

Republic of the Philippines
DEPARTMENT OF EDUCATION, CULTURE, AND SPORTS
Meralco Drive, Pasig, Manila

May 24, 1993

DECS ORDER No. 32, s. 1993

**GUIDELINES FOR ENROLLMENT, ORGANIZATION, AND OPENING OF CLASSES
IN PUBLIC ELEMENTARY AND SECONDARY SCHOOLS FOR SY 1993-1994**

To: Bureau Directors, Regional Directors, Schools Superintendents

1. The following guidelines shall be adopted in the opening of classes for public elementary and secondary schools for the school year 1993-1994.

2. In the past, many schools start enrollment on the date specified for the opening of classes. This practice delays the conduct of formal classes and wastes precious time that could otherwise be devoted to learning activities.

3. Regular classes for school year 1993-1994 shall start on Monday, June 7, 1993 as specified in DECS Order No. 4, s. 1993. All teachers and pupils shall be in their assigned classrooms and lessons shall be conducted beginning on the first day of school.

4. Class activities prior to the beginning of regular classes, such as enrollment and organization of classes, distribution of textbooks, and structuring of classrooms shall have been undertaken before June 7. Annex A provides a suggested schedule of activities.

5. The following guidelines for the enrollment and organization of classes shall be strictly observed:

5.1. In the interest of the service, all teachers shall report to school to undertake these pre-opening activities from May 31 through June 4, 1993.

5.2. Enrollment in Grade I and First Year high school shall be conducted on May 31 through June 4, 1993. It is expected that pupils in Grades II to VI and students in the Second Year to the Fourth Year had been tentatively enrolled at the end of SY 1992-1993. The lists of pupils/students enrolled and their class assignments shall be posted on bulletin boards.

5.3. Late enrollment shall not be allowed. Students and parents shall be properly and immediately advised of this regulation.

6. By June 4, those First Year, Second Year, and Third Year students who cannot be accommodated in the public secondary schools shall be identified and properly informed of their enrollment in nearby private schools participating in the Educational Service Contracting Scheme. Turnaways from the public secondary schools shall begin only after enrolling at least fifty-five (55) students in a class, and shall be certified by the school principal.

7. In enrolling children in the elementary and secondary schools, the following guidelines will be followed:

7.1. For Elementary Schools. First priority for enrollment in Grade I shall be given

those children who will have been seven years old by the opening of classes. Any available space left for Grade I may be availed of by children who will have been at least 6 1/2 years old by the opening of classes.

7.2. For Secondary Schools. Children who have successfully completed the six-year elementary school course, whether in the regular elementary school program or through the accreditation scheme, are eligible for admission to the secondary level.

8. The 1987 Constitution mandates that the State shall take appropriate steps to make education accessible to all. Thus, no child or youth, who meets the admission requirements shall be refused enrollment in public elementary and secondary schools. In this connection, the following measures shall be taken:

8.1. For Elementary Schools

- (a) In exigent cases, enroll at least fifty-five pupils per class.
- (b) Use the 1-1 plan or paired teaching in the intermediate grades.
- (c) Resort to combination or multigrade classes under one teacher whenever necessary.
- (d) In case of shortage of classrooms, the two-shift plan may be resorted to. Hence, a classroom is used by one class in the morning and by another class in the afternoon.

8.2. For Secondary Schools

- (a) In exigent cases, enroll at least fifty-five students per class.
- (b) Classes may be scheduled in three shifts when necessary or four shifts in extreme cases.
- (c) Late afternoon classes may be opened.

9. Elementary/secondary principals are responsible for increasing both participation and survival rates in their schools. They are expected to closely monitor the enrollment and attendance of pupils through the year.

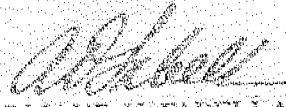
10. DECS Undersecretaries and Assistant Secretaries are monitor the implementation of these guidelines in the following assigned regions:

Undersecretary Luis Baltazar
Undersecretary Nestor Kalaw
Undersecretary Erlinda Peñanco
Asst. Secretary Marcial Salvatierra
Asst. Secretary Ramon Bacani

CAR, Regions I and II
Regions III, IV and NCR
Regions V & VI
Regions VII and VIII
Regions IX, XI and XII

11. All regulations/issuances inconsistent with any of the provisions of this Memorandum are hereby rescinded and amended accordingly.

12. For immediate dissemination and strict compliance.


ARMAND V. FABELLA
Secretary

Encl.:

As stated

References:

DECS Orders: (No. 39, s. 1990)

DECS Memoranda: (Nos. 1100, s. 1988; 63, s. 1990; and 21, s. 1992)

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

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

✓ADMISSION or ENROLLMENT
✓CLASSES
✓COURSE OF STUDY, ELEMENTARY
✓COURSE OF STUDY, SECONDARY
✓OFFICIALS

✓PUPILS
✓RULES & REGULATIONS
✓STUDENTS
✓TEACHERS

(Enclosure to DECS Order No. 32, s. 1993)

SUGGESTED SCHEDULE OF ACTIVITIES FOR SCHOOL YEAR 1993-1994

May 31

Orientation of elementary and high school teachers in district and school conferences

June 1 - 4:

Enrollment and organization of classes
Distribution of books to enrollees
Structuring of classrooms/school buildings/school campus
Preparation of devices
Administration of diagnostic tests/pre-assessments

June 7:

Start of classes (lesson plans should reflect first lesson indicated in the
MLC/DLC/Teachers Manual/SEDP Guides)

June 12:

Independence Day Celebration

June 15:

Submission of Reports on Organization of Classes