

Rhea F.P. Aguirre
MPPD -TS

FOREWORD

This Service Manual is the first regulatory document that the Department of Education, Culture and Sports has produced after the 1960 Service Manual of the then Bureau of Public Schools. The Department sees the urgent need for this material in the face of an ever increasing school population and the various changes brought about by modernization and empowerment.

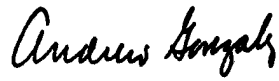
This Manual is a product of a series of consultations with DECS Central and regional officials. To strengthen its reliability, it was subjected to in-house and field validations with Schools Division Superintendents, School Principals, Human Resource Management Officers, Budget and Accounting officials, Administrative officers and master teachers.

It is specifically prepared to provide the DECS central, regional and field officials with a handy reference material to facilitate the efficient and effective performance of their duties and responsibilities. With the devolution of certain functions of the Central Office to the regional offices, this Manual will become a bible for policy decisions, rules, standards and regulations on various academic and administrative activities of the Department, e.g. the curriculum, pupils/students, teachers, school facilities, personnel actions, budgets, finances, legal matters, records, and general services. The school principals, as they assume their new roles under a decentralized set-up, will surely find this material very meaningful. With all this information easily available, DECS is assured that issues, problems or cases can be resolved judiciously and promptly.

This material puts together statutory provisions, rules, regulations, standards, guidelines and instructions on the effective management and supervision of schools which otherwise would not be easily accessible to the field, as well as pertinent provisions of applicable laws, circulars, orders and memoranda.

This edition also takes cognizance of modern trends in education and educational philosophy, such as the inclusion of private schools in the educational system, the setting up of computer classes in some elementary and secondary schools, and the establishment of special schools and pre-schools.

The provisions embodied in this Manual supersede all school rules, regulations and policies in effect prior to 2000.



ANDREW B. GONZALEZ, FSC
Secretary

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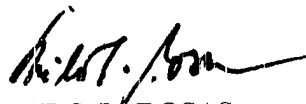
Likewise our deep sense of gratitude is expressed to Ms. Hortensia S. Benozza, former Deputy Minister of MEC, for her untiring efforts in going through this material and for providing meaningful interactions to the various issues therein with selected DECS officials, mostly NCR superintendents during the final consultation workshop: Dr. Teresita G. Inciong, Assistant Director, BEE; Dr. Corazon D. Santiago, Assistant Regional Director, Region IV; Dr. Dinah Mindo, Assistant Regional Director, NCR, Dr. Aquilina S. Rivas, Schools Division Superintendent, Quezon City, NCR; Dr. Jovita O. Calixihan, Schools Division Superintendent, Taguig, Pateros, NCR; Dr. Jerome G. Mendoza, Schools Division Superintendent, Marikina City, NCR; Dr. Antonio Pe Rimando, Schools Division Superintendent, Zamboanga City, Region IX; Dr. Norma A. Adamos, Assistant Schools Division Superintendent, Paranaque City, NCR; Dr. Elena R. Ruiz, Assistant Schools Division Superintendent, Makati City, NCR; Dr. Virginia L. Peñafuerte, Schools Division Superintendent, Las Piñas City, NCR; Dr. Josefina P. Gabriel, Assistant Schools Division Superintendent, Quezon City, NCR; and Ms. Rosita L. Santiago, Chief, Personnel Division.

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* List of those involved is found on pp. 306-309

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NILO L. ROSAS

Undersecretary

Programs and Regional Operations