



DepED O R D E R  
No. **57**, s. 2008

**AUG 06 2008**

**REVISED GUIDELINES ON THE EFFECTIVE IMPLEMENTATION  
OF THE PRESCHOOL SERVICE CONTRACTING PROGRAM**

To: Regional Directors  
Schools Division/City Superintendents  
Heads, Public Elementary Schools  
All Others Concerned

In order to implement effectively the Preschool Service Contracting Program, its guidelines are hereby revised as follows:

**I. General Guidelines**

1. Priority for organization of Preschool Service Contracting classes for SY 2008-2009 are the identified low performing schools, Public Elementary Schools without existing preschool classes, including Barangays without Daycare Centers, urban poor communities and relocation areas.
2. Public Elementary Schools/Barangays with Preschool Service Contracting classes as of SY 2007-2008 can continue to organize the same provided no preschool class is existing in that same school.
3. Qualified beneficiaries shall be the five-year old children or the incoming Grade One pupils for the next school year. For SY 2008-2009, children whose birthdays fall on June 2003 until October 30, 2003 can be enrolled in the program.
4. A class must be composed of not less than fifteen (15) and not more than twenty-five (25) five-year old children.
5. Classes start on the first Monday of October and ends on the last Friday of March of every school year.
6. Only five-year old children who are attending Daycare Service with other age groups can be taken in for the Service Contracting class.
7. Accredited and/or recognized Preschools/Early Learning Centers, Colleges/ Universities offering Education Course and duly registered Non-Government Organizations with education mandate are qualified to become Service Providers.
8. Service Providers shall enter into a Memorandum of Agreement (MOA) with the Division Office. They shall be paid in full at Three Hundred Pesos (PhP 300.00) per child per month in two (2) tranches of payment.

9. When screening Service Providers, their financial capacity must be considered. Service Providers must be able to advance funds for at least three (3) months for Three Hundred Pesos (PhP300.00) per child per month.

10. Funds for the Preschool Service Contracting Program should not be used for other purposes.

## **II. Specific Guidelines**

### **A. Responsibilities of the Service Providers**

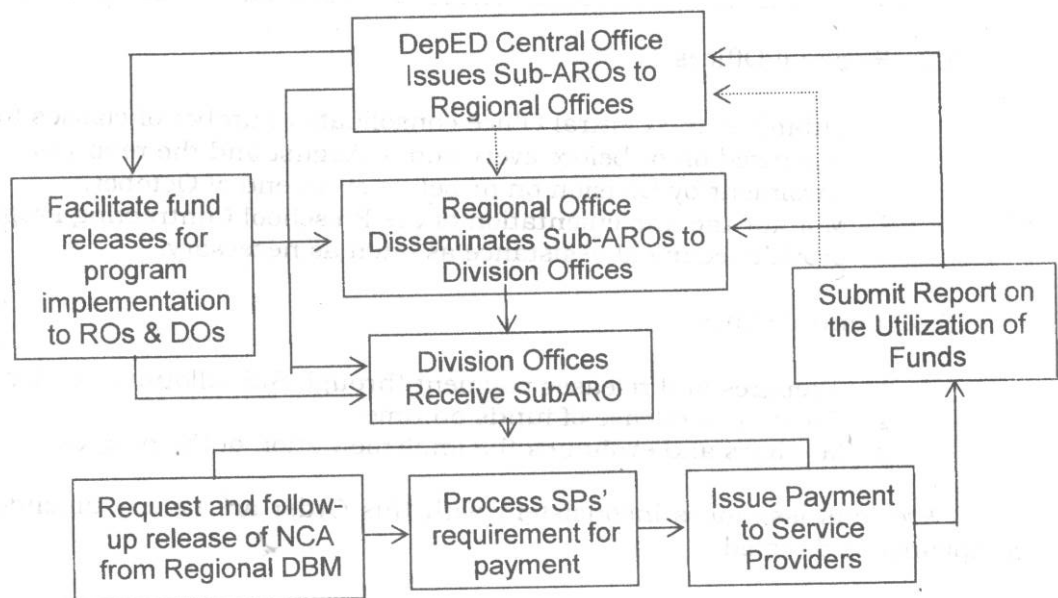
1. Enter into a Memorandum of Agreement (MOA) with the DepED Division Office. Format of the MOA is enclosed as pattern to consider.
2. Assist or recommend to the Division Office areas where Service Contracting may possibly be organized.
3. Hire preschool teacher(s) who will handle at least two (2) preschool contracting classes per teacher. Same teacher(s) will have to be under Contract with the respective Service Provider(s).
4. Provide the following:
  - 4.1. honorarium of teacher(s) of not less than Php3,000.00/month every end of the month on time;
  - 4.2. original printed workbooks in Communication Skills in English and Filipino, and Mathematics at least two weeks after the start of the class;
  - 4.3. set of three (3) storybooks per child within the first month of the Program; and
  - 4.4. basic school supplies, like pads of paper, pencils, erasers; art materials such as crayons, scissors, art papers, modeling clay and necessary instructional materials and supplies for the teachers sufficient for the six-month period.
5. Provide direct assistance to the teachers concerning classroom instruction as often as possible.
6. Submit the following to the Division Office:
  - 6.1 Report of Enrolment certified by the Preschool Coordinator,
  - 6.2 Accomplishment Report, and
  - 6.3 Supporting Documents for Payment as enumerated in B.7.

