



REPUBLIKA NG PILIPINAS
 REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON, KULTURA AT SPORTS
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
 41 Complex, Metro Avenue
 Pasig, Metro Manila

PANGAPAS NG LALONG
 OFFICE OF THE SECRETARY

January 17, 1997

DECS ORDER
 No. 9, s. 1997

TO: Directors of Staff Bureaus and Service Centers
 All Others Concerned

**SIGNING AUTHORITY OF DIRECTORS OF STAFF BUREAUS AND
 SERVICE CENTERS ON FINANCIAL MATTERS**

1. In addition to the authority granted to Regional Directors in paragraph 1.a of Dated Memorandum dated March 14, 1995, Directors of Staff Bureaus and Service Centers with their Assistants as alternates are hereby authorized to approve vouchers, sign and countersign checks to the extent of the appropriation of their respective offices.

2. The granting of Fiscal authority to Directors and Assistant Directors of Staff Bureaus and Service Centers is in line with the DRCS decentralization of authority from the Office of the Secretary.

3. Conduct of activities in pursuance of the various programs and projects of the Staff Bureaus and Service Centers shall be in accordance with an approved Work and Financial Plan for the year, prescribed guidelines for its implementation (Enclosure A and B) and existing accounting, auditing and other applicable laws and rules for the procurement of services, supplies, materials and equipment.

4. All other financial authorizations inconsistent with this Order are hereby revoked.

5. Please be guided accordingly.

R. Gloria
RICARDO T. GLORIA
 Secretary
PKC
 2/1/97

cc: Mr. Tread
 Incls. As stated

Reference: DECS Order No. 90 s. 1995

Attachment: DepEd Order 1-97

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

Authority
 Officials

ENCLOSURE A

GUIDELINES FOR IMPLEMENTING
ANNUAL WORK AND FINANCIAL PLAN
OF STAFF BUREAUS AND CENTERS

1. Prepare budget proposal for each activity indicated in the Annual Work and Financial Plan using "Request for Budget Approval Form" (Enclosure A), for which the following levels of authority shall be observed:

1.1 For budgets not exceeding Two Hundred Fifty Thousand Pesos (P250,000.00) approval shall be made by the Director IV of the Staff Bureau and Director III of the Center with their assistants or alternates.

1.2 For budgets exceeding Two Hundred Fifty Thousand Pesos (P250,000.00) but not exceeding Five Hundred Thousand Pesos (P500,000.00) approval shall be made by the appropriate Undersecretary.

1.3 For budgets exceeding Five Hundred Thousand Pesos (P500,000.00) approval shall be made by the Secretary.

2. Submit liquidation of expenditures not later than thirty (30) calendar days after the conduct of the activity.

REQUEST FOR BUDGET APPROVAL FORM

(Name of Staff Bureau or Office)

As indicated in the Approved Annual Work and Financial Plan for FY _____ (attached), I am requesting to implement the following program/project:

1. Description of program/project:

To be held on _____ at _____

2. Objective/s of program/project:

3. Program/project achievement indicator:

4. Target Audience (Participants)

(Who and how many) Use separate sheet if not sure

5. Secretariat and Staff Services Required (Include Organizing Committee (Who and how many) Use separate sheet if necessary)

6. Resource Persons, Consultants, Lecturers, Facilitators (List names and expertise Use separate sheet if necessary)

- A. DECS
 - 1. _____
 - 2. _____
 - 3. _____

- B. NON-DECS
 - 1. _____
 - 2. _____
 - 3. _____

BUDGET PROPOSAL:

A. ESTIMATED EXPENDITURES

	Amount
Travelling Expenses	_____
Board and Lodging	_____
Communication Services	_____
Transportation Services	_____
Supplies & Materials	_____
Payment for services	_____
Other Expenses	_____
_____	_____
_____	_____

TOTAL _____

B. ESTIMATED REGISTRATION FEES TO BE COLLECTED

Proposed registration fee per participant	P. _____
X no. of paying participants	P. _____
Total Registration Fees	P. _____

C. EXCESS OF EXPENDITURES OVER REGISTRATION P. _____
(Or excess of registration over expenditures)

9. PROPOSED DISPOSITION OF ITEM C.

10. CERTIFICATION

I certify that the above-described program/project for which I request budget approval is included in the Approved Annual Work and Financial Plan of this Office and that funds have been made available for the purpose. I further certify that the budget proposed conforms with all applicable rules and regulations including those of OGA, DEW and CSC on allowable rates of expenditures and registration. A report of the conclusions of the program/project together with a liquidation of expenditures shall be submitted not later than 30 calendar days from the completion of this activity.

