



Republic of the Philippines
Department of Education



Tanggapan ng Kalihim
Office of the Secretary


JUL 08 2005

DepED ORDER
No. 37, s. 2005

IMPLEMENTATION OF THE REDESIGNED TECHNICAL-VOCATIONAL
HIGH SCHOOL PROGRAM

To: Bureau Directors
Regional Directors
Schools Division/City Superintendents
Heads, Public Secondary Technical-Vocational Schools

1. In support of the Department's thrust for productive, relevant and quality vocational education, a redesigned technical-vocational education program shall be implemented in the secondary technical-vocational schools starting school year 2005-2006.
2. The redesigned program is an enhancement of the current technical-vocational curriculum and is focused on the 21st Century Core Skills, namely: digital age literacy, inventive thinking, effective communication and high productivity.
3. The program shall be implemented at the First Year level beginning this school year and shall be implemented successively in the next year levels. However, if the program was implemented in some schools last school year, they shall proceed to the next year level.
4. To ensure the effectiveness and responsiveness of the program, all school heads of technical-vocational schools are advised to strictly comply with the Implementing Guidelines (Enclosure No. 1), Minimum Standards (Enclosure No. 2) and the Learning Competencies of the curriculum.
5. Inquiries on the program may be made with the Bureau of Secondary Education (BSE), DepED, Meralco Avenue, Pasig City at tel. nos. 632-1361 to 70 locals 2064 and 2062.
6. Immediate and wide dissemination of this Order is directed.


FLORENCIO B. ABAD
Secretary

Encls.: As stated
Reference: None
Attachment: 1—(D.O. 50-97)
To be indicated in the Perpetual Index
under the following subjects:

CURRICULUM
PROGRAMS

SCHOOLS
SECONDARY EDUCATION

(Enclosure No. 1 to DepED Order No. 37, s. 2005)

IMPLEMENTING GUIDELINES FOR THE REDESIGNED TECHNICAL-VOCATIONAL HIGH SCHOOL PROGRAM

The technical-vocational high school program is a regular curriculum with special features for students whose needs are preparation for higher learning and gainful employment.

The 4-year curriculum builds on the Basic Education Curriculum (BEC) with Technical-Vocational Education (TVE) as the core of the program.

A. CURRICULUM DESIGN

- TVE in the First year shall be an introductory course on the basic principles and practices in each of the component areas (Home Economics, Industrial Arts, Agriculture and Fishery Arts, Entrepreneurship) and is taken up on a per quarter basis.
- Specialization shall start at the Second Year and shall be offered based on the interest of the students, demands of the community and the capacity of the school to offer such specialization.
- The concepts of Entrepreneurship inherent in each of the areas of specialization shall be integrated in the next higher year levels.
- Science concepts as well as those in other subjects (i.e. Mathematics and English) shall be integrated with TVE concepts, where appropriate.
- The schedule of the curricular program shall be flexible to accommodate related activities outside the school like practicum in the work environment. Schools are encouraged, in this regard, to enter into a partnership with local industries for the students' work experience.
- The subject shall be offered on a 120-minute daily time frame.
- The unit credit shall be 3 units.
- The use of Information and Communication Technology (ICT) to enhance teaching and learning shall be encouraged.
- Opportunities for students to "earn-while-you-learn" shall be explored.
- The subject shall be written in the report card under the nomenclature TVE (Exploratory) for Year I and TVE (Specialization to be specified by the school) for Years II-IV.

B. CURRICULAR OFFERINGS

FIRST YEAR

The four components of TVE shall be offered in the First Year level as follows:

HOME ECONOMICS

It deals with the basic principles and skills in developing one's self as a person and as a member of the family and society. It also covers the study of the basic

principles and importance of proper nutrition for healthy family life; the proper selection, preparation, handling and serving of food; and table manners and etiquette. The course also includes Basic Clothing which covers the construction of simple garments and home linens and practicum in needlecraft and other related craft activities. Personality development which is likewise part of the course deals with the total development of the person with focus on body care and personal hygiene.

AGRICULTURE AND FISHERY ARTS

First Year deals with the basic/fundamental principles and concepts in plant and animal production. The course focuses on the development of basic knowledge and skills in Agriculture and allied fields.

Fishery Arts I introduces the students to the basics of fish capture, fish culture, fish preservation, the oceanographic features of the country, and the different species of aquatic resources, their economic importance and the proper procedure of conserving them.

