

**MANUAL OF POLICIES  
AND REGULATIONS  
FOR  
PHILIPPINE SCHOOLS OVERSEAS**

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## **A Guide for Philippine Schools Overseas**

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## **FOREWORD**

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The growing number of Filipino children of school age who join their parents overseas, and the number and diversity of schools outside the country which provide, or seek to provide, a Philippine-based educational curriculum are the underlying reasons for adopting policies and regulations for establishing and operating Philippine schools overseas.

This Manual of Policies and Regulations for Philippine Schools Overseas was therefore developed in order to provide policy guidelines and specific rules and regulations for the establishment, accreditation, operation, and management of elementary and secondary schools in accordance with existing laws, the Memorandum of Agreement of 24 February 1995 establishing the Inter-Agency Committee on Philippine Schools Abroad, and Executive Order No. 252 dated 5 May 2000 establishing the Inter-Agency Committee on Philippine Schools Overseas.

In developing this Manual, the Inter-Agency Committee on Philippine Schools Overseas specially took into account the 1997 Manual of Regulations for Philippine Schools Abroad, and the experience gained over the years in providing support and guidance toward developing more viable community-based institutions capable of meeting certain educational objectives. While the Manual is mostly concerned with standards for sound educational management, it addresses matters such as relevant functions of Philippine government agencies, community support and participation, and the personality of Philippine schools overseas, all of which are particularly important in operating in an overseas environment.



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# CONTENTS

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<b>Foreword</b>	<b>v</b>
<b>General Provisions</b>	<b>1</b>
<b>The Educational System</b>	<b>6</b>
<b>Roles and Responsibilities of Government Organizations</b>	<b>8</b>
<b>Supervision and Regulation of Philippine Schools Overseas</b>	<b>14</b>
<b>Organization and Management of Schools</b>	<b>22</b>
<b>Faculty</b>	<b>24</b>
<b>School Administrative Matters</b>	<b>25</b>
<b>School Facilities</b>	<b>27</b>
<b>School Records</b>	<b>28</b>
<b>Student Admission</b>	<b>28</b>
<b>School Discipline</b>	<b>32</b>
<b>Grading System</b>	<b>35</b>
<b>Graduation</b>	<b>37</b>
<b>Terms and Conditions of Employment</b>	<b>39</b>
<b>School Finance and Assistance</b>	<b>42</b>
<b>Miscellaneous Provisions</b>	<b>43</b>
<b>Acknowledgement</b>	<b>ix</b>
<b>Annexes</b>	<b>xi</b>



## Article I: General Provisions

**Section 1. *Title.*** This Manual shall be known as the 2000 Manual of Policies and Regulations for Philippine Schools Overseas.

**Section 2. *Declaration of General Policy.*** Philippine schools overseas shall be duly established and accredited to provide a Filipino basic education to Filipino children and youth living outside the Philippines. Philippine schools overseas shall:

- a. Provide affordable and quality education in accordance with the Philippine basic education curricula;
- b. Contribute to shaping the Filipino identity and character of Filipino children and youth overseas; and
- c. Maintain required standards to ensure that those enrolled at Philippine schools overseas can be readily integrated into the Philippine educational system on their return to the Philippines.

Philippine schools overseas shall, in addition to complying with requirements and regulations of the Philippine Government, also comply with pertinent regulations of the countries where they are located. Such schools shall therefore be established and operated in accordance with two bodies of regulations, and shall at all times seek to comply with both, except as may otherwise be provided.

Further, Philippine schools overseas shall serve to showcase Filipino educational excellence abroad, and shall not be involved in any partisan or political activity that could affect the host country or the Republic of the Philippines or its instrumentalities, either through teaching, or through other activities of its proprietors, officials or employees.

**Section 3. *Application.*** This Manual shall apply to schools established overseas offering or seeking permission to offer a curriculum approved by the Philippines' Department of Education, Culture and

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Sports (DECS) for the pre-elementary, elementary, and/or secondary levels of education.

**Section 4. *Educational Standards.*** The standards or criteria provided for in this Manual are the minimum required for government recognition, as well as for sound educational administration, and shall not inhibit Philippine schools overseas from adopting higher standards or criteria consistent with laws, and relevant rules and regulations of the Philippines and the host country.

**Section 5. *Definition of Terms.*** Except when otherwise provided, the terms hereunder shall be construed as follows:

- a. *Philippine School Overseas.* A Philippine School Overseas is an educational institution operating outside the Philippines, which may be fully or partly owned by Filipinos or managed and operated by Filipinos, and implementing the Philippine education curriculum with permit or recognition from DECS. Philippine schools overseas shall be classified as follows:

Category I - Non-stock, non-profit institutions established and controlled by Filipino community volunteers, or established as such through the assistance of Philippine Embassies or Consulates

Category II - Institutions which are fully-owned and controlled by Filipino citizens as an enterprise

Category III - Institutions which are partly owned by Filipino citizens, or which are managed and operated by Filipino citizens under sponsorship of a foreign national

Category IV - Institutions which are fully owned by

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foreign nationals, but managed and operated by Filipino citizens

- b. *Educational Institution.* An educational institution is any privately owned and managed corporation established to offer formal education programs following the Philippine curriculum, operating in accordance with the laws of the Philippines and the host country.
- c. *Government Authority.* Government authority may be in the form of a permit to operate, a certificate of recognition, or a permit to adopt the Philippine curriculum issued by DECS for the implementation of particular educational program/s.
- d. *DECS Policies, Rules and Regulations.* DECS policies, rules and regulations are the minimum standards or guidelines issued or prescribed by DECS in the establishment and operation of Philippine schools overseas, the implementation of their educational programs, and the management of their affairs.
- e. *School Policies, Rules and Regulations.* School policies, rules and regulations are guidelines related to the internal governance of each of the Philippine schools overseas, including their prescribed standards, as defined and approved by their respective governing bodies in accordance with law, and the applicable policies, rules and regulations of DECS and its counterpart in the host country.
- f. *Members of the School Community.* The members of the school community include either singly or collectively, the following:
  - (1) *Pupil.* A pupil is a child who is enrolled and regularly attending classes in any grade of the elementary education level, including pre-elementary, and who is under the supervision and tutelage of a teacher.

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- (2) *Student*. A student is any person who is enrolled and regularly attending formal education classes at the secondary level, and who is under the supervision and tutelage of a teacher.
- (3) *School Personnel*. School personnel refers to any person or persons working in a Philippine school overseas, and may be classified as follows:
- (a) *School Head or School Principal or School Director* who is the educational manager of a Philippine school overseas as may be referred to by any other title.
  - (b) *Academic Personnel* which refers to all school officials and personnel formally engaged in actual teaching service, either on full-time or part-time basis, as well as those performing certain prescribed academic functions directly supportive of teaching, or those responsible for academic matters, such as librarians, guidance counselors, and other personnel performing similarly relevant functions.
    - *Full-time Faculty*. Full-time faculty are teachers whose appointment stipulates a minimum of eight (8) working hours per day with regular teaching load.
    - *Part-time Faculty*. Part-time faculty are teachers whose appointment stipulates less than eight (8) working hours per day with corresponding load as may be assigned.
  - (c) *Non-Academic Personnel* which refers to school officials and personnel usually engaged in administrative functions and are not covered under the definition of academic personnel.

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- (4) *Parent.* A parent is a person with at least one child enrolled as a pupil or a student at a Philippine school overseas. A recognized guardian of a pupil or student shall be included in this definition.
- g. *Formal Education.* Formal education is the hierarchically structured and chronologically graded learning experiences organized and provided by the formal school system and for which certification is required in order for the learner to progress through the grades or move to higher curriculum years. Formal education shall correspond to the elementary and secondary levels of education.
- h. *Establishment.* Establishment refers to the creation, founding or organization of a school resulting in its legal existence as an educational institution.
- i. *Permit to Adopt the Philippine Curriculum.* The permit to adopt the Philippine curriculum is the temporary authority given by DECS to non-Filipino institutions to implement the Philippine curriculum among other education curricula offered by these institutions. A permit to adopt the Philippine curriculum may be granted subject to compliance with guidelines and requirements of DECS.
- j. *Permit to Operate.* The permit to operate is the temporary authority given by DECS to enable an association or an institution to establish and operate a school offering the Philippine curriculum, subject to compliance with guidelines and requirements of DECS. A permit to operate as well as a permit to adopt the Philippine curriculum, may only be given to an educational or relevant institution, or association.
- k. *Certificate of Recognition.* The certificate of recognition is the permanent authority given by DECS to an educational institution overseas to operate or implement educational programs in accordance with standards or criteria established under the Philippine educational system. It is

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applied for and granted before the last year of the course/program being offered. While a certificate of recognition continues to be in force as the school operates, it may be revoked for cause.

**Section 6. *Authority.*** All Philippine schools overseas shall be established and operated in accordance with law and shall be subject to the general supervision of DECS and the applicable rules and regulations of the host country.

