

Republic of the Philippines  
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS  
Meralco Drive, Pasig, Metro Manila

March 21, 1994

DECS Order No. 19, s. 1994

**GUIDELINES ON THE ACQUISITION, CONSTRUCTION AND MAINTENANCE  
OF PUBLIC ELEMENTARY AND SECONDARY SCHOOL  
SITES, BUILDINGS AND GROUNDS**

To: Regional Directors and Division Superintendents

1. Statement of policy. It is desirable to compile those changes in policies concerning the acquisition, construction, and maintenance of public school buildings, for the guidance of all concerned. These changes include such diverse items as site acquisition, norms of layout and construction of public school buildings. Effective immediately and with particular reference to preparations of public elementary and secondary schools for the forthcoming school year, the following policies and procedures should be observed.

**A. LAND ACQUISITION**

2. Avoidance of purchase of school sites. It has become extremely expensive for DECS to purchase elementary and secondary public school sites, whether as additional adjoining space for existing schools or for new schools, considering the alternative uses that can be made of the capital funds involved. This is especially true in the case of urban areas.

Henceforth, DECS will no longer use its own funds to purchase school sites or properties. Local governments will be encouraged to provide such sites, whether for new schools or as additions to existing schools. DECS will be more inclined to fund building construction and provide the necessary teachers.

3. Acquisition of school sites. In acquiring new school sites, DECS would of course prefer that the donation of land to DECS be absolute in character. On the other hand, DECS encourages the use of the Contract of Usufruct of school sites from either local governments or private parties. A Contract of Usufruct is here defined as one in which DECS will have full use of the property for free without any payment for as long as the property is used for educational purposes. The contract of Usufruct shall be registered with the Register of Deeds and annotated in the title of the owner of the property. In addition, it is possible for the donated school site to be named after the deceased forebears of the donor, if that is so desired.

Henceforth, absolute donations and Contract of Usufruct will be encouraged as a means of acquiring needed school sites. A sample absolute donation form is attached as Annex "A", and a Contract of Usufruct, as Annex "B".

**B. CONSTRUCTION**

4. Minimum building standards for conventional single-story classroom building construction. In the light of the many variations which have been noticed with respect to the construction of school classroom buildings in the recent past, it is useful to reiterate the absolute minimum standards

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which must be met by those responsible for construction, whether they be private contractors or local government entities.

Henceforth, all single-story conventional school building construction must comply with these minimum requirements for public elementary and secondary school buildings, a copy of which is attached. Notice that these revised minimum standards do not refer to multi-story construction, nor to prefabricated school buildings. Compliance shall be the responsibility of the Superintendent. These minimum standards are attached as Annex "C".

5. **Priorities in school building construction.** Within the context of the principle of "bringing the school to the pupils, and not the pupils to the school", the following regional priorities in school building construction will be observed until otherwise modified or changed. In preparing the school building program for any division, it is expected that the Superintendent concerned shall have personally visited all the proposed and actual school sites concerned. All the various components mentioned below shall be combined into a multi-year master school building prioritization plan for each division.

(a) **Completion of incomplete elementary schools.** The highest priority will now be accorded to those incomplete schools which do not offer all six elementary grades. All of them, technically speaking, have ceased to be incomplete schools, either because additional classrooms will have been provided to make a total of at least six classrooms, or multigrade classes will have been organized.

Henceforth, all elementary schools with at least four classrooms but less than six classrooms shall be provided with additional classrooms so as to complete the six-room minimum, with one room per grade. Schools with less than four classrooms will be of lower priority, multigrade classes will be organized. However, a particular four- or five-classroom school should not be expanded into a six-classroom school if in the judgment of the Superintendent concerned such additional rooms are not likely to be necessary, in the light of probable enrollment. In addition, each Superintendent shall prioritize all such four- and five-classroom schools for purposes of the provision of additional classrooms. The Regional Director shall compile these priority reports from the various Superintendents.

(b) **Provision of schools in barangays previously without schools.** The second priority for school construction will be two-room school houses, probably of the prefabricated type, in those barangays which do not as yet have any school of its own, and for which there appears to be a need in terms of potential school children in the vicinity.

Henceforth, each Regional Director shall compile the barangays in his Region for which two-classroom schools are needed, in terms of priority of attention. Similarly, the Regional Director shall note those barangays which in the judgment of the Superintendent does not require a school, on the basis of potential school children demand.

