



DEPARTMENT OF EDUCATION

Region X-Northern Mindanao

DIVISION OF MALAYBALAY CITY

Corner Don Carlos-Guingona St., City of Malaybalay

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June 5, 2013

Deped-MALAYBALAY CITY DIVISION

RELEASED

Date: 6/6/13 Time: 8:24AM
By: Alm. Arambell C.

DIVISION MEMORANDUM

No. 143 s. 2013

IMPLEMENTATION OF NO COLLECTION POLICY AND ADHERENCE TO THE REVISED GUIDELINES ON THE OPENING OF CLASSES IN ALL PUBLIC ELEMENTARY AND SECONDARY SCHOOLS

TO : Education Program Supervisors-Designate and Division Coordinators-Designate
Public Schools District Supervisors
Elementary and Secondary School Principals
Section Heads and Staff
All Others Concerned

1. In consonance to the enclosed DepEd Order No. 19, s. 2008, DepEd Order No. 66, s. 2012, and DepEd Order No. 41, s. 2012, all public elementary and secondary schools are hereby directed to implement the No Collection Policy and adhere to the revised guidelines on the Opening of Classes.
2. The afore-cited issuances states the constitutional mandate to provide all Filipino learners with **FREE BASIC EDUCATION** in public elementary and secondary schools, and to achieve the country's targets for the Millennium Development Goals on universal primary education and DepEd's objective of Education for All (EFA) in 2015. Hence, there is an urgent need to minimize, if not eliminate, financial constraints like out-of-pocket costs among parents/guardians during the opening of classes, and to implement effective school/classroom management.
3. In its effort to ensure full compliance of the **No Collection Policy**, this Office finds the need to reiterate the **implementing policies on the collection of voluntary school contributions which shall be strictly observed**. All districts and schools are directed to implement the guidelines which remain in force and in effect during the succeeding school years until revised or repealed. This includes SY 2013-14.
4. All districts and schools are further directed to **orient/re-orient all teachers and school personnel** on this policy and revised guidelines for their information and guidance.
5. All DepEd issuances pertaining to collection of fees or contributions on voluntary basis consistent with this DepEd Order are hereby reiterated and strictly enforced while those inconsistent hereof are hereby modified or repealed accordingly. Any violation of this Order by any teacher, school official or school personnel shall be dealt with administratively, pursuant to DepEd Order No. 49, s. 2006, otherwise



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known as the "Revised Rules of Procedure of the Department of Education in Administrative Cases."

6. Immediate dissemination of and strict compliance with this Order is directed.


EDILBERTO L. OPLENARIA
OIC, Schools Division Superintendent

Encl.:

As stated

Copy furnished:

Records Section

To be posted in the Division Website



Republic of the Philippines
Department of Education

RD2012-19870
 4 - Jul

JUN 28 2012

DepEd ORDER
 No. **66**, s. 2012

**AMENDMENTS IN DEPED ORDER NO. 41, S. 2012
 (Revised Guidelines on 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
 All Others Concerned

1. DepEd Order No. 41, s. 2012 entitled **Revised Guidelines on the Opening of Classes** has the following changes in Paragraph 2b:

- a. Philippine National Red Cross (PNRC) is changed to **Philippine Red Cross (PRC)**; and
- b. The amount of the PRC annual membership fee for each student has been increased from thirty five pesos (PhP35.00) to **fifty pesos (PhP50.00)**.

2. Thus, Paragraph 2b of DepEd Order No. 41, S. 2012 shall be corrected and read as follows:

"b. No fees shall be collected from Grade 5 pupils up to High School students from June to July 2012. However, starting August 2012 until the end of this School Year, the following shown in the table below may be collected on a voluntary basis:"

Membership Fee/Contribution	Amount	Reference
Boy Scouts of the Philippines (BSP)	PhP50.00 per learner	DM No. 513, s. 2009
Girl Scouts of the Philippines (GSP)	PhP50.00 per learner	DM No. 235, s. 2009
Philippine Red Cross (PRC)	PhP50.00 per learner	DM No. 105, s. 2012
Anti-TB Fund Drive	PhP5.00 per learner	DO No. 31, s. 2001
Parents-Teachers Association (PTAs)	Reasonable amount to be determined by the PTA's General Assembly	DO No. 54, s. 2009
School Publication	PhP60.00 for every elementary pupil PhP90.00 for every high school student	DO No. 19, s. 2008
Membership in pupil/student organizations	Based on existing school policies	DO No. 48, s. 2009

3. All previous issuances which are inconsistent with the provisions of this DepEd Order are hereby repealed or modified accordingly.
4. These guidelines shall remain in force and in effect during the succeeding school years until revised or repealed.
5. Immediate dissemination of and strict compliance with this Order is directed.