## **Article II: The Educational System**

**Section 7. *Formal Education.*** The Philippine Constitution mandates that the State shall establish, maintain, and support a complete, adequate and integrated system of education relevant to the goals of national development. The State recognizes the complementary roles of public and private institutions in the educational system and shall exercise general supervision and regulation of all educational institutions.

The State recognizes and adopts formal education as its main instrument to attain national educational goals and objectives. It has two equally important subsystems: the private school system and the public school system.

**Section 8. *Administration.*** The administration of the educational system and the general supervision and regulation of all educational institutions is vested in the Department of Education, Culture and Sports (DECS).

**Section 9. *Educational Levels.*** Formal education for Philippine schools overseas shall have two levels, namely elementary and secondary.

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- a. *Elementary Education.* The first level or elementary education involves compulsory, formal education primarily concerned with providing basic education, and usually corresponds to a traditional six (6) to seven (7) grades, exclusive of pre-elementary programs.

Pre-elementary education normally consists of kindergarten schooling, and may include preparatory courses as well. It is not a requirement for entry into the elementary level.

- b. *Secondary Education.* The second level or secondary education, usually corresponding to four years of high school, is concerned primarily with continuing the basic education attained at the elementary level, and expanding it to include the learning of employable gainful skills.

**Section 10. *Objectives of Elementary Education.*** Elementary education shall have the following objectives:

- a. To provide basic knowledge and develop foundation skills, attitudes, and values, including moral and spiritual dimensions essential to the child's personal development and necessary for living in a changing social milieu;
- b. To provide learning experiences that will increase the child's awareness of and responsiveness to the changes in society, and to prepare him / her for constructive and effective involvement therein;
- c. To promote and intensify the child's knowledge of, identification with, and love for the nation and the people to which he / she belongs; and
- d. To promote work experiences that will develop and enhance the child's orientation to the world of work and creativity in order to prepare him / her to engage in honest and gainful work.

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**Section 11. Objectives of Secondary Education.** Secondary Education shall have the following objectives:

- a. To continue to promote the objectives of elementary education, but shifting in emphasis from the mastery of basic tools of learning, expression and understanding, to the use and extension of these tools for further exploration and acquisition of intellectual, social, moral and physical concepts, ideals, attitudes, and skills toward the development of the whole human being; and
- b. To discover and enhance the different aptitudes and interests of the individual student, to equip him / her with skills for productive endeavors and thus prepare him/her for work in the real world, or for further formal studies in higher education.

**Section 12. School Curriculum.** Philippine schools overseas shall implement the standard minimum elementary and secondary curricula required for all schools in the Philippines. They may, however, submit modifications as may be suited to their particular location such as the teaching of foreign language subjects. Any deviation from the standard minimum requirements of the curriculum will require prior DECS approval.

### **Article III: Roles and Responsibilities of Government Organizations**

**Section 13. Department of Education, Culture and Sports (DECS).** The Department of Education, Culture and Sports shall have the following responsibilities:

- a. Review and prescribe guidelines to enable Philippine schools overseas to maintain academic standards, and improve overall efficiency as well as enable licensing of foreign-owned schools offering Philippine curriculum;

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- b. Develop a system for classifying institutions overseas that provide Philippine-based curriculum and instruction;
  - c. Establish qualification standards in the selection, recruitment, appointment and promotion of school academic personnel;
  - d. Develop guidelines for the supervision of school personnel and observance of disciplinary standards and procedures;
  - e. Develop a standard performance appraisal and reporting system on the operation of Philippine schools overseas;
  - f. Provide professional, technical and administrative advice as may be requested by Philippine schools overseas; and
  - g. Issue permits to operate and / or certificates of recognition to qualified Philippine schools overseas, or permits to adopt the Philippine curriculum, to other types of schools otherwise not classified as a Philippine school.

A Technical Committee on Philippine Schools Overseas (TCPSO) shall be established within DECS to provide advice and technical support to DECS in line with its functions concerning Philippine schools overseas. The DECS-TCPSO shall undertake the following specific tasks:

- a. Evaluate applications to establish and operate Philippine schools overseas;
- b. Recommend the issuance of permit to operate or certificate of recognition to Philippine schools overseas, or permit to adopt the Philippine curriculum to other types of schools not classified as Philippine schools;
- c. Evaluate the performance of Philippine schools overseas, and recommend changes, whenever necessary, to improve their over-all efficiency;

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- d. Maintain permanent records of students of Philippine schools overseas; and
  - e. Determine budgetary requirement of DECS in line with its functions relative to Philippine schools overseas.

**Section 14. *Department of Foreign Affairs (DFA).*** The Department of Foreign Affairs, through the Philippine Embassies and Consulates, shall have the following responsibilities:

- a. Coordinate with the host governments in matters regarding the establishment of Philippine schools overseas in order to ensure their effective and efficient operation;
- b. Disseminate information about the policies and guidelines promulgated by the IACPSO and DECS governing the establishment and operation of Philippine schools overseas;
- c. Accept applications for permit to operate or for recognition Philippine schools overseas and endorse the same to DECS through the Commission on Filipinos Overseas for accreditation and / or recognition;
- d. Assist DECS in monitoring and determining the level of compliance by schools on the guidelines prescribed by DECS to ensure sound, effective and efficient management and operation of Philippine schools overseas; and
- e. Provide advice to various school boards whenever appropriate and necessary to ensure the sound, effective and efficient operation of Philippine schools overseas.

The role of the Philippine Diplomatic and Consular establishments in the operation and management of Philippine schools overseas shall be limited to that of an advisory capacity. The Chief of Mission or his duly accredited representative may, ex-officio, sit in the board of trustees or school board provided that he/she shall not receive compensation

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whatsoever for the exercise of this advisory function. Furthermore, no official or employee of the Philippine Embassy or Consulate and its attached agencies, including locally recruited personnel, nor his/her spouse or dependents or relatives within the fourth degree of consanguinity or affinity shall be elected to the board of trustees or school board, nor be employed in positions that involve the management or administration of the school.

A Philippine Embassy or Consulate may, whenever deemed necessary, and in consultation with the Inter-Agency Committee on Philippine Schools Overseas, initiate steps, or lead the effort to establish a Philippine school, provided that:

- a. The school shall be devolved to the Filipino community within three years or less from the date of its establishment;
- b. A professional educator shall be recruited to manage the school; and
- c. The establishment and operation of the school shall be in accordance with and subject to the provisions of this Manual.

Furthermore, whenever circumstances obtaining in Philippine schools overseas tend to affect harmony among the members of the Filipino community, and in order to preserve and/or promote such harmony, the Secretary of Foreign Affairs, in consultation with the Inter-Agency Committee on Philippine Schools Overseas may authorize heads of diplomatic or consular posts to take measures deemed appropriate to safeguard larger Philippine national interests.

**Section 15. *Commission on Filipinos Overseas (CFO).*** The Commission on Filipinos Overseas shall have the following responsibilities:

- a. Provide secretariat support to the IAC and keep records of the IAC meetings and agreements;

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- b. Assist the IAC in disseminating information on the policies and guidelines on the establishment, operation, and management of Philippine schools overseas, and coordinate inter-agency actions in support of this function;
  - c. Develop researches necessary to review, clarify, and / or formulate policies, as may be necessary, to effect better operation, management and representation of schools;
  - d. Provide technical or other advice as may be necessary, or as may be requested by Philippine schools overseas or Philippine communities overseas, pursuant to Executive Order 252;
  - e. Develop and maintain an information system on Philippine schools overseas, including relevant educational laws and regulations of host countries; and
  - f. Extend assistance in obtaining donations as may be needed from public or private sources for educational materials, equipment or school facilities.

**Section 16. *Department of Labor and Employment (DOLE).***

The Department of Labor and Employment shall have the following responsibilities:

- a. Assist the IAC and DECS in disseminating the policies and guidelines on the establishment and operation of Philippine schools overseas; and
- b. Generate interest among Filipino communities abroad in the establishment and operation of Philippine schools at overseas duty stations and provide assistance as may be needed in the process of establishment.

**Section 17. *Overseas Workers Welfare Administration.*** The

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Overseas Workers Welfare Administration shall have the following responsibilities:

- a. Provide advice in the conceptualization and implementation of income-generating community projects / activities to support school operations;
- b. Extend or assist in obtaining donations for educational materials / equipment, including assistance in the procurement and shipment of instructional and reading materials as may be needed by the schools;
- c. Extend modest loan packages or subsidies for school projects / requirements, subject to OWWA Board policies and program thrusts;
- d. Assist DOLE and the Philippine Mission in generating interest among overseas Filipino communities in the establishment and operation of Philippine schools; and
- e. Assist in disseminating information on the policies and guidelines regarding establishment and operation of Philippine schools overseas.

**Section 18. *The Inter-Agency Committee on Philippine Schools Overseas (IACPSO)*.** The Inter-Agency Committee on Philippine Schools Overseas shall serve as a policy-making body and a forum for discussion and resolution of issues concerning the establishment, operation, and management of Philippine schools overseas or such type of schools or educational programs overseas. It shall review, formulate and adopt or recommend policies and programs to establish and maintain high standards of educational management, and ensure quality education for Filipino youth overseas consistent with national policy.