INDUSTRIAL ARTS

It deals with the basic knowledge and skills in the use and application of tools and equipment in the various fields of Industrial Arts: Electricity, Electronics, Drafting, Metal Works, Auto Mechanics, Refrigeration and Air Conditioning, Handicraft, Civil Technology and the use of ICT in Industrial education.

ENTREPRENEURSHIP

It covers the basics of retailing and service types of entrepreneurial activity and bookkeeping. Computer education is included as a special area of study.

SECOND TO FOURTH YEAR

On the Second Year up to Fourth Year, the student starts to specialize in a specific component as follows:

HOME ECONOMICS

Second Year	Third Year	Fourth Year
Home Management Foods and Applied Nutrition Garment Trades II Cosmetology II	Child Care and Development Culinary Arts Garment Trades III Cosmetology III	Nursing Arts Food Service Management Garment Trades IV Cosmetology IV

AGRICULTURE

Second Year	Third Year	Fourth Year
Plant II Animal II	Plant III Animal III	Plant IV Animal IV

FISHERY

Second Year	Third Year	Fourth Year
Fish Capture II Fish Culture II Fish Processing II	Fish Capture III Fish Culture III Fish Processing III	Fish Capture IV Fish Culture IV Fish Processing IV

INDUSTRIAL ARTS

Second Year	Third Year	Fourth Year
Electricity II Civil Technology II Drafting II Auto Mechanics II Refrigeration and Air Conditioning II Metal Works II Handicrafts II Electronics II	Electricity III Civil Technology III Drafting III Auto Mechanics III Refrigeration and Air Conditioning III Metal Works III Handicrafts III Electronics III	Electricity IV Civil Technology IV Drafting IV Auto Mechanics IV Refrigeration and Air Conditioning IV Metal Works IV Handicrafts IV Electronics IV

C. TIME ALLOTMENT AND UNIT CREDITS

SUBJECT	Years I-III	Year IV	Unit Credit	
	No. of Min./Week	No. of Min./Week	Years I-III	Year IV
English	300	300	1.5	1.5
Mathematics	300	300	1.5	1.5
Science	360	360	1.8	1.8
Filipino	120	120	0.6	0.6
Araling Panlipunan	120	120	0.6	0.6
Edukasyon sa Pagpapahalaga	120	120	0.6	0.6
TVE	600	600	3.0	3.0
MAPEH	120	120	0.6	0.6
CAT	-	60	-	0.3
TOTAL	2040	2100	10.2	10.5

D. ADMISSION TO THE PROGRAM

The students shall be admitted in a technical-vocational school upon compliance with the following requirements/qualifications:

- Must have potential/skill in any of the specializations of the components of TVE as reflected in the High School Occupational Interest Inventory (HSOII) results.
- Must possess a desirable and healthy attitude towards skill activities.
- Must have passed interview and aptitude test.
- Must submit the following documents upon enrolment:
 - Form 138
 - Parental consent for the students to undergo other related activities outside the school
 - Medical Certificate issued by a government physician
 - Certification of good moral character from the elementary school principal

E. PROMOTION/RETENTION IN THE PROGRAM

a) To be promoted/retained in the program, the student must:

- Not have a final grade lower than 80% in the area of specialization
- Not have incurred absences equal to 10% of the total number of school days
- Not have incurred failures of 3 units or more during the regular school year and is unable to make up for the failed subjects during the summer session
- Physically fit and mentally capable of doing skills activities inside and outside of the school.

b) The selection of honor student shall be based on DepED Order No. 6, s. 2005

F. ASSESSMENT OF STUDENT PERFORMANCE

The student shall be assessed based on the following criteria with the corresponding percentage weights:

• Periodic Test	-	20%
• Quizzes	-	10%
• Class Participation/Performance	-	40%
• Work Attitude	-	5%
• Projects/Outputs	-	<u>25%</u>
TOTAL		100%

Components of the Student's Grade

Periodic Test	- Summative assessment of student's learning at the end of the quarter.
Quiz	- Summative assessment of student's learning at the end of the lesson; quizzes given for formative purposes are not considered in the computation of the student's grade but as basis for making decision whether to proceed to the next lesson or re-teach.
Participation/ Performance	- Student's involvement in the learning process individually and/or in group; student's demonstration of a skill or process.
Project/Output	- Product of a skill or process.

