1 Offices will be held from Monday to Thursday only.

6.2 Office Hours shall be extended thus:

7:30-12:00 and 1:00-6:30

7. Other Energy Cost-Saving Measures

- 7.1 Measures shall be adopted for effective trip planning and control of all car pools.
- 7.2 Lights shall be put off from 12:00 noon to 1:00 P.M. except when very necessary.
- 7.3 Employees shall limit the use of computer units to official purposes only.

8. Effect On Salaries

There shall be no diminution of salaries of faculty members and employees under this plan.

9. Effectivity

This DECS Order takes effect on September 3, 1990 for elementary and secondary levels and September 10, 1990 for the tertiary level to enable the school authorities to arrange their class schedules. Offices shall, likewise, be on September 3.

(SGD.) ISIDRO D. CARINO
Secretary

Reference:

N o n e

Allotment: 1-2-3-4--(M.O. 1-87)

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

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