BR. ARMIN A. LUISTRO FSC
Secretary

References:

DepEd Memorandum: No. 105, s. 2012;
DepEd Order: (Nos. 41, s. 2012 and 22, s. 2005)

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

AMENDMENT
CAMPAIGN
CHANGE
CONTRIBUTIONS
FEES
STUDENTS

SMA/Mam Jo/MCR, DM Phil. Red Cross (PRC)
1334-June 6/13/2012/06-15-12/6-25-12



Republic of the Philippines
Department of Education

DepEd ORDER
 No. **41**, s. 2012

MAY 24 2012

REVISED GUIDELINES ON 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 Elementary and Secondary Schools
 All Others Concerned

1. Pursuant to the Constitutional mandate to provide all Filipino learners with free basic education in public elementary and secondary schools, and to achieve the country's targets for the Millennium Development Goal (MDG) on universal primary education and this Department's objective of Education for all (EFA) in 2015, there is an urgent need to minimize, if not eliminate, financial constraints among parents/guardians during the opening of classes, and to implement effective school/classroom management.

2. Accordingly, the **implementing policies on the collection of voluntary school contributions (VSCs)** shall be strictly observed.

- a. No fees shall be collected from school children in Kindergarten up to Grade 4 anytime during the School Year (SY) 2012-2013.
- b. No fees shall be collected from Grade 5 pupils up to High School students from June to July 2012. However, starting August 2012 until the end of this School Year, the following shown in the table below **may be collected only on a voluntary basis.**

Membership Fee / Contribution	Amount	Reference
Boy Scouts of the Philippines (BSP)	PhP50.00 per learner	DM No. 513, s. 2009
Girl Scouts of the Philippines (GSP)	PhP50.00 per learner	DM No. 235, s. 2009
Philippine National Red Cross (PNRC)	PhP35.00 per learner	DM No. 330, s. 2010
Anti-TB Fund Drive	PhP5.00 per learner	DO No. 31, s. 2001
Parents-Teachers Association (PTAs)	Reasonable amount to be determined by the PTA's General Assembly	DO No. 54, s. 2009
School Publication	PhP60.00 for every elementary pupil PhP90.00 for every high school student	DO No. 19, s. 2008
Membership in pupil/student organizations	Based on existing school policies	DO No. 48, s. 2009

- c. The Parents-Teachers Association (PTA) may collect contributions starting August 2012 only after presenting to their members and to the school head/principal a Report on the Utilization of the Previous School Year's Collections and the SY 2012 Proposed Budget with Program of Activities taking into account the following:
- i. The amount of contributions to the PTA shall be agreed upon during the General Assembly pursuant to DepEd Order No. 54, s. 2009; and shall be concurred in by the school head/principal. *(The concurrence of the school head/ principal on the amount of voluntary school contributions shall not be interpreted to mean that the contributions are mandatory).*
 - ii. The PTAs are enjoined to refrain from setting exorbitant amounts for voluntary school contributions. In consideration of the many expenses that parents incur in sending their children to school, the PTAs are encouraged to minimize the amount of contributions for graduation ceremonies and extra-curricular activities as well as minimize requests for in-kind contributions.
 - iii. The contributions to the PTA shall be on a per member basis, regardless of the number of children that the member has enrolled in the school;
 - iv. The PTAs are encouraged to open and maintain a bank account to manage its collections and budget; and
 - v. The Division PTA Affairs Committee shall strictly monitor the activities of the PTAs and their compliance with reports and other requirements.
- d. The publication of the school newspaper, although not mandatory, is strongly encouraged in line with the promotion of the campus journalism program at the elementary and secondary levels. The school publication fee shall be set at the school level. *Elementary pupil shall not pay more than Sixty Pesos (PhP60.00), and high school student, Ninety Pesos (PhP90.00) per DepED Order No. 19, s. 2008.*
- e. No teacher, school official nor school personnel shall collect fees or contributions, nor shall they be entrusted with the safekeeping and disbursement of collections made by the PTA pursuant to the **Code of Ethics for Professional Teachers** (as provided for in Article XI of Republic Act. No. 7836). Teachers shall not act, directly or indirectly, as agent of any commercial venture, nor shall they be financially interested, of which they can exercise official influence. Hence, teachers, school officials and school personnel are prohibited from selling or requiring the purchase of locally-produced workbooks, instructional materials, test booklets, school supplies and other items;
- f. The membership fees for student/pupil organizations shall be set by the organization subject to existing school policies on student organizations.
- g. If the collection of school publication fees and other club memberships are coursed through the PTA as requested by the concerned organization, the amount collected shall immediately be remitted to the school or organization on the day of collection. No service fee shall be charged to the school or pupil/student organization by the PTA.

- h. It is stressed that in no case shall non-payment of voluntary school contributions or membership fees be made a basis for non-admission, non-promotion or non-issuance of clearance to a student by the school concerned.
- i. Non-compliance with the provisions of this DepEd Order shall be a ground for cancellation of the PTA's recognition and/ or filing of appropriate charges as the case may be.

