
A Guide for Philippine Schools Overseas

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

Second Edition

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FOREWORD

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 is the underlying reason for adopting policies, standards and regulations for establishing and opening Philippine schools overseas.

This Manual of Policies, Standards 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 (see Annex A) 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 2000 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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Article I: General Provisions

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

Section 2. *Declaration of General Policy.* Philippine Schools Overseas shall be duly established and accredited to provide a Philippine 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 comply with the requirements and regulations of the Philippine Government and pertinent regulations of the host countries. Such schools shall therefore be established and operated in accordance with two (2) 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 system of 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 Philippine Department of Education (DepED) for basic 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 as used in this Manual shall be defined 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 DepED. 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 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 basic educational 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 DepED for the implementation of particular educational program(s).
- d. *DepED Policies, Standards, Rules and Regulations.* DepED policies, standards, rules and regulations are the minimum requirements issued or prescribed by DepED 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 laws, and the applicable policies, rules and regulations of DepED 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-school, and who is under the supervision and tutelage of a teacher.
 - (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) *Special pupil/student.* A pupil/student who is enrolled and eligible for particular program, usually one who differs from the average child in mental characteristics, social values, sensory abilities, physical characteristics and/or who has a developmental lag to such an extent that he/she requires modified school practices or special education services to develop him/her maximum capability.

(4) *School Personnel.* School personnel refers to any person or persons working in a Philippine School Overseas as may be referred to by any other title.

(a) *School Head or School Principal or School Director* is the educational manager of a Philippine School Overseas as may be referred to by any other title.

(b) *Academic Personnel* refers to all school officials and personnel formally engaged in actual teaching service, or in research assignments 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* refers to school officials and personnel usually engaged in administrative functions and are not covered under the definition of academic personnel.

(5) *Parent*. A parent is a person who has at least one child or has adopted a child who is 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. *Basic Education*. Basic education is the education intended to meet basic learning needs which lay the foundation on which subsequent learning can be based. It encompasses early childhood, elementary and high school education as well as alternative learning systems for out-of-school youth and adult learners and includes education for those with special needs.

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 DepED 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 DepED.

Provisional permit to operate. The provisional permit to operate is a conditional permit to operate issued if the evaluation reveals areas of deficiency based on specific DepED policies, standards and regulations. These deficiencies shall be given to the school, which shall be given one (1) year period to comply with said deficiencies. The provisional permit to operate expires after a year of issuance.

Permit to Operate. The permit to operate is the authority given by DepED 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 DepED. 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. The permit shall be effective for a period of one (1) school year.

- j. *Certificate of Government Recognition.* The certificate of government recognition is the permanent authority given by DepED to an educational institution overseas to operate or implement educational program in accordance with standards or criteria established under the Philippine educational system. The certificate of government recognition supersedes the permit to operate. It is applied for and granted before the last year of the course/program being offered. A certificate of government recognition continues to be in force as the school operates. It shall be reviewed every three (3) years to ensure compliance with DepED policies, standards and regulations and it may be revoked for cause.
- k. *Permit from Host Government.* The permit from the host government is an authority issued by the host government agency with proper jurisdiction, resulting in the school's existence as a legal educational institution under the laws of the host country.

Section 6. Authority. All Philippine Schools Overseas shall be established and operated in accordance with the pertinent Philippine laws and shall be subject to the general supervision of DepED and the applicable laws, rules and regulations of the host country.

Article II: The Educational System

Section 7. Basic Education. The Philippine Constitution of

1987 mandates that the State shall establish, maintain, and support a complete, adequate and integrated system of education relevant and responsive to the needs of the people and society. 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 and learning centers.

The State recognizes and adopts basic education as its main instrument to attain national educational goals and objectives. It has two (2) 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 in basic education is vested in the Department of Education.

Section 9. Educational Levels. In accordance with *Batas Pambansa Blg. 232*, otherwise known as “Education Act of 1982”, the basic education for Philippine Schools Overseas shall have two levels, namely, elementary and secondary.

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

Pre-elementary education normally consists of kindergarten and may include preparatory courses.

b. Secondary Education. The second level or secondary education, usually corresponding to four (4) 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 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.

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

- a. To continue the general education started in the elementary education;
- b. To prepare students for college; and
- c. To prepare students for the world of work.

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 required by the host country such as the teaching of foreign language subjects. Any deviation from the standard minimum requirements of the curriculum will require prior DepED approval.

Article III: Roles and Responsibilities of Government Organizations

Section 13. *Department of Education (DepED)*. The Department of Education 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;
- 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;
- 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 not otherwise classified as a Philippine school; and
- h. Monitor and evaluate the performance of the school.

The Technical Committee on Philippine Schools Overseas (TCPSO), composed of the Bureau of Elementary Education and the Bureau of Secondary Education, offices under the DepED, shall provide advice and technical assistance to DepED in line with its functions

concerning Philippine Schools Overseas. The DepED-TCPSO shall undertake the following specific tasks:

- a. Evaluate applications to establish and operate Philippine Schools Overseas, and applications to adopt the Philippine curriculum;
- b. Evaluate the performance of Philippine Schools Overseas, and recommend changes, whenever necessary, to improve their over-all efficiency; and
- c. Maintain permanent records of students of Philippine schools overseas.