(c) **Municipalities without high schools, public or private.** There still remain some six dozen municipalities all over the country without high schools, whether public or private.

Henceforth, all remaining municipalities without either public or private high schools will be provided with four-classroom high school buildings, preferably of the prefabricated type, whenever possible. It is assumed that adequate sites will have been secured beforehand.

(d) **Increases in enrollment of existing schools.** Additional classrooms should be programmed in the cases of those schools with increases in enrollment such that additional shifts are no longer possible.

Henceforth, additional classrooms will be programmed for existing schools for which

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adequate land space is still available, and additional rooms are called for, say by the existence of multiple class shifts and the like.

6. Prefabricated and/or demountable single-story school buildings. DECS has entered into a program of providing prefabricated and demountable school buildings which make for easy and prompt installation at the site, of two, three or even more classrooms long, with and without toilets. Prefabricated schools are those portions of which are constructed at the plant and assembled into buildings at the site, while demountable schools are those which are not only prefabricated but which can also be subsequently disassembled for use elsewhere if necessary. It is estimated that construction time will take no longer than two weeks under normal conditions. In addition, the prices for such prefabricated school building are lower than those of the traditional methods of construction.

Henceforth, all regional directors and school superintendents should consider this option, and whenever possible should utilize it in preference to traditional construction methods. However, such single-story school buildings are not advisable where the school grounds are limited in area, as in certain highly urbanized locations.

7. Location of school buildings. It has been observed, from numerous observations of individual schools, that the construction of additional school buildings within the same school site tend to be physically separate from previously existing school buildings. This practice is not only unnecessarily expensive but also not conducive to the health of children, since they are exposed to the elements on rainy days when crossing from one building to another.

Henceforth, the construction of additional school buildings should whenever possible abut or connect with existing school buildings to avoid health hazards to school children. All school physical development plans shall be modified to take this format into account.

8. Location of vocational, home economics, and similar buildings and classrooms. Similarly, the practice of having vocational, home economics, and laboratory buildings as physical separate from classroom buildings should no longer be followed. In the main, the classroom sizes of such specialized classrooms do not differ too much from regular classrooms, and their integration into regular school buildings do not only permit greater flexibility in subsequent use of school classrooms, but also the avoidance of the rain hazard above mentioned.

Henceforth, there shall no longer be constructed physically separate special purpose buildings where the rooms are used for classrooms, albeit for special subjects.

9. Philippines 2000 variant signs on new school building walls. It is desirable that the phrase "Philippines 2000" for the Philippine medium-term development plan be given as wide a publicity as possible, in order to popularize the socio-economic development program of the administration.

Henceforth, all public elementary and secondary schools shall have a "Philippines 2000" individualized sign painted on the exterior end wall of any school building constructed after the commencement of this current administration. Preferably, it should be one which can be readily seen from the street in front of the main building of the school. A sample of the sign is enclosed as Annex "D" to this issuance.

### C. MAINTENANCE

10. Standard exterior paint schemes. Various colors have been used in the past for school roofs, the most common being dark red, dark green and medium blue, as well as leaving the galvanized roofs unpainted in some cases. A standard paint scheme should be adopted for public school buildings all over the country, in order that they may provide a common and readily identifiable appearance to passersby, and further to provide a sense of belonging to public school children throughout the country.

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Henceforth, all roofs of school buildings shall be painted dark green, with paint specifically meant for roofs to be utilized. No special brand of paint is being recommended, since a number of paint manufacturers already have suitable roofing paints on the market (see Annex C for representative color brands). In the case of repainting roofs, appropriate sealants shall first be applied where necessary, to avoid rusting and weathered galvanized roofs. Exterior walls shall, at the time of painting or repainting, be provided with very light green or other light colored paint, or even white. Dark colors for walls shall be avoided. Priority in attention of repainting roofs shall be those schools located along major highways in the division.

11. **Use of wood for buildings and equipment.** With the rapidly rising price of wood resulting from the national log ban, it is now necessary to look for alternative materials in order to maximize cost effectiveness. The most obvious would be in the case of school desks, where alternative materials have become competitive in price. Reference is made specifically to desks made of steel and plywood, as against the traditional desks made completely of wood. While no particular supplier or design is recommended, such alternative types of school desks should be examined. This Office is looking into the development of such designs, which can then be manufactured locally.

12. **Effectivity.** These policies and procedures shall be effective immediately.

