

[**DECS ORDER NO. 97, August 19, 1991**]

**OMNIBUS GUIDELINES ON FACILITATION OF APPOINTMENT
AND PAYMENT OF SALARIES OF PUBLIC ELEMENTARY SCHOOL
TEACHERS**

In order to further systematize and facilitate the appointment and payment of salaries of teachers in DECS elementary schools, the following guidelines are hereby prescribed to supplement or amend existing rules and regulations, or reiterated for purposes of recall and emphasis:

1.0

Allocation/Distribution of Elementary Teacher Positions

1.1 *Determination of Number of Classes* — The number of classes in each grade for each school shall be determined by dividing the total enrollment in each grade by the current norm for class size, e.g. number of pupils/students per class, and rounding off to the nearest integer. The norm as of June 1991 has been set at fifty five (55). Exceptions are prescribed in the following cases:

1.1.1 **Minimum class size.** If the enrollment in a grade is lower than the norm but is equal to or higher than the established minimum class size, the class will be retained. The established minimum class size is 15.

1.1.2 **Multi-grade class.** If the enrollment in a grade is less than the minimum class size, it may be combined with the enrollment in other grades provided that if the total combined enrollment exceeds thirty (30), it shall be split into two multi-grade classes. Primary and intermediate enrollment shall not be combined.

1.2 *Determination of Number of Teachers* — The number of teacher positions in a school shall be based on the number of classes as determined in the preceding, computed as follows:

1.2.1 **Primary grades** One (1) teacher position shall be allocated for each class.

1.2.2 **Intermediate grades** Three (3) teacher positions shall be allocated for every two (2) classes on the average. If there are more than 2 classes, the ratio shall be five (5) teachers for every three (3) classes on the average.

1.3 *Distribution of Available Teacher Positions* — If the available teacher positions in a division are less than the requirement based on the preceding, they shall be on the same basis be proportionately distributed among all schools in the division. Excess positions shall be transferred to other divisions or regions.

1.3.1 Adjustments allowed The regional director may authorize specific and minor adjustments in the outcome of the application of the allocation formulae in order to further rationalize the distribution of the available teacher positions, consistent with the realities of the situation on site.

1.4 *Penalty for Deliberate Manipulation of Data* — Any person who is found to have deliberately submitted false information or manipulated official data in order to obviate or subvert the intent and purpose of the preceding shall be dismissed from the service after due process.

2.0

Appointment to Teacher Positions

2.1 *Types of Appointments* — Any appointment to a teacher position shall belong to one of the following categories mentioned in **R.A. 4670, the Magna Carta for Public School Teachers**:

2.1.1 **Permanent** Applicants who possess the minimum required educational qualifications and the appropriate civil service eligibility for the position shall be given permanent appointments.

2.1.2 **Provisional** In the absence of applicants who possess the appropriate civil service eligibility, those who have the minimum required educational qualifications may be given provisional appointments subject to replacement anytime by one who is qualified for permanent appointment.

2.1.3 **Temporary** In the absence of applicants who are qualified for permanent or provisional appointment, graduates of at least a relevant four-year college course may be given a temporary appointment for a renewable period of not more than one year, subject to replacement anytime by one who is qualified for permanent or provisional appointment.

2.1.4 **Substitute** When an incumbent of a teacher item is on maternity or extended leave, a temporary replacement may be extended a substitute appointment for the duration of the incumbent teacher's leave, but not to exceed one year. A substitute must be qualified for at least temporary appointment. Substitute appointments should state the position item and name of the incumbent, as well as the period of substitution.

2.2 *Prescribed Salary Rates* — Unless otherwise prescribed by law, original appointments which are permanent or provisional shall be to the first step of the salary grade assigned to the position. Temporary or substitute appointments shall be to the first step of Teacher I regardless of the teacher item concerned.

2.3 *Authority to Appoint* — Upon recommendation by the Division Superintendent, the authority to sign appointments now vested in the Division Superintendent may be further delegated to the District Supervisor of a district that is relatively inaccessible to the division office for purposes of fast response to filling of vacancies.