The Inter-Agency Committee on Philippine Schools Overseas is composed of the following agencies:

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Chair	:	Department of Education, Culture and Sports
Co-Chair	:	Department of Foreign Affairs
Secretariat	:	Commission on Filipinos Overseas
Members	:	Department of Labor and Employment Overseas Workers Welfare Administration

Specifically, the IACPSO shall undertake the following:

- a. Develop policies and guidelines in connection with the establishment, operation, management, accreditation and regulation of Philippine schools and educational programs overseas;
- b. Develop a system for classifying institutions overseas that provide Philippine-based curriculum and instruction;
- c. Conduct studies on issues and problem areas affecting the operation of Philippine schools overseas;
- d. Hold meetings and consultations on a regular basis to ensure the effective and efficient implementation of policies and programs for Philippine schools overseas;
- e. Conduct site visits and ocular inspections of Philippine schools overseas in furtherance of the objectives of this order; and
- f. Serve as arbiter in matters regarding Philippine schools overseas which are brought to its attention.

#### **Article IV: Supervision and Regulation of Philippine Schools Overseas**

**Section 19. Policy.** All Philippine schools overseas shall be established and operated in accordance with law and the provisions of this Manual, and shall be subject to general supervision and regulation by DECS.

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**Section 20. *Nature of School.*** Philippine schools overseas shall be organized and operated as private schools, either as stock or non-stock educational corporations, registered in the Philippines or abroad, and shall be subject to DECS regulations.

A Philippine school overseas registering in the Philippines must be duly incorporated and registered with the Philippine Securities and Exchange Commission. A Philippine school overseas registering in a foreign country, must be duly incorporated and registered with the counterpart regulatory body in that country.

A Philippine school overseas, registered in the Philippines, shall be owned solely by citizens of the Philippines or by corporations or associations in which at least sixty percent (60%) of the capital is owned by Filipino citizens, except those allowed to be established by religious groups and mission boards pursuant to the Philippine Constitution and special laws. A Philippine school overseas, registered abroad, may be owned solely or in part by non-Filipinos.

Category I and Category II schools shall be registered as educational corporations in the Philippines. Category III schools with at least sixty percent (60%) Filipino capitalization shall also be registered in the Philippines. Category III schools with less than sixty percent (60%) Filipino capitalization, and Category IV schools shall be registered as corporations in the host country.

**Section 21. *Articles of Incorporation.*** In accordance with the Corporation Code of the Philippines, the Philippine Securities and Exchange Commission shall accept or approve the Articles of Incorporation and By-laws of any Philippine school overseas, only upon favorable recommendation from DECS.

**Section 22. *Permit from Host Government.*** An authority or permit to operate from the host government shall be required by DECS from schools overseas seeking to obtain a permit to operate or recognition as Philippine schools, or as institutions adopting the Philippine curriculum in the case of other types of schools.

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**Section 23. *Permit from the Philippine Government.***

Applications for permit to operate a Philippine school overseas, or permit to adopt the Philippine curriculum shall be submitted to the IAC Secretariat, through the Philippine Embassy or Consulate concerned. The Secretariat shall, in turn, transmit the applications to the DECS Technical Committee on Philippine Schools Overseas for evaluation. Only applications for pre-elementary, elementary, and secondary programs shall be considered by DECS. As a general rule, applications for permit to operate or adopt the Philippine curriculum shall be received by DECS at least six (6) months before the proposed opening date of the school or program. The authority given by DECS for the operation of a Philippine school overseas in any particular locality abroad shall not necessarily be exclusive, and additional or subsequent applications may be duly considered. The issuance of permits or certificates of recognition shall require the final clearance of the IACPSO.

**Section 24. *Permit to Operate and Recognition.*** An educational institution can operate as an accredited institution only if authorized by DECS. The process of full accreditation shall consist of three phases: the application and evaluation phase, the permit phase, and the recognition phase.

- a. *Application and Evaluation Phase.* The application for a permit for any educational program should be received by DECS at least six (6) months before the start of the proposed school year of operation, and shall specify the program, i.e., elementary / secondary, for which the application is being made. It shall be formally endorsed to the DECS through the IACPSO Secretariat by the Philippine Embassy or Consulate having jurisdiction of the area where the program is to be implemented. All applications filed directly with DECS must be simultaneously copied to the CFO and the Philippine Embassy or Consulate having jurisdiction. Applications not following the prescribed procedures shall not be acted upon by DECS.

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An application shall include the following documents and such other official information as may be required by DECS:

- (1) Completed application form per DECS Order 40, s. 1994 (see annex) indicating among others the following:
  - (a) Instructional program of the school including additional subjects required by the host government.
  - (b) Annotated summary of textbooks to be used.
  - (c) School personnel plantilla indicating names, qualifications, experience, and subjects to be taught.
  - (d) School building plan and photographs showing facilities of the school.
- (2) Philippine Schools Overseas Information Sheet (see annex).
- (3) Original or certified true copy of permit or authorization from the host government. If not in English, document must be accompanied by an official English translation.
- (4) List / portfolio of the board of trustees or governing board or proprietors.
- (5) Original or true copy of registration certificate issued by the Philippine Securities and Exchange Commission, or by the counterpart agency in the host country.
- (6) Endorsement from the Philippine Embassy or Consulate to the DECS through the IACPSO Secretariat.

An application for permit to operate or permit to adopt the Philippine curriculum shall be filed under oath by the chairman of the board of trustees or governing board, when so authorized by the board.

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If the school has an existing certificate of recognition for an educational program, the application for a permit for other educational programs shall be submitted not later than six months before the start of the school year preceding that for which the operation is sought.

An initial evaluation of the application documents shall be conducted by DECS, and if deemed necessary, discussed by the IACPSO. The results of the initial evaluation may be forwarded to the applicant to enable submission of further requirements or enable compliance with prescribed standards.

Thereafter, DECS shall conduct an ocular inspection of the school on a schedule to be agreed upon by the IACPSO and the school. If deemed necessary or appropriate, a comprehensive report from the Philippine Embassy or Consulate on the applicant-school may be submitted to DECS in lieu of an ocular inspection. Comments of the Philippine Embassy or Consulate with jurisdiction shall be sought prior to the issuance of any permit.

The decision of DECS shall be transmitted to the applicant-school through the CFO. Requests for re-evaluation of disapproved applications may be considered within forty-five (45) calendar days after receipt of decision, provided that all requirements have been met.

- b. *Permit Phase.* A permit to operate shall be granted to the applicant when all the requirements for said Philippine government authority, including the ocular inspection have been met. The permit shall be issued only for a specific program, i.e., elementary, or as may be specifically indicated, and shall remain valid for a period of one year unless revoked or suspended for cause.

A conditional permit to operate may also be issued if the evaluation reveals areas of deficiency based on specific DECS rules and regulations. These deficiencies shall be

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reported in writing to the school, which shall be given a one (1) year period during which to address said deficiencies. The conditional status of the permit shall only be lifted by DECS upon review of submitted documentation. Non-compliance with the DECS requirements will cause the automatic cancellation of the conditional permit.

- c. *Recognition Phase.* A certificate of recognition is a permanent authority superseding the permit to operate issued to a qualified school, prior to the last curriculum year / grade of the specific program for which it is being sought. It remains valid as may be specifically indicated, unless revoked for cause.

An application for recognition is filed by the school head under oath and officially endorsed to DECS through the IACPSO Secretariat by the Philippine Embassy or Consulate having jurisdiction. It should be received by DECS not later than six (6) months prior to the beginning of the last year of the program/s for which recognition is sought.

A permit to operate which had been previously issued shall continue to be valid and considered renewed during the period if the school has already applied for recognition and DECS has not officially responded, either favorably or unfavorably, as provided for in this Section. The permit shall be valid for the purpose of accommodating graduating students during the period in which DECS has not responded in writing to the application for recognition.

The DECS shall act on all applications for recognition based on the performance of the school, or when necessary, based on the results of the re-inspection and re-evaluation of the school.

The certificate of recognition empowers the school to issue promotion certificates and diplomas to its graduates. It

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entitles graduates of the school's permitted programs to all benefits and privileges enjoyed by graduates of similar programs in all schools recognized by DECS.

In consultation with the IAC Secretariat, DECS shall publish an updated masterlist of accredited Philippine schools overseas at least once a year, at least one month before the start of the school year. The IAC Secretariat may also be authorized by DECS to announce temporary or permanent additions to, or deletions from, the masterlist of accredited Philippine schools overseas.

**Section 25. Closure of Program.** The closure of any program or course offered by a Philippine school overseas may either be voluntary or involuntary as defined hereunder:

- a. *Voluntary Closure.* The school, for valid reason and cause, and on its own initiative, chooses to terminate or close any of its programs or courses offered, provided such closure is undertaken at the end of the school term, and provided further that the school remains obliged to furnish the necessary transfer credentials and records of students affected by the closure.
- b. *Involuntary Closure.* The closure or termination is ordered by DECS through the revocation or withdrawal of the permit or certificate of recognition previously issued for the program or the course.