### **B. Responsibilities of the DepED**

#### **B.1. Division Offices**

1. Conduct survey from July to August of every year of five year old children who are not enrolled in any type of preschool or early childhood education.

2. Submit to the Regional Office on or before August 15 the number of classes to be organized. A class must be composed of at least fifteen (15) and a maximum of twenty five (25) five-year old children.
3. Screen Service Provider(s) from August to September and enter into a MOA on the basis of their capacity to advance funds for at least three months at Three Hundred Pesos (PhP300.00) per child.
4. Assist the Service Provider(s) in screening teachers and securing classroom if necessary.
5. Orient the Service Provider(s) with their teachers and school administrators on the proper implementation of the Preschool Service Contracting Program before the start of classes in October.
6. Secure Sub-Allotment Release Order (Sub-ARO) and request the corresponding Notice of Cash Allocation (NCA) from the Department of Budget and Management (DBM). Procedure of Fund Transfer is shown below:



7. Pay the Service Provider(s) in full, i.e. Three Hundred Pesos (PhP300.00) per child per month on a first-come, first-served basis upon submission of the complete requirements as follows:

- ✓ Signed and notarized MOA
- ✓ Billing Statement/Summary of Expenses
- ✓ Report on Enrolment certified by the Preschool Coordinator
- ✓ Teacher(s) Service Contract
- ✓ Monitoring Report from the Preschool Coordinator
- ✓ Accomplishment Report
- ✓ Certificate of Compliance from the Schools Division Superintendent

8. Monitor the conduct of classes, gather and verify data as submitted by every school and provide technical assistance to Service Contracting teachers.

9. Submit to the Regional Office on or before October 15, 2008 the Summary Report of Enrolment following the Excel format below. An electronic copy of the same Report is requested to be forwarded to the Bureau of Elementary Education through e-mail address preschool.bee@gmail.com.

**SUMMARY REPORT OF ENROLMENT ON PRESCHOOL CONTRACTING CLASS**

Region: \_\_\_\_\_ Division: \_\_\_\_\_ SY: \_\_\_\_\_

District	City/ Municipality	Income Class	Name of School	Number of Classes	Enrolment			Name of Teacher	Name of Service Provider
					M	F	T		


**B.2. Regional Offices**

1. Submit to the Central Office consolidated number of classes to be organized on or before every end of August and the report of enrolment by Division on or before every end of October.
2. Monitor the implementation of the Preschool Contracting Program and provide technical assistance as often as necessary.