G. REQUIREMENTS/QUALIFICATIONS OF HUMAN RESOURCES, CURRICULUM AND INSTRUCTION, PHYSICAL PLANT AND STUDENT SERVICES

- Minimum Standards for Agricultural Schools
- Minimum Standards for Fishery Schools
- Minimum Standards for Arts and Trades Schools

MINIMUM STANDARDS FOR AGRICULTURAL HIGH SCHOOL

Items/Resources	Standard Criteria
A. Human Resources	
1. Administrators/Teachers	
1.1 Educational Qualification	
a. School Head	◦ MA or MS graduate with appropriate major preparation or its equivalent i.e. MA/MS in Agricultural Education or MA/MS Agriculture
b. Department Head	◦ Bachelor's Degree in Agricultural Educ. or Agriculture with 18 professional education units with appropriate field of specialization
c. Academic Teacher (Related Subject Teacher)	◦ BSE or Bachelor's Degree w/ appropriate preparation and with 18 units in Education as the case may require
d. Vocational Subject Teacher	◦ BS Agriculture Education/ BS Agriculture with 18 units in Education with appropriate major/ BSHE, BS Home Technology, Bachelor in Agricultural Technology with 18 units in Education/ BS in Computer Education or its equivalent
1.2 Civil Service Eligibility	
a. Academic Teacher	◦ Teacher Examination/ Senior Teacher Examination/ Licensure Examination for Teachers (LET) or its equivalent
b. Vocational/Practical Arts Teacher	◦ Teacher Examination/ Senior Teacher Examination for Vocational Teacher/ PBET/ LET/ Vocational Teacher Examination with appropriate major preparation or its equivalent
1.3 Experience	
a. School Head	◦ Two years as head of the Voc'l Dept.

Items/Resources	Standard Criteria
b. Head, Vocational Dept.	◦ Two years as Secondary School Teacher (Vocational)
c. Head, Academic Dept.	◦ Two years as Secondary School Teacher
d. Vocational/Practical Arts Teacher	◦ Experience not required but with appropriate area of specialization
1.4 Health Condition (Physical and Dental)	◦ Yearly Medical and Dental Examination by authorized government physician
2. Number Standards	
2.1 Teacher per Students	
a. Academic Teacher	◦ One Academic Subject Teacher per 40 students (1:40)
b. Technical-Vocational Teacher	◦ One Vocational Technical Teacher per 30 students (1:30)
c. Students	◦ Minimum enrolment of 320 students
2.2 Administrative/Teacher Ratio	
a. Head Teacher/ Teacher	◦ Supervising 6 teachers per subject area
b. Principal I / Teacher	◦ 1:10-25
c. Principal II/ Teacher	◦ 1:26-99
d. Principal III/ Teacher	◦ 1:100-174
e. Principal IV/ Teacher	◦ 1:175 and above
2.3 Administrative Staff	
a. Academic Subjects Head	◦ one/sch, supervising at least 6 teachers per subject area
b. Vocational Subjects Head	◦ one/sch, supervising at least 6 teachers per subject area
c. Guidance Counselor	◦ one/500 students
d. Physician	◦ one/school, part-time
e. Dentist	◦ one/school, part-time
f. School Nurse	◦ one/school
g. School Librarian	◦ one/school; add'l 1 for school with more than 1,000 students
h. Administrative Officer II	◦ one/school

Items/Resources	Standard Criteria
<ul style="list-style-type: none"> i. Bookkeeper/Accountant j. Supply Officer k. Disbursing Officer/Cashier l. Clerk m. Watchman/Security Guard n. Production Project Caretaker o. Driver/Mechanic p. Light Equipment Operator q. Carpenter r. Utilityman/Laborer 	<ul style="list-style-type: none"> ◦ one/school with teacher population of at least 30 ◦ one/school ◦ one/school ◦ one/school with at least 50 personnel or 1,000 students ◦ four (4) for every school; add'l four (4) positions for each authorized extension campus ◦ one for every project ◦ one/school with existence of motor vehicle registered under school's name ◦ one/school with equipment ◦ one/school ◦ one for every 400 students
B. Curriculum and Instruction	
<ul style="list-style-type: none"> 1. Subject (Curriculum) <ul style="list-style-type: none"> 1.1 Academic and Vocational/ Technical Subjects 2. Instructional Materials (Library, Textbooks) <ul style="list-style-type: none"> 2.1 Books 2.2 Periodicals, Newspapers, Journals 2.3 Computer Unit 2.4 Laboratory Equipment 2.5 Audio Visual Unit 2.6 Instruction Supplies 	<ul style="list-style-type: none"> ◦ refer to DepED Order No. _____, s. 2005 Implementation of the Redesigned Technical-Vocational High School Program ◦ Total no. of books required is recommended at a minimum of five (5) books/student ◦ One copy for every 10 students ◦ With internet connection/access and with e-books and computer aided instructional materials ◦ One set of equipment for every class or classroom (refer to DO No. 88, s. 1988 and DO No. 73, s. 1993) ◦ One set per school (e.g., sound system, slide projector, overhead projector, tape recorder, radio, TV, video, filmstrip projector) ◦ P500.00/student/year