Section 13.1 Duties and Responsibilities of the Education Attaché. The Education Attaché shall have the following responsibilities:

- a. Act as the representative of the DepED to the country where he/she is assigned and other nearby areas within the jurisdiction;
- b. Not participate in any manner or capacity whatsoever, in the management and administration of Philippine Schools overseas;
- c. Identify areas for educational cooperation and serve as a channel for the exchange of educational information between the Philippines and the host country and other countries in the region;
- d. Initiate dialogues and consultation meetings with education officials with the view of ensuring operation of Philippine educational standards, including, but not limited to, the review of Philippine basic curriculum and Philippine textbooks, assessment of the qualifications of Filipino teachers before hiring, holding of Filipino language classes, visits and consultations with schools to introduce ideas that would help improve their over-all efficiency and help the graduated students in their

recognition and promotion to higher education in the Philippines;

- e. Assist Filipino overseas students on matters related to education and liaise with Philippine schools regarding issuance of documents;
- f. Promote Philippine education in his/her area of assignment with continuous update on current educational developments in the Philippines and assist graduates of international schools in reintegrating with Philippine society;
- g. Monitor, analyze and report to the Secretary of Education researches, innovations and emerging educational trends which have policy implications;
- h. Represent the DepED in international conferences and meetings affecting education held in the area of assignment;
- i. Provide technical advice on matters related to education and assistance to the Head of Mission or Head of Consular Post;
- j. Introduce or follow-up on education/academic cooperation activities in countries where the Philippine has a Memorandum of Understanding on academic cooperation;
- k. Perform other related tasks that may be assigned by the Secretary of Education with approval from the Head of Post;
- l. Respect the provisions of Section 387-b of DFA Department Order 19A-95, Rules Governing Attaches:

1.1 Primary Responsibility. The Head of Post shall have the primary responsibility for the conduct of relations at the post of assignment. All service attaches/representatives and their staff shall, during their tour of duty at the post, be under the immediate administrative supervision and control of the Head of Post. Together with the regular diplomatic and consular staff, they shall function as a country team at the Post.

Under no circumstances shall the Education Attaché act as Officer-in-Charge of the Philippine Embassy in the absence of the Head of Post.

- 1.2 Foreign Service Regulations. All rules and regulations of the Foreign Service shall apply to the Education Attaché.
- 1.3 Activities and Communications. The Education Attaché shall keep the Head of Post informed of administrative matters related to his/her functions.
- 1.4 Consultation and Assistance. The Education Attaché, upon request of the Head of Post, shall advise and assist the latter, and any of his/her designated representatives, in his/her official functions and activities.
- 1.5 Performance. The Education Attaché may be requested by the Head of Post from time to time, for monitoring purposes, to submit a summary of his/her office's activities, highlighting key performance results achieved for a specific time period.
- 1.6 Speeches and Public Statements. The Education Attaché shall not deliver a prepared speech without first clearing such speech with the Head of Post. A copy of the speech must be sent in advance to the DepED. Impromptu speeches must be similarly reported and copies shall be furnished the Head of Post.
- 1.7 Absence from Territory. The Education Attaché may not leave the post without the written consent of the Head of Post. Such consent may be granted only if the leave had the prior approval of the Secretary of Foreign Affairs or the Secretary of Education or of any duly authorized official
- 1.8 Recall. The DepED shall, at the request of the Secretary of Foreign Affairs, recall the Education Attaché for misbehavior, misconduct or other acts prejudicial to the

interest of the service.

- m. Acts as a designated Education Attaché with jurisdiction identical to Post's consular jurisdiction, and shall be entitled to a diplomatic passport for the duration of his/her tour of duty. He/She shall not be issued a consular commission. He/She, however, will be provided by the DepED a budget for office space rental, utilities and communication equipment and for a staff, including a translator and a driver.

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 government on 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 Inter-Agency Committee on Philippine Schools Overseas (IACPSO) governing the establishment and operation of Philippine Schools Overseas;
- c. Accept applications for permit to operate or for recognition of Philippine Schools Overseas, or applications to adopt the Philippine curriculum and forward the same to the Commission on Filipinos Overseas for transmittal to the DepED;
- d. Assist DepED in monitoring and determining the level of compliance by schools with the guidelines prescribed by DepED 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 Philippine Embassies and Consulates in the operation and management of Philippine Schools Overseas shall only be in an advisory capacity.

Furthermore, officials or employees of the Philippine Embassy or Consulate and its attached agencies, including locally-hired personnel, or spouses, dependents, and relatives within the fourth degree of consanguinity or affinity shall not be eligible for election to the board of trustees or school board, and shall not be employed in positions that involve the management or administration of the school.

Whenever deemed necessary by the IACPSO, a Philippine Embassy or Consulate shall initiate steps or lead the effort to establish a Philippine school, provided that the school shall be devolved to the Filipino community, as may be determined by the Post in close consultation with the IACPSO, within three (3) years or less from the date of its establishment.