**B.3. Central Office**

1. Prepares and releases payment through Sub-allotment Order.
2. Facilitates release of funds on time.
3. Monitors and evaluates the implementation of the program.

Previous issuances inconsistent with this Order are hereby amended. Strict compliance is directed.

  
**TEODOSIO C. SANGIL, JR.**  
 Undersecretary  
 Officer-in-Charge

Encl.: As stated  
 Reference: DepED Order: No. 64, s. 2007  
 Allotment: 1—(D.O. 50-97)

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

**CLASSES  
 PRESCHOOL EDUCATION  
 PROGRAMS**

**MEMORANDUM OF AGREEMENT  
BETWEEN  
THE DEPARTMENT OF EDUCATION  
AND**

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**KNOW ALL MEN BY THESE PRESENTS:**

This agreement made and entered into by and between the Department of Education, Division of \_\_\_\_\_ with office address at \_\_\_\_\_, herein represented by \_\_\_\_\_, Schools Division Superintendent. Herein referred to as the FIRST PARTY.

and

\_\_\_\_\_ with principal address at \_\_\_\_\_  
herein represented by \_\_\_\_\_,  
(Service Provider representative) (Designation)  
herein referred to as SECOND PARTY.

**WITNESSETH**

WHEREAS the Preschool Service Contracting Program (PSCP) envisioned to contribute to the country's poverty alleviation program through Preschool Education. Specifically it aims to provide worthwhile preschool experiences to five year old children who were not accommodated in any type of preschool or early childhood education in private, public and even in Daycare Centers.

WHEREAS, the First Party upon receipt of the amount of Php 300.00 per child per month be given in full to the SECOND PARTY as Service Provider, from which the salary of teachers, instructional materials and administrative costs will be drawn.

WHEREAS, the First Party acting through its delegated unit makes arrangement with government or non-government institution with extension capacities who can be engaged in organizing and conducting preschool programs for the five-year old children, the identified clientele;

WHEREAS, the Second Party commits to carry out the project's activities with due diligence, effectiveness and efficiency in conformity with Department Order No. \_\_\_ s. 2008, known as the Revised Guidelines on the Effective Implementation of the Preschool Service Contracting Program.

WHEREAS, the FIRST PARTY and the SECOND PARTY shall help each other to effectively implement the program/project for the period of six (6) months;

WHEREFORE, for and in consideration of the foregoing premises and mutual covenants and agreements hereafter set forth, the parties have agreed as follows:

## ARTICLE I

### Responsibility of the FIRST PARTY

1. Conduct survey from July to August five year old children who are not enrolled in any type preschool or early childhood education.
2. Organize Preschool classes with a maximum of twenty five (25) and a minimum of fifteen (15) pupils per class.
3. Screen Service Providers from August to September and enter into a MOA on the basis of its capacity to advance funds for at least three months @ THREE HUNDRED PESOS (P300.00) per child.
4. Submit to the Regional Office on or before August 15, 2008 the number of classes organized.
5. Assist the SECOND PARTY/Service Provider(s) in screening teachers and securing classroom if necessary.
6. Orient the Service Providers with their teachers and school administrators on the proper implementation of the Preschool Service Contracting Program before the start of class in October.
7. Secure Sub-Allotment Release Order (Sub-ARO) and request the corresponding Notice of Cash Allocation (NCA) from the local Department of Budget and Management (DBM).
8. Facilitate release of SubARO from the Regional Office and issuance of NCA from local DBM office.
9. Pay the SECOND PARTY/Service Provider(s) in full, i.e. THREE HUNDRED PESOS P300.00 per child per month on a first come first serve basis upon submission of the complete requirement as follows:
  - ✓ Signed and notarized MOA
  - ✓ Billing Statement
  - ✓ Report on Enrolment certified by the Preschool Coordinator
  - ✓ Teacher(s) Service Contract
  - ✓ Monitoring Report from the Preschool Coordinator
  - ✓ Accomplishment Report
  - ✓ Certificate of Compliance from the Schools Division Superintendent
10. Monitor the conduct of classes and provide technical assistance to the Service Contracting teachers and school heads, if needed.
11. Submit Report of Enrolment both electronic and hard copy at the Regional Office on or before October 15, 2008 following the hereunder Excel format.

