



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
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Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary

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DECS ORDER
No. 36 series 2001

**Institutionalization of the Model of Excellence (MOE)
Schools Program**

To: Regional Directors
Schools Division/City Superintendents
Elementary/Secondary Schools Principals

1. In pursuance of its policy on educational development, the Department is institutionalizing the MOE Schools Program. It is a vital support program of the *Books for the Barrios, Inc.* in support of DECS that showcases the positive effects of implementing simple but effective physical and behavioral improvements. It transforms Philippine public elementary schools into world class learning centers. It establishes classroom-centered reading and communication skills development for children. It provides schools with fully functional libraries and computer-learning centers (CLC) as tools for learning.
2. To facilitate the institutionalization of the Program, a National MOE Schools Program Unit attached to the Adopt-A-School Program is hereby organized. The Unit shall perform the following functions:
 - a. Supervising and coordinating the implementation of the Program;
 - b. Recommending policies, plans and priorities pertaining to the effective implementation of the Program;
 - c. Providing technical assistance and support in various areas and stages of program implementation;
 - d. Establishing linkages with concerned organizations/agencies for cooperative and collaborative endeavors on matters concerning the implementation of the Program; and
 - e. Monitoring and evaluating the implementation of the Program.
3. To coordinate the activities of the Unit, **Mr. Ronald P. Espinoza** is hereby designated as Program Coordinator. Mr. Espinoza shall be assisted by Field Coordinators who shall be designated by Division Schools Superintendents and principals of MOE schools.
4. To ensure the effective and efficient implementation of the Program, Division Schools Superintendents, Heads/Principals and Field Coordinators of MOE schools

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are advised to observe the provisions as provided in the MOE Schools Program Implementing Guidelines (Inclosure 1).

5. As part of the effort to benchmark the resources provided under the Program, all regions with participating schools are hereby requested to conduct an inventory of books, computers and other learning resources donated by the *Books for the Barrios, Inc.* The report on the conduct of the inventory, names of the MOESP Field Coordinators, and quarterly and year-end reports shall be submitted to the National MOE Program Unit, Rizal Bldg., DECS Complex, Pasig City.

6. Other schools that would like to implement the Program may signify their intent to participate in the Program. For inquiries/clarifications, you may contact the National MOE Schools Program Unit at Telephone Nos. 638-86-37 or 632-13-61 local 2227.

7. Immediate and wide dissemination of this Order is desired.


ISAGANI R. CRUZ
Undersecretary

(Enclosure to DECS Order No. 36, s. 2001)

**IMPLEMENTING GUIDELINES OF THE MODEL OF
EXCELLENCE (MOE) SCHOOLS PROGRAM**

I. Criteria for schools intending to participate in the MOE School Program

- 1) General Criteria:
 - a) School with severe classroom shortage;
 - b) Schools with insufficient budget or funds;
 - c) Schools in low-income municipalities;
 - d) Schools with insufficient number of textbooks and instructional materials;
 - e) Schools with poor but high performing students;
 - f) Overcrowded schools; and
 - g) Schools with undernourished students.
- 2) Specific Criteria:
 - a) Submission of a letter of intent to participate in the Program containing among others, a justification of the eligibility of the school. The letter should enclose photographs of a typical classroom, comfort room, library grounds and other facilities, which shall be used to validate the eligibility of the school;
 - b.) Compliance with the basic infrastructure/facilities and manpower requirements of the Program as follows:
 1. All the classrooms in the primary level and the library should be painted white in double coat;
 2. The classroom should have tables, chairs, and bulletin boards; and
 3. A permanent librarian should be assigned.
 - c.) Manifestation that the Principal has the ability to secure the necessary assistance to implement the Program through a Memorandum of Agreement with the LGU, PTCA, NGO, and/or other partners/stakeholders in the community; and
 - d.) Commitment to submit quarterly progress reports for the first three months of implementation of this Program and year-end reports including the report on the performance of pupils in the latest NEAT examination.

II. Conditions and Requirements for Participating Entities

- 1) An entity that intends to participate in the program should have a credible track record and must have been in existence or operating for at least five (5) years.

