



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
Meralco Avenue, Pasig, Metro Manila

OFFICE OF THE SECRETARY

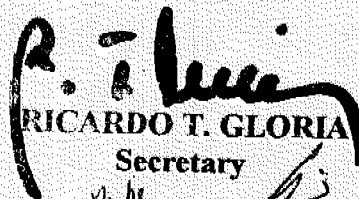
November 19, 1996

DECS O R D E R
No. 84. s. 1996

GUIDELINES FOR THE SEPARATION OF PUBLIC SECONDARY
SCHOOL ANNEXES

To: Bureau Directors
Regional Directors
Schools Superintendents

1. Effective school year 1997-1998, the inclosed guidelines for the separation of secondary school annexes from the mother school shall be observed. The set of guidelines is designed to conform with the provisions of DECS Order No. 5, s. 1989, "Guidelines and Procedures on the Implementation of Section 7 of Republic Act No. 6655".
2. All officials concerned are held responsible for the strict compliance with the guidelines.
3. Any provisions of existing DECS regulations contrary to or inconsistent with this Order is hereby repealed and/or modified accordingly.
4. It is desired that this Order be immediately disseminated to all concerned for its immediate and proper implementation.


RICARDO T. GLORIA
Secretary
11.15.96

Incl.: As stated
Reference: DECS Order: (No. 5, s. 1989)
Allotment: 1-2--(M.O. 1-87)
To be indicated in the Perpetual Index
under the following subjects:

✓ Course of Study. SECONDARY
✓ LEGISLATIONS

✓ POLICY
✓ SCHOOLS

(Inclosure to DECS Order No. 84, s. 1996)

GUIDELINES FOR THE SEPARATION OF PUBLIC SECONDARY SCHOOL ANNEXES

The following conditions shall be observed in connection with the separation of annexes from the mother school:

1. An annex of a public high school which is presently offering the complete secondary education program (First to Fourth Years) or one which shall offer Fourth Year by next schoolyear shall be established as a new high school effective SY 1997-1998. All other existing annexes or those which shall be established in the future shall be considered as a new high school during the school year when they shall begin to offer Fourth Year.
2. The plantilla for the new high school shall include a principal position and shall be integrated in the DECS budget for the next school year.
3. In the interim when the new school already operates, the mother school shall transfer teacher-items, facilities, MOOE as well as proportionate appropriation from the lump sum in coordination with the regional office.
4. All documents necessary for the separation of an annex shall be reviewed by the regional office and endorsed to the Office of the Secretary (**Attention: Bureau of Secondary Education**) not later than six months before its expected date of operation which should coincide with the school opening, for processing, review and final action of the Secretary.