**REPORT OF ENROLMENT ON ORGANIZED SERVICE CONTRACTING CLASS**

Region: \_\_\_\_\_ Division: \_\_\_\_\_ SY: \_\_\_\_\_

District	City/ Municipality	Income Class	Name of School	Number of Classes	Enrolment			Name of Teacher	Name of Service Provider
					M	F	T		

11. Submit Reports of Accomplishment and Utilization of Funds duly certified by the Division Accountant and the Division Schools Superintendent to the Regional Office on or before April 15, and August 15 of every year, respectively.

**ARTICLE II**

**Responsibility of the SECOND PARTY**

1. Enter into a Memorandum Of Agreement (MOA) with the First Party.
2. Assist or recommend to the FIRST PARTY areas where Service Contracting may possibly be organized.
3. Hire preschool teacher(s) who will handle at least two (2) preschool contracting classes per teacher.
4. Enter into a Contract of Service to the teacher(s) hired to handle the Preschool Contracting class.
5. Pay honorarium of teacher(s) of not less than Php3,000.00/month every end of the month.
6. Provide original printed workbooks in Communication Skills in English and Filipino, and Mathematics at least two weeks after the starts of class in October.
7. Issue set of three (3) storybooks per child within the month of October, ie start of the Program.
8. Provide basic school supplies, like pad paper, pencils, erasers; art materials such as crayons, scissors, colored constructionpapers, modeling clay and the necessary instructional materials and supplies for the teachers sufficient for the six month period.
9. Provide direct assistance to the teachers concerning classroom instruction as often as possible.

10. Continuously coordinate with the FIRST PARTY regarding the conduct of the program.

11. Submit the following to the FIRST PARTY:

A. Report of Enrolment following the Excel Format as indicated below;

**REPORT OF ENROLMENT ON ORGANIZED SERVICE CONTRACTING CLASS**

Region: \_\_\_\_\_ Division: \_\_\_\_\_ SY: \_\_\_\_\_

District	City/ Municipality	Income Class	Name of School	Number of Classes	Enrolment			Name of Teacher	Name of Service Provider
					M	F	T		

B. Accomplishment Report

C. Supporting Documents such as signed and notarized MOA, Billing Statement, Report on Enrolment certified by the Preschool Coordinator Teacher(s) Service Contract, Monitoring Report from the Preschool Coordinator.

**ARTICLE III**

This agreement shall take effect immediately upon signing hereof and maybe amended upon mutual agreement by both parties and shall automatically terminate upon satisfactorily fulfillment of all terms and conditions herein.

In WITNESS HEREOF, the parties have signed this AGREEMENT on date and place appearing hereof.

By: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
Schools Division Superintendent

\_\_\_\_\_  
Service Provider

Signed in the Presence of:

\_\_\_\_\_  
Division Accountant

\_\_\_\_\_  
Preschool Coordinator

Date: \_\_\_\_\_

Place: \_\_\_\_\_



ACKNOWLEDGEMENT

Republic of the Philippines  
\_\_\_\_\_

Before me this \_\_\_\_\_ day of \_\_\_\_\_ 2008 at \_\_\_\_\_ personally appeared \_\_\_\_\_ with Residence Certificate No. \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_ and \_\_\_\_\_ with a Residence No. \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_ both known to me to be the same persons who executed the foregoing instrument and acknowledge to me that the same is their voluntary act and deed.

NOTARY PUBLIC

DOC. NO. \_\_\_\_\_  
PAGE NO. \_\_\_\_\_  
BOOK NO. \_\_\_\_\_  
SERIES OF 2007 \_\_\_\_\_