

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

Third 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 are the underlying reasons for adopting policies, standards and regulations for establishing and operating 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 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 previous editions of the Manual of Policies and Regulations for Philippine Schools Overseas, the 2010 Revised Manual of Regulations for Private Schools in Basic Education of the Department of Education, 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. Republic Act 10533, the Enhanced Basic Education Act of 2013, provided additional perspective and reference in the review of the provisions of this Manual.

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 2014 Manual of Policies, Standards and Regulations for Philippine Schools Overseas, hereafter referred to as the [MPSR](#).

**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 readily integrate themselves into the Philippine educational system upon their return to the Philippines.

Philippine Schools Overseas shall comply with pertinent statutes, rules and regulations of the Philippine Government as well as those of the host country. Such schools shall therefore be established and operated in accordance with the legal requirements of both the Philippines and the host country, except as may otherwise be provided.

Further, Philippine Schools Overseas shall serve as avenues for showcasing 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 their proprietors, officials or employees.

**Section 3. *Application.*** This [MPSR](#) shall apply to all Philippine Schools Overseas seeking a permit to operate or permission to adopt any level/s of the Philippine Basic Education curriculum or Philippine government recognition, and those already operating under such government authority.

**Section 4. *Educational Standards.*** The standards or criteria provided for in this [MPSR](#) 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 [MPSR](#) 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 the Department of Education (DepEd). Philippine School Overseas. Philippine Schools Overseas shall **operate in accordance with the laws of the Philippines and the host country** and shall be classified as follows:

Category I - Non-stock, non-profit institutions established and controlled by Filipino community volunteers, **non-government organizations or religious group**;

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. *Philippine Government Authority.* Philippine government authority may be in the form of a permit to operate and/or a permit to adopt the Philippine curriculum, or a certificate of recognition, issued by DepEd for the implementation of specific curricular program/s.

c. *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 in the operation of Philippine Schools Overseas, the implementation of their curricular programs, and the management of their affairs.

d. *School Operations Manual.* This Manual contains and defines guidelines related to the internal governance and operations of each of the Philippine Schools Overseas. These include the school's prescribed standards or manuals, as defined and approved by their respective governing bodies in accordance with laws, and the applicable policies, rules and regulations of DepEd, its counterpart in the host country and this Manual..

e. *Members of the School Community.* The members of the school community include either singly or collectively, the following:

(1) *Pupil.* A pupil learner is a child who is enrolled and who regularly attends 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 who regularly attends 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. This individual usually differs from the average child in mental characteristics, social values, sensory abilities, physical characteristics and/or who has a developmental lag to such 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 of the following titles:
- (a) *School Head or School Principal or School Director* is the educational manager of a Philippine School Overseas and 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. Such personnel also include 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 the corresponding assigned load
- (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 an adopted child enrolled as a pupil or a student at a Philippine school overseas. A recognized guardian or a legal representative of a pupil or student shall be included in this definition.
- (6) *Alumni*. A graduate of a Philippine School Overseas or former pupil/student who attended at least three years of schooling in a Philippine School Overseas.

- f. *Basic Education.* Basic education is intended to meet the basic learning needs of pupils/students that lay the foundation on which subsequent learning can be based. It encompasses kindergarten, elementary, and secondary education, for school-aged children, as well as alternative learning systems for out-of-school youth, adult learners and those with special needs.
- g. *Establishment.* Establishment refers to the creation, founding or organization of a school resulting in its legal existence as an educational institution.
- h. *Permit to Adopt the Philippine Curriculum.* The permit to adopt the Philippine curriculum is the temporary authority given by DepEd to educational institutions implementing 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.

*h.1. Provisional permit to operate.* The provisional permit may be issued on the basis of the results of evaluation that is consistent with DepEd policies, standards and regulations. The schools shall be informed in writing by the DepEd of the results of the evaluation, and shall be given two (2) years period to comply with the deficiencies from receipt thereof. The provisional permit to operate expires after two (2) years of issuance. The provisional permit may not be renewed after its expiration.

*h.2. Government Permit to Operate.* The government permit to operate is an authority issued to a Philippine School Overseas that has complied with DepEd policies, standards and regulations. The permit shall be effective for a period of three (3) years upon issuance and may be renewed for a maximum period of twelve years.