Items/Resources	Standard Criteria
<p>3. Projects (Production and Instruction)</p>	<ul style="list-style-type: none"> ◦ Animal Production <ul style="list-style-type: none"> a) 300 heads poultry b) 5 sows and 1 boar c) 10 heads doe and 1 duck d) 5 heads female and 1 male carabao ◦ Crop Production <ul style="list-style-type: none"> a) 2 ha. vegetable b) 2 ha. rice and corn c) 3 ha. fruit trees/forest trees ◦ Nursery <ul style="list-style-type: none"> a) propagated fruit/forest trees b) propagated ornamentals and vegetables
<p>C. Physical Plant</p> <p>1. Site (Rural/Urban)</p> <p>1.1 Area</p> <p>1.2 Enclosed Instructional Space</p> <p>a. Academic Subjects Classroom</p> <p>b. Technical-Vocational Subjects Classroom</p> <p>c. Science Laboratory</p> <p>d. Library</p> <p>e. Gymnasium (optional)</p>	<ul style="list-style-type: none"> ◦ Rural <ul style="list-style-type: none"> 3.0 ha. campus 10 ha. for projects ◦ 1.4 sq.m. per place for 40 students/class ◦ 2.5 sq.m. per class for 30 students/class ◦ 2.10 sq.m. per place for 25 students/class ◦ 2.4 sq.m. per place for minimum capacity of 15% of enrolment ◦ Minimum capacity of 500 persons ◦ An auditorium may be required out of 3-4 classrooms with movable adjoining walls

Items/Resources	Standard Criteria
<p>3. Projects (Production and Instruction)</p>	<ul style="list-style-type: none"> ◦ Animal Production <ul style="list-style-type: none"> a) 300 heads poultry b) 5 sows and 1 boar c) 10 heads doe and 1 duck d) 5 heads female and 1 male carabao ◦ Crop Production <ul style="list-style-type: none"> a) 2 ha. vegetable b) 2 ha. rice and corn c) 3 ha. fruit trees/forest trees ◦ Nursery <ul style="list-style-type: none"> a) propagated fruit/forest trees b) propagated ornamentals and vegetables
<p>C. Physical Plant</p> <p>1. Site (Rural/Urban)</p> <p>1.1 Area</p> <p>1.2 Enclosed Instructional Space</p> <p>a. Academic Subjects Classroom</p> <p>b. Technical-Vocational Subjects Classroom</p> <p>c. Science Laboratory</p> <p>d. Library</p> <p>e. Gymnasium (optional)</p>	<ul style="list-style-type: none"> ◦ Rural <ul style="list-style-type: none"> 3.0 ha. campus 10 ha. for projects ◦ 1.4 sq.m. per place for 40 students/class ◦ 2.5 sq.m. per class for 30 students/class ◦ 2.10 sq.m. per place for 25 students/class ◦ 2.4 sq.m. per place for minimum capacity of 15% of enrolment ◦ Minimum capacity of 500 persons ◦ An auditorium may be required out of 3-4 classrooms with movable adjoining walls

