

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

June 2, 1993

DECS Order No. 33, s. 1993

**REPORTS NO LONGER REQUIRED FROM
ELEMENTARY AND SECONDARY SCHOOL PRINCIPALS**

To: Bureau Directors, Regional Directors, Schools Superintendents
Vocational School Superintendents and Administrators

1. It is DECS policy that the number of periodic written reports submitted by principals of elementary and secondary public schools to their superiors shall be kept to a minimum, in order that the heads of such public schools may be able to devote more time to more substantive tasks, such as supervising teachers and otherwise improving the quality of instruction.

2. Towards this end, the following periodic reports shall no longer be required for submission to higher authorities:

Title of report

- (1) Class/teachers programs (Forms 29, 30, and 31)
- (2) Nutritional status
- (3) Local statistical forms
- (4) Report on student awards and contest participation
- (5) Ranking of honors
- (6) BSP/GSP/RC/YMCA and similar reports

3. The termination of the above reports to higher authorities does not mean that the information requested no longer need be compiled, but only that they no longer have to be prepared and submitted on a periodic basis.

4. This Order shall take effect with the school year 1993-94. Other reports as may be shown to be unnecessary and which may also be discarded will be announced later, or alternatively, a list of the reports which will continue to remain in force. Principals of public elementary and high schools are encouraged to recommend such other reports the submission of which may no longer appear to be necessary.



ARMAND V. FABELLA
Secretary