Whenever circumstances of Philippine schools overseas affect harmony among the members of the Filipino community, the Secretary of Foreign Affairs, in consultation with the IACPSO, may authorize heads of diplomatic or consular Posts to take measures necessary to preserve harmony among community members and to safeguard broader Philippine national interests.

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

- a. Provide secretariat support to the IACPSO and keep records of the IACPSO meetings and agreements;
- b. Assist the IACPSO in disseminating information on the policies and guidelines on the establishment, operation, and management of Philippine schools overseas, inform the Post concerned as may be deemed necessary, and coordinate inter-agency actions in support of this function;
- c. Initiate 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) / Overseas Workers Welfare Administration (OWWA).* The Department of Labor and Employment and the Overseas Workers Welfare Administration through the different Philippine Overseas Labor Offices (POLOs) shall have the following responsibilities:

- a. Assist the IACPSO and the DepED in disseminating the policies and guidelines on the establishment and operation of Philippine Schools Overseas;
- b. Provide advice in the conceptualization and implementation of income-generating community projects/activities to support school operation;
- c. Assist the IACPSO and the Philippine Mission in providing advocacy program to overseas Filipino communities in the establishment and operation of Philippine schools; and
- d. Assist in disseminating information on the policies and guidelines regarding establishment and operation of Philippine Schools Overseas.

Section 17. *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 IACPSO is composed of the following agencies:

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

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. Hold meetings and consultations every last Friday of the quarter or as the need arises to ensure the effective and efficient implementation of policies and programs for Philippine Schools Overseas;
- c. Conduct ocular inspections and monitoring of Philippine Schools Overseas in furtherance of the objectives of this manual; and
- d. Conduct mediation/conciliatory proceedings on disputes concerning the Philippine Schools Overseas which are brought to its attention.

Article IV: Supervision and Regulation of Philippine Schools Overseas

Section 18. *Policy.* All Philippine Schools Overseas shall be established and operated in accordance with the provisions of this Manual, and shall be subject to general supervision and regulation by DepED.

Section 19. *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 DepED regulations.

A Philippine School Overseas registering in the Philippines must be duly incorporated and registered in accordance with the Corporation Code of the Philippines and 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 II schools shall be registered as educational corporation 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 20. *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 the DepED.

Section 21. *Permit from Host Government.* An authority or permit to operate from the host government shall be required by DepED 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 school.

Section 22. *Permit to Operate and Adopt the Philippine Curriculum.* An educational institution can operate as accredited institution only if authorized by DepED. 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 to operate and adopt the Philippine curriculum shall be received by DepED at least six (6) months before the start of the proposed school year of operation, and shall specify the program, i.e., elementary/secondary, which the applicant school shall implement. The permit/authority issued by DepED for the adoption of the Philippine curriculum in any particular locality abroad shall not necessarily be exclusive, and additional or subsequent applications may be considered. The issuance of permits or certificates of government recognition shall require the final clearance of IACPSO. It shall be formally endorsed to DepED through the IACPSO Secretariat by the Philippine Embassy or Consulate having jurisdiction of the area where the school is to be established. An application not following the prescribed procedures shall not be acted upon by DepED.

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

(1) Completed application form per DepED Order 40, s. 1994 (see Annex B) 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, civil service eligibility and subjects to be taught.
 - (d) School building plan and photographs showing facilities of the school.
 - (e) Certification from the Embassy/Consulate that the school is not within the three-kilometer radius of an existing school, except for schools established prior to the effectivity of the revised manual.
- (2) Philippine Schools Overseas Information Sheet (see Annex C)
- (3) Original or certified true copy of permit or authorization from the host government. If not in English, the 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, with corresponding comments and/or recommendations as may be deemed necessary, from the Philippine Embassy or Consulate to the DepED 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.

An initial evaluation of the application documents shall be

conducted by DepED, 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, DepED 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 DepED 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 DepED 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., pre-elementary, or as may be specifically indicated, and shall be valid for a period of one (1) year unless revoked or suspended for a cause. It is the responsibility of the DepED to closely supervise the school granted permit to ensure that it shall work for its recognition within the three (3) years of its operation.

A conditional permit to operate may be issued on provisional basis if the evaluation reveals areas of deficiency based on specific DepED rules and regulations. These deficiencies shall be reported in writing to the school, which shall be given one (1) school year during which to address said deficiencies. Non-compliance with the DepED requirements will cause automatic cancellation of the provisional permit.

- c. *Recognition Phase.* A certificate of government recognition is a permanent authority issued to a qualified school, to implement a specific course or program and to promote or graduate students who have completed the requirements of the course or program for which the authority is issued. This is applied for 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 the DepED through the IACPSO Secretariat, by the Philippine Embassy or Consulate having jurisdiction. It should be received by DepED not later than six (6) months prior to the beginning of the last year of the program/s for which recognition is sought.

If the school has an existing certificate of government recognition for an educational program, the application for a permit for other educational program shall be submitted not later than six (6) months before the start of the school year preceding that year for which the operation is sought. A certificate of government recognition continues to be in force as the school operates and it shall be reviewed every three (3) years to ensure compliance with DepED policies, standards and regulations and it may be revoked for cause.

