

Republic of the Philippines
Department of Education



Tanggapan ng Kalihim
Office of the Secretary

April 27, 2009

DepED ORDER
No. **40**, s. 2009

**CONTINUED IMPLEMENTATION OF NO COLLECTION POLICY IN ALL PUBLIC
ELEMENTARY AND SECONDARY SCHOOLS AND GENERAL
GUIDELINES FOR THE OPENING OF CLASSES**

To : Undersecretaries
Assistant Secretaries
Bureau/Service/Center Directors
Regional Directors
Schools Division Superintendents
Heads of Public Elementary and Secondary Schools
All Others Concerned

For SY 2009-2010 and succeeding schoolyears, the guidelines for the implementation of the "No Collection Policy" in public elementary and secondary schools as embodied in DepEd Order No. 19, s. 2008, and for the Opening of Classes as embodied in DepEd Order Nos. 19 and 40, series of 2008, respectively (copies attached) shall remain in force unless modified, superseded or repealed.

All DepEd field officials, particularly those at the school, level, are advised to strictly comply with these guidelines.

For immediate dissemination and strict compliance.


JESLI A. LAPUS
Secretary

Encls.: As stated
References: DepED Order: (nos. 19 and 40, s. 2008)
Allotment: 1- -(D.O. 50-97)
To be indicated in the Perpetual Index
under the following subjects:

ADMISSION or ENROLMENT
CLASSES
CONTRIBUTIONS
FEES



Republic of the Philippines
Department of Education



Tanggapan ng Kalihim
Office of the Secretary

MAR 19 2008

DepED ORDER
No. 19 s. 2008

**IMPLEMENTATION OF NO COLLECTION POLICY IN ALL PUBLIC
ELEMENTARY AND SECONDARY SCHOOLS**

To : Undersecretaries
Assistant Secretaries
Bureau/Service/Center Directors
Regional Directors
Schools Division Superintendents
Heads of Public Elementary and Secondary Schools
All Others Concerned

Pursuant to the Constitutional mandate for the provision of free public education at the elementary and secondary levels and to meet the country's targets in the Education For All (EFA) Plan 2015 and the Millennium Development Goals (MDGs) with respect to primary school participation there is an urgent need to remove obstacles to the enrolment of school-age children. These obstacles include the out-of-pocket costs which families have to bear in the course of sending their children to school.

Accordingly, the following policies on collection of fees in public schools shall be strictly observed:

1. No fees shall be collected from schoolchildren enrolling in pre-school up to Grade IV, during the enrolment period and at any time during the schoolyear. This prohibition shall cover, among others, the authorized but voluntary contributions such as BSP, GSP, Red Cross, Anti-TB Fund and PTCA.
2. For grade and year levels beyond Grade 4, no collection of any type should be undertaken during the enrolment period and the first month of classes. Starting on the second month, contributions for the following may be collected, but only on a voluntary basis:
 1. Boy/Girl Scouts membership
 2. Red Cross Membership
 3. Anti-TB Fund Drive
 4. PTCA
 5. School Publication
 6. Membership in student organizations

3. PTCA's may start their collection only after presenting to their members and to the school administration a report on the utilization of the previous schoolyear's collections. The amount of contributions to the PTCA shall be agreed upon in a general assembly of the PTCA.
4. The school publication fee shall be set at the school level but shall not be more than P60.00 per elementary school pupil and P90.00 per secondary school student. The publication of a school newspaper, while not mandatory, is strongly encouraged, particularly at the secondary level in line with the campus journalism program.
5. The membership fees for student organizations shall be set by the organization subject to existing school policies on student organizations.

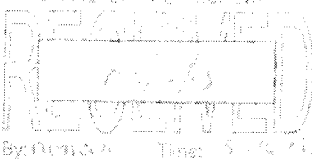
Pupils/students who are promoted to the next grade or year level are considered automatically enrolled for the coming schoolyear in the same school. Only pupils entering first grade, students entering first year high school, and transferees from another public school or a private school need to enroll during the enrolment period. Returning pupils/students shall report to school only for sectioning purposes or any other pre-opening preparations as determined by the school administrators.

Schools Division Superintendents are directed to release MOOE funds to schools without fiscal autonomy in the form of cash advance to ensure that operating funds are available at the start of the schoolyear.

