

**[ DECS MEMORANDUM NO. 101 S. 1992, May 07, 1992 ]**

**GUIDELINES FOR ENROLMENT, ORGANIZATION, AND OPENING OF CLASSES IN PUBLIC ELEMENTARY AND SECONDARY SCHOOLS FOR SCHOOL YEAR 1992-93**

This is to reissue guidelines on the opening of classes adopted in School Year 1991-1992 for School Year 1992-1993, with certain modifications as follows:

1. It has been observed that many schools start enrolment only on the date specified for the opening of classes. This practice delays the conduct of formal classes and wastes precious time that could otherwise be devoted to learning activities.
2. Regular classes for school year 1992-1993 shall start on Monday, June 8 as specified in DECS Memorandum No. 21, s. 1992. All teachers and pupils shall be in their assigned classrooms and lessons shall be conducted beginning on the first day of school.
3. Pre-regular class activities such as enrolment and organization of classes, distribution of textbooks, and structuring of classrooms shall have been undertaken before June 8. The inclosure to this Memorandum\* provides a suggested schedule of activities.
4. The following guidelines for the enrolment and organization of classes shall be strictly observed:
  - a. In the interest of the service, teachers shall be requested to report to school to undertake these pre-regular class activities from June 1 to 5, 1992.
  - b. Enrolment in Grade I and First Year high school shall be conducted on June 1-5, 1992. It is understood that pupils in Grades II-IV and students in the Second Year to Fourth Year have been tentatively enrolled at the end of SY 1991-1992. The lists of pupils/students enrolled and their class assignments shall be posted on bulletin boards.
  - c. *Late enrolment shall not be allowed.* Students and parents shall be properly and immediately advised of this regulation.
5. By June 5, First Year, Second Year, and Third Year students who cannot be accommodated in the public secondary schools shall be identified and properly informed of their enrolment in nearby private schools participating in the Educational Service Contracting Scheme. Turnaways from the public secondary schools shall begin only after enrolling as many as fifty-five (55) students in a class, and shall be certified by the school principal.

6. In enrolling children in the elementary and secondary schools, the following guidelines will be followed:

*a. For Elementary Schools*

1. The entrance age of elementary school pupils is seven years. Children who will be seven years old during the first semester of school year 1992-1993 are qualified to enrol in Grade One.

2. Children who are 6-1/2 years of age as of June 1992 but have attended kindergarten or preparatory school may be admitted, provided they present a card or a certificate of attendance for one school year in said school.

*b. For Secondary Schools*

Children who have successfully completed the six-year elementary school course, whether in the regular elementary school program or through the accreditation scheme, are eligible for admission to the secondary level.

7. The 1987 Constitution mandates that the State shall take appropriate steps to make education accessible to all. Thus, no child or youth who meets the admission requirements shall be refused enrolment in public elementary and secondary schools. In this connection, the following measures shall be taken:

**a. For Elementary Schools**

1. In exigent cases, enrol as many as fifty-five (55) pupils per class.

2. Use the 1-1 plan or paired teaching in the intermediate grades.

3. Resort to multigrade classes under one (1) teacher whenever necessary.

4. In case of shortage of classrooms, the two-shift plan may be resorted to. Hence, a classroom is used by one class in the morning and by another class in the afternoon.

**b. For Secondary Schools**

1. In exigent cases, enrol as many as fifty-five (55) students per class.

2. . Classes may be scheduled in three shifts when necessary or four shifts in extreme cases.

3. Late afternoon classes may be opened.

8. To increase participation and cohort-survival rates, school officials and teachers are enjoined to disseminate the contents of Article 71 of P.D. 603 which states:

*"Article 71. Admission to Schools — The State shall see to it that no child is refused admission in public schools. All parents are required to enroll their children in schools to complete at least an elementary schooling.*