**Section 26. Revocation of Recognition.** Any action to revoke the certificate of recognition must be for valid cause, pursuant to existing laws and DECS regulations, and shall be in accordance with administrative due process.

The school shall be informed by DECS in writing of the specific violations, substantial deficiencies or causes for the proposed revocation, and shall be required to explain and or otherwise remedy the deficiencies

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or violations within a reasonable period of time.

The certificate of recognition issued to a Philippine school overseas may also be reverted to a permit to operate for a period of one (1) school year if after a reinspection and reevaluation, it is established and proven that there are deficiencies in the school's soundness, effectiveness, efficiency, quality of educational programs, or other essential services.

In addition, the following acts may cause the certificate of recognition to be revoked or reverted to a permit to operate for a period of one (1) school year:

- a. Fraud, or deceit committed by the school in connection with the application for a DECS permit or certificate of recognition; and
- b. Unauthorized operation of a new school or branch, or a new program.

Within sixty (60) days after receipt of the notice of revocation from DECS, the school concerned may file a request for reconsideration, indicating its responses to the specific adverse findings of DECS.

**Section 27. *School Advertisements.*** Any advertisement or announcement referring to the programs or course of study being offered by Philippine schools overseas which are currently in the permit phase shall use the wording "Under Permit by the Department of Education, Culture and Sports of the Philippines". Schools which have been issued a certificate of recognition shall use the wording "Recognized by the Department of Education Culture and Sports of the Philippines".

**Section 28. *Punishable Violations.*** It shall be unlawful for any school to advertise or cause the publication of any advertisement or announcement which gives the impression that said school is already

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accredited by DECS even before a permit to operate or recognition of a program is granted. A school representing itself as a Philippine school overseas duly recognized or issued a permit to operate by DECS when the contrary is true, or the issuance of certificate, or diploma without prior permit or authorization issued by DECS, are acts contrary to law and subject to civil and criminal penalties and administrative sanctions as provided for by Philippine law.

## **Article V: Organization and Management of Schools**

**Section 29. *Filipino Community Overseas.*** The presence of Filipino communities in countries abroad is in itself the rationale for establishing Philippine schools overseas, and therefore the educational interest of this sector is of paramount consideration. Filipino communities overseas desiring to establish schools as well as those which have been operating such type of schools or programs shall be encouraged and provided with advisory support by the Philippine Embassies / Consulates and the IACPSO.

**Section 30. *Trustees.*** A Philippine school overseas shall have a board of trustees or school governing board as the school charter may provide for, which shall exercise general supervision, have exclusive control and management of all funds, prescribe policies and regulations, and establish practices consistent with applicable law and regulations. The board shall be a policy-making board and shall generally not manage the operation of the school. It may, however, establish reasonable structures not inconsistent with existing regulations such as school management boards or management committees from among trustees and/or non-trustees of the school.

The board of trustees or school board of educational institutions registered in the Philippines and organized as non-stock corporations shall be composed of not less than five (5) nor more than fifteen (15) trustees, provided that the number of trustees shall be in multiples of five. For institutions organized as stock corporations, the number and term of the members of the board shall be governed by its by-laws.

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The terms of office of trustees or school board members shall be structured as to ensure continuity, or overlap of board membership from one school year to the next.

Members of the board of trustees of a Philippine school overseas registered in the Philippines shall be composed of Filipino citizens, and may include, but not be limited to the following: principal, teacher-representative, parent-representative, and representatives of the community who are not parents of pupils / students of the school. However, former Filipino citizens and foreign spouses of Filipino citizens who are parents of children enrolled in Philippine schools overseas may serve in the school board provided that, their number shall not exceed one out of every five board members. The Head of the Philippine Embassy or Consulate where the school is located, or his / her duly accredited representative, may chair, co-chair, or sit as member of the board in an ex-officio capacity.

Volunteerism on the part of parents and the members of the Filipino community in Philippine schools overseas shall be encouraged. Their services, however, shall not be remunerated and shall not be construed as part-time employment.

**Section 31. *School Head or Principal.*** A Philippine school overseas shall have a Filipino principal or school head or director who shall be the educational manager responsible for efficient and effective management of the school, and for achieving the goals and objectives of the institution. The school may have an assistant principal who shall assist the principal in matters related to instruction, i.e., classroom teaching, teacher performance appraisal, curriculum implementation, co-curricular activities, among others.

The principal in the elementary or secondary level shall hold a master's degree in education with at least five (5) years of relevant teaching experience, five (5) years of administrative experience as teacher-in-charge, or officer-in-charge, or department head, and an appropriate license from the Professional Regulation Commission (PRC). The assistant principal shall be a Filipino, hold a Master's degree in education with at least five (5) years of actual teaching experience,

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three (3) years of administrative experience, and an appropriate license from the PRC.

Only those whose qualifications have been screened and approved by DECS may be appointed as principal or assistant principal.

**Section 32. *School Registrar.*** The registrar shall be responsible for the school records of pupils and students, and may perform other related functions and responsibilities explicitly assigned by the school. The registrar shall preserve and maintain the integrity and confidentiality of student records, and shall issue out the same in accordance with law and the regulations contained in this Manual.

The registrar shall hold a relevant bachelor's degree and at least three (3) years of experience in the servicing and maintenance of student records and related work.

## **Article VI: Faculty**

**Section 33. *Faculty Qualifications.*** All teachers in Philippine schools overseas shall be Filipinos who possess appropriate qualifications, and licenses to teach from the PRC. However, other nationals may be allowed to teach, but only in subjects required by the host government, e.g., local language, or local history. No less than minimum qualifications for faculty in the different grades and levels of instruction shall be required. Credentials and other documents supporting the qualifications of individual faculty members shall be kept on file in the school.

- a. Pre-school and elementary teachers must be holders of a bachelor's degree in elementary education or its equivalent, and licensed by the PRC. In addition, pre-school teachers shall have at least eighteen (18) units of professional subjects relating to pre-elementary education.
- b. Secondary teachers must be holders of a bachelor's degree

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in secondary education with specialization, or its equivalent, with at least eighteen (18) units of professional education subjects, and licensed by the PRC.

**Section 34. *Full-time and Part-time Faculty.*** As a general rule, Philippine schools overseas shall employ full-time academic personnel consistent with the levels of instruction in the school. In the elementary and secondary levels, all subjects in the Philippine curriculum shall be taught by full-time academic personnel. The school may, however, under certain circumstances, be allowed by DECS to engage the part-time services of qualified teaching personnel. A ratio of at least three full-time teachers for every one hundred students or two classes is the minimum prescribed by DECS.

**Section 35. *Specialist or Expert.*** The school may hire the services of specialists or experts in the sciences such as biology, chemistry, physics, computer education, mathematics, etc., on a part-time basis.

**Section 36. *Appointment of Principals and Teachers.*** The appointment of school heads or principals to be hired by a Philippine school overseas shall be approved by the board of trustees or school board and signed by the Chairman of the board. The appointment of the assistant principal and teachers shall be made by the Principal based on a list of applicants screened by DECS, provided that such appointment shall be confirmed by the board of trustees or school board.

## **Article VII: School Administrative Matters**

**Section 37. *School Calendar.*** All schools shall begin classes for the school year on the first Monday of June of every calendar year. However, Philippine schools overseas may adopt a school calendar that conforms with the practice of the host country. Whenever feasible, the DECS school calendar shall be followed to enable students in a Philippine school overseas to easily transfer to schools in the Philippines.

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The calendar requirements for the elementary and secondary levels are as follows:

- a. The academic year for elementary and secondary courses of study should consist of approximately forty-one (41) weeks of regular five (5) school days each, exclusive of approved vacations and including legal and special school holidays, and days for special activities, and should not exceed 220 days.
- b. The standard period for every subject in the elementary and secondary levels shall be forty (40) minutes, except when otherwise provided for by relevant DECS issuances.
- c. Single class, double (morning and afternoon) sessions should be generally required of all day programs. Unless expressly stipulated, a DECS permit or recognition issued for the elementary and secondary courses shall be valid for day classes only.

**Section 38. *Change of School Calendar.*** Any school desiring to deviate from the prescribed school calendar may submit, for approval, its application to DECS through the Philippine Embassy or Consulate concerned, not later than fifteen (15) days before the opening of the school term. No prior approval by the DECS is needed in case of exchange or substitution of school days for school holidays, provided that the prescribed school calendar requirement is maintained, and DECS through the Philippine Embassy or Consulate, is informed of such substitution at least a week in advance.

**Section 39. *Enrollment and Class Size.*** The enrollment and class size in Philippine schools overseas shall be determined by the school, taking into account the total absorption capacity of its facilities, the level of instruction, the nature of the subject, and such factors as may be conducive to more efficient teaching and learning.