  
ARMAND. V. FABELLA  
Secretary

Reference: DECS Order: (No. 6, s. 1989)

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

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

BUILDINGS  
POLICY  
RULES & REGULATIONS  
SCHOOLS  
SITES

**DEED OF DONATION OF REAL PROPERTY**

KNOW ALL MEN BY THESE PRESENTS:

That this DEED OF DONATION, made and entered into by and between:

\_\_\_\_\_, of legal age, Filipino, married to/single, residing at \_\_\_\_\_, with postal address at \_\_\_\_\_, hereinafter called the DONOR,

- and -

the Republic of the Philippines, through the Department of Education, Culture and Sports with postal address at Meralco Avenue, Pasig, Metro Manila represented in the Act by \_\_\_\_\_, Superintendent of Schools, hereinafter called the DONEE.

**WITNESSETH**

That the DONOR is the owner in fee simple of a certain parcel of land consisting of an area of \_\_\_\_\_ square meters, together with all improvements thereon situated at \_\_\_\_\_, Philippines, covered by Transfer (Original) Certificate of Title No. \_\_\_\_\_, of the Register of Deeds of \_\_\_\_\_ and more particularly described as follows:

TCT No. \_\_\_\_\_  
(Description based on title)

That for and in consideration of a desire to contribute a share for the cause of education and the Filipino students which the DONEE inspires in the DONOR, and as an act of liberality, and generosity, the DONOR hereby voluntarily and freely transfers and conveys, by way of donation to the DONOR his successors and assigns, all the rights, title and interest which said DONOR has in the above described real property, together with all the buildings and improvements found therein, free from all liens, encumbrances and charges whatsoever.

That the DONOR hereby warrants for the purpose of giving full effect and validity to this donation, that DONOR, has the legal right to make this donation of said property being the free portion under the new Civil Code and other existing laws, which he can freely dispose of.

That the DONEE hereby accepts the donation and has taken legal possession of the property and hereby expresses his appreciation and gratefulness for the kindness and generosity of the DONOR.

IN WITNESS WHEREOF, the DONOR and the DONEE have hereunto subscribed their names this \_\_\_\_\_th day of \_\_\_\_\_, 19\_\_.

\_\_\_\_\_  
DONOR

THE DONATION IS ACCEPTED:

REPUBLIC OF THE PHILIPPINES  
Represented by the Department of  
Education, Culture and Sports

By: \_\_\_\_\_



School Superintendent

SIGNED IN THE PRESENCE OF:

\_\_\_\_\_

**ACKNOWLEDGEMENT**

REPUBLIC OF THE PHILIPPINES)

City of \_\_\_\_\_)

At the City of \_\_\_\_\_, on the \_\_\_\_ day of \_\_\_\_\_ 19\_\_, personally appeared \_\_\_\_\_ known to me as the same persons who executed the foregoing instruments, contracts of \_\_\_\_\_ pages, including this page on which this acknowledgement is written and signed at the left margin of each and every page of the party executing this instrument and their witnesses and sealed with my national seal and said parties acknowledged to me that, the same is their free act and deed. That Residence Certificate Numbers of the parties were exhibited to me, the same having No. \_\_\_\_\_, issued at \_\_\_\_\_ on \_\_\_\_\_.

NOTARY PUBLIC  
Until December 19\_\_

Doc. No. \_\_\_\_  
Page No. \_\_\_\_  
Book No. \_\_\_\_  
Series \_\_\_\_

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**CONTRACT OF USUFRUCT**

**KNOW ALL MEN THESE PRESENTS:**

That this Contract of Usufruct, made and entered into by and between:

\_\_\_\_\_, of legal age, Filipino, married to/single, residing at \_\_\_\_\_, with postal address at \_\_\_\_\_, hereinafter called the OWNER.

- and -

the Republic of the Philippines, through the Department of Education, Culture and Sports with postal address at Meralco Avenue, Pasig, Metro Manila represented in the Act by \_\_\_\_\_, Superintendent of Schools, hereinafter called the USUFRUCTUARY.

**WITNESSETH**

That the OWNER holds the title in fee simple to a certain parcel of land consisting of an area of \_\_\_\_\_ square meters, together with all improvements thereon situated at \_\_\_\_\_, Philippines, covered by Transfer (Original) Certificate of Title No. \_\_\_\_\_, of the Register of Contract of \_\_\_\_\_ and more particularly described as follows:

TCT No. \_\_\_\_\_  
(Description based on title)

That for and in consideration of a desire to contribute a share for the cause of education and the Filipino students which the USUFRUCTUARY inspires in the OWNER, and as an act of liberality, and generosity, the OWNER hereby voluntarily and freely transfers and conveys, by way of Usufruct to the USUFRUCTUARY his successors and assigns, all the rights, title and interest which said OWNER has in the above described real property, together with all the buildings and improvements found therein, free from all liens, encumbrances and charges whatsoever.

