



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
DepEd Complex, Meralco Avenue
Pasig City

OFFICE OF THE SECRETARY
Tanggapan ng Kalihim

AUG 23 2002

DepEd ORDER
No. 38, s. 2002

**ORGANIZATION OF PRESCHOOL CLASSES UNDER THE PRESCHOOL
SERVICE CONTRACTING SCHEME SY 2002-2003**

To: Regional Directors
Schools Division Superintendents
Chiefs of the Elementary Education Division, DepEd RO

1. Present statistics show that only a very small percentage of the five year old population has access to preschool education. The Department of Education, recognizing the importance of preschool education, is implementing the **Preschool Service Contracting Scheme**. This is an alternative delivery system that aims to provide preschool experiences to prospective Grade I children in fifth and sixth class municipalities, urban slums and relocation areas.
2. The program , piloted in SY 1997-1998 for a period of six (6) months, provided preschool experiences to children in the disadvantaged areas whose parents could not afford to pay for such services. Monitoring data revealed that through the program, children experienced a smoother transition from home to formal schooling. Children developed self-confidence and readiness for school.
3. The program is now on its sixth year of implementation by October, SY 2002-2003. In view of this, all regions/divisions are requested to submit a list of enrollees who are prospective Grade I pupils for next school year 2003-2004. Private preschools and non-government organizations shall be contracted as service providers.

4. For effective implementation of the Program, please refer to the *Guidelines for the organization of Classes*.
5. Immediate and wide dissemination of this Order is desired.

R. C. Bacani
RAMON C. BACANI
Undersecretary
Officer-In-Charge

Encls.:
As stated

Reference:
DECS Order: No. 43, s. 2001

Allotment: 1—(D.O. 50-97)

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

PRESCHOOL EDUCATION
PROGRAMS
PUPILS

NUMBER OF CLASSES TO BE ORGANIZED
UNDER PRESCHOOL SERVICE CONTRACTING SCHEME
SY 2002-2003

REGION	
I	50
II	41
III	95
IV	90
V	30
VI	100
VII	60
VIII	60
IX	45
X	44
XI	50
XII	42
XIII	47
CAR	45
NCR	86
ARMM	<u>25</u>
TOTAL	<u>910</u>

GUIDELINES ON PRESCHOOL SERVICE CONTRACTING SCHEME

1. Under the Preschool Service Contracting Scheme, preschool classes shall be organized in 5th and 6th class municipalities, urban poor communities and relocation areas starting October 2002 and shall end in March, 2003.
 2. Five-year old children who are prospective Grade One pupils (i.e. children who will be six years old in June 2003) will be enrolled.
 3. The Preschool Service proponent shall be contracted on the basis of the following:
 - Non-government organization (NGO) that is registered with at least one government agency;
 - Financially capable and educationally-oriented NGO; and
 - Private schools that are registered with DepEd and are financially capable to advance funds for the program
 4. The amount of **SIX THOUSAND TWO HUNDRED FIFTY PESOS** (P6,250.00)/class/month shall be given in full to the service contractor for the salary of teachers, instructional materials and administrative cost.
 5. No honoraria will be paid to DepEd school officials in connection with the preschool service contracting program.
 6. There is a separate fund for monitoring/supervision of preschool classes, hence, no amount from the preschool service contracting program shall be used to monitor/supervise said classes. Preschool monitoring/travelling funds shall be transferred to the regions which in turn shall transfer them to the divisions on pro rata basis.
 7. No payment shall be made to PTCA organized preschool classes
- A. **Responsibilities of Service Contracting Proponents**
1. Organize preschool classes with a maximum of twenty-five (25) pupils.
 2. Provide the following:
 - a) salary of qualified preschool teachers of not less than P3,000.00/month to be paid every end of the month.
 - b) school/classroom facilities (if possible)
 - c) adequate developmentally-appropriate instructional materials
e. g. educational blocks/toys, storybooks, taped songs/puzzle and **3 workbooks** (English, Filipino, Math)
 - d) basic school supplies – e.g. pencil, paper, crayon, art paper
 3. Hire preschool teachers from the list of qualified teachers furnished by the DepEd Division Office

4. Have a Memorandum of Agreement (MOA) with DepEd Division Office.
5. Conduct continuous coordination with DepEd and the community with regard to the Preschool Program.
6. Submit an accomplishment report and liquidate funds with the Division Office for preschool services rendered within a month after classes have closed.

B. Responsibilities of DepEd

1. Central Office

- Transfer funds to DepEd Regional Office for the payment of services at six thousand two hundred fifty pesos (P6,250.00)/class/month for a period of 6 months.
- Monitor the conduct of the program

2. Regional Office

- Submit to DepEd, Bureau of Elementary Education, data on the classes organized and names of Service Providers not later than November 30, 2002.
- Orient the teachers and administrators on the conduct of the Program
- Monitor the conduct of the Program.
- Coordinate with Service Contracting Proponent regarding preschool matters e.g. conduct of classes
- Transfer funds to Division Office on time who will in turn pay the Service Providers

3. Division Office

- Organize a Screening Committee composed of the Division ECD/Preschool Coordinator and four (4) elementary school principals who will screen teacher applicants for the 6-month preschool program.
- Furnish Service Contracting Proponents with a list of qualified teachers who were previously screened by the Screening Committee
- Have a Memorandum of Agreement with Service Contracting Proponents (Division Level)
- Assist in providing classroom/facilities if Service Contracting Proponent cannot do so
- Monitor the conduct of the program with the assistance of the principals
- Submit Accomplishment Report to the Regional Office.