



Republic of the Philippines  
Department of Education



**Tanggapan ng Kalihim**  
Office of the Secretary

MAY 26 2006

DepEd ORDER  
No. 21, s. 2006

**GUIDELINES FOR THE ORGANIZATION OF CLASSES**

To: Undersecretaries  
Assistant Secretaries  
Bureau/Regional/Service/Center Directors  
Schools Division/City Superintendents  
Head of Public Elementary and Secondary Schools

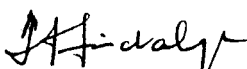
1. The following guidelines shall be adopted for the organization of classes for public elementary and secondary schools in every schoolyear:

- a. Children who will be six years old by the opening of classes (June 5, 2006 for schoolyear 2006-2007) are eligible for enrolment in Grade I. The birth certificate of the child shall be the documentary basis for admission. In case this is not available, an affidavit attesting to the birth of the child executed by two persons can be submitted.

Children who are younger than six years old by at most six months may be admitted to Grade I provided their readiness for school has been assessed positively by the school where they are applying for admission through the School Readiness Assessment Tool.

- b. Pupils/students who wish to transfer to a public school from another public school or from a private school should bring the Form 138 (Report Card) to the school where they intend to transfer. If this document is not available, the child can be admitted on condition that the Report Card shall be submitted not later than the end of the First Grading Period.
- c. The ideal class size shall range from a minimum of 15 pupils/students to a maximum of 65 pupils/students per class. The ideal average class size shall be 50.

- d. Whenever possible, classes in grades I to III, should, not exceed 40 pupils per class in order to keep the teaching-learning process more manageable during these foundation years of schooling. In addition the most competent and/or most experienced teachers should be assigned to these grade levels, particularly in Grade I.
2. The guidelines contained in DepEd Order No. 32, 2003 entitled "Additional Policy on Enrollment in Public Schools" (copy attached) are reiterated.
3. Double shift sessions shall be adopted to the extent practicable in elementary and secondary schools stipulated in DepEd Order No. 62, s. 2004 entitled "Adoption of Double-Shift Policy in Public Schools to Address Classroom Shortage" (copy attached).
4. The assigned teaching load of a teacher shall not exceed six hours of actual classroom teaching in accordance with the provisions of the Magna Carta for Public School Teachers (RA 4670).
5. All school heads must send to their respective Division Offices a letter acknowledging receipt of this DepEd Order including - the date of receipt and committing to comply with its provisions.
6. The DEtxt service may be used as a quick response mechanism to secure from the Central Office any clarification to any of the provisions of this Order.
7. These guidelines shall continue to remain in force in succeeding school years unless modified or repealed.
8. For immediate dissemination and compliance.

  
FE A. HIDALGO  
Undersecretary  
Officer-In-Charge 3

Encls.: As stated

References: DepED Order: Nos. 32, s. 2003 and 62, s. 2004

Allotment: 1—(D.O. 50-97)

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

ADMISSION or ENROLMENT  
CLASSES  
POLICY

PUPILS  
STUDENTS



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
**KAGAWARAN NG EDUKASYON**  
DEPARTMENT OF EDUCATION  
DepEd Complex, Meralco Avenue, Pasig City, Philippines

*Tanggapan ng Kalihim*  
*Office of the Secretary*

Direct Line: 633-7208  
E-Mail: [deped@pacific.net.ph](mailto:deped@pacific.net.ph)

**APR 28 2003**

DepEd ORDER  
No. **32**, s. 2003

**ADDITIONAL POLICY ON ENROLMENT IN PUBLIC SCHOOLS**

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Directors of Services/Centers and Heads of Units  
Regional Directors  
Schools Division/City Superintendents  
Heads, Public Elementary and Secondary Schools

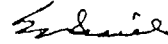
1. To ensure equity in basic education, this Department reiterates its policy that all public schools are strictly enjoined to admit all prospective Filipino pupils/students regardless of sex, creed, socio-economic status, racial or ethnic origin, residency, political and other affiliation.

2. This policy is in line with the Constitutional mandate to make education accessible to all (Article 14, Section 1 of the 1987 Philippine Constitution) and with the corollary provision of Sec. 3, Paragraph 2, Chapter 1 of Batas Pambansa Blg. 232, otherwise known as the Education Act of 1982 which maintains equality of access to education as well as the enjoyment of the benefit of education by all citizens.

