



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



*Sama-Sama
sa DECS*

July 17, 1998

DECS ORDER
No. 64, s. 1998

REVISED REGULATIONS GOVERNING THE OPERATION OF SUMMER
CLASSES IN BOTH PRIVATE AND PUBLIC SECONDARY SCHOOLS

To: Regional Directors
Schools Superintendents
Private Secondary School Principals

1. To ensure the effective and efficient implementation of the policy relative to operation of summer classes in both public and private secondary schools, guidelines are hereby revised.
2. The revised guidelines contained in the inclosure shall be implemented starting the summer term 1998-1999.
3. Gross violation of regulations and conditions mentioned in the revised guidelines shall be sufficient cause for cancellation of permit to operate and for denial of future requests to operate summer classes. All rules and regulations inconsistent with this Order are hereby amended and/or rescinded.
4. Immediate dissemination of and compliance with this Order is directed.

Andrew Gonzalez
ANDREW GONZALEZ, TSC
Secretary

Incl.: As stated
Reference: DECS Order: No. 12, s. 1998
Allotment: 1—(D.O. 50-97)
To be indicated in the Perpetual Index
under the following subjects:

CLASSES
Course of Study, SECONDARY
POLICY

**REVISED REGULATIONS GOVERNING THE OPERATION OF
SUMMER CLASSES IN BOTH PRIVATE AND PUBLIC SECONDARY
SCHOOLS**

1. The application to operate summer classes should be submitted to the regional office through the division office concerned not later than the first week of March preceeding the summer term. The approval of the application by the Regional Directors shall be based on the result of the evaluation of the merits of the application by the division offices concerned.
2. The application in triplicate shall include the following:
 - a. List of faculty (name, degree/s, major subject, subject to be taught, number of years in teaching the subject). No teacher may be assigned to teach the subject in the summer session which he/she has not taught for at least three (3) regular school years.
 - b. Tentative list of subjects to be offered which is based on the report of failures submitted by the Principal to the division office.
 - c. Schedule of classes and authorized student's fees.
3. Permission to hold summer classes shall be issued only for the term applied for subject to the regulations prescribed herein.
4. Summer classes in schools may be offered to the following students only :
 - a. Graduating students who lack one (1) laboratory subject or two (2) non-laboratory subjects in order to graduate in May.
 - b. Irregular students who lack the minimum one (1) laboratory subjects or two (2) non-laboratory subjects to be classified as regular students in any curriculum year of the secondary course during the succeeding school year after the summer term.
5. No student may carry more than one (1) laboratory subject or two (2) non-laboratory subjects during the summer classes.
6. The summer session shall consist of not less than 36 days excluding holidays and enrolment days but including one examination day.

The number of hours to be completed for a laboratory subject or two (2) unit credit subject is 266.6 or 7 hours and 24 minutes daily, while that for a non-laboratory subject is 133.3 hours or 3 hours and 42 minutes daily.

Schedule of classes should have an interval of no more than 5 minutes between periods.

Classes shall be scheduled six (6) days a week, Monday through Saturday.

7. No student shall be given credit for his/her work if he/she has missed classes for more than three (3) days.
8. All requirements applying to the regular school year as to accommodations, finances, equipment, library, facilities, admission, faculty, promotion and reports will apply also to the summer classes except as provided for item 7 above.
9. Reports on final ratings obtained by all students enrolled in summer shall be submitted to the regional office through the division office concerned not later than fifteen (15) days from the last day of classes.
10. The Division Superintendents are hereby delegated to monitor and evaluate summer classes. Guidelines for monitoring and supervision should be prepared by the division office concerned. Report on evaluation shall be submitted to the Regional Directors not later than fifteen (15) working days after the last day of classes.