

Republika ng Pilipinas  
(Republic of the Philippines)  
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS  
(DEPARTMENT OF EDUCATION, CULTURE AND SPORTS)  
Manila

July 30, 1987

DECS O R D E R  
No. 79, s. 1987

ANNUAL COLLECTION AND PROCESSING OF BASIC SCHOOL  
AND SCHOOL DISTRICT DATA

To: Bureau Directors  
Regional Directors  
Schools Superintendents  
Presidents of State Colleges and Universities  
Heads of Private Schools, Colleges and Universities  
Vocational School Superintendents/Administrators

1. The installation of a computer-based data collection, processing, storage and retrieval system shall start this school year with the distribution, collection, and processing of school and school district profiles.

2. The data gathering forms covering SY 1987-1988 shall consist of the following:

- a. Public Elementary School Profile, Forms 1 and 2
- a. Private Elementary School Profile, Forms 1 and 2
- a. Public Secondary School Profile, Forms 1, 2 and 3
- a. Private Secondary School Profile, Forms 1 and 2
- a. School District Profile, Forms 1 and 2

Revision of the school and district profiles may be made whenever additional data that must be collected annually are identified.

3. The format and content of the data-gathering instruments shall be the same for all school types and categories and for all school districts to minimize problems in electronic data processing. Thus, the design, revision, and distribution of these forms shall be undertaken by the Office of Planning Service. OPS shall distribute these forms to the regional offices on or before the third Monday of August of each year.

4. The regional offices shall be responsible for the distribution, collection, and processing of the school and school district profiles of all the schools within their respective regions. OPS shall assist the DECSRO Planning Unit in the processing of the data-gathering forms.

5. Presidents of government and private higher education institutions, schools superintendents, vocational school superintendents, vocational school administrators, secondary school principals, district supervisors, and heads of elementary schools are enjoined to facilitate the prompt, complete and accurate filling up of the data gathering forms and timely submission of the same.

6. Heads of public elementary schools shall submit their duly accomplished school profiles to the district office where they belong on or before the third Friday of September. Heads of government secondary schools and private elementary and high schools and those attached to private colleges and universities shall submit their school profiles to the division office where they belong, the vocational secondary schools reporting to vocational school superintendent shall submit their school profiles to the office of the vocational school superintendent also on or before the third Friday of September. The school profiles of elementary schools attached to non-chartered tertiary institutions and vocational secondary schools reporting directly to the regional office shall be submitted to the regional offices on or before the third Friday of September. The school profiles of elementary and secondary schools attached to state colleges and universities shall be submitted to the Board of Higher Education, care of the Bureau of Higher Education on or before the third Friday of September.

7. The district offices shall submit the school profile of all the schools under their jurisdiction to their respective division offices on or before the first Monday of October. Division Offices/Office of the Vocational School Superintendents shall submit the school profile of all the schools under their jurisdiction to their respective regional offices on or before the second Friday of October of each year.

8. Regional offices shall electronically process the school profiles and school district profiles to produce school district, school division and regional bulletins. The outputs are expected to be ready for distribution to the district and division offices by the second Monday of December.

9. The Department's statistical bulletin based on the school profiles and school district profiles shall be produced by OPS using diskettes of school district, school division and regional bulletins to be supplied by the regional offices on or before the second Monday of December.

10. In view of the need for complete and reliable data, the field is urged to implement rigid data control and verification procedures. Regional Directors are directed to hold sub-regional school executives responsible for the accuracy and completeness of the entries in the data-gathering forms.

11. For immediate dissemination and compliance.

(SGO) LOURDES R. QUISUMBING  
Secretary

Reference:

None

Allotment: 1-2-3-4--(M.O.1-87)

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

FORMS  
OFFICIALS  
REPORTS

RULES & REGULATIONS,  
SCHOOLS  
STATISTICS (Data)

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Manila

July 31, 1987

DECS O R D E R  
No. 80, s. 1987

REVISED POLICY ON MASTER TEACHERS

To: Bureau Directors  
Regional Directors  
Schools Superintendents

1. With reference to the national policy on master teachers as contained in MEC Order No. 29, s. 1979 and MECS Order No. 4, s. 1987, the following revisions are hereby promulgated:

- a. Master teachers who were designated teachers-in-charge prior to the effectivity of MECS Order No. 4, s. 1987, may be allowed to shift from the teaching to the administrative career line.
- b. When shifting from the teaching line to the administrative line, a master teacher must start from a head teacher position.
- c. Master teachers may be considered in the ranking for the position of subject area supervisors, depending on their major subject concentration provided that they meet the basic qualifications for the position.

2. This revision takes effect immediately.

(SGD.) LOURDES R. QUISUMBING  
Secretary

References:

- MEC Order: (No. 29, s. 1979)  
MECS Order: (No. 4, s. 1987)

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

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

AMENDMENT  
CHANGE  
POLICY

QUALIFICATIONS  
RULES & REGULATIONS  
TEACHERS