Regional and division offices are advised to undertake monitoring activities during the enrolment period and the first month of classes to ensure that the provisions of this Order are strictly complied with. Any violation should be subject to administrative action.

For immediate dissemination and strict compliance.


JESLI A. LAPUS
Secretary

DEPARTMENT OF EDUCATION
OFFICE OF THE SECRETARY

By: Date: 5/24/16
Doc. # CSOC - 80001



Republic of the Philippines
Department of Education



MAY 21 2008

DepED ORDER
No. **40**, s. 2008

GENERAL GUIDELINES FOR THE OPENING OF CLASSES

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents
Heads, Public and Private Elementary and Secondary Schools

The following guidelines shall be adopted for the opening of classes for public elementary and secondary schools.

1. The provisions of DepED Order No. 21, s. 2006, otherwise known as the "Guidelines for the Organization of Classes" and DepED Order No. 32, s. 2007, "General Guidelines for the Opening of Classes" are hereby reiterated, specifically as follows:

- a. Children who will be six years old by the opening of the classes (June 10, 2008 for School Year 2008-2009 and every opening of classes for subsequent school years) are eligible for enrolment in Grade I. The birth certificate of the child shall be the documentary basis for admission. In case this is not available, a joint affidavit attesting to the birth of the child executed by two disinterested persons may be submitted, subject to submission of his/her birth certificate thereafter;

Children who are younger than six years old by at most six months may be admitted to Grade I provided their readiness for school has been assessed positively by the school where they are applying for admission through the School Readiness Assessment Tool, in relation to DepED Order No. 25, s. 2007 on School Readiness Assessment for All Grade One Entrants.

- b. Pupils/students who wish to transfer to a public school from another public school or from a private school should bring the Form 138 (Report Card) to the school where they intend to transfer. If this document is not available, the child can be admitted on condition that the Report Card shall be submitted not later than the end of the First Grading Period.
- c. Class sizes shall range from a minimum of 15 pupils/students to a maximum of 60 pupils/students per class.

Whenever possible, classes from Grades I to III, should not exceed 40 pupils per class in order to keep the teaching-learning process more manageable during these foundation years of schooling. In addition, the most competent and/or most experienced teachers should be assigned to these grade levels, particularly in Grade I.

2. The specific provision of DepED Order No. 32, s. 2003 giving priority preference for admission to those new entrants who are residents of the locality where the school is located, subject to the reasonable threshold ratio of pupils/students per teacher as stated above is retained.
3. The provisions with regard to the "Adoption of Double Shift Policy to address classroom shortages, as provided for in DepED Order No. 62, s. 2004, subject to the above-cited average and maximum class size shall be maintained.
4. The provisions of DepED Order No. 19, s. 2008 on the "Implementation of the No Collection Policy in Public Elementary and Secondary Schools" as well as the announcement and posting of which at the entrance of the school and the "Revised Guidelines Governing PTAs/PTCAs at the School Level" insofar as consistent with the aforementioned DepED Order are hereby reiterated for strict compliance.
5. Schools Division Superintendents and School Principals/School Heads are directed to implement this Order. The Regional Director shall monitor the implementation of this Order.
6. Every School Head must send to the Division Office a letter of compliance of this Order. In turn, the Schools Division Superintendents are required to submit to the Office of the Regional Director, who in turn shall submit to the Undersecretary for Regional Operations a consolidated report of said compliance. Any violation of this Order and DepED Order No. 19, s. 2008 by any school official/employee shall be strictly dealt with administratively, pursuant to DepED Order No. 49, s. 2006, otherwise known as the "Revised Rules of Procedure of the Department of Education in Administrative Cases".
7. All previous issuances which are inconsistent with the provisions of DepED Order No. 19, s. 2008 and this Order are hereby repealed or modified accordingly.
8. These guidelines shall remain in force and effect in succeeding school years until revised or repealed.
9. Immediate dissemination of and compliance with this Order is directed.


JESLI A. LAPUS
Secretary

References: DepED Order: Nos. 19, s. 2008; 25 and 32, s. 2007;
21, 49, s. 2006; 62, s. 2004 and 23
and 32, s. 2003.

Allotment: 1—(D.O. 50-97)

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

ADMISSION
ENROLMENT
CLASSES
POLICY
PUPILS
STUDENTS
TRANSFER

Sally: guidelines for the opening of classes
May 16, 2008