That the OWNER hereby warrants for the purpose of giving full effect and validity to this usufruct, that the OWNER has the legal right to make this Contract of Usufruct of said property being the free portion under the new Civil Code and other existing laws, which he can freely dispose of.

That the OWNER hereby accepts this Contract of Usufruct and has taken legal possession of the property and hereby expresses his appreciation and gratefulness for the kindness and generosity of the OWNER.

IN WITNESS WHEREOF, the OWNER and the USUFRUCTUARY have hereunto subscribed their names this \_\_\_\_\_th day of \_\_\_\_\_, 19\_\_\_\_.

\_\_\_\_\_  
USUFRUCTUARY

THE CONTRACT OF USUFRUCT IS ACCEPTED:

REPUBLIC OF THE PHILIPPINES  
Represented by the Department of  
Education, Culture and Sports

By:

\_\_\_\_\_  
School Superintendent

SIGNED IN THE PRESENCE OF:

\_\_\_\_\_

**ACKNOWLEDGEMENT**

REPUBLIC OF THE PHILIPPINES)  
City of \_\_\_\_\_)

At the City of \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_, personally appeared \_\_\_\_\_ known to me as the same persons who executed the foregoing instruments, contracts of \_\_\_\_\_ pages, including this page on which this acknowledgement is written and signed at the left margin of each and every page of the party executing this instrument and their witnesses and sealed with my national seal and said parties acknowledged to me that, the same is their free act and deed. That Residence certificate Numbers of the parties were exhibited to me, the same having No. \_\_\_\_\_, issued at \_\_\_\_\_ on \_\_\_\_\_.

NOTARY PUBLIC  
Until December 19\_\_

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series \_\_\_\_\_



**MINIMUM SPECIFICATIONS  
FOR SINGLE-STORY SCHOOL BUILDINGS  
OF CONVENTIONAL CONSTRUCTION<sup>1</sup>**

1. In general, the school building should be designed in accordance with the function, needs of its user and the nature of the environment. It should be conceived for economy in construction, utilization and maintenance. Simplicity of concept in the context of innovation to reflect order and dignity, ensure flexibility in anticipation of educational change, and achieve structural stability. Human dimensions, static and dynamic, specifically with reference to Filipino children and youth, should be considered. Aesthetic elements should be integral to the overall design and even when given contemporary treatment, should derive from historical, traditional or native themes.

2. The design data should comply with the latest National Building Code.

3. The minimum classroom size shall be seven (7) meters wide by eight (8) meters deep, which is considered adequate for a class of 56 pupils, arranged in 8 rows wide and 7 columns deep.

4. The roof shall be of cathedral type, with a slope of not less than 1.5 over 3.5, of galvanized iron gauge #26, and painted with dark green roof paint<sup>2</sup>. The roof overhang shall not be less than 1.50 meters outside the front of the classroom or where the exit doors are located, and not less than 1.20 meters along the rear of the classroom. The roof construction shall be framed and tied into the framework and supporting walls so as to form an integral part of the building. The roof frame shall preferably be at least 20 mm thick steel frame, or alternatively 5 cm x 12.5 cm. (2" x 5") thick wood frames.

5. The corridors shall not be less than 1.10 meters wide, and unobstructed.

6. The ceiling shall be a dropped ceiling. The ceiling height of rooms with natural ventilation shall be not less than 2.85 meters measured from the floor to the ceiling; rooms provided with artificial ventilation shall have ceiling heights not less than 2.40 meters.

7. The doors to the classrooms shall be at least two in number, located at opposite ends on the same side of the classroom, of flush type swing out, and a minimum opening of .90 meters by 2.10 meters. The door shutters shall swing in the direction of exit travel and be capable of opening at least 90 degrees, so that the clear width of the exit way is not less than 700 millimeters. No door shutter should exceed 1.20 m in width.

8. The windows shall be located on both of the longer sides of the classrooms, provided with glass, steel, or wood jalousies. The window openings shall be at least 1.5 meters high, and from column to column in width. For classrooms with valuable equipment inside, the addition of iron grills would be advisable. In any case, at least one classroom for any school shall be fitted out with iron grills for safety purposes and with door locks as well.