3. The implementing policies on enrolment to be strictly observed are as follows:

- a. During the opening of classes, the school heads (SHs)/principals shall ensure that Grade 1 pupils and First Year High School (Grade 7) students who registered on January 28, 2012 are in school. In cases when there are no schools in the area, the mobile learning facilitator of the Alternative Learning System (ALS) shall provide educational services to these learners;
- b. Grade 1 pupils shall be six (6) years old by **October 2012**. The certification of birth from the local civil registrar shall be the documentary basis for enrolment and shall be submitted on or before December 2012;
- c. Children who are younger than six (6) years old by six (6) months may be admitted to Grade 1 provided that their readiness for school has been assessed (with positive results) by the school where they are applying for admission through the *School Readiness Assessment Tool* in relation to DepEd Order No. 25, s. 2007;
- d. All Grade 1 pupils and First Year High School (Grade 7) students who **did not register on January 28, 2012** need to enroll before or during the opening of classes;
- e. Pupils or students who are promoted to the next grade or year level are considered automatically enrolled for the coming school year (2012-2013) in the same school;
- f. Pupils or students who wish to transfer to a public school from another public school or from a private school shall bring their Form 138 (Report Card) to the school where they intend to transfer. If this document is not available, the child can be admitted on the condition that the Report Card shall be submitted not later than the end of the First Grading Period;
- g. The class size shall range from a minimum of 15 pupils/students to a maximum of 60 pupils/students per class for Grade 5 to high school. Whenever possible, classes in Grades 1 to 4 shall not exceed 40 pupils per class in order to keep the teaching-learning process more manageable during these foundation years of schooling;
- h. The specific provision of DepED Order No. 32, s. 2003 which gives priority preference for admission to new entrants who are residents of the locality where the school is located subject to the average and maximum class size stated in Item 3. g, is maintained. However, excess entrants (new or old), who are residents of the locality where the school is located shall be admitted, subject to the provisions of the succeeding paragraph;

- i. In schools where there are oversized classes, school heads / principals shall utilize alternative delivery modes such as the modified In-School Out-School (MESOSA), Instructional Management by Parents, Community and Teachers (E-Impact), Drop-Out Reduction Program (DORP) print modules, e-modules, and Computer-Assisted Instruction (CAI) among others;
 - j. The most qualified and/or the most experienced teachers shall be assigned to run the alternative delivery modes; and
 - k. The provision on 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 **implementing guidelines on the wearing of student uniform and identification (ID) cards** are the following:
- a. The wearing of a school uniform shall not be required in public schools. Students with existing uniforms may continue using these uniforms, if they so desire, in order to avoid incurring additional costs for new attire; and
 - b. ID cards shall be provided to students at no cost on their part. The school head/principal shall fund these ID cards from its Maintenance and Other Operating Expenses (MOOE).
5. The **policies on the distribution of instructional materials** such as textbooks and other learning resources are as follows:
- a. The school head/principal shall ensure that textbooks and learning packages available in the school shall be distributed to all the pupils or students. Reading materials in the *library hubs* shall be maximized for instruction; and
 - b. Teachers in schools with Information and Communication Technology (ICT) equipment and materials shall utilize these for multiple delivery formats such as *large group workshops, small group discussions, and individualized instruction* to develop *self-directed learning*.
6. The release of **MOOE in cash advance to schools** shall be guided by this policy. Schools division/city superintendents (SDSs) are directed to release MOOE funds to schools without fiscal autonomy in the form of a cash advance and in adequate amounts proportional to the enrolment size to ensure that the operating funds are available at the start of the school year.
7. The **guidelines on the monitoring of the implementation of this DepEd Order** are as follows:
- a. The schools division/city superintendents (SDSs) and the school heads are directed to implement this Order. The regional director (RD) shall monitor the implementation of these policies; and

b. Every school head must submit to the respective Division Office (DO) a **Letter of Compliance** together with the **School Monitoring Report** on or before **July 29, 2012**. In turn, every schools division/city superintendent (SDS) is required to submit the **Division Consolidated Report on Compliance and Non-compliance of their Schools** to this Order to the **Undersecretary for Regional Operations** on or before **August 15, 2012**, copy furnished the RD.

8. All DepEd issuances pertaining to collection of fees or contributions on voluntary basis consistent with this DepEd Order are hereby reiterated, and strictly enforced. Any violation of this Order by any teacher, school official or school personnel shall be 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."

9. All previous issuances which are inconsistent with the provisions of this DepEd Order are hereby repealed or modified accordingly.

10. These guidelines shall remain in force and in effect during the succeeding school years until revised or repealed.

11. Immediate dissemination of and strict compliance with this Order is directed.



BR. ARMIN A. LUISTRO FSC
Secretary

References:

- DECS Order: (Nos. 31, s. 2001, 32 s. 2003)
- DepED Order: (Nos. 62, s. 2004; 49, s. 2006; 25 and 49, s. 2007; 19, s. 2008; 40, 48, 54 and 77, s. 2009, 65, s. 2010)
- DepED Memorandum: (Nos. 235 and 513, s. 2009)
- DepED Order: (No. 41, s. 2011)

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

CLASSES	POLICY
CONTRIBUTIONS	PUPILS
ENROLMENT	SCHOOLS
FEEES	STUDENTS

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 ^{universal} 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 (financial & non-financial)

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. PTCAs 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