The DepED 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 government recognition empowers the school to issue promotion certificates and diplomas to its graduates. It entitles graduates of the school's permitted programs to all benefits and privileges enjoyed by graduates of similar programs in all schools recognized by DepED.

In consultation with the IACPSO Secretariat, DepED 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 IACPSO Secretariat may also be authorized by DepED to announce temporary or permanent additions to, or deletions from, the masterlist of accredited Philippines Schools Overseas.

Section 23. 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 course 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 DepED through the revocation or withdrawal of the permit or certificate of government recognition previously issued for the program or the course, or by the host country for gross violations of local rules or regulations and for cause prejudicial to the interest of the school children and the teachers.

Section 24. Revocation of Recognition. Any action to revoke the certificate of government recognition must be for cause, pursuant to existing laws and DepEd regulations, and shall be in accordance with administrative due process.

The school shall be informed by DepED in writing, through the CFO, of the specific violations, substantial deficiencies or cause for the proposed revocation, and shall be required to explain and/or otherwise remedy the deficiencies or violations within a reasonable period of time. Failure to remedy the deficiencies and/or violations after the given period, the permit or recognition shall be deemed revoked.

The certificate of government 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 re-inspection and re-evaluation, 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 government recognition to be revoked after due process or reverted to a permit to operate for a period of one (1) school year without prejudice to instituting appropriate actions and imposing appropriate sanctions against the responsible officials:

- a. Fraud, or deceit committed by the school in connection with the application for a DepED permit or certificate of recognition;
- b. Unauthorized operation of a new school or branch, or a new program or course of study, or major components thereof;
- c. Violation of provisions in this manual or regulations.

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

The response of the school concerned shall be the basis of the DepED's final decision to grant the request for its continuous operation or to permanently revoke the permit or certificate of government recognition. The decision shall be issued by the DepED after 60 days upon receipt of the school's response.

Section 25. *Automatic Cancellation of Recognition and Reopening Under Permit Status.* Certificate of government recognition which has not operated for more than one (1) school year is deemed automatically cancelled. A school may, however, reopen under permit status provided, however, that the prescribed standards and requirements for opening are complied and verified by the DepED's inspection team.

Section 26. *Transfer of School to Other Location.* Certificate of

government recognition given to a school which is transferred to another location is deemed cancelled. The recognition may, however, be retained as an exception if the new site and campus school buildings and quarters are found to be much better than the former, and all other standards have been satisfactorily maintained.

Section 27. *Change of Ownership/ Name of School.* As a rule, a school which changed ownership and name is considered a new school and the course permit/recognition issued to the former owner shall be deemed cancelled. In such case, the new owner has to apply for and secure from the DepED a new permit or recognition.

Section 28. *Establishing a Branch School.* A school with certificate of government recognition is allowed to apply to open a branch school for purposes of bringing quality education accessible to all Filipino children in the area where the branch is proposed to be established and as such there is no need for a school branch to incorporate or to have a separate corporate identity. A school facility shall be considered a branch where (1) a separate site and educational facilities such as building and classrooms specifically for the school have been established, (2) the branch is offering educational programs which are also offered in the main school, and (3) the courses offered in the branch are not restricted to a special clientele such as employees of the company, but are open to the qualified general public.

Section 29. *School Advertisement.* 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 of the Philippines”. Schools which have been issued a certificate of government recognition shall use the wording “Recognized by the Department of Education of the Philippines”.

Section 30. *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 accredited by DepED even before a permit to operate or recognition of program is granted.

The operation of any school or educational program or course of studies, the operation of a school branch or extension, the operation of any entity presenting itself as a Philippine School Overseas when it is not legally established as such or falsely representing an institution as a Philippine School Overseas duly recognized or to have been issued a permit to operate by DepED, or the act of issuing certificate, or diploma without prior permit or authorization from the DepED, are acts contrary to law and shall be subject to civil and criminal penalties and administrative sanctions as provided for by Philippine law.

Article V: Organization and Management of Schools

Section 31. *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 32. *Trustees.* A Philippine School Overseas (Category 1) shall have a board of trustees or school governing board which shall be a policy-making body and hence, shall not manage nor interfere in any manner in the operation 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.

The terms of office of trustees or school board members shall be structured as to ensure continuity, or overlap of board membership from one (1) 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 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 numbers shall not exceed one (1) out of every five (5) board members.

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 33. *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 goal 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, and co-curricular activities, among others.

The principal in the elementary or secondary level shall hold a master's degree in education or public administration provided that the bachelor's degree is in education with at least five (5) years of relevant teaching experience, five (5) years of administration 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, holds a master's degree in education with at least five (5) years of actual teaching experience, three (3) years of administrative experience, and an appropriate license from the Professional Regulation Commission (PRC).

Only those whose qualifications have been screened and recommended by DepED for hiring shall be approved by the board of trustees as principals or assistant principals.

Section 34. *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 the laws 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 35. *Faculty Qualifications.* All teachers in Philippine Schools Overseas shall be Filipinos who possess appropriate qualifications, and license to teach from the PRC. Other nationals may, however, be allowed to teach, but only those 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 instructions must 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 in secondary education with specialization, or its equivalent.
- c. Graduates of non-education bachelor's degrees must take the prescribed number of units of professional education subjects, and licensed by the PRC.