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## Article VIII: School Facilities

**Section 40. *School Sites and Building.*** Philippine schools overseas must be situated in a venue suitable and adequate for its activities. Design and construction shall be in conformity with the building code of the host country. If not owned by the school, the lease contract governing use of the site or venue shall provide for its long-term continued use by the school.

In the selection of a prospective school site, consideration should be given, among others, to such factors as total floor area required for occupancy at any one time, traffic situation in the vicinity, reasonable distance from other existing schools, as well as location and distance from distracting establishments such as bars, cabarets, entertainment places of questionable reputation, gambling joints, markets, garbage dumps, funeral parlors, jails and cemeteries.

**Section 41. *School Library.*** A library is required of every Philippine school overseas. The library shall have a collection of updated, varied, and at least the minimum number of books and other materials per pupil / student in accordance with standards for elementary and secondary education, and shall be operated under an appropriate library system. It shall be professionally managed by a librarian or a teacher librarian, and when necessary, by library assistants, and shall be housed in a venue with ample storage and reading areas. It shall contain, among others, general references, dictionaries, encyclopedias, subscriptions to relevant journals or periodicals as well as professional references for faculty development.

Libraries of Philippine schools overseas shall develop a prominent Filipiniana section containing among others, authoritative references and materials on Philippine history, government, geography, anthropology, literature and the arts. The Filipiniana section shall also contain materials about Filipino historical figures and recognized achievers, as well as Filipiniana materials in the form of films, audio tapes, disks, photographs, musical scores, illustrations and originals or reproductions of exemplary Philippine art.

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**Section 42. *Textbooks.*** The textbooks that shall be used in Philippine schools overseas shall be those approved by DECS, and shall not be changed more often than once every five (5) school years, unless the change is duly required for the adoption of new sets of DECS-approved textbooks.

## **Article IX: School Records**

**Section 43. *Content of School Records.*** The school record of any transferring pupil or student sent by one school to another should contain the final rating in each subject with the corresponding credits or the action taken thereon; in the case of elementary level, the general average of the pupil including the appropriate periodic rating if he / she leaves school before completing the school year.

**Section 44. *Request for School Records.*** Upon submission and acceptance of the transfer credentials, the school to which a pupil or student has transferred shall request in writing for the complete school records (Form 137) or transcript of records of the pupil or student from the school last attended. The student's former school shall forward these records directly to the school within thirty (30) days from receipt of the request. The school records should not be given to the pupil / student or parent unless authorized in writing by the school requesting said records.

## **Article X: Student Admission**

**Section 45. *Admission Requirements.*** Admission to any Philippine school overseas is open to Filipino children overseas and children of Filipino citizens who are married to foreign nationals, who meet the school's admission requirements. Children whose parents are both foreign nationals may also be admitted, provided they do not exceed 15% of the total number of students enrolled in the Philippine program each school year.

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Except in cases of academic delinquency, violation of school rules and regulations, the closure of a program or course of study by the school, or the closure of the school itself, pupils or students who qualify for enrollment are qualified to stay for the entire period in which they are expected to complete their course in a school, without prejudice to their rights under existing regulations to transfer to other schools.

**Section 46. *Enrollment.*** The enrollment period and procedures for Philippine schools overseas shall be in accordance with the approved calendar and pertinent procedures of the school, subject to the following rules:

- a. When a student registers in a school, it is understood that he / she is enrolling for the entire school year of the elementary or secondary course. Late enrollment may be allowed but in no case shall it exceed two weeks after the opening of classes, and provided that it does not violate other admission regulations of the school.
- b. As a general rule, subsequent inter-school transfer of an enrolled student two weeks after the opening of classes is discouraged, specially in cases of graduating students at elementary or secondary levels of formal education. However, transfer after the first two weeks of classes may be allowed subject to the consent of both schools.
- c. A pupil or student shall be officially enrolled after he / she has submitted appropriate admission credentials, has made an initial payment for school fees which was accepted by the school, and has been authorized to attend classes. Enrollees with incomplete records may be temporarily enrolled but will be given ninety (90) days to submit required documents. Failure to comply or show cause for non-compliance will mean non-admission in the following school year, unless previously required school records are submitted on subsequent enrollment.
- d. For purposes of enrollment, the name and other personal

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data or circumstances of each pupil or student, as indicated on his / her passport, or birth certificate or alien certificate of registration, where applicable, shall prevail.

- e. No student or pupil enrolled in a Philippine school overseas shall cross-enroll at a school in the Philippines under any circumstances. Attendance at tutorial classes shall not be recognized, nor be taken into consideration in the grading, promotion or placement of pupils / students.

**Section 47. *Rules for Registration.*** Rules and regulations governing the enrollment of students in Philippine schools overseas shall be promulgated by the board of trustees or school governing board of the respective schools, in conformity with DECS guidelines on enrollment and registration requirements for students.

**Section 48. *Tuition Charges.*** A student who transfers or otherwise withdraws, in writing, within two weeks after the beginning of classes and who has already paid tuition and other school fees in full or for any length longer than one (1) month shall be charged ten percent (10%) of the total amount due for the term if he / she withdraws within the first week of classes, twenty percent (20%) if within the second week of classes, thirty percent (30%) if within the third week of classes, and fifty percent (50%) if within a month after the opening of classes, regardless of whether or not he / she has actually attended classes.

**Section 49. *Subject Load and Sequence.*** The subject load and the sequence of subjects of pupils or students shall be in accordance with the approved curriculum for each program or course of study. Reasonable exemptions may be permitted in individual cases taking into account the best interests of the pupil or student and the objectives of the educational system. As a general rule, a student shall not be permitted to take any advanced subject until he/she has satisfactorily passed the prerequisite subject or subjects.

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**Section 50. *Transfer Credentials of Students.*** The transfer credentials required for the enrollment of a pupil or student in case of transfer at the beginning of a school year for admission into Grade 2 of the elementary course up to the third year of the secondary level program shall be the uncanceled report card (Form 138) or its equivalent from the school last attended, with the eligibility certificate signed by the authorized school official. The report card or its equivalent shall be deemed canceled upon the enrollment of the pupil or student in the subsequent grade or year, and the admitting school shall immediately request for the permanent school record (Form 137) from the school previously attended.

A certificate of eligibility issued by the DECS Secretary or his / her duly authorized representative shall be required if a pupil or student is unable to present the required school record or credential herein indicated.

**Section 51. *Re-validation or Re-evaluation.*** Any student or pupil from any school overseas not recognized and accredited by DECS, shall be treated as foreign / new student / pupil when seeking to enrol or transfer in any DECS-accredited Philippine school in the Philippines or overseas, and shall be subject to re-validation or re-evaluation tests administered by the DECS National Educational Testing and Research Center.

**Section 52. *Submission of Enrollment/Promotion List.*** Within forty-five (45) days after the close of every enrollment period, unless exempted herein, all schools shall submit to the DECS through CFO, the following:

- a. The list, in duplicate, of all their enrolled pupils and students; and
- b. The summary of enrollment data for the corresponding school year or term for the programs or courses offered.

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At the end of the school year, but not later than two (2) weeks after the termination of classes, the list of pupils / students promoted and certified by the principal and attested by the chairman of the board of trustees shall be submitted to DECS through CFO.

## **Article XI: School Discipline**

**Section 53. Absences.** A pupil or student in the school who incurs absences of more than twenty (20%) per cent of the prescribed number of school days during the school year or term shall be given a failing grade, hence, shall earn no credit for the course or subject.

**Section 54. Authority to Maintain School Discipline.** The school shall maintain discipline inside the campus, as well as outside the school premises where and when pupils or students are engaged in activities authorized by the school.

**Section 55. Enforcement of Disciplinary Action.** School officials and academic personnel shall have the right to impose appropriate and reasonable disciplinary measures in case of minor offenses or infractions of good school discipline committed in their presence. However, no cruel or physically harmful punishment shall be imposed or applied against any pupil or student.

**Section 56. Filing of Disciplinary Action.** When the offense committed is serious and circumstances so warrant, the school principal shall cause the filing of corresponding disciplinary action against the erring pupil or student. No disciplinary action shall be applied upon any pupil or student except for cause as defined in this Manual or in the rules and regulations of the school, and after due process shall have been followed. The punishment shall be commensurate to the nature and gravity of the offense.

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**Section 57. Categories of Disciplinary Action.** The three (3) categories of disciplinary sanctions for serious offenses or violation of school rules and regulations which may be applied on an erring pupil or student are suspension, exclusion, and expulsion.

- a. *Suspension.* Suspension is a penalty in which the school is allowed to deny or deprive an erring pupil or student of attendance in classes for a period not exceeding twenty (20%) per cent of the prescribed class days for the school year or term. The decision of the school on every case involving the penalty of suspension which exceeds twenty (20%) per cent of the prescribed school days for a school year or term shall be forwarded to the Chairman of the Board of Trustees within ten days from the termination of the investigation of each case, for information.