3. In view hereof, and for purposes of enrolment in the approaching school year and all succeeding school years, the entire public school system shall strictly adhere and observe the following:

- 3.1 As a rule, no public schools shall refuse admissions, or shall allow delisting of Filipino pupils/students for any of the reasons cited above;
- 3.2 Given resource constraints, public school may give priority preference for admission to those new entrants who are residents of the locality where the school is located provided that the reasonable threshold ratio of pupils/students per teacher of **sixty (60) is to one (1)** shall be observed strictly; and
- 3.3 For the purpose of developing an education data base, schools may ask students to provide information on the socio-economic situation of their families. But the information cannot be used to restrict the admission of Filipino children into the schools.
- 3.4 No additional requirement shall be imposed on pupils/students or parents other than those required in relevant DepEd rules and regulations.

4. Any one who is found violating this directive shall be subject to administrative sanctions.



EDILBERTO C. DE JESUS  
Secretary

References :

DECS Orders: Nos. 26, s. 1995 and 47, s. 1998:

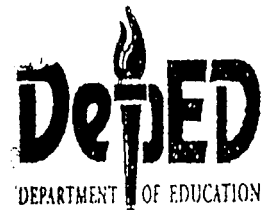
Allotment: 1—(D.O. 50-97)

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

ADMISSION or ENROLMENT  
POLICY  
PUPILS  
STUDENTS



Republic of the Philippines  
Department of Education



**Tanggapan ng Kalihim**  
**Office of the Secretary**

DEC 13 2004

DepED ORDER  
No. 62, s. 2004

**Adoption of Double Shift Policy in Public Schools to Address Classroom Shortage**

1. Given the perennial problem of inadequate classrooms as a result of the annual increase in enrolment and the continuing severe budget constraints, the Department has to address the problem of classroom shortages in a systematic and cost-effective manner.
2. In order to reduce the classroom backlog which is placed at 51,947 classrooms as of the beginning of SY 2004-2005, based on a class size of 45, the double shift session for classes shall be adopted, to the extent practicable, in the following schools starting SY 2005-2006:
  - a. Elementary Level
    1. schools holding 3 or 4 shift classes
    2. schools already operating on 2 shifts shall be maintained
    3. schools in city divisions still on single shift
    4. schools in non-city divisions on single shift with classroom-pupil ratios of 66 and above
    5. black zone schools
  - b. Secondary Level – All secondary schools
3. Elementary schools in non-city divisions with classroom-pupil ratios of 65 and below and operating on a single shift will remain on single shift.
4. Class sizes shall range from a minimum of 15 pupils/students to a maximum of 65 pupils/students per class. The average class size shall be 50.
5. With the adoption of double shift session for classes and an increase in the average class size to 50, the classroom shortage is expected to be reduced to 17,873 classrooms.
6. To prepare for the efficient implementation of this strategy starting SY 2005-2006 without reducing the time allotment for the various subjects, all elementary and secondary schools required to go on double-shift sessions as listed in Item No. 2 above shall assess and quantify the requirements for operating on double-shift in terms of additional resources such as teachers, additional MOOE for electricity, water, security, etc. and installation of electrical supply connections. The assessment should also include identifying measures to mitigate any possible

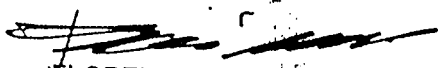
adverse consequences of the implementation of such a strategy on students and teachers such as possible tardiness as a result of early start of classes in the morning and safety concerns in view of probable late dismissal of classes on the second shift.

It is also suggested that, for elementary schools planning to introduce or expand pre-school classes in line with the Early Childhood Care and Development Program, the classroom requirements of pre-school classes shall be factored into the assessment.

7. The results of such an assessment on a school-by-school basis shall be submitted not later than January 4, 2005. These shall include estimates of any additional resources required for every school which is recommended to operate on a double-shift session as well as recommendations on mitigating measures.

8. We are providing for your reference and possible adoption sample class schedules of public elementary and secondary schools operating on a double-shift basis.

9. For immediate dissemination and strict compliance.

  
FLORENCIO B. ABAD  
Secretary

References:

DECS Order: No. 26, s. 1995  
DepEd Order: No. 32, s. 2002

Allotment: 1—(D.O. 50-97)

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

CLASSES  
POLICY  
SCHOOLS