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1. These specifications are not applicable to prefabricated steel frame school buildings, for which special specifications had been determined before bidding.

2. Representative colors for roof paints might be "Baguio Green" by Boysen, Dutch Boy, and Finch; "Chrome Green" by Sinclair, and "Forest Green" by Fuller. These are mentioned here only to illustrate the color, and are not necessarily specifically recommended.

9. The floor construction shall be so framed and secured into the framework and supporting walls so as to form an integral part of the whole building, and the type of floor construction used shall provide means to keep the beam and girders from lateral buckling. The floor of the classrooms shall be at least .075 meter thick concrete slab of integrally poured cement, on a 2" gravel fill, preferably with dark red or dark green cement finish.

10. The exterior walls shall be of .15 meter (6") wide concrete hollow block, with 12mm (1/2") reinforcing bars with .60 meter spacing. The finish may be either tooled finish or plastered finish. The interior wall partitions shall be of at least 10 cm (4") concrete hollow blocks with reinforcing bars.

11. The columns shall be at least .06 sq. meters (96 sq. inches) reinforced concrete, preferably .20 meters x .30 meters with four 16 mm dia. vertical bars and 10 mm lateral ties with .-0.15 outside centers.

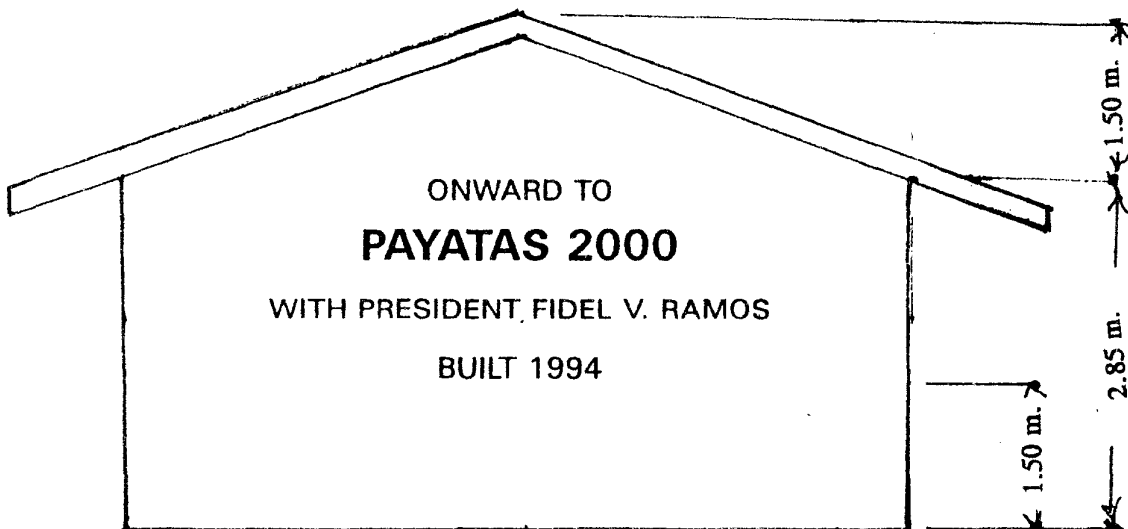
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General design:

ONWARD TO  
**(name of barangay) 2000**  
WITH PRESIDENT FIDEL V. RAMOS  
BUILT (year completed)

Specific school sample:



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Republic of the Philippines  
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS  
Meralco Drive, Pasig, Metro Manila

June 20, 1994

DECS Order No. 19-A, s. 1994

**FORMAL ESTABLISHMENT OF SECONDARY SCHOOLS  
IN TOWNS WITHOUT PUBLIC OR PRIVATE SECONDARY SCHOOLS**

To: Undersecretaries, Assistant Secretaries  
Bureau Directors, Regional Directors, Division Superintendents  
Others Concerned

1. In accordance with DECS policy to have a high school in every municipality in the Philippines as most recently enunciated under DECS Order No. 19, s. 1994, and pursuant to the provisions of Republic Act No. 6655 authorizing the Secretary of Education, Culture and Sports to establish secondary schools whenever and wherever needed, a secondary school is hereby established in each of the 56 municipalities in the list hereto attached and made part of this Order.