The school records of a pupil or student who is under disciplinary action of suspension, shall not be released until the lapse of the said disciplinary suspension.

*Preventive Suspension.* A pupil or student under investigation of a case involving the penalty of expulsion may be preventively suspended from entering the school premises if the evidence of guilt is strong and the school head is morally convinced that the continued stay of the pupil or student during the period of the investigation constitutes a distraction to the normal operations of the school, or poses a risk or danger to the life of persons and property in the school.

- b. *Exclusion.* Exclusion is a penalty in which the school is allowed to exclude or drop the name of the erring pupil or student from the school rolls for being undesirable, and in case of which penalty, transfer credentials are immediately issued.

The decision of the school in every case involving the penalty of exclusion from the rolls, together with all

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the pertinent papers, shall be filed in the school for a period of one (1) year in order to give DECS the opportunity to review the case in the event an appeal is pursued by the party concerned.

- c. *Expulsion.* Expulsion is an extreme penalty on an erring pupil or student consisting of his / her exclusion from admission to any public or private school in the Philippines or any Philippine school overseas, and shall require the prior approval of the Secretary of DECS.

The penalty of expulsion may be imposed for acts or offenses constituting gross misconduct, dishonesty, hazing, carrying of deadly weapons, immorality, selling and or possession of prohibited substances such as marijuana, drug dependency, drunkenness, hooliganism, vandalism, and other serious school offenses such as assaulting a pupil or student or school personnel, instigating activities which lead to the disruption and stoppage of classes, preventing or threatening any pupil or student from entering the school premises or attending classes, preventing school personnel from discharging their duties, forging or tampering with school records or school forms, and securing or using forged school records, forms, and documents.

The recommendation of the school in cases involving the penalty of expulsion, together with the supporting papers shall be forwarded to DECS within ten (10) days from the termination of the investigation of the case. DECS shall, after reviewing the case, issue a decision to approve or disapprove the penalty of expulsion for an erring pupil or student.

**Section 58. Authority to Promulgate Disciplinary Rules.** Philippine schools overseas shall have the right to promulgate reasonable norms, rules, and regulations as may be deemed necessary, and

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consistent with the provisions of this Manual, for the maintenance of school discipline and attendance. Such rules and regulations shall be effective on the date of promulgation and notification of students in an appropriate school issuance or publication.

## **Article XII: Grading System**

**Section 59. *Basis for Grading.*** The final grade or rating given to a pupil or student in a subject should be based solely on his / her scholastic performance. Any addition or diminution to the grade in a subject for co-curricular activities, attendance, or misconduct shall not be allowed, except as may otherwise be explicitly provided for by the school in an appropriate issuance or publication, and provided further that such adjustments are relevant to the subject content and requirements. In the elementary level, the misconduct of a pupil may affect his / her class or final grade in Good Manners and Right Conduct.

**Section 60. *Requirements for Promotion.*** The following requirements in the promotion or graduation of a pupil or student from any recognized educational program or course shall be observed and strictly followed by every Philippine school overseas:

- a. Only pupils or students who have enrolled and satisfactorily fulfilled the admission requirements, faithfully and regularly attended classes, and acquired reasonable degree of proficiency in each subject of the approved curriculum shall be given school credit toward the completion of or promotion from a grade or curriculum year.
- b. Only pupils or students who have satisfactorily passed the basic and pre-requisite subjects, except as may otherwise be provided for in this Manual, shall be permitted to take any advance subject. Back subjects shall be made up for by allowing the student to enroll in summer classes which may be offered by the school.

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- c. The final grade or rating required to earn school credit and to be promoted is 75%.
  - d. The records of attendance and subject proficiency of pupils and students for each school year or term should be filed in the school until the close of the next school year or term, for reference or examination in case of any grievance or complaint.

**Section 61. *Promotion System at the Elementary Level.*** The system of promotion for Grade I to Grade III in the elementary level should be flexible as to allow any pupil to be promoted to the next higher grade when in the evaluation of the academic authorities of the school, the pupil has shown capability to undertake the required class work in the higher grade. Such promotion may take place at any time.

In Grades IV, V, VI, and in those instances where a school may require the completion of Grade VII before the admission of any pupil to the first year of the secondary level, the promotion of a pupil may be effected at the end of the school year on the basis of his / her final general average.

The general average shall be determined by dividing the sum of his / her final ratings in the prescribed subjects of the curriculum by the number of subjects. The final rating in a subject is computed by adding twenty percent (20%) of each of the first three periodic ratings to forty percent (40%) of the rating in the fourth periodic rating.

**Section 62. *Promotion System at the Secondary Level.*** The system of rating and reporting of student performance at the secondary level may follow the system being adopted by public secondary schools in the Philippines, although a Philippine school overseas may adopt its own system of rating.

The numerical system of grading shall be used and grades shall be expressed in multiples of one, e.g., eighty one percent (81%), eighty eight percent (88%).

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In order to pass any subject, a student should receive a final rating of at least seventy five percent (75%). A student who receives a final rating of less than seventy five percent (75%) shall be considered failed and should repeat the subject. The lowest grade that can be given to a student after transmutation of performance shall be seventy percent (70%).

The promotion of students shall be by subject and by number of units. A student who fails in subject(s) corresponding to two (2) units or less is promoted to the next year level, but shall be required to repeat the failed subject(s). On the other hand, a student who fails in subjects corresponding to more than 2 units is retained in the same year level, and shall be required to repeat the subjects that he/she failed. However, he/she should be allowed to enroll in advance subjects in the next curriculum level.

### **Article XIII: Graduation**

**Section 63. *Academic Requirements for Graduation.*** Except as may otherwise be provided for in this Manual, only pupils or students who have officially enrolled and satisfactorily fulfilled the admission requirements, regularly attended classes and passed the basic and pre-requisite subjects of the education program he / she will be graduated from, shall be allowed to graduate.

**Section 64. *Special Orders.*** Except as may otherwise be provided for by DECS in connection with accreditation, special orders shall be required for the graduation of students from the formal secondary level in Philippine schools overseas. The withholding of the issuance of such special orders by DECS shall be undertaken only in connection with defects in the application for special orders submitted by the school.

Application for special orders shall be filed by the school with DECS, with copies to CFO and the Philippine Embassies or Consulates at least sixty (60) calendar days before the end of the academic year, and

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shall be processed by DECS-TCPSO and returned to the school within thirty (30) calendar days from receipt of such application.

Special orders shall not be required for elementary school graduates. The school, however, shall submit to DECS a written certification of the skills proficiency achievement of the students concerned, together with the notification of completion of the program.

**Section 65. Graduation Honors.** Honor graduates shall be awarded the distinction of being First Honors or Valedictorian, Second Honors or Salutatorian, First Honorable Mention, and so forth. The number of students to be declared Honorable Mention shall be equivalent to 1% of the graduating students/pupils.

To qualify for honors, candidates should be able to meet the following criteria:

- a. A candidate for graduation honors should have taken the last two grades or curriculum years of program or course in the school where he/she is to graduate, completed the entire program or course within the prescribed number of years, obtained a grade not lower than eighty percent (80%) or its equivalent in each subject, and is actively involved in at least two (2) co-curricular organizations.
- b. The following factors and corresponding relative weights should be considered in the evaluation of appropriate graduation honors, such as class valedictorian and class salutatorian or any other distinctive academic honors:

Criteria / Factor	Weight
Academic excellence / scholarship	7
Co-curricular activities	3
Total	10

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- c. The rating in academic excellence / scholarship shall be based on the average rating of the general averages for the last two (2) grades or curriculum years of the program or course multiplied by the assigned weight of 7. The pupil or student with the highest average rating shall be considered first in the consequent ranking.
  - d. The ranking in co-curricular activities should be based on performance and degree of involvement of the pupils or students in activities authorized by the school during the last two (2) grades or curriculum years of the program/ course, multiplied by the assigned weight of 3.
  - e. In determining the final ranking of each candidate, the individual weighted rank for each candidate is first obtained, after which, overall individual ranking is determined.

## **Article XIV: Terms and Conditions of Employment**

**Section 66. *Conditions of Employment.*** Philippine schools overseas shall promote the advancement of the economic, social and professional status of all its personnel.

In recognition of their special status and their special role in the education of Filipino youth, the selection of academic personnel at Philippine schools overseas, shall be governed by such rules as may be promulgated in consultation with the IACPSO.

Conditions of employment of school personnel, including compensation, hours of work, security of tenure and labor relations, shall be governed by the appropriate labor laws and regulations of the host country.

**Section 67. *Compensation.*** Philippine schools overseas shall

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provide for a compensation policy where salary grades take into account performance, merit, and differences in the qualifications and responsibilities attached to various positions.

**Section 68. *Employment Contract.*** Every contract of employment shall specify the designation, qualification, salary rate, the period and nature of service, its date of effectivity, and such other terms and conditions of employment as may be consistent with law, and the rules, regulations and standards of the school. A copy of the contract shall be furnished the personnel concerned.