Items/Resources	Standard Criteria
<p>1.3 Administrative and Service Spaces</p> <ul style="list-style-type: none"> a. Principal's Office b. Personnel Office c. Conference Room d. Medical/Dental Clinic e. Guidance Office f. Food Service (Canteen) 	<ul style="list-style-type: none"> ◦ 45-60 sq.m. ◦ 150 sq.m. ◦ 150 sq.m. ◦ 28 sq.m. ◦ 28 sq.m. ◦ 0.25 sq.m. per place
<p>1.4 Sanitary and Services Spaces</p> <ul style="list-style-type: none"> a. Boy's Urinal b. Boy's Toilet Seat c. Girl's Toilet Seat d. Lavatory 	<ul style="list-style-type: none"> ◦ 1 detached urinal per 50 students or 1.0 m urinal trough per 100 students ◦ 1 seat per 100 students ◦ 1 seat per 50 students ◦ 1 lavatory per toilet seat
<p>1.5 Furniture and Equipment</p> <ul style="list-style-type: none"> a. Chairs (Academic Subjects) b. Chairs (Laboratory Subjects) c. Tables (Laboratory classrooms) d. Vehicles/Transportation 	<ul style="list-style-type: none"> ◦ 40 per classroom ◦ 25 per classroom ◦ 5 tables per classroom ◦ 1 utility pick-up ◦ 1 farm machine
<p>D. Student Services</p>	
<p>1. Student Organization</p>	<ul style="list-style-type: none"> ◦ 1 Student Organization per school ◦ 1 Homeroom Organization per class

MINIMUM STANDARDS FOR FISHERY HIGH SCHOOL

Items/Resources	Standard Criteria
A. Human Resources	
1. Administrators/Teachers	
1.1 Educational Qualification	
a. School Head	◦ Bachelor's Degree in Fishery with at least MA or MS with appropriate major preparation
b. Department Head	◦ Bachelor's Degree in Fishery Education or Fishery with 18 professional education units with appropriate field of specialization
c. Academic Teacher (Related Subject Teacher)	◦ BSE or Bachelor's Degree with appropriate major preparation and with 18 units in Education as the case may require
d. Vocational Subject Teacher	◦ BS Fishery Education; BS Fishery with 18 units in Education with appropriate major/ BSHE, BS Home Technology, Bachelor in Fishery Technology with 18 units in Education
1.2 Civil Service Eligibility	
a. Academic Teacher	◦ Teacher Examination/ Senior Teacher Examination/ Licensure Examination for Teachers (LET) or its equivalent
b. Vocational/Practical Arts Teachers	◦ Teacher Examination/ Senior Teacher Examination for Vocational Teacher/ PBET/ LET/ Vocational Teacher Exam. with appropriate major preparation or its equivalent
1.3 Experience	
a. School Head	◦ Two years as head of the Voc'l Dept.
b. Head, Vocational Dept.	◦ Two years as Secondary School Teacher (Vocational)

Items/Resources	Standard Criteria
c. Head, Academic Dept.	<ul style="list-style-type: none"> ◦ Two years as Secondary School Teacher
d. Vocational/Practical Arts Teacher	<ul style="list-style-type: none"> ◦ Experience not required but with appropriate area of specialization
1.4 Health Condition (Physical and Dental)	<ul style="list-style-type: none"> ◦ Yearly Medical and Dental Examination by authorized government physician
2. Number Standards	
2.1 Teacher per Students	
a. Academic Teacher	<ul style="list-style-type: none"> ◦ One Academic Subject Teacher per 40 students (1:40)
b. Technical-Vocational Teacher	<ul style="list-style-type: none"> ◦ One Vocational Technical Teacher per 30 students (1:30)
c. Students	<ul style="list-style-type: none"> ◦ Minimum enrolment of 320 students
2.2 Administrative/Teacher Ratio	
a. Head Teacher/ Teacher	<ul style="list-style-type: none"> ◦ Supervising 6 teachers per subject area
b. Principal I/Teacher	<ul style="list-style-type: none"> ◦ 1:10-25
c. Principal II/Teacher	<ul style="list-style-type: none"> ◦ 1:26-99
d. Principal III/Teacher	<ul style="list-style-type: none"> ◦ 1:100-174
e. Principal IV/Teacher	<ul style="list-style-type: none"> ◦ 1:175 and above
2.3 Administrative Staff	
a. Academic Subjects Head	<ul style="list-style-type: none"> ◦ one/sch, supervising at least 6 teachers per subject area
b. Vocational Subjects Head	<ul style="list-style-type: none"> ◦ one/sch, supervising at least 6 teachers per subject area
c. Guidance Counselor	<ul style="list-style-type: none"> ◦ one/500 students
d. Physician	<ul style="list-style-type: none"> ◦ one/school, part-time
e. Dentist	<ul style="list-style-type: none"> ◦ one/school, part-time
f. School Nurse	<ul style="list-style-type: none"> ◦ one/school
g. School Librarian	<ul style="list-style-type: none"> ◦ one/school; add'l 1 for school with more than 1,000 students
h. Administrative Officer II	<ul style="list-style-type: none"> ◦ one/school
i. Bookkeeper/Accountant	<ul style="list-style-type: none"> ◦ one/school with teacher population of at least 30

