



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
**KAGAWARAN NG EDUKASYON**  
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**JUL 17 2003**

DepEd ORDER  
No. 58, s. 2003

**ORGANIZATION OF PRESCHOOL CLASSES UNDER THE PRESCHOOL  
SERVICE CONTRACTING SCHEME SY 2003-2004**

To: Regional Directors  
Schools Division/City Superintendents

1. The low performance and low participation rates for elementary pupils have been attributed to poor foundation of basic education particularly at the Preschool and Grade I levels. These are revealed in the National Elementary Assessment Test (NSAT).
2. Cognizant of the importance of developing the readiness skills of the pupils to tackle learning activities in the formal setting, the Department of Education has launched an innovative education program, the Preschool Service Contracting Scheme. This is an alternative delivery system to provide preschool experience to prospective Grade I children in the fifth and sixth class municipalities, urban slums and relocation areas.
3. Monitoring data revealed that through the program, children experienced smoother transition from home to school and have developed self-confidence and readiness for school. By October of SY 2003-2004, the program will be on its seventh year of implementation.
4. In view of this, all regions are requested to submit a list of enrollees who are prospective Grade I pupils for the next school year not later than November 2. A Pre-test will be given to the pupils during the first week of November. Private preschools and non-government organizations shall be contracted as service providers. Allocation of classes by region for SY 2003-2004 is in Enclosure No. 1.
5. For the effective implementation of the Program, refer to the Guidelines for the Organization of Classes for Preschool Service Contracting Scheme.
6. Immediate dissemination of and compliance with this Order is directed.

EDILBERTO C. DE JESUS  
Secretary

Encls.:

As stated

Reference:

DepEd Order: No. 38, s. 2002

Allotment: 1—(D.O. 50-97)

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

PRESCHOOL EDUCATION  
PROGRAMS  
PUPILS

Sheila./maricamPPD, DQ Organization of Preschool Classes  
Computer Used: Madel, 07-14-03

(Enclosure No. 1 to DepEd Order No. 58, s. 2003)

**PRESCHOOL SERVICE CONTRACTING SCHEME  
SY 2003-2004**

**ALLOCATION OF CLASSES BY REGION**

<b>Region</b>	<b>Classes</b>
I	50
II	41
III	100
IV-A	60
IV-B	40
V	60
VI	100
VII	59
VIII	59
IX	45
X	53
XI	50
XII	42
CARAGA	47
NCR	84
CAR	45
ARMM	<u>30</u>
<b>TOTAL</b>	<b>965</b>

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**GUIDELINES ON PRESCHOOL SERVICE CONTRACTING SCHEME  
School Year 2003-2004**

1. Under the Preschool Service Contracting Scheme, preschool classes shall be organized in 5<sup>th</sup> and 6<sup>th</sup> class municipalities, urban poor communities and relocation areas starting October, 2003 and shall end in March, 2004.
2. Five-year old children who are prospective Grade One pupils (i.e. children who will be six years old in June, 2004) will be enrolled.
3. The Preschool Service proponent shall be contracted on the basis of the following:
  - 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 **Two Hundred Fifty Pesos (PhP250.00)** per child per month shall be given in full to the service provider for the salary of teachers, instructional materials and administrative cost.
5. No honoraria shall 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.
8. **Responsibilities of Service Contracting Proponents**
  - A. Organize preschool classes with a maximum of twenty five (25) pupils;
  - B. Provide the following:
    - salary of qualified preschool teachers of not less than P3,000.00/month to be paid every end of the month;
    - school classroom facilities (if possible);
    - adequate developmentally-appropriate instructional materials, e.g. educational blocks/toys, storybooks, taped songs/puzzle and **3 workbooks (English, Filipino, Math) per pupil**; and
    - basic school supplies – e.g. pencil, paper, crayon, art paper
  - C. Enter into a Memorandum of Agreement (MOA) with DepEd Division Office;
  - D. Conduct continuous coordination with DepEd and the community with regard to the Preschool Program; and
  - E. Submit an accomplishment report and liquidate funds with the Division Office for preschool services rendered within a month after classes have closed. ☞

## 9. Responsibilities of DepEd

### A. Central Office

- Allocate the number of classes to the regional offices;
- Monitor the conduct of the program; and
- Evaluate the implementation/conduct of the program.

### B. Regional Office

- Submit to DepEd, Bureau of Elementary Education data on the classes organized and names of Service Providers not later than November 2, 2003;
- 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; and
- Transfer funds to Division Office on time which will in turn pay the Service Providers.

### C. Division Office

- Funds received from the Regional Office shall be given in full to the Service Provider who in turn takes care of procuring and distributing materials to the children and paying the salaries of teachers;
- Assist Service Provider in hiring qualified preschool teachers for the program;
- Enter into 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; and
- Submit Accomplishment Report to the Regional Office. ↵