



DepED ORDER  
No. 32 s. 2007

MAY 09 2007

GENERAL GUIDELINES FOR THE OPENING OF CLASSES

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

The following guidelines shall be adopted for the opening of classes for public elementary and secondary schools:

1. The provisions of DepED Order No. 21, s. 2006, otherwise known as the "Guidelines for the Organization of Classes," are hereby reiterated, specifically as follows:

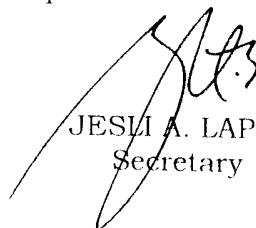
- a. Children who will be six years old by the opening of classes (June 4, 2007 for School Year 2007-2008 and every opening of classes for subsequent school years) are eligible for enrolment in Grade 1. The birth certificate of the child shall be the documentary basis for admission. In case this is not available, an affidavit attesting to the birth of the child executed by two persons can be submitted, subject to submission of his/her birth certificate thereafter.

Children who are younger than six years old by at most six months may be admitted to Grade 1 provided their readiness for school has been assessed positively by the school where they are applying for admission through the School Readiness Assessment Tool, in relation to DepED Order No. 25, s. 2007 on School Readiness Assessment for All Grade One Entrants.

- 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. Class sizes shall range from a minimum of 15 pupils/students to a maximum of 60 pupils/students per class.

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 1.

2. The specific provision of DepED Order No. 32, s. 2003, giving priority preference for admission to those new entrants who are residents of the locality where the school is located, subject to the reasonable threshold ratio of pupils/students per teacher as stated above is retained.
3. The provisions with regard to the "Adoption of Double Shift Policy" to address classroom shortages, as provided for in DepED Order No. 62, s. 2004, subject to the abovecited average and maximum class size shall be maintained.
4. The provisions relative to the "Guidelines on Voluntary Collection of Fees from Students of Public Elementary and Secondary Schools," as well as the provisions on the announcement and posting of which at the entrance of the school, as provided for in DepED Order No. 20, s. 2006 and the provisions of DepED Order No. 23, s. 2003 on "Revised Guidelines Governing PTAs/PTCAs at the School Level" are reiterated, for strict compliance.
5. Schools Division Superintendents and School Principals/School Heads are directed to implement this Order. The Regional Director shall monitor the implementation of this Order.
6. Every School Head must send to the Division Office a letter of compliance of this Order. In turn, the Schools Division Superintendents are required to submit to the Office of the Regional Director, who in turn shall submit to the Undersecretary for Regional Operations a consolidated report of said compliance. Any violation of this Order by any school official/employee shall be strictly dealt with administratively, pursuant to DepED Order No. 49, s. 2006, otherwise known as the Revised Rules of Procedure of the Department of Education in Administrative Cases.
7. All previous issuances which are inconsistent with the provisions of this Order, are hereby repealed or modified accordingly.
8. These guidelines shall remain in force and effect in succeeding school years until revised or repealed.
9. For immediate dissemination and compliance.

  
 JESLI A. LAPUS  
 Secretary

References: DepED Order: Nos. 25, s. 2007; 21 and 49, s. 2006;  
 62, s. 2004, 23 and 32, s. 2003

Allotment: 1—(D.O. 50-97)

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

ADMISSION or ENROLMENT  
 FEES

CLASSES  
 POLICY