Items/Resources	Standard Criteria
<ul style="list-style-type: none"> j. Supply Officer k. Disbursing Officer/Cashier l. Clerk m. Watchman/Security Guard n. Production Project Caretaker o. Driver/Mechanic p. Light Equipment Operator q. Carpenter r. Utilityman/Laborer s. Skipper Master/Master Fisherman t. Fisherman u. Launch Mechanical/Engineer v. Fishpond Caretaker 	<ul style="list-style-type: none"> ◦ one/school ◦ one/school ◦ one/school with at least 50 personnel or 1,000 students ◦ four (4) for every school; add'l four (4) positions for each authorized extension campus ◦ one for every project ◦ one/school with existence of motor vehicle registered under school's name ◦ one/school with equipment ◦ one/school ◦ one for every 400 students ◦ one/school ◦ one/school ◦ one/school ◦ one/school ◦ one/school
B. Curriculum and Instruction	
<ul style="list-style-type: none"> 1. Subject (Curriculum) <ul style="list-style-type: none"> 1.1 Academic and Vocational/ Technical Subjects 2. Instructional Materials (Library, Textbooks) <ul style="list-style-type: none"> 2.1 Books 2.2 Periodicals, Newspapers, Journals 2.3 Computer Unit 2.4 Laboratory Equipment 	<ul style="list-style-type: none"> ◦ refer to DepED Order No. _____, s. 2005 Implementation of the Redesigned Technical-Vocational High School Program ◦ Total no. of books required is recommended at a minimum of five (5) books/student ◦ One copy for every 10 students ◦ With internet connection/access and with e-books and computer aided instructional materials ◦ One set of equipment for every class or classroom (refer to DO No. 88, s. 1988 and DO No. 73, s. 1993)

Items/Resources	Standard Criteria
2.5 Audio Visual Unit	<ul style="list-style-type: none"> ◦ One set per school (e.g., sound system, slide projector, overhead projector, tape recorder, radio, TV, video, filmstrip projector)
2.6 Instruction Supplies	<ul style="list-style-type: none"> ◦ P500.00/student/year
3. Projects (Production and Instruction)	<ul style="list-style-type: none"> ◦ 2 ha. fishpen (Brackish) 1 ha. fresh water fish pen Fish Food Processing Room Boat Building and repair area
C. Physical Plant	
1. Site (Rural/Urban)	
1.1 Area	<ul style="list-style-type: none"> ◦ Rural (a minimum of 7 hectares) 3.0 ha. campus 1 ha. brackish water fishpond 1 ha. freshwater fish pen
1.2 Enclosed Instructional Space	
a. Academic Subjects Classroom	<ul style="list-style-type: none"> ◦ 1.4 sq.m. per place for 40 students/class
b. Technical-Vocational Subjects Classroom	<ul style="list-style-type: none"> ◦ 2.5 sq.m. per place for 30 students/class
c. Science Laboratory	<ul style="list-style-type: none"> ◦ 2.10 sq.m. per place for 25 students/class
d. Library	<ul style="list-style-type: none"> ◦ 2.4 sq.m. per place for minimum capacity of 15% of enrolment
e. Gymnasium (optional)	<ul style="list-style-type: none"> ◦ Minimum capacity of 500 persons ◦ An auditorium may be required out of 3-4 classrooms with movable adjoining walls
1.3 Administrative and Service Spaces	
a. Principal's Office	<ul style="list-style-type: none"> ◦ 45-60 sq.m.