Section 36. *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 DepED to engage the part-time service 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 DepED.

Section 37. *Specialist or Expert.* The school may hire the services of a licensed specialists or experts in the sciences such as biology, chemistry, physics, computer education, mathematics, etc., on a part-time basis.

Section 38. *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 the list of applicants screened and recommended by DepED, provided that such appointment shall be confirmed by the board of trustees or school board.

Principals and teachers may be re-appointed or re-hired upon presentation of certificate of participation in training programs equivalent to at least forty (40) hours for the last three years.

Article VII: School Administrative Matters

Section 39. *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 practices of the host country. Whenever feasible, the DepED school calendar shall be followed to enable students in a Philippine School Overseas to easily transfer to schools in the Philippines.

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 shall not be less than 200 days.
- b. The standard period for every subject in the elementary and secondary levels shall conform with existing DepED curriculum.
- c. Single class, double (morning and afternoon) sessions shall be generally required of all day programs. Unless expressly stipulated, a DepED permit or recognition issued for the elementary and secondary courses shall be valid for day classes only.

Section 40. *Change of School Calendar.* Any school desiring to deviate from the prescribed school calendar may submit, for approval, its application to DepED through the Philippine Embassy or Consulate concerned, not later than thirty (30) days before the opening of the school term. No prior approval by the DepED is needed in case of exchange or substitution of school days for school holidays, provided that the prescribed school calendar requirement is maintained, and DepED through the Philippine Embassy or Consulate, is informed of such substitution at least a week in advance.

Section 41. *Enrollment and Class Size.* The enrollment and class size in Philippine Schools Overseas shall be determined by the school, taking into account the total absorptive 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.

Article VIII: School Facilities

Section 42. *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 the use of the site or venue shall provide 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 43. *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, should be 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, subscription 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 reference 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, disk, photographs, musical scores, illustrations and originals or reproductions of exemplary Philippine art.

Section 44. *Textbooks.* The textbooks that shall be used in Philippine Schools Overseas shall be those approved by DepED, 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 DepED-approved textbooks.

The textbooks that shall be used should be suitable to the educational program(s) offered of fairly recent edition, up-to-date in methods of presentation and content, not in violation of the Philippines laws, and preferably written by Filipino authors.

Article IX: School Records

Section 45. *Content of School Records.* The school records 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, including eligibility for admission in the next grade or year level; 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 46. *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 the pupil or students 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.

Section 47. *Release of Records.* Form 137 and 138 shall bear the government permit/recognition number issued to the school by DepED. The Form 138 shall be available within thirty (30) days and the student's former school shall forward these records directly to the school after receipt of the request.

Article X: Student Admission

Section 48. *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 25% of the total number of students enrolled in the Philippine program each school year.

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 49. *Enrollment.* The enrollment period and procedures for Philippine Schools Overseas shall be in accordance with the approved calendar and pertinent procedure 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. 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 requirements shall mean non-admission in the following school year, unless previously required school records are submitted on subsequent enrollment.

- c. For purpose of enrollment, the name and other personal 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.
- d. No student or pupil enrolled in a Philippine School Overseas shall cross- enroll at a school in the Philippines under any circumstances.
- e. A special pupil/student may be admitted at any time during a school term for audit purposes without earning credits, subject to such requirements and conditions as the school may prescribe. At the discretion of the school, a special student may be exempted from class assignments and examinations.

Section 50. *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 perspective schools, in conformity with DepED guidelines on enrollment and registration requirements for students.

Section 51. *Tuition Fees.* Tuition fee may be increased subject to consultation with parents and in accordance with DepEd policies.

A student who transfers or otherwise withdraws, in writing, within two (2) 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, thirty percent (30%) if with 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 52. *Subject Load and Sequence.* The subject load and the sequence of subjects of pupils and students shall be in accordance with the approved curriculum for each program or course of study. Reasonable exemptions may be permitted in individual case 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 advance subject until he/she has satisfactorily passed the prerequisite subject or subjects.

Section 53. *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 to 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 DepED Secretary or his/her duly authorized representative shall be required if a pupil or student is unable to present the required school record or credentials herein indicated.

Section 54. *Re-validation or Re-evaluation.* Any student or pupil from any school overseas not recognized and accredited by DepED, shall be treated as foreign/new student/pupil when seeking to enroll or transfer in any DepED-accredited Philippine school in the Philippines or overseas, and shall be subject to re-validation or re-evaluation tests administered by the DepED National Educational Testing and Research Center.

Section 55. *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 DepED, copy furnished the CFO, the following:

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

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 DepED copy furnished the CFO.

Article XI: School Discipline

Section 56. Absences. All students shall attend at least eighty percent (80%) of the required number of school days. When students incur absences of more than twenty percent (20%) of the required number of school days, the school shall give make up lessons/activities to allow students to comply with the academic requirements.

Section 57. 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 58. 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 59. 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 regulation of the school, and after due process shall have been followed. The disciplinary action shall be commensurate to the nature and gravity of the offense.