**Section 69. *Probationary Period.*** Consistent with existing rules and regulations, the probationary period for academic personnel shall not exceed a maximum of one year of satisfactory service.

**Section 70. *Regular or Permanent Status.*** Personnel who have served the probationary period shall be made regular or permanent. Full-time teachers who have satisfactorily completed their probationary period shall be considered regular or permanent.

**Section 71. *Performance Evaluation.*** A standard performance evaluation system for academic personnel shall be adopted and implemented by Philippine schools overseas in accordance with applicable DECS rules and regulations.

**Section 72. *Causes for Terminating Employment.*** Notwithstanding other possible causes as may be stipulated, the employment contracts of school personnel, including faculty, shall provide that personnel may be terminated for any of the following:

- a. Gross inefficiency and incompetence in the performance of his / her duties such as, but not necessarily limited to, habitual and inexcusable absences and tardiness from his/her classes, willful abandonment of employment or

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assignment;

- b. Negligence in keeping school or student records, or tampering with or falsification of the same;
- c. Conviction of a crime, or an attempt on, or a criminal act, against the life of any school official, personnel, or student, or property or interest of the school;
- d. Being notoriously undesirable;
- e. Disgraceful or immoral conduct;
- f. Falsification or misrepresentation of academic or employment record;
- g. The sale of tickets, or the collection of contributions in any form for any purpose whatsoever, whether voluntary or otherwise, from pupils, students and school personnel, except for duly authorized school identification cards, school publications, membership fees of pupils and students in school-accredited, school-based student organizations, the Red Cross/Red Crescent, and the Boy Scouts or the Girl Scouts.
- h. Phase out, closure or cessation of the educational program or course or the school itself;
- i. Other causes analogous to the foregoing as may be provided for in the school regulations or collective bargaining agreement.

**Section 73. *Suspension.*** Suspension of any school personnel may be preventive or punitive.

- a. *Preventive Suspension.* Preventive suspension (which may exceed thirty (30) days) is a measure which may be imposed on any school personnel, pending investigation of

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charges against the person, if continued presence poses a serious and imminent danger to the school or its property, the life of pupils/students or other school personnel, or to his own life.

- b. *Punitive Suspension.* Punitive suspension is a penalty which is imposed on an erring school personnel after judgement for an offense or a misconduct.

**Section 74. *Grievance Machinery.*** Philippine schools overseas shall provide for internal procedures or remedies for amicable settlement of disputes, including but not limited to voluntary arbitration, as a preferable means for the settlement of any issue, dispute or grievance arising from employer-employee relations.

## **Article XV: School Finance and Assistance**

**Section 75. *Policy.*** It is the policy of the State that the national government shall contribute to the support of educational programs pursuant to the goals of education as declared in the Constitution. Towards this end, the government shall:

- a. Adopt measures to broaden access to Philippine schools overseas through technical assistance and other forms of incentives to schools, teachers, pupils, and students; and
- b. Encourage and stimulate private and other financial support to Philippine schools overseas.

**Section 76. *Funding.*** Philippine schools overseas may be funded from their capital investments or equity contributions, tuition fees, and other school fees or charges, grants, donations, loans, subsidies, passive investment income, and other sources.

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Philippine schools overseas may receive any grant, legacy, donation, gift, bequest or devise from any individual, association, corporation, foundation, trust, institution or government. They may engage in an auxiliary enterprise to generate income, provided that this activity is established solely for the purpose of financing their educational operations and / or reducing school fees.

**Section 77. *Submission of Financial Statements.*** Each Philippine school overseas shall provide the DECS, the Philippine Embassy or Consulate, and the CFO, with a copy each of its annual financial statements/reports duly audited by an independent accounting or auditing firm, within three (3) months after close of every fiscal year.

## **Article XVI: Miscellaneous Provisions**

**Section 78. *Reports and Correspondence.*** All reports and communications from Philippine schools overseas to DECS shall be sent through the CFO as Secretariat of IACPSO, with copy to the Philippine Embassy or Consulate with jurisdiction.

**Section 79. *Due Process.*** Administrative due process shall be observed in all matters which may result in the enforcement of sanctions against school personnel or students at all times.

**Section 80. *Application of Sanctions.*** The application of sanctions and penalties against Philippine schools overseas for violations of DECS regulations shall be commensurate to the gravity of offenses committed by the school. Any school may appeal the application of any sanction by DECS to the Inter-Agency Committee on Philippine Schools Overseas, if the school is of the belief that the sanction is unduly excessive.

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**Section 81. *Separability Clause.*** Any part or provision of this Manual which may be declared unconstitutional or invalid by a competent court shall not affect the effectivity or operability of its remaining parts or provisions.

**Section 82. *Repealing Clause.*** Any provisions of existing Department Orders, Circulars, Memoranda, or any part thereof, including the Implementing Rules and Regulations of the Education Act of 1982, which are contrary to or inconsistent with any provision of this Manual, shall for purposes of Philippine schools overseas, be deemed superseded or modified accordingly. Similarly, any provision or regulation contained in the 1992 Manual of Regulations for Private Schools, as amended, and the 1997 Manual of Regulations for Philippine Schools Abroad, which is not consistent with this Manual and which does not form part of existing law shall be superceded by provisions of this Manual.

**Section 83. *Effectivity.*** This Manual of Policies and Regulations for Philippine Schools Overseas of 2000 shall take effect fifteen (15) days from its publication in the Official Gazette or in two (2) newspapers of general circulation.

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*Approved by the Inter-Agency Committee on Philippine Schools Overseas, pursuant to Section 2 of Executive Order No. 252 of 5 May, 2000:*

**ANDREW B. GONZALES, FSC**

Secretary

Department of Education, Culture and Sports

**DOMINGO L. SIAZON, JR.**

Secretary

Department of Foreign Affairs

**BIENVENIDO E. LAGUESMA**

Secretary

Department of Labor and Employment

**ELEUTERIO N. GARDINER**

Administrator

Overseas Workers Welfare Administration

**JOSE Z. MOLANO, JR.**

Executive Director

Commission on Filipinos Overseas

Manila, Philippines, October, 2000

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## **ACKNOWLEDGEMENT**

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This Manual of Policies and Regulations for Philippine Schools Overseas was developed and completed through the persevering effort and contributions of the following:

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## **ANNEXES**

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**MALACAÑANG  
MANILA**

**BY THE PRESIDENT OF THE PHILIPPINES**

**EXECUTIVE ORDER NO. 252**

**ESTABLISHING THE INTER-AGENCY COMMITTEE  
ON PHILIPPINE SCHOOLS OVERSEAS, DEFINING  
ITS COMPOSITION, STRUCTURE, AND FUNCTIONS**

**WHEREAS**, the State recognizes the increasing movement of peoples across international borders as a continuing global phenomenon;

**WHEREAS**, Article XIV, Section 1 of the Constitution of the Philippines provides that the State shall protect and promote the right of all citizens to quality education at all levels and shall take appropriate steps to make such education accessible to all;

**WHEREAS**, the education of Filipino children at overseas locations has become a primary concern among Filipino migrant workers and other Filipino nationals overseas;

**WHEREAS**, it is essential to provide expatriate Filipino youth with quality and affordable education that would contribute to shaping their Filipino identity and character, and facilitate the integration of children of Filipinos overseas into the Philippine educational system on their return to the Philippines;

**WHEREAS**, the establishment, management, and operation of Philippine schools overseas require policy directions, as well as the coordinated support and assistance from various agencies of the government;

**WHEREAS**, the Department of Education, Culture and Sports, hereinafter referred to as DECS, has the primary mandate of formulating, planning, implementing, and coordinating the policies, plans, programs and projects in the areas of formal and non-formal education up to the secondary level, supervising all educational institutions, both public and private, and providing for the establishment and maintenance of a complete, adequate and integrated system of education relevant to the goals of national development;

**WHEREAS**, the Department of Foreign Affairs, hereinafter referred to as DFA, is mandated in accordance with the Country Team Approach provided for in R.A. 8042, to provide leadership in the protection of Filipino migrant workers and the promotion of their welfare, in particular, and the protection of the dignity and fundamental rights and freedoms of Filipino citizens abroad;

**WHEREAS**, the Department of Labor and Employment, hereinafter referred to as DOLE, is mandated to promote the welfare and interest of Filipino migrant workers, as well as assist in the facilitation of the employment of Filipino professionals necessary to fulfill government thrusts on the development and promotion of the welfare of Filipinos overseas and their dependents;

**WHEREAS**, the Overseas Workers Welfare Administration, hereinafter referred to as OWWA, is the agency specifically tasked to protect the interest and promote the well-being of the overseas Filipino workers, including their dependents;

**WHEREAS**, the Commission on Filipinos Overseas, hereinafter referred to as CFO, is mandated to serve as a forum for preserving and enhancing the social, economic and cultural ties of Filipinos overseas with the Philippine motherland, and to develop and implement programs to promote the interests and well-being of Filipino youth overseas;

**NOW, THEREFORE, I, JOSEPH EJERCITO ESTRADA**, President of the Republic of the Philippines, by virtue of the powers vested in me under the Constitution, do hereby order:

**Section 1.** An **Inter-Agency Committee on Philippine Schools Overseas** to be established and be composed of the DECS, DFA, DOLE, OWWA, and CFO as members.