Items/Resources	Standard Criteria
<ul style="list-style-type: none"> b. Personnel Office c. Conference Room d. Medical/Dental Clinic e. Guidance Office f. Food Service (Canteen) 	<ul style="list-style-type: none"> ◦ 150 sq.m. ◦ 150 sq.m. ◦ 28 sq.m. ◦ 28 sq.m. ◦ 0.25 sq.m. per place
<p>1.4 Sanitary and Services Spaces</p> <ul style="list-style-type: none"> a. Boy's Urinal b. Boy's Toilet Seat c. Girl's Toilet Seat d. Lavatory 	<ul style="list-style-type: none"> ◦ 1 detached urinal per 50 students or 1.0 m urinal trough per 100 students ◦ 1 seat per 100 students ◦ 1 seat per 50 students ◦ 1 lavatory per toilet seat
<p>1.5 Furniture and Equipment</p> <ul style="list-style-type: none"> a. Chairs (Academic Subjects) b. Chairs (Laboratory Subjects) c. Tables (Laboratory classrooms) d. Vehicles/Transportation 	<ul style="list-style-type: none"> ◦ 40 per classroom ◦ 25 per classroom ◦ 5 tables per classroom ◦ 1 utility pick-up ◦ 1 farm machine
<p>D. Student Services</p>	
<p>1. Student Organization</p>	<ul style="list-style-type: none"> ◦ 1 Student Organization per school ◦ 1 Homeroom Organization per class

MINIMUM STANDARDS FOR ARTS AND TRADES HIGH SCHOOL

Items/Resources	Standard Criteria
A. Human Resources	
1. Administrators/Teachers	
1.1 Educational Qualification	
a. School Head	◦ BSIE graduate with at least MA or MS with appropriate major preparation or its equivalent
b. Department Head	◦ BSIE or its equivalent with appropriate field of specialization
c. Academic Teacher (Related Subject Teacher)	◦ BSE or Bachelor's Degree w/ appropriate major preparation and with 18 units in Education as the case may require
d. Vocational Subject Teacher	◦ BS Industrial Education; BS Home Economics, BS (any Engineering course) with appropriate major preparation and 18 units in Education, at least one (1) year industrial training or its equivalent
1.2 Civil Service Eligibility	
a. Academic Teacher	◦ Teacher Examination (PBET, LET) and Senior Teacher Examination
b. Vocational/Practical Arts Teachers	◦ Teacher Examination/ Senior Teacher Examination for Vocational Teacher/ PBET/ LET/ Vocational Teacher Examination with appropriate major preparation or its equivalent
1.3 Experience	
a. School Head	◦ Two years as Section or Unit Head of the Department
b. Head, Vocational Dept.	◦ Two years as Secondary School Teacher (Vocational)
c. Head, Academic Dept.	◦ Two years as Secondary School Teacher

Items/Resources	Standard Criteria
<p>d. Vocational/Practical Arts Teacher</p> <p>1.4 Health Condition (Physical and Dental)</p> <p>2. Number Standards</p> <p>2.1 Teacher per Students</p> <p>a. Academic Teacher</p> <p>b. Technical-Vocation Teacher</p> <p>c. Students</p> <p>2.2 Administrative/Teacher Ratio</p> <p>a. Head Teacher/ Teacher</p> <p>b. Principal I/Teacher</p> <p>c. Principal II/Teacher</p> <p>d. Principal III/Teacher</p> <p>e. Principal IV/Teacher</p> <p>2.3 Administrative Staff</p> <p>a. Academic Subjects Head</p> <p>b. Vocational Subjects Head</p> <p>c. Guidance Counselor</p> <p>d. Physician</p> <p>e. Dentist</p> <p>f. School Nurse</p> <p>g. School Librarian</p> <p>h. Administrative Officer</p> <p>i. Bookkeeper/Accountant</p> <p>j. Supply Officer</p> <p>k. Disbursing Officer/Cashier</p>	<ul style="list-style-type: none"> ◦ Experience not required but with appropriate area of specialization ◦ Yearly Medical and Dental Examination by authorized government physician ◦ One Academic Subject Teacher per 40 students (1:40) ◦ One Vocational Technical Teacher per 30 students (1:30) ◦ Minimum enrolment of 320 students ◦ Supervising 6 teachers per subject area ◦ 1:10-25 ◦ 1:26-99 ◦ 1:100-174 ◦ 1:175 and above ◦ one/sch, supervising at least 6 teachers per subject area ◦ one/sch, supervising at least 6 teachers per subject area ◦ one/500 students ◦ one/school, part-time ◦ one/school, part-time ◦ one/school ◦ one/school; add'l 1 for school with more than 1,000 students ◦ one/school ◦ one/school with teacher population of at least 30 ◦ one/school ◦ one/school