Section 60. Category of Disciplinary Action. The three (3) categories of disciplinary sanctions for serious offenses or violation of school rules and regulations which may be applied to 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%) percent 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%) percent of the prescribed number of 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.

- b. *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.
- c. *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 and transfer credentials are immediately issued.

The decision of the school in every case involving the penalty of exclusion from the rolls, together with all the pertinent papers, shall be filed in the school for a period of six- months in order to give DepED the opportunity to review the case in the event an appeal is pursued by the party concerned.

- d. *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 DepED.

The penalty of expulsion may be imposed for acts or offenses constituting gross misconduct, dishonesty, hazing, carrying of deadly weapons, immorality, selling 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 DepED within ten (10) days from the termination of the investigation of the case. DepED shall, after reviewing the case, issue a decision to approve or disapprove the penalty of expulsion for an erring pupil or student to the Principal, copy furnished the Board of Trustees and the IACPSO.

Section 61. *Authority to Promulgate Disciplinary Rules.*

Philippine School Overseas shall have the right to promulgate reasonable norms, rules and regulations as may be deemed necessary, and 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 student in an appropriate school issuance or publication.

Article XII: Grading System

Section 62. *Basis for Grading.* The final grade or rating given to a pupil or student in a subject should be 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 or Values Education in the case of high school student.

Section 63. *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 attend 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 by allowing the student to enroll in summer classes which may be offered by the school.
- 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 64. 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 required class work in the higher grade. Such promotion may take place any time.

In Grades IV, V, VI and in instances where a school may require the completion of the Grade VII before the admission of the 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 rating in the prescribed subjects of the curriculum by the number of the 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.

Sample:

1 st	2 nd	3 rd	4 th	Final Rating
85	86	89	90	
20%	20%	20%	40%	
17	17.2	17.8	36	88

Section 65. 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 the 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%).

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 promotion of students shall be by subject and by number of units. On one hand, a student who fails in subject(s) corresponding to three (3) units or less is promoted to the next 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 three (3) units is retained in the same year level, and shall be required to repeat the subjects where he/she failed. However, he/she should be allowed to enroll in advance subjects in the next curriculum level.

Article XIII: Graduation

Section 66. *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, shall be allowed to graduate.

Section 67. *Special Orders.* Except as may otherwise be provided for by DepED in connection with accreditation, special orders shall be required for the graduation of students from the secondary level. It shall be issued by DepED upon receipt of request supported by the duly accomplished Form 18 (Report on Promotion) from the formal secondary level in Philippine Schools Overseas. The withholding of the issuance of such special orders by DepED 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 DepED, with copies to CFO and the Philippine Embassies or Consulates at least sixty (60) calendar days before the end of the academic year, and shall be processed by DepED-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 DepED a written certification of the skills proficiency achievement of the students concerned, together with the notification of completion of the program.

Section 68. *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 student to be declared Honorable Mention shall be equivalent to 1% of the graduating students/pupils.

The following factors and corresponding relative weights toward the evaluation of appropriate graduation honors, and as Class Valedictorian and Class Salutatorian or any other class distinctive academic honors, should be considered.

Quality	Weights
Academic Excellence	7
Performance in Co-curricular activities	2
Character and Conduct	1

To qualify for honors, candidates should be able to meet the criteria prescribed by DepED.

Article XIV: Terms and Conditions of Employment

Section 69. *Condition 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 unique role in the education of Filipino youth who are outside the Philippines, 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 70. *Compensation.* Philippine School Overseas shall 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 71. *Employment Contract.* The employment contract 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 consistent with law, and the rules, regulations and standards of the school. The employment contracts involving Filipino workers shall be verified and processed by the POLO/ POEA and authenticated by the Philippine Embassy or Consulate. The personnel concerned shall be furnished with a copy of the contract.

Section 72. *Performance Evaluation.* A standard performance evaluation system for academic personnel shall be adopted and implemented by Philippine Schools Overseas in accordance with applicable DepED rules and regulations.

Section 73. *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 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; who has been ostracized for objectionable behavior. It is not necessary for the individual, to perform undesirable acts while in office, it is enough that such a widely unfavorable reputation has attached to him/her.
- e. Disgraceful or immoral conduct; such as, but not necessarily limited to the following:
 - Courting of minor students
 - Illicit relationships/affairs
 - Drinking spree with students
 - Gambling
 - Smoking
 - Drug pushing/taking of prohibited drugs
 - Inciting troubles (students, parents, staff)
- f. Falsification or misrepresentation of academic or employment record; fraudulently alter records with intent to deceive.
- g. The sale of tickets, or the collection of contribution in any form for any purpose whatsoever, whether voluntary or otherwise, from pupils, students and school personnel, except for duly authorized school 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; and
- i. Other causes analogous to the foregoing as may be provided for in the school regulations or collective bargaining agreement.

Section 74. *Suspension.* Suspension of any school personnel may be preventive or punitive.

- a. *Preventive Suspension.* Preventive suspension, which may not exceed thirty (30) days is a measure which may be imposed on any school personnel, pending investigation of 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/her own life.
- b. *Punitive Suspension.* Punitive suspension is a penalty which is imposed on erring school personnel after conviction for an offense or a misconduct committed.

