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DepED ORDER
No. **55**, s. 2004

SEP 29 2004

**ORGANIZATION OF PRESCHOOL CLASSES UNDER THE PRESCHOOL
SERVICE CONTRACTING PROGRAM FOR SY 2004-2005**

To: Regional Directors
Schools Division/City Superintendents
Heads, Private Preschools/NGOs

1. Education for All (EFA) recommends the expansion of Early Childhood Care and Development (ECCD) coverage specifically for children in the disadvantaged areas. In support of this goal and the Department's objective of reducing dropout and repetition rates particularly in Grades I to III, Preschool Service Contracting Program will continue its implementation in October 2004 to March 2005.
2. Preschool Service Contracting Program is an alternative delivery system that provides early childhood experiences to prospective Grade I children by making use of available resources. These are the children in the fifth and sixth class municipalities, urban slums and relocation areas who are not accommodated in the PTCA-initiated preschools nor in the day care centers.
3. Each region/division is encouraged to organize classes under this program. Private preschools and non-government organizations may be contracted for this purpose.
4. The list of enrollees shall be submitted to the Bureau of Elementary Education (BEE) through the Curriculum Development Division (CDD) on or before October 29, 2004. Likewise, the Contract or Memorandum of Agreement (MOA) entered into with the Service Providers shall be submitted on the date stated to facilitate issuance of funding allotment.
5. The guidelines for the implementation of the Program is enclosed.
6. Immediate dissemination of and compliance with this Order is directed.


FLORENCIO B. ABAD
Secretary

Encl.: As stated

Reference: DepED Order: No. 58, s. 2003

Allotment: 1-(D.O. 50-97)

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

CLASSES
PRESCHOOL
PROGRAMS

Sally-Preschool
8-27-'04
comp. used sheila

(Enclosure to DepED Order No. 55, s. 2004)

GUIDELINES ON THE IMPLEMENTATION OF PRESCHOOL
SERVICE CONTRACTING PROGRAM FOR SY 2004-2005

1. Preschool classes shall be organized in the 5th and 6th class municipalities, urban poor communities and relocation areas starting October 2004 and shall end in March 2005.
2. Five-year old children who are prospective Grade I pupils (children who are six years old by June 2005) are the only eligible enrollees of the Program.
3. Private schools, church-based Early Learning Centers which are registered with the DepEd, including Colleges and Universities with preschool services and Non-Government Organizations (NGOs) with education mandate can be contracted as Service Provider, however, they must be 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 costs.
5. No amount from the Preschool Service Contracting Program shall be used to monitor/supervise PSSC classes.
6. No honoraria shall be paid to any of the DepEd officials involved in the implementation of the Program and no payment shall be made to any PTCA-organized classes.
7. Responsibilities of the Service Providers are the following;
 - A. Enter into a Memorandum of Agreement (MOA) with DepEd Division Office.
 - B. Provide the following;
 - salary of preschool teacher(s) of not less than P3,000.00/month every end of the month for six (6) months,
 - adequate instructional materials at least three workbooks (Communication Skills in English, Filipino and Mathematics) and a story book per child within the first two weeks of the PSSC class,
 - basic school supplies (ie. paper, pencil, art papers, crayons, clay, scissors, etc) during the first week of PSSC class.

- C. Submit an accomplishment report and liquidate funds with the Division Office for preschool services rendered on or before end of April 2005.
- D. Monitor implementation of the PSSC classes as often as possible.
- E. Continuously coordinate with the DepEd Office and the community regarding conduct of the PSSC class.

F. Responsibilities of the DepEd

a. Central Office

- Monitor the implementation of the program
- Evaluate the conduct of the program
- Facilitate release of funds on time

b. Regional Office

- Submit to the Central Office the signed Memorandum of Agreement (MOA) together with the list of enrollment not later than October 29, 2004. These shall be the basis for the processing of payments.
- Transfer funds to the Division Offices the soonest time possible after receipt thereof.
- Consolidate data and submit to the Central Office accomplishment report.

c. Division Office

- Organize preschool classes with a maximum of twenty five (25) and a minimum of fifteen (15) pupils per class.
- Enter a MOA with the Service Provider.
- Submit the signed MOA with the list of enrollment (please follow the hereunder suggested format) to the Regional Office as basis for the processing of payment.

Region: _____ Division: _____
 Municipality: _____
 Service Provider: _____

NAME	SEX	AGE	DATE OF BIRTH

- Orient the teachers and the administrators on the proper implementation of the Program
- Assist the Service Provider in hiring teacher(s) and securing classroom(s) if needed
- Pay the Service Provider **in full** (i.e. TWO HUNDRED FIFTY PESOS (Php250.00) per child per month)
- Monitor conduct of classes and provide assistance to Service Contracting teachers with the assistance of the Principals in case there is a need
- Submit accomplishment report to the Regional Office on or before April 29, 2005