

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
Meralco Avenue, Pasig, Metro Manila

OFFICE OF THE SECRETARY

May 24, 1995

DECS O R D E R
No. 26, s. 1995

**GUIDELINES FOR ENROLLMENT, ORGANIZATION, AND OPENING OF CLASSES
IN PUBLIC ELEMENTARY AND SECONDARY SCHOOLS FOR SY 1995-1996**

To : Regional Directors and Schools Superintendents
Staff Bureaus, Centers and Services Directors

1. The following guidelines shall be adopted in connection with the opening of classes for public elementary and secondary schools for the school year 1995-1996.
2. In enrolling children in the elementary and secondary schools, the following guidelines shall be observed:
 - 2.1 For Elementary Schools. Children who shall have been 6 years old by the opening of classes, or those born on or before June 5, 1989, are eligible for enrollment in Grade 1.
 - 2.2 For Secondary Schools. Children who have successfully completed the six-year elementary school program, whether through the regular program or through the accreditation scheme, are eligible for admission to the secondary level.
3. Regular classes shall start on Monday, June 5, 1995 as specified in DECS Order No. 80, s. 1994. All teachers and pupils shall be in their assigned classrooms and lessons shall be conducted beginning the first day of school.
4. The following shall be strictly observed during the enrollment period and the organization of classes:
 - 4.1 In the interest of the service, all teachers shall report to school to undertake the pre-opening activities from May 29 to June 2, 1995. Class activities prior to the beginning of classes shall include distribution of textbooks and structuring of classrooms.
 - 4.2 Additional enrollees for Grade I (those who were not able to enroll during the National School Enrollment Day) and all other students who have yet not enrolled may be accepted from May 29 to June 2, 1995. The lists of pupils/students enrolled and their class assignments shall be posted on bulletin boards.
5. By June 2, high school students who cannot be accommodated in the public secondary schools shall be certified by the principal for enrollment in the private high schools under the Educational Service Contracting Scheme. This certification by the school principal may be issued only after an enrollment of fifty-six (56) students (or more in cases of unusually large enrollment) per class shall have been reached.

6. The 1987 Constitution mandates that the State shall take appropriate steps to make education accessible to all. Thus, no child or youth who meets the admission requirements shall be refused enrollment in public elementary and secondary schools. In this connection, the following measures shall be taken:

6.1 For Elementary Schools.

- a) In exigent cases, enroll at least fifty-six per class.
- b) Use the 1-1 plan or paired teaching in the intermediate grades.
- c) Resort to multigrade classes under one teacher whenever necessary.
- d) In case of shortage of classrooms, the two shift plan may be resorted to.

6.2 For Secondary Schools.

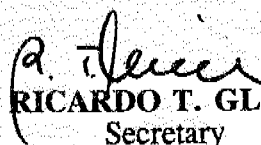
- a) In exigent cases, enroll at least fifty-six per class.
- b) Classes may be scheduled in three shifts in extreme cases.

6.3 All available teachers must be given full teaching assignments.

7. Elementary/secondary principals are responsible for increasing both participation and survival rates in their schools. They are expected to closely monitor the enrollment and attendance of pupils throughout the year.

8. All regulations/issuances inconsistent with any of the provisions of this Order are hereby rescinded and amended accordingly.

9. For immediate dissemination and strict compliance.


RICARDO T. GLORIA
Secretary

Reference:

DECS Order: No. 22, s. 1994

Allotment: 1-2--(M.O. 1-87)

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

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