Section 75. *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 76. *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 support to education through, among others, fiscal and other assistance measures to Philippine Schools Overseas.

Section 77. *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.

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 78. *Tuition and Other Student Fees.* Each Philippine School Overseas shall determine its rate of tuition and other school fees or charges. The rates and charges adopted by schools pursuant to this provision shall be collectible, and their application or use authorized, subject to rules and regulations promulgated by the DepED.

Section 79. *Application and Documents Required.* Any Philippine School Overseas which desires to revise its rates of tuition or other school fees or charges or to impose other fees or charges shall file application therefore with the DepED. The application shall include:

- a. Statement of itemized current rates of tuition and other charges and the corresponding itemized proposed changes thereon, as well as the new fees or charges proposed to be imposed, and of the proposed allocation of the incremental proceeds. Such statements shall, when accomplished be under oath by the proper official(s) of the school concerned.
- b. Financial statement showing the financial status of the school duly Certified by a Certified Public Accountant.

Section 80. *Limitation.* The increase in tuition or other school fees as well as new fees or charges shall be subject to the following conditions:

- a. Consultation – in any proposed increase in the rate of the tuition fee, there shall be appropriate consultations conducted by the school administration with the duly organized student government and with the parents of students and at least 70% of the parents have agreed to said increase; and
- b. That no increase in tuition or other school fees or charges

shall be approved unless the proceeds is allocated for increase in salaries or wages of the members of the faculty and all other employees of the school concerned, institutional development, student assistance and extension services, and return to investments.

Article XVI: Host Country Regulations Affecting Philippine Schools Overseas

Section 81. Compliance with Host Country Regulations. All Philippine schools overseas shall comply with pertinent host country laws and regulations. In the event that the host country laws or regulations contradict Philippine laws or regulations, the latter shall take precedence over matters of course or program requirements, qualifications of school personnel involved in the implementation of the Philippine curriculum, and qualifications of the members of the Board of Trustees, Incorporators or Directors.

Section 82. School-Related Complaints Against the School Personnel and Members of the School Governing Board or Equivalent Body. School-related complaints against the school personnel and members of the School Governing Board or equivalent body may be brought to the attention of the IACPSO through the Philippine Embassy or Consulate with jurisdiction over the school. The notarized complaint may be submitted to the IACPSO together with the sworn statements of witness or witnesses, if applicable.

The IACPSO shall review the complaint and based on its merits shall initiate appropriate action.

Article XVII: Miscellaneous Provisions

Section 83. 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 time.

Section 84. *Application of Sanctions.* The application of sanctions and penalties against Philippine Schools Overseas for violations of DepED regulations shall be commensurate to the gravity of offenses committed by the school. Any school may appeal the application of any sanction by DepED through the IACPSO.

Section 85. *Separability Clause.* Any part or provision of this Manual which may be declared unconstitutional or invalid by a competent court shall not affect the effectiveness and implementation of its remaining parts or provisions.

Section 86. *Repealing Clause.* Any provisions of existing DepED 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 of 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 laws shall be superseded by the provisions of this Manual.

Section 87. *Effectivity.* This Manual of Policies, Standards and Regulations for Philippine Schools Overseas shall take effect fifteen (15) days from its publication in the Official Gazette or in two (2) newspapers of general circulation.

Approved by the Inter-Agency Committee on Philippine Schools Overseas, pursuant to Section 2 of Executive Order No. 252 of 05 May 2000:



BR. ARMIN A. LUISTRO FSC
Secretary
Department of Education
(Chair)



ALBERTO G. ROMULO
Secretary
Department of Foreign Affairs
(Co-Chair)



ROSALINDA DIMAPILIS-BALDOZ
Secretary
Department of Labor and Employment



CARMELITAS S. DIMZON
Administrator
Overseas Workers Welfare Administration



JOSE MARIA J. PALABRICA
Executive Director
Commission on Filipinos Overseas

Manila, Philippines, October 2010

ACKNOWLEDGMENT

The Manual of Policies, Standards and Regulation for Philippine Schools Overseas was developed and completed through the perseverance and contributions of the following:

UNDERSECRETARY YOLANDA S. QUIJANO
Department of Education

DIRECTOR LOLITA M. ANDRADA
Department of Education

DR. MA. ELSIE C. ESMER
Department of Education

FORMER ASSISTANT SECRETARY TERESITA G. INCIONG
Department of Education

EXECUTIVE DIRECTOR ENRICO FOS
Department of Foreign Affairs

MS. PATRICIA JEAN B. OLIVER-MACAM
Department of Foreign Affairs

AMBASSADOR ANTONIO P. VILLAMOR
Embassy of the Philippines, Riyadh, Kingdom of Saudi Arabia