REQUESTED BY:

APPROVED

(Name in Print and Signature)

Date: _____



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS

Munich Avenue, Pasig City

February 11, 1987

OFFICE OF THE SECRETARY

DEPT. ORDER #

No. 10, 87, 1987

SUMMER PRE-SCHOOL PROGRAM FOR PROSPECTIVE GRADE 1 CHILDREN

To: Regional Directors,
School Superintendents,
District Supervisors,
Principals

1. Data Pambansa 1982 notices elementary education as the first stage of compulsory, formal education primarily concerned with basic education and usually corresponding to six to seven grades including preschool programs. Moreover, studies confirmed that the critical years in a child's life are from birth to six years of age. During these critical years, basic character, values, abilities, personality, skills, aptitudes, and knowledge are formed. These qualities when properly developed shape the individual's overall personality and preparedness for life.

2. Prospective Grade 1 enrollees for school year 1987-1988 (available by June 2, 1987) who have not undergone preschooling may be provided transient substitutes through six-week Summer Preschool in April and May 1987.

3. Lists of number of classes to be organized in each division is attached. Regional directors are required to submit a report on the districts where classes to be organized for the Program to the Bureau of Elementary Education not later than February 10, 1987 for the transfer of funds. Guidelines on the organization of Preschool Classes is enclosed.

4. Funding support shall be transferred by check to the regional offices and to be liquidated immediately after the conduct of the Program.

5. Early dissemination and compliance with this Order is expected.

R. T. Gloria
RICARDO T. GLORIA
Secretary

RLG

Incl: 1 - as above
Reference: 1 - same
Attachment: 1 - ENCL. 1-4
To be indicated in the Report and Incls.
(under the following subjects)

CLASSES
PRESCHOOL EDUCATION

SCHOOLS
LEARNING PROGRAM

(Disclosure to DECS MEMO No. _____ s. 1997)

A. Guidelines on the Organization of Preschool Classes:

1. Only prospective Grade I enrollees without preschool experience will be enrolled in the Program.
2. Preferably, teachers of prospective Grade I enrollees will be hired for the Program.
3. Each teacher/class will receive the following:
 - Extra Duty Allowance
 - 6-Week Curriculum Guide
 - Instructional materials
 - storybooks
 - blocks
 - tapes
 - workbooks
4. Concerned Grade One Teachers will be trained for the Program by Division Coordinators in charge of preschool and preschool teachers under the DECS Preschool Program (if there's any in the division).
5. Supervisors and principals are requested to monitor the program and to submit report on the conduct of the Summer Preschool Program to the Bureau of Elementary Education (BEE).

IV. Divisions and Number of Classes to be Organized

To give the benefit of preschooling to all 5-year old children before entering Grade One it is desired that all schools in each division avail of the 6-Week Summer Preschool Program. However, due to funding constraints, the maximum number of classes to be organized in each division is allotted as follows:

SRA Divisions

<u>Divisions</u>	<u>No. of Classes</u>
1. Abra	10
2. Benguet	10
3. Ifugao	10
4. Kalinga	10
5. Apayao	10
6. Mt. Province	10
7. Aurora	10
8. Rimbion	10
9. Masbate	10
10. Guimaras	10
11. Antique	10
12. Southern Leyte	10
13. Eastern Samar	15
14. Biliran	10
15. Basilan	10
16. Agusan del Sur	10
17. Surigao del Sur	10
18. Sulu	10
19. Tawi-Tawi	10

Non-SRA Divisions

Each division will organize fifteen (15) classes.