The **Inter-Agency Committee on Philippine Schools Overseas (IAC-PSO)** shall be chaired by DECS, and co-chaired by the DFA. The CFO shall serve as the secretariat of the Inter-Agency Committee. DOLE and OWWA shall serve as members of the Committee.

The Inter-Agency Committee may call on other agencies of the government to assist in specific matters concerning Philippine schools or educational/cultural programs overseas.

**Sec. 2.** The **Inter-Agency Committee** shall serve as the policy making body and a forum for discussion and resolution of issues concerning the establishment, operation, and management of Philippine schools overseas or such type of schools or educational programs overseas. It shall review, formulate and adopt or recommend policies and programs to establish and maintain high standards of educational management, and ensure quality education for Filipino youth overseas consistent with national policy. Specifically, the Inter-Agency Committee shall undertake the following:

- a. Develop policies and guidelines in connection with the establishment, operation, management, accreditation and regulation of Philippine schools and educational programs overseas;
- b. Develop a system for classifying institutions overseas that provide Philippine-based curriculum and instruction;
- c. Conduct studies on issues and problem areas affecting the operation of Philippine schools overseas;
- d. Provide inputs to the DECS, in the development of standards and systems for monitoring and evaluation of Philippine schools overseas;
- e. Hold meetings and consultations on a regular basis to ensure the effective and efficient implementation of

- poolicies and programs for Philippine schools overseas;
- f. Conduct site visits and ocular inspections of Philippine schools overseas in furtherance of the objectives of this order; and
  - g. Serve as arbiter in matters regarding Philippine schools overseas which are brought to its attention.

**Sec. 3.** The member agencies of the Inter-Agency Committee on Philippine Schools Overseas shall assume further responsibilities as follows:

**a. The Department of Education, Culture and Sports (DECS):**

- 1) Review and prescribe guidelines to enable Philippine schools overseas to maintain academic standards, and improve over-all efficiency as well as enable licensing of foreign-owned schools offering Philippine curriculum;
- 2) Develop a system for classifying institutions overseas that provide Philippine-based curriculum and instruction;
- 3) Establish qualification standards in the selection, recruitment, appointment and promotion of school personnel;
- 4) Develop guidelines for the supervision of school personnel and administration of disciplinary standards and procedures;
- 5) Develop a standard performance appraisal and reporting system on the operation of Philippine schools overseas; and
- 6) Provide professional, technical and administrative advice as may be requested by Philippine schools overseas.

**b. The Department of Foreign affairs (DFA):**

- 1) Coordinate with the host governments regarding the establishment of Philippine schools overseas in order to ensure its effective and efficient operation;
- 2) Disseminate information about the policies and guidelines promulgated by the IAC-PSO and DECS governing the establishment and operation of Philippine schools overseas;
- 3) Accept applications to establish and operate Philippine schools overseas and endorse the same to DECS through the Commission on Filipinos Overseas for accreditation and/or recognition;
- 4) Assist DECS in monitoring and determining the level of compliance by the schools on the guidelines prescribed by DECS to ensure effective and efficient management and operation of schools overseas; and
- 5) Provide advice to various school boards whenever appropriate and necessary to ensure effective and efficient operation of Philippine schools overseas.

**c. The Department of Labor and Employment (DOLE):**

- 1) Assist the IAC and DECS in disseminating the policies and guidelines on the establishment and operation of Philippine schools overseas; and
- 2) Generate interest among Filipino communities abroad in the establishment and operation of Philippine schools at overseas duty stations and provide assistance as may be needed in the process of establishment.

**d. The Overseas Workers Welfare Administration (OWWA):**

- 1) Provide advice in the conceptualization and implementation of income-generating community projects/activities to support school operations;

- 2) Extend or assist in obtaining donations for educational materials/equipment, including assistance in the procurement and shipment of instructional and reading materials as may be needed by the schools;
- 3) Extend modest loan packages or subsidies for school projects/requirements, subject to the OWWA Board policies and program thrusts;
- 4) Assist DOLE and the Philippine Mission in generating interest among overseas Filipino communities in the establishment and operation of Philippine schools; and
- 5) Assist in disseminating information on the policies and guidelines regarding establishment and operation of Philippine schools overseas;

**e. The Commission on Filipinos Overseas (CFO):**

- 1) Provide secretariat support to the IAC and keep records of the IAC meetings and agreements;
- 2) Assist the IAC in disseminating information on the policies and guidelines on the establishment, operation, and management of Philippine schools overseas, and coordinate inter-agency actions in support of this function;
- 3) Develop researches necessary to review, clarify, and or formulate policies, as may be necessary, to effect better operation, management and representation of schools:
- 4) Provide technical or other advice as may be necessary or as may be requested by Philippine schools overseas or Philippine communities overseas, pursuant to the objectives of this Executive Order;
- 5) Develop and maintain an information system on Philippine schools overseas, including relevant educational laws and regulations of host countries; and
- 6) Extend assistance in obtaining donations as may be

needed from public or private sources for educational materials, equipment or school facilities.

**Sec. 4. The Inter-Agency Committee** shall provide policy guidance, advice and assistance, and encouragement to Filipino communities overseas for the establishment and operation of Philippine schools or educational programs overseas, as may be deemed necessary or desirable.

**Sec. 5.** All expenditure necessary for the implementation of the programs and activities of the Inter-Agency Committee on Philippine Schools Overseas, including costs of ocular inspections and honoraria, shall be charged against and provided for in the respective budgets of the member agencies.

**Sec. 6.** The department and agencies identified herein shall formulate the necessary guidelines, as well as rules and regulations to effectively implement this order.

This Executive Order shall take effect immediately.

Done in the City of Manila, this 5<sup>th</sup> day of May, 2000.

By the President:

**RONALDO B. ZAMORA**  
Executive Secretary



**APPLICATION FORM FOR ESTABLISHING A PHILIPPINE SCHOOL ABROAD**  
(Use additional sheets as needed)

Name of Proposed School: \_\_\_\_\_

Location (Street, Town, Country): \_\_\_\_\_

Grades / Years for Which Permit is Being Applied: \_\_\_\_\_

Target Date of Opening: \_\_\_\_\_

A. Mission / Goal: \_\_\_\_\_  
\_\_\_\_\_

B. Instructional Program: \_\_\_\_\_

1. Additional subjects to be taught: \_\_\_\_\_  
\_\_\_\_\_

2. Textbooks to be used (attach list): \_\_\_\_\_  
\_\_\_\_\_

C. School Population:

1. Enrollment: \_\_\_\_\_ 2. No. of Classes: \_\_\_\_\_

D. School Personnel:

1. Name of school head, educational qualifications, and experience:  
\_\_\_\_\_  
\_\_\_\_\_

2. Teachers: (List names, qualifications, experience, and subjects to be taught):

E. School Plant (attach pictures):

Site: \_\_\_\_\_ Building: \_\_\_\_\_ (owned / leased)

F. Nature of Financial Support: \_\_\_\_\_

\_\_\_\_\_  
Head of School  
(name and signature)

\_\_\_\_\_  
Date

Noted:

\_\_\_\_\_  
Chief of Philippine Mission  
(name and signature)



## PHILIPPINE SCHOOLS OVERSEAS INFORMATION SHEET

(Use additional sheets as needed)

Registered Name of School: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Founders:

\_\_\_\_\_

Date Established: \_\_\_\_\_ Date Operation Started: \_\_\_\_\_

Date Application for DECS Permit: \_\_\_\_\_ Date Issuance DECS Permit: \_\_\_\_\_

Date Application for DECS Recognition: \_\_\_\_\_

Date Issuance of DECS Recognition: \_\_\_\_\_

Date and No. of Host Country Permit: \_\_\_\_\_

Date and No. of SEC Registration: \_\_\_\_\_

Date and No. of Host Country Corporate Registration: (if applicable) \_\_\_\_\_

Owner of School: \_\_\_\_\_

Sponsor of School: (if applicable) \_\_\_\_\_

Present School Governing Board:	
Chairman:	
Members:	

Principal(s) (Present and Previous)	Inclusive Dates of Service

Enrollment Population / No. of Teachers by Year

Year	Year – 4		Year – 3		Year – 2		Year – 1		Current Year	
	Enrollees	Teachers	Enrollees	Teachers	Enrollees	Teachers	Enrollees	Teachers	Enrollees	Teachers
Preschool										
Elementary										
Secondary										
Total										

School Established by:

Philippine Embassy

Filipino Community

Private Individuals

Nature of Ownership:

Sole Proprietorship

Partnership

Corporation

Community-owned

If Incorporated:

stock

non-stock

Date completed / submitted: \_\_\_\_\_

Please submit completed form to the Commission on Filipinos Overseas.





