- 2) An entity may select assistance from the different packages under the ASP. Participation may be in the form of providing the necessary funds, goods, or services to the school.
- 3) Once all of the requirements for participation is in place, the participating entity (like the BftB) will deliver to the qualified MOE school the following:
 - a) A fully-equipped library including reference books, dictionaries, atlas, globes, storybooks, textbooks and consumable workbooks;
 - b) Art materials including, when available: pens, pencils, crayons, markers, tape, glue, scissors, rulers, paper, etc;
 - c) Typewriters for the professional use of the Principal and the staff;
 - d) General reference materials;
 - e) Teacher training.

III- Benefits Accruing to the Participating Entities:

The participating entity shall enjoy all the benefits and privileges of an adopting entity under the Adopt-A-School Program.

IV- Preparation and Signing of MOA:

1. Where a private entity has committed to support an MOE school, the MOESP Field Coordinator shall prepare a Memorandum of Agreement and submit it to the Superintendent for endorsement to the National MOE Program Unit.
2. The MOE School Program Coordinator shall review the draft MOA and make his/her recommendations to the Undersecretary for Programs and Projects.
3. Once approved, the Field Coordinator shall finalize the MOA to be signed by the Superintendent and the private entity.
4. The Field Coordinator shall submit a copy of the MOA to the National MOE Program Unit.

V- Program Administration:

1. National Schools Program Unit:
The National MOE Schools Program Unit attached to the Adopt-A-School Program shall perform the following functions:
 - a) Supervise and coordinate the implementation of the Program;
 - b) Recommend policies, plans and priorities pertaining to the effective implementation of the Program;

- c) Provide technical assistance and support in various areas and stages of program implementation;
 - d) Establish linkages with concerned organizations/agencies for cooperative and collaborative endeavors on matters concerning the implementation of the Program; and
 - e) Monitor and evaluate the implementation of the Program.
- 2) MOE School Program Field Coordinator:
The MOE School Program Field Coordinator shall perform the following functions:
- a) Supervise the implementation of the Program in MOE schools in the Division;
 - b) Coordinate with the National MOE Schools Program Unit on the implementation of the Program;
 - c) Prepare plans to encourage participation/involvement of private entities and other stakeholders in the community;
 - d) Recommend to the Superintendent proposals relative to the implementation of the Program in the division;
 - e) Monitor of the Program;
 - f) Submit quarterly and year-end reports to the National MOESP Unit;
 - g) Maintain a database on the Program;
 - h) Keep records and other documents; and
 - i) Draft MOAs.
3. The Principal of the MOE School shall perform the following tasks:
- a) Submit the required reports on
 - Results of the pre-post tests and N.E.A.T. examination
 - Outstanding awards or merits of the school
 - Periodic and regular reports
 - Implementation of the Program
 - Regular interface with the LGU, NGO, private businessmen, and other stakeholders
 - Implementation of typing classes (5th and 6th Grades only)
 - Accomplishments under the School-Within-a-Garden
 - Improvement of facilities such as painting of classrooms
 - Assignment of a permanent/full time librarian to take charge of the library and monitor the card catalog and the daily loaning of books to pupils for home reading.
 - Completion of Sustained Silent Reading (SSR) for 10 minutes daily in all grade levels
 - "Star-of-the-Week" and "Pupil-of-the-month" bulletin boards in every classroom.
 - Conversion from desks to tables in Grades 1,2 and 3
 - b) Supervise and monitor the implementation of the Program;

- c) Coordinate regularly with the MOE Schools Program Field Coordinator on plans to encourage participation/involvement of some prospect program partners in the community and facilitation of linkages between private corporations, foundations and other civic groups interested in supporting the Program;
- d) Provide instructional supervision to MOE teachers
- e) Coordinate with the Parents, Teachers and Community Association (PTCA) to:
 - Raise fund for priority projects approved by the parents, staff and pupils;
 - Seek support for a volunteer in the library;
 - Participate in the cleanliness drive and School-Within-a-Garden program.
- f) Perform other tasks relative to the effective and efficient implementation of the Program

These Implementing Guidelines shall take effect immediately upon the issuance of the DECS Order for the Institutionalization of the Model of Excellence (MOE) Schools Program.