2. The 56 remaining municipalities listed do not have any public or private secondary school and should have an allocation this year of at least three (3) teachers and two (2) classrooms initially, to cover the first two secondary curriculum years in order that the children of high school age in the municipality will have immediate and convenient access to secondary education, as contemplated in DECS Order No. 19, s. 1994.

3. Immediate attention should be given to the identification of the school site. Each school established under this Order shall carry the name of the municipality where it is located, unless the school site chosen is due to a private donation and the naming of the school in honor of a deceased person is a condition of the donation.

4. This Order is issued specifically to provide the legal basis for and expedite the release of funds for the construction of the school buildings needed and for other purposes.



ARMAND V. FABELLA  
Secretary

Incl.: As stated

References: DECS Orders: (Nos. 19, s. 1994 and 5, s. 1989)

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

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

**BUILDINGS**  
Course of Study, **SECONDARY**  
**RULES & REGULATIONS**

**SCHOOLS**  
**SITES**

**REMAINING MUNICIPALITIES WITHOUT PUBLIC OR PRIVATE SECONDARY SCHOOLS**

(Names of municipalities are listed opposite the name of their province)

<b><u>REGION I – ILOCOS REGION</u></b>			23. Munai
ILOCOS NORTE	1. Dumalneg		24. Nunungan
			25. Pantar
ILOCOS SUR	2. Bantay		26. Poona Piagapo
	3. San Ildefonso		27. Tagaloan
	4. Sigay		28. Tangcal
<b><u>REGION II – CAGAYAN VALLEY</u></b>		<b><u>CORDILLERA ADMINISTRATIVE REGION</u></b>	
ISABELA	5. Divilican	ABRA	29. Danglas
			30. Langiden
QUIRINO	6. Nagtipunan	IFUGAO	31. Aginaldo
			32. Hungduan
<b><u>REGION III – CENTRAL LUZON</u></b>			33. Tinoc
TARLAC	7. San Jose	KALINGA–APAYAO	34. Pasil
<b><u>REGION IV – SOUTHERN TAGALOG</u></b>		MT. PROVINCE	35. Sadanga
PALAWAN	8. Kalayaan	<b><u>AUTONOM. REGION OF MUSLIM MINDANAO</u></b>	
	9. Linapacan	LANAO DEL SUR	36. Bacolod Grande
	10. Rizal		37. Buadiposo Buntang
<b><u>REGION V – BICOL</u></b>			38. Bubong
CAMARINES NORTE	11. San Lorenzo Ruiz		39. Bumbaran
<b><u>REGION VI – WESTERN VISAYAS</u></b>			40. Calmogas
NEGROS OCCIDENTAL	12. Salvador Benedicto		41. Kapai
<b><u>REGION VIII – EASTERN VISAYAS</u></b>			42. Lumbatan
EASTERN SAMAR	13. Maslog		43. Madamba
			44. Maguing
SAMAR	14. Jiabong		45. Molundo
	15. Matuguinao		46. Pagayawan
	16. Paranas		47. Poona–Bayabao
	17. San Juan de Buan		48. Tagoloan
	18. San Sebastian		49. Tubaran
<b><u>REGION X – NORTHERN MINDANAO</u></b>			
MISAMIS OCC.	19. Don Victoriano Chiongbian	SULU	50. Kalingalan–Calauang
			51. Lugus
MISAMIS OR.	20. Naawan		52. Marungas
			53. Old Pamanao
SURIGAO DEL NORTE	21. San Jose		54. Pandami
			55. Pata
<b><u>REGION XII – CENTRAL MINDANAO</u></b>			
LANAO DEL NORTE	22. Matunago	TAWI–TAWI	56. Turtle Islands

Republic of the Philippines  
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS  
Meralco Drive, Pasig, Metro Manila

April 15, 1994

DECS Order No. 20, s.1994

**GUIDELINES ON TUITION AND OTHER SCHOOL FEES IN PRIVATE SCHOOLS,  
COLLEGES AND UNIVERSITIES BEGINNING SCHOOL YEAR 1994-1995**

To: Bureau Directors, Regional Directors, School Superintendents  
Heads of Private Schools, Colleges and Universities

1. **General and Specific Provisions.** Pursuant to Section 42 of Batas Pambansa 232 otherwise known as the Education Act of 1982 which states that each private school shall determine its rate of tuition and other school fees or charges, and pursuant further to Republic Act No. 6728 which further emphasizes the resolution of problems within each individual school through appropriate interactions among its components, the guidelines covering tuition and/or other fees in all levels including pre-schools and technical/vocational schools promulgated for the school year 1993-1994 under DECS Order No. 21 and 21-A issued on April 21, 1993 and May 11, 1993, respectively, are hereby adopted as general and specific guidelines on tuition and other school fees in private schools, colleges and universities, beginning with the school year 1994-1995.

