



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON, KULTURA AT SPORTS  
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS  
All Complex, Marikina Avenue  
Pasig, Metro Manila



Sama Sama  
sa DECS

July 17, 1998

DECS ORDER  
No. 64, s. 1998

REVISED REGULATIONS GOVERNING THE OPERATION OF SUMMER  
CLASSES IN BOTH PRIVATE AND PUBLIC SECONDARY SCHOOLS

To: Regional Directors,  
Schools Superintendents,  
Private Secondary School Principals

1. To ensure the effective and efficient implementation of the policy relative to operation of summer classes in both public and private secondary schools, guidelines are hereby revised.
2. The revised guidelines contained in the enclosure shall be implemented starting the summer term, 1998-1999.
3. Gross violation of regulations and conditions mentioned in the revised guidelines shall be sufficient cause for cancellation of permit to operate and for denial of future requests to operate summer classes. All rules and regulations inconsistent with this Order are hereby annulled and/or rescinded.
4. Immediate dissemination of and compliance with this Order is directed.

*Andrew Gonzalez*  
ANDREW GONZALEZ, Jr.  
Secretary

Incl.: As stated  
Reference: DECS Order No. 42, s. 1998  
Allotment: 1-(T) (Y 50-97)  
To be indicated in the Perpetual Index  
under the following subjects:

CLASSES  
Course of Study, SECONDARY  
POLICY

## REVISED REGULATIONS GOVERNING THE OPERATION OF SUMMER CLASSES IN BOTH PRIVATE AND PUBLIC SECONDARY SCHOOLS

1. The application to operate summer classes should be submitted to the regional office through the division office concerned not later than the first week of March preceding the summer term. The approval of the application by the Regional Director shall be based on the result of the evaluation of the merits of the application by the division office concerned.
2. The application in duplicate shall include the following:
  - a. List of faculty (name, degree, training, subject, subject to be taught, number of years in teaching this subject). One teacher may be assigned to teach the subject in the summer session, provided he/she has not taught for at least three (3) regular school years.
  - b. Tentative list of subjects to be offered which is based on the report of failures submitted by the Principal to the division office.
  - c. Schedule of classes and authorized student's fees.
3. Permission to hold summer classes shall be issued only for the term applied for, subject to the regulations prescribed therein.
4. Summer classes in schools shall be offered to the following students only:
  - a. Candidates and students who lack one (1) laboratory subject or two (2) non-laboratory subjects in order to graduate in May.
  - b. Trailing students who lack the minimum one (1) laboratory subject or two (2) non-laboratory subjects to be classified as regular students in any curriculum year of the secondary course during the preceding school year after the summer term.
  - c. No student may carry more than one (1) laboratory subject or two (2) non-laboratory subjects during the summer term.
5. The summer session shall consist of not less than 30 days, excluding holidays and weekend days, but including one vacation day.
6. The number of hours to be completed for a laboratory subject or two (2) unit credit subject is not over 7 hours, and 20 summer days, while that for a non-laboratory subject or 1-1/2 hours or 14 days and 14 summer days.

Schedule of classes should leave an interval of no more than 5 minutes between periods.

Classes shall be scheduled six (6) days a week, Monday through Saturday.

7. No student shall be given credit for further work if he/she has missed classes for more than three (3) days.

8. All requirements applying to this regular school year as to accounting, business, equipment, library, facilities, records, or faculty agreement and reports will apply also to the summer classes as provided for here above.

9. Reports on final ratings obtained by all students enrolled in summer shall be submitted to the regional office through the district office concerned not later than fifteen (15) days from the last day of classes.

10. The Division Superintendent will be delegated to monitor and evaluate summer classes. Additional for monitoring and supervision should be prepared by the district office concerned. Report on evaluation shall be submitted to the Regional Director not later than fifteen (15) working days after the last day of class.