Items/Resources	Standard Criteria
l. Clerk m. Watchman/Security Guard n. Production Project Caretaker o. Driver/Mechanic p. Light Equipment Operator q. Carpenter r. Utilityman/Laborer s. Shop Technician (optional) t. Farm Shop Technician (opt'l)	<ul style="list-style-type: none"> ◦ one/school with at least 50 personnel or 1,000 students ◦ four (4) for every school; add'l four (4) positions for each authorized extension campus ◦ one for every project ◦ one/school with existence of motor vehicle registered under school's name ◦ one/school with equipment ◦ one/school ◦ one for every 400 students ◦ one/school ◦ one/school
B. Curriculum and Instruction	
1. Subject (Curriculum) 1.1 Academic and Vocational/ Technical Subjects 2. Instructional Materials (Library, Textbooks) 2.1 Books 2.2 Periodicals, Newspapers, Journals 2.3 Computer Unit 2.4 Laboratory Equipment 2.5 Audio Visual Unit	<ul style="list-style-type: none"> ◦ refer to DepED Order No. _____, s. 2005 Implementation of the Redesigned Technical-Vocational High School Program ◦ Total no. of books required is recommended at a minimum of five (5) books/student ◦ One copy for every 10 students ◦ With internet connection/access and with e-books and computer aided instructional materials ◦ One set of equipment for every class or classroom (refer to DO No. 88, s. 1988 and DO No. 73, s. 1993) ◦ One set per school (e.g., sound system, slide projector, overhead projector, tape recorder, radio, TV, video, filmstrip projector)

Items/Resources	Standard Criteria
2.6 Instruction Supplies	<ul style="list-style-type: none"> ◦ P500.00/student/year
3. Projects (Production and Instruction)	<ul style="list-style-type: none"> ◦ Technology Shops for Industrial Arts (refer to Section 4, Administrative and Instructional Spaces, DECS Service Manual 2004)
C. Physical Plant	
1. Site (Rural/Urban)	
1.1 Area	<ul style="list-style-type: none"> ◦ 1 ha. campus ◦ 0.5 ha. for projects
1.2 Enclosed Instructional Space	
a. Academic Subjects Classroom	<ul style="list-style-type: none"> ◦ 1.4 sq.m. per place for 40 students/class 2 classes per room per day
b. Technical-Vocational Subject Classroom	<ul style="list-style-type: none"> ◦ 2.5 sq.m. per place for 30 students/class
c. Science Laboratory	<ul style="list-style-type: none"> ◦ 2.10 sq.m. per place for 25 students/class
d. Library	<ul style="list-style-type: none"> ◦ 2.4 sq.m. per place for minimum capacity of 15% of the enrolment
d. Gymnasium	<ul style="list-style-type: none"> ◦ Minimum capacity of 500 persons ◦ An auditorium may be required out of 3-4 classrooms with movable adjoining walls
1.3 Administrative and Service Spaces	
a. Principal's Office	<ul style="list-style-type: none"> ◦ 45-60 sq.m.
b. Personnel Office	<ul style="list-style-type: none"> ◦ 150 sq.m.
c. Conference Room	<ul style="list-style-type: none"> ◦ 150 sq.m.
d. Medical/Dental Clinic	<ul style="list-style-type: none"> ◦ 28 sq.m.
e. Guidance Office	<ul style="list-style-type: none"> ◦ 28 sq.m.
f. Food Service (Canteen)	<ul style="list-style-type: none"> ◦ 0.25 sq.m.

Items/Resources	Standard Criteria
<p>1.4 Sanitary and Services Spaces</p> <p>a. Boy's Urinal</p> <p>b. Boy's Toilet Seat</p> <p>c. Girl's Toilet Seat</p> <p>d. Lavatory</p> <p>1.5 Furniture and Equipment</p> <p>a. Chairs (Academic Subjects)</p> <p>b. Chairs (Laboratory Subjects)</p> <p>c. Tables (Laboratory classrooms)</p> <p>d. Vehicles/Transportation</p>	<ul style="list-style-type: none"> ◦ 1 detached urinal per 50 students or 1.0 m urinal trough per 100 students ◦ 1 seat per 100 students ◦ 1 seat per 50 students ◦ 1 lavatory per toilet seat ◦ 40 per classroom ◦ 25 per classroom ◦ 5 tables per classroom ◦ Utility pick-up
<p>D. Student Services</p>	
<p>1. Student Organization</p>	<ul style="list-style-type: none"> ◦ 1 Student Organization per school ◦ 1 Homeroom Organization per class