



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
**KAGAWARAN NG EDUKASYON**  
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**MAR 16 2004**

DepED ORDER  
No. **20**, s. 2004

**2004 BEC- BASED SUMMER CLASSES**

To: Regional Directors  
Schools Division/City Superintendents  
Heads, Public and Private Secondary Schools

1. The Summer Classes based on the Basic Education Curriculum (BEC) shall be held six (6) weeks inclusive of Saturdays between April 19, 2004 and May 28, 2004 per DepEd Order No. 11, s. 2003. Private schools may deviate from this schedule provided that they notify their respective Regional Offices in advance.

2. Teachers shall administer a diagnostic test to identify the students' development areas as basis for the preparation of remedial lessons. The objective shall be to build on students' prior knowledge and enable them to attain satisfactory mastery of the learning competencies.

3. The daily sessions for the subjects that shall be offered under the Summer program shall be based on the following time allotment:

English	- 3 hours	AP	- 2 hours	EP IV	- 1.5 hours
Filipino	- 2.5 hours	TLE	- 2.5 hours		
Mathematics	- 3 hours	MAPEH	- 2.5 hours		
Science	- 4 hours	EP I-III	- 1.0 hour (I)		

4. The implementing guidelines of the BEC-based summer classes are enclosed. For more clarification, please contact **Ms. Corazon L. Echano**, Supervising Education Program Specialist, CDD, Bureau of Secondary Education (BSE) at this telephone numbers (02) 632-1361 to 71 local 2062, 2063, 2064; telefax numbers (02) 632-7746 or 632-7586. *Q*

*"Bawat Graduate, Bayani at Marangal"*

5. Gross violation of the guidelines shall be sufficient cause for cancellation of permit to operate and denial of future request to operate summer classes. All rules and regulations inconsistent with this Order are hereby rescinded.

6. Strict compliance with this Order is directed.



**EDILBERTO C. JESUS**  
Secretary

Encl.: As stated

References: DECS Orders Nos. 12 and 64, s. 1998

Allotment: 1 – (D.O. 50-97)

To be indicated in the Perpetual Index  
under following subjects.

**CLASSES**

**POLICY**

**SECONDARY EDUCATION**

## **IMPLEMENTING GUIDELINES OF THE 2004 BEC SUMMER CLASSES**

1. The application to operate summer classes shall be submitted to the Regional Office (RD) through the Division Office (DO) not later than the last week of March preceding the summer term. The Regional Director (RD) shall approve the application based on the result of the evaluation by the DO. Permission to hold summer classes shall be issued only for the term applied for.
2. Request from secondary schools to operate summer classes shall include the following:
  - 2.1 Approved PTA Resolution requesting the conduct of summer classes and stating the amount of fees the PTA will contribute for each student (If honorarium shall be granted to teachers who will handle the classes)
  - 2.2 Tentative list of subjects to be offered based on the report of failures and schedule of classes submitted by the School Head/Administrator
  - 2.3 List of students who will take up summer classes
  - 2.4 Written consent of the parents whose children will attend summer classes
  - 2.5 List of teachers who have intention to teach summer classes
3. Summer classes shall be offered to the following students only.
  - 3.1 Graduating students who failed to complete the requirements in, at most two, (2) subject areas, in order to graduate in May.
  - 3.2 Students who failed to complete the requirements in at most two (2) subject areas in order to be classified as a regular student in the curriculum year of the secondary education program, following the summer term.
4. Public school teachers who will handle summer classes shall earn service credits equivalent to the number of days rendered. If honorarium shall be given, no service credits shall be granted.
  - 4.1 The number of service credits due to a teacher who handles summer classes shall be equal to the number of days of actual service rendered, i.e., number of hours of actual teaching divided by 8 hours.
  - 4.2 Request for the grant of service credits shall be made with the Office of the RD duly supported by the following documents:
    - 4.2.1 Daily Time Records of the teachers
    - 4.2.2 Report of Accomplishment of each teacher
    - 4.2.3 Approved request for vacation services
  - 4.3 Teachers shall handle summer classes in their areas of specialization only.
5. The Schools Division Superintendents (SDS) shall monitor and evaluate the conduct of summer classes. Monitoring and supervision reports shall be submitted to the RD not later than fifteen (15) days after the last of classes.
6. The School Head shall submit to the RO through the DO, a report on the conduct of the summer classes including performance of students, not later than fifteen (15) days from the last day of classes.