



OFFICE OF THE SECRETARY

November 3, 1997

DECS ORDER
No. 88, s. 1997

**IMPLEMENTING GUIDELINES FOR THE OPERATION
OF HIGH SCHOOL EVENING CLASSES**

To: Regional Directors
Schools Superintendents
Private Secondary School Principals

1. In line with the DECS' thrust of making education accessible to all, public and private high schools in the urban areas are encouraged to offer evening classes. This is to give the working students the opportunity to complete their secondary education.
2. This DECS Order shall take effect starting school year 1998-1999. Inclosure No. 1, the Implementing Guidelines for the Operation of High School Evening Classes, and Inclosure No. 2, Prototype Class Programs for All Year Levels, are formulated and designed, respectively to conform with the provisions of DECS Order No. 11, s. 1989 entitled, "Implementation of the New Secondary Education Curriculum under the 1989 Secondary Education Development Program (SEDP)".
3. Provisions of existing DECS regulations inconsistent with this DECS Order are deemed repealed or modified accordingly.
4. Immediate dissemination and proper implementation of this Order are expected.


RICARDO T. GLORIA
Secretary

Incls: As stated

Reference: DECS Order (No. 11, s. 1989)

Allotment: 1-(P.O. 50-97)

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

COURSE OF STUDY, SECONDARY
CURRICULUM
PROGRAM, SCHOOL
STUDENTS

(Inclosure No. 1 to DECS Order No. 11, s. 1987)

GUIDELINES FOR THE OPERATION OF NIGHT CLASSES

The following conditions should be met in the operation of night high school classes.

1.
 - a. Night high school classes should be operated only in schools that operate recognized/authorized day secondary classes.
 - b. They should be operated only in schools with adequate lighting facilities in the classrooms and the school premises. The school should provide maximum security measures for students, teachers and school administrators, and
 - c. The school should be accessible to transportation.
2.
 - a. Only qualified students should be allowed to enroll. They should have:
 - 1) a certificate of graduation from elementary school, or
 - 2) a certificate of the Philippine Education Placement Test (PEPT) results.
 - b. Students in night secondary schools should be self-employed or employed by other people during the greater portion of the day. A certificate of employment duly signed by the student's employer, indicating the nature of the work should be required before enrollment.
 - c. The Technology and Home Economics (THE) requirements may be fulfilled in the students' places of work subject to proper supervision and evaluation by the THE teacher. The evaluation should include a brief narrative report which should be recorded and submitted to the principal in properly accomplished grading sheets.
3.
 - a. All curriculum requirements governing the day classes should apply in the night secondary classes.
 - b. Night secondary classes should be offered for five (5) years.
4.
 - a. Night high school classes must be adequately and efficiently administered and supervised by a qualified high school principal, or a qualified school head teacher/department head official or a secondary school teacher who may be designated as officer-in-charge of the night classes.
 - b. The school should have a librarian who will serve the night classes and will make available all library facilities provided for the day students.
5.
 - a. Prompt and regular attendance of students must be enforced in a night high school classes.
 - b. Teaching load of teachers should not be more than 12 hours a week and not more than 3 preparatories.
 - c. Enrollment should not be less than 20 and not more than 40 students in a class.

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- a. The budget should be properly itemized which should include the salaries/honorarium of qualified teachers, principals and school officials/personnel directly involved in its operation and maintenance.
 - b. For private secondary schools, tuition fees must be collected from each student, the amount of which shall be in accordance with existing rules and regulations. In public secondary schools, no tuition fees shall be collected.

7 Night classes should begin not earlier than 4:30 in the afternoon and end not later than 9:30 in the evening.

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- a. Secondary schools operating night classes should submit their 5-year night class program starting school year 1998-1999 to this Office not later than April 30, 1998.
 - b. Secondary schools already operating the night classes before the release of this DECS Order have to go on with their present curriculum until all the old students have graduated except the first year students who enroll this SY 1998-1999.

9 This DECS Order takes effect the school year 1998-1999 in all public and private secondary schools which have already applied to operate the night classes.

(Inclosure No. 2 to DECS Order No. 81, s. 1987)

PROTOTYPE PROGRAM OF A FIVE-YEAR NIGHT SECONDARY SCHOOL CURRICULUM

| Period | Time | First Year | Second Year | Third Year | Fourth Year | Fifth Year |
|--------|---------------------------|----------------------|-------------------|----------------------|-----------------------|-----------------------|
| | | Units | Units | Units | Units | Units |
| 1st | 4:30 - 5:10 | PEHM I | FILIPINO I | ARALING PANLIPUNAN I | ENGLISH III | SCIENCE & TECH IV |
| 2nd | 5:10 - 5:50 | SCIENCE & TECH I | PEHM II | ENGLISH II | ARALING PANLIPUNAN II | do |
| 3rd | 5:50 - 6:30 | do | MATH II | PEHM III | VAL. EDUC. IV | ENGLISH IV |
| | 6:30 - 6:50 | BREAK | BREAK | BREAK | BREAK | BREAK |
| 4th | 6:50 - 7:30 | MATH I | SCIENCE & TECH II | FILIPINO II | PEHM IV | ARALING PANLIPUNAN IV |
| 5th | 7:30 - 8:10 | ENGLISH I | do | VAL. EDUC. III | FILIPINO I | MATH IV |
| 6th | 8:10 - 8:50 | ARALING PANLIPUNAN I | VAL. EDUC. II | MATH III | SCIENCE & TECH III | FILIPINO IV |
| 7th | 8:50 - 9:30 | VAL. EDUC. I | THE I | do | do | do |
| | Saturdays | | | | | |
| | 7:30 - 12:00 | | THE I | THE II | THE III | THE IV |
| | 1:00 - 3:20 | | do | do | do | do |
| | TOTAL NO. OF UNITS | 7 | 8 | 8 | 9 | 9 |

5/19/88/204/100/884