



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



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June 16, 2008

DepEd ORDER

No. **49**, s. 2008

**GUIDELINES ON THE UTILIZATION OF DOWNLOADED FUNDS FOR SUPPORT TO PTCA
ORGANIZED PRESCHOOL CLASSES FOR SCHOOL YEAR 2008 – 2009**

TO : Regional Directors
Schools Division Superintendents
Head of Public Elementary Schools
All Other Concerned

Per Memorandum on Downloading of MOOE and Preschool Program Funds to Schools dated May 14, 2008, funds shall be downloaded to the regions. Utilization of said funds shall follow the guidelines below:

1. Effective immediately, all PTCA organized classes shall continue to operate. Funding for wages and honorarium of teachers shall come from the Department of Education for SY 2008-2009 and shall be downloaded for the purpose as stipulated in DepEd Memorandum dated May 14, 2008 on "Downloading of MOOE and Preschool Program Funds to Schools".
2. Downloaded funds and forthcoming funds from Central Office shall support PTCA Organized Preschool Classes in the form of wages for preschool teachers.
3. All divisions shall release said funds to specific schools with PTCA Organized Preschool classes upon submission of enrolment list. However, the local government shall continue to fund the LGU initiated preschool classes.
4. Full-time Preschool Teachers shall be paid P6,000.00 per month handling two classes of at least 25 pupils each. **Only 5-year old children** are allowed for admission in the preschool classes.
5. Regular Elementary School Teachers may be allowed to handle PTCA classes in the absence or unavailability of qualified preschool teachers and shall be paid honorarium in the amount of P 2,500.00 per month. However, in no case shall the teacher/s be relieved of school/teaching responsibilities just for this purpose.

6. A duly notarized contract of service attached as Enclosure 1 between the preschool teacher and DepEd represented by the school administrator shall be approved to warrant appointment and payment of wages and honorarium.
7. Existing materials, handbook for preschool teachers and workbook for pupils shall be utilized for the PTCA classes.
8. The divisions shall provide from their MOOE the instructional materials needed by the PTCA preschool classes.
9. Report of organized PTCA classes shall be submitted to the regions and the central office on or before July 15, 2008 following the attached format (Enclosure 2) in hard and electronic copies. Submission shall be addressed to the following:
 - Bureau of Elementary Education
Attention: Curriculum Development Division
 - preschool.bee@gmail.com
10. All divisions shall submit monthly physical and financial reports, under oath to the Central Office, copy furnished, the Regional Office. The Regional Office and Central Office on the other hand shall monitor the utilization of downloaded funds every month.



JESLI A. LAPUS
Secretary

Encls.: As stated

Reference: N o n e

Allotment: 1—(D.O. 50-97)

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

CLASSES
FUNDS

POLICY
PRESCHOOL EDUCATION

(Enclosure No. 1 to DepEd Order No. 49, s. 2008)

Republic of the Philippines
DEPARTMENT OF EDUCATION
Region _____
Division _____
District _____
School _____

CONTRACT OF SERVICE

Be it known to all concerned that _____ of _____
Name Address
as the First Party, of _____,
School School Address
_____ and _____, _____ as the Second Party,
District Division Division Address
representing the Department of Education do hereby agree to the following;

A. Responsibilities of the First Party

1. Teach/handle PTCA preschool classes of at least 25 children per class. A teacher may handle two (2) classes; one (1) in the morning and one (1) in the afternoon for a period of three (3) hours per class.
2. Undertake necessary preparations before teaching to ensure quality experiences and care for preschool children.
3. Adhere to the set preschool standards by the Department.
4. Submit to the school administrator needed reports which include, but not limited to enrolment, ECCD checklist and others.

B. Responsibility of the Second Party - Department of Education

1. Supervise the teachers of PTCA preschool classes to ensure that classes are implemented according to the standards set.
2. Provide the necessary support to the preschool teacher.
3. Certifies attendance and payment of teacher's salaries.
4. Maintain active linkage with the LGU and other interested GO's and NGO's to draw-in support to the preschool education.

For and in consideration of this contract, the Division shall pay:

1. Six Thousand Pesos (P6,000.00) per month for ten (10) months for two (2) classes handled with at least 25 children per class/session.
2. Two Thousand Five Hundred Pesos (P2,500.00) per month honorarium for regular teacher designated to teach preschool children organized by the PTCA.

IN WITNESS WHEREOF, the parties hereto have signed this Contract of Services on _____ day of _____, 2008 at _____, Philippines.

(Party of the First Part)

(Party of the Second Part)

PTCA Preschool Teacher

Division Preschool Coordinator

APPROVED:

Schools Division Superintendent

SIGNED IN THE PRESENCE OF:

School Principal/Administrator

Division Accountant/Budget Officer

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
_____) S. S.

BEFORE ME, this day of _____, 2008, in the City of _____, Philippines, personally appeared:

CTC. No: _____
Issued at : _____
Issued on: _____

CTC No : _____
Issued at : _____
Issued on: _____

Both known to me as the same persons who executed the foregoing agreement and they exhibited to me their respective Residence Certificate as indicated below their names, and acknowledged to me that the same is their voluntary act and deed and free act of the entities which they respectively represent.

DOC. NO. _____
PAGE NO. _____
BOOK NO. _____
Series of 2008

