

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

June 23, 1993

DECS Order No. 50, s. 1993

**MINIMUM RECURRING REPORTS REQUIRED OF
PRIVATE SCHOOLS, COLLEGES AND UNIVERSITIES**

To: Bureau Directors, Regional Directors, School Superintendents
Heads of Private Schools, Colleges and Universities

1. **Statement of Policy.** It is the policy of the Department that the number, frequency, and extent of periodic or recurring reports which are required to be submitted to higher or to supervisory authorities shall henceforth be limited to those for which a felt need can clearly be established, not only in terms of frequency but also in terms of complexity of the information required. Those periodic reports and forms which cannot meet these standards will no longer have to be submitted.

2. **Minimum Required Reports.** In accordance with the above-given policy, effective with the school year 1993-94, the following will be the only reports which private schools, colleges, and universities will be required to submit on a recurring annual or semestral basis:

(a) As the most important item, the summary of students enrolled in the school, classified by course and curriculum year, per BPrS Memo No. 26, s. 1951, shall be submitted to the DECS Regional Office not later than two weeks after the beginning of classes for each term, whether it be for the school year, the semester or trimester, or the summer session. The summary shall be submitted ahead of the list of individual students mentioned below. A consolidated report form is under preparation, which shall be used when made available in the near future.

(b) The list of individual students enrolled for the term, by course and by curriculum year, alphabetically arranged, also per BPrS Memo No. 26, s.1951, shall be submitted to the DECS Regional Office concerned not later than thirty days after the beginning of classes in the case of elementary and secondary schools and colleges, and within the first five days of the month for special vocational schools or courses. In the tertiary levels, the subjects enrolled in by each student, including the corresponding units, shall be indicated.

(c) The report on ratings of students duly enrolled for each term shall be submitted to the Regional Office on Form 18 for elementary and secondary schools and on Form 19 for college, not later than thirty days after the last day of classes.

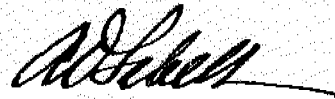
(d) The list of graduates for the elementary and secondary levels and a summary of graduates by course for the tertiary level shall be submitted to the Regional Office not later than thirty days after the last day of the school year or term.

(e) Applications for special orders, for schools not qualified for exemption through their accreditation status shall be submitted to the Regional Office not later than August 1 for students expected to graduate at the close of the first semester, and by January 2 for those

graduating in March. The applications of prospective collegiate summer graduates and secondary graduates shall be submitted immediately after the start of classes.

3. **Computerized Formats.** The above reports may be submitted in computerized form, provided that all the required information is contained therein.

4. **Prior Issuances.** This Order supersedes all DECS issuances which are inconsistent with its provisions.



ARMAND FABELLA
Secretary