AMBASSADOR RIGOBERTO D. TIGLAO
Embassy of the Philippines, Athens, Greece

AMBASSADOR JOSE S. BRILLANTES
Embassy of the Philippines, Ottawa, Canada

AMBASSADOR FRANCISCO L. BENEDICTO
Embassy of the Philippines, Beijing, China

AMBASSADOR ISAIAS F. BEGONIA
Embassy of the Philippines, Bucharest, Romania

AMBASSADOR MACARTHUR F. CORSINO
Embassy of the Philippines, Havana, Cuba

AMBASSADOR VIDAL E. QUEROL
Embassy of the Philippines, Jakarta, Indonesia

AMBASSADOR MANUEL R. LAGDAMEO
Embassy of the Philippines, London, United Kingdom

AMBASSADOR CORAZON YAP-BAHJIN
Embassy of the Philippines, Manama, Kingdom of Bahrain

AMBASSADOR FRANCISCO M. ORTIGAS III
Embassy of the Philippines, Mexico

CONSUL GENERAL RAUL S. HERNANDEZ
Consulate General of the Philippines, Xiamen, China

CONSUL GENERAL EZZEDIN H. TAGO
Consulate General of the Philippines, Jeddah, Kingdom of Saudi Arabia

CONSUL GENERAL MEDARDO A. MACARAIG
Consulate General of the Philippines, Saipan

DIRECTOR FELICITAS BAY
Department of Labor and Employment

MS. MERLA SIMON
Department of Labor and Employment

ADMINISTRATOR CARMELITA S. DIMZON
Overseas Workers Welfare Administration

MS. MARVIE ADOR
Overseas Workers Welfare Administration

MS. CYNTHIA ERUM
Overseas Workers Welfare Administration

MS. JOYCE DALISAY
Overseas Workers Welfare Administration

EXECUTIVE DIRECTOR JOSE MARIA J. PALABRICA
Commission on Filipinos Overseas

DEPUTY EXECUTIVE DIRECTOR MINDA CABILAO VALENCIA
Commission on Filipinos Overseas

MR. JOSE EDISON C. TONDARES
Commission on Filipinos Overseas

MS. BENILDA B. RARO
Commission on Filipinos Overseas

MR. PAUL VINCENT U. AVECILLA
Commission on Filipinos Overseas

ANNEXES

**MALACAÑANG
MANILA**

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 252

**ESTABLISHING THE INTER-AGENCY COMMITTEE ON
PHILIPPINE SCHOOL 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 location 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 Filipino overseas into the Philippine educational system on their return to the Philippines;

WHEREAS, the establishment, management, and operation of Philippine school 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 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 freedom 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 dependants;

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 of Filipino Overseas, hereinafter referred to as CFO, is mandated to serve as a forum for preserving and enhancing the social, economic and cultural ties of Filipino overseas with the Philippines motherland, and to develop and implement the 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 Philippines School 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 school 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 school overseas or such type of school or educational programs overseas. It shall review, formulate and adopt or recommend policies and programs to establish and maintain high standard 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 institution overseas that provide Philippine- based curriculum and instruction;
- c. Conduct studies on issues and problem areas affecting the operation of Philippine school 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 policies 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 School 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 Philippines 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 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 the 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 donation for educational materials/

ANNEXA

equipment, including assistance in the procurement and shipment of instructional and reading materials as may be needed by the schools;

- 3) Extend modest loan package or subsidies for school projects/ requirements, subject to the OWWA Board policies and program thrusts;
- 4) Assist DOLE and the Philippines 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 Philippines 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 Philippines 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 Philippines schools or educational programs overseas, as a may be deemed necessary or desirable.

Sec 5. All expenditures necessary for the implementation of the programs and activities of the Inter-Agency Committee on Philippine School 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 departments 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 5th day of May 2000.

By the President:

RONALDO B. ZAMORA
Executive Secretary

(Short form annex to DECS Order No. 40. s. 1994)

**APPLICATION FORM
FOR ESTABLISHING A PHILIPPINE SCHOOL OVERSEAS**
(Use Additional sheets as needed)

Name of Proposed School: _____

Location (Complete Address): _____

Grades/Years for Which Permit is Being Applied: _____

Target Date of Opening: _____

A. Mission/Goal: _____

B. Instructional Program: _____
1. List of subjects to be taught: _____
2. Additional subjects to be taught (outside the Philippine curriculum), if any _____
3. Textbooks to be used (please 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 of names, qualifications, experience, and subjects to be taught):

E. School Physical 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)

ANNEX C

PHILIPPINE SCHOOLS OVERSEAS INFORMATION SHEET
(Use additional sheets as needed)

Registered Name of School: _____
 Address: _____
 Telephone No: _____ Fax: _____ E-mail: _____

Founders: (you may use additional sheet)

Date Established: _____ Date Operation Started: _____
 Date Application for DepEd Permit: _____ Date Issuance DepEd Permit: _____
 Date Application for DepEd Recognition: _____ Date Issuance of DepEd Recognition: _____
 Host Country Permit No: _____ Date of Issuance _____
 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 1						Current Year					
	Enrollees	No. of Boys	No. of Girls	No. of Filipinos	No. of Non-Filipinos	Teachers	Enrollees	No. of Boys	No. of Girls	No. of Filipinos	No. of Non-Filipinos	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 Accomplished: _____

Please submit completed forms to the Commission on Filipinos Overseas through fax no. (00632) 5818327 or email at info@cfo.gov.ph. Thank you.

