

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

November 7, 1969

DECS ORDER  
No. 105, s. 1969

GUIDELINES FOR THE ADMINISTRATION OF THE HIGH SCHOOL  
CAMPUS PUBLICATION

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

1. The high school campus paper has grown in importance with the increasing demand for information in the school community. As a public relations arm, it disseminates knowledge on the good performance and achievements of the school to its various publics in order to gain their support of its programs for student growth and development.
2. The school paper also serves as an excellent training ground for budding writers and journalists, as well as a forum for expressing student opinions, views and ideas on current issues and problems. In fact, these participatory learning experiences prepare them for responsible citizenship in a democratic society. For these reasons, the school administration should give full support and encouragement to the school paper staff in the performance of their journalistic tasks.
3. In this connection, inclosed are the guidelines for the administration of the high school campus publications for the information and guidance of all concerned.
4. All DECS Orders inconsistent with this Order are hereby rescinded.

This Order shall take effect immediately.

(SGD.) LOURDES R. GUIBUMBING  
Secretary

Incls:

As stated

References:

MEC Orders: Nos. 39, s. 1979 and 57 and 62, s. 1981  
DECS Order: No. 60, s. 1987

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

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

AMENDMENT  
Course of Study, SECONDARY  
FUNDS  
OFFICIALS  
PUBLICATIONS  
REPORT  
RULES & REGULATIONS  
SCHOOL PAPER  
STUDENTS  
TEACHERS

(Inclosure to DECS Order No. 105, s. 1989)

GUIDELINES FOR THE ADMINISTRATION OF THE HIGH SCHOOL  
CAMPUS PUBLICATIONS

I. Administration of High School Papers

- A. High school campus papers shall be published regularly for lawful purposes, and not oftener than once in two months.
- B. The school administration shall take charge of the funding and publication of the school paper. It shall collect an annual subscription fee, not exceeding P20.00, from every student-subscriber. It is understood that subscription to the school paper is voluntary and non-payment of subscription fee shall not in any case be a bar to the enrolment or graduation of any student.
- C. A competent teacher-adviser shall be assigned to manage and supervise the work of the student staff. The time required for the teaching/advising the staff should be included in the computation of the teacher's work/teaching load and given weight proportionate to that of regular classroom assignment.
- D. The school principal, with the assistance of the teacher-adviser, shall formulate the criteria for selecting the school paper staff members. It is suggested that the mode of selecting the staff members be made through competitive written examinations conducted by a board of judges composed of competent faculty members and the teacher-adviser at the start of the school term.
- E. Staff members of the school paper shall serve for a term, usually one school year, and their services shall not be abruptly terminated except for a cause. Furthermore, a staff member, if he/she chooses, may serve for more than one term.
- F. The Schools Superintendent, through the school principal, shall be held responsible for the proper administration of all campus papers issued in his/her division. Care must, therefore, be taken by him/her to see that such publications are properly checked, and that the financial accounts are properly audited.

II. Budget and Other Financial Matters

- A. The teacher-adviser shall prepare the school paper budget for each school year for the approval of the school principal. The budget, as approved, shall be posted on the school bulletin board. It shall

include the printing costs of the school paper, transportation and meals of the staff and teacher-adviser during their work at the printing press, office and photo supplies, and other incidental expenses.

- B. The subscription fees shall be deposited as trust funds in the account of the school with the authorized depository bank.
- C. The printing of the school paper by a private printer shall be in accordance with canvass or public bidding procedures.
- D. A Financial Report of Expenses shall be prepared by the school paper teacher-adviser and his/her student-staff after every issue and at the end of the school term, properly audited by a CCA auditor, and submitted to the school principal. A Summary Financial Report shall be published in the school paper at the end of the school year.
- E. Fees collected from the student-subscribers shall be used/appropriated exclusively for the printing of the school paper and other expenses relative to its proper and efficient operation and management. Violation of this provision by any school official or teacher shall be cause for administrative and/or criminal action against the violator.

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