2. **School Fees.** The guidelines for schools fees for elementary schools, including pre-schools, as well as those for tertiary schools contained in DECS Order No. 21 and 21-A, s. 1993 shall continue to be observed. However, in the case of schools fees for secondary schools, the following modifications are hereby promulgated:

2.1 Where the tuition and other school fees were less than P2,200.00 per year during the school year 1993-1994, any high school may increase up to a maximum of P290.00 without the need of consultation. However, should the school increase its fees by more than P290.00 for the coming school year, a school may determine its own tuition fee rates, subject however to consultation.

2.2 Where the tuition and other school fees were P2,200.00 or more, the amount of increase for the coming school year shall be determined by the school after consultation.

2.3 In subsequent school years, the level at which tuition and other school fees may be charged without the need of consultation shall be at such amount as the State Assistance Council shall determine to be the level when government tuition fee supplements shall be granted to high school students enrolled in private schools.

3. **Required Documentation.** All documents required for purposes of compliance with DECS Order No. 21 and 21-A, s. 1993 shall continue to be required for the forthcoming school years, where applicable, and shall be submitted not later than June 15 of every school year beginning with the school year 1994-1995. In addition, the following information shall also be submitted:

3.1. Information shall be submitted on the nature of consultations, including any

formal objections raised during the consultation by the parent-teachers association or the faculty association or their equivalents for high schools, and by student government or the faculty association or their equivalents for colleges. Such formal objections if made, including counter-proposals where offered, shall form part of the information required in the certification of consultation to be submitted.

3.2 Enrollment reports for the immediate past and current school years using DECS Form A shall also be submitted, beginning with the school year 1994-1995. Integrated enrollment reports prepared by the school for the last three school years from 1991-1992 to 1993-1994, using DECS Form A previously distributed under DECS Order No. 66, s. 1993, shall be submitted for this coming school year only.

3.3 Information shall also be submitted on the total school fees that an incoming first year student with a normal academic load for each of the elementary, secondary, and tertiary levels (where offered) would have to pay, inclusive of all required tuition and other school fees, on cash basis, for each of the past three school years 1991-1992, 1992-1993 and 1993-1994 as well for the school year 1994-1995. The normal academic load for the tertiary level shall be 18 units a semester, regardless of the school's own interpretation in its particular case.

4. **Consultation.** The guidelines on the conduct of the required consultation process as described in DECS Order No. 21 and 21-A, s. 1993 shall continue to be observed with the following clarification for the subsequent school years beginning with the school year 1994-1995. Where formal objections are raised during the consultations and arbitration is sought, preferably, the differences should have been resolved before the deadline for filing the certification by June 15 of the school year concerned. In any event, such unresolved cases should have been resolved by June 30 of the school year. Consultations undertaken prior to the issuance of this Order in anticipation of the required procedures for school year 1994-95 and which were consistent with the provisions of DECS Orders Nos. 21 and 21-A, s. 1993, shall be considered satisfactory compliance.

5. **Government Tuition Fee Supplements.** Financial assistance for tuition for students in private high schools and private colleges and universities shall be provided pursuant to RA No. 6728.

5.1 For students enrolled in high schools which charged less than two thousand two hundred pesos (P2,200.00) per year in tuition and other school fees during school year 1993-1994 and in subsequent years at such an amount as may be determined by the State Assistance Council, the government shall provide them with a voucher equal to two hundred ninety pesos (P290.00).

5.2 For students in private colleges and universities, the guidelines indicated in DECS Order No. 21, s. 1993 shall continue to be observed for subsequent school years beginning school year 1994-1995, where applicable.

6. **Effectivity.** This Order shall take effect immediately. It shall apply to the school year 1994-95 and to succeeding school years, unless subsequently modified or revoked.



ARMAND V. FABELLA  
Secretary

References: DECS Orders: (Nos. 21 and 21-A, s. 1993)

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

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

ADMISSION or ENROLMENT  
FEES

OFFICIALS  
POLICY

RULES & REGULATIONS  
UNIVERSITIES & COLLEGES