- i. *Certificate of Government Recognition.* The certificate of government recognition is the permanent authority given by DepEd to Philippine Schools Overseas to operate or implement the Philippine curriculum. The certificate of government recognition supersedes both provisional and government permits to operate. A certificate of government recognition is a permanent permit to operate for as long as standards are maintained as evidenced by the result of the evaluation conducted by the DepEd or through its designated representative from the Federation of Accrediting Agency of the Philippines (FAAP) and its member agencies, or an accrediting body recognized by the host country. Philippine Schools Overseas must submit the result of the accreditation to the Inter-Agency Committee on Philippine Schools Overseas (IACPSO) every accreditation period. Should the school not meet the criteria, the recognition may be revoked for cause.
- j. *Permit from Host Government.* The permit from the host government is an authority issued by the host government agency with proper

jurisdiction, recognizing 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 pertinent Philippine laws, subject to the general supervision of the 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. Pursuant to R.A. No. 10533 otherwise known as the Enhanced Basic Education Act of 2013, basic education is intended to meet basic learning needs which provide the foundation on which subsequent learning can be based. 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 educational and national development objectives. Basic education in the Philippines is compulsory.

**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" and the R.A. 10533, otherwise known as the Enhanced Basic Education Act of 2013, the basic education for Philippine Schools Overseas shall have three levels, namely, kindergarten, elementary and secondary.

- a. *Kindergarten Education.* The one (1) school year of preparatory education for children at least five (5) years old as a prerequisite for Grade 1.
- b. *Elementary Education.* The second stage of basic education which is composed of six (6) years. The entrant age to this level is typically six (6) years old.
- c. *Secondary Education.* The third stage of basic education. It consists of four (4) years of junior high school education and two (2) years of senior high school education. The entrant age to the junior and senior high school levels are typically twelve (12) and sixteen (16) years old, respectively.

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

- a. To promote the child's total development according to individual needs and social-cultural background; and
- b. To promote the child's physical, social, emotional and cognitive functioning appropriate to his/her age, developmental stage and the culture and values of his/her environment: family, school and community.

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

- a. To provide basic knowledge and to 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 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 engage in honest and gainful work.

**Section 12. 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;
- c. To prepare graduating students for the world of work; and
- d. To hone skills of the students to be locally and globally competitive.

**Section 13. School Curriculum.** Philippine Schools Overseas shall implement the standard minimum kindergarten, 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 shall require prior DepEd approval.

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

**Section 14. *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  
Commission on Filipinos Overseas (Secretariat)

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; and
- c. Conduct ocular inspections and monitoring of Philippine Schools Overseas in furtherance of the objectives of this manual.

**Section 15. *Department of Education (DepEd)*.** The Department of Education shall have the following functions and responsibilities:

- a. Review and prescribe guidelines to enable Philippine Schools Overseas to maintain academic standards, and improve overall efficiency;
- b. **Continuously updates the** 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;
- h. Adopt a mechanism using up-to-date information technology to monitor and evaluate the performance of the school in accordance with prescribed DepEd standards;
- i. Delegate and authorize, as needed, members of the IACPSO and/or such other competent entities in executing and implementing certain DepEd functions relevant to Philippine Schools Overseas; and
- j. **Organize a Technical Committee on Philippine Schools Overseas that shall undertake the following specific tasks:**
  - j.1 Evaluate applications to establish and operate Philippine Schools Overseas, and applications to adopt the Philippine curriculum;
  - j.2 Evaluate the performance of Philippine Schools Overseas, and recommend changes, whenever necessary, to improve their over-all efficiency;
  - j.3 Require all Philippine Schools Overseas to submit updated records such as promotional reports, and other pertinent documents of pupils/students as well as School's Annual Accomplishment Reports of Principals;
  - j.4 Maintain and keep such documents and reports submitted by the Philippine Schools Overseas; and
  - j.5 Respond to all pertinent requests of Philippine Schools Overseas.

**Section 16. 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 and/or applications to adopt the Philippine curriculum or for recognition of Philippine Schools Overseas, and **endorse** the same to the Commission on Filipinos Overseas for transmittal to the DepEd;
- d. **Provide assistance as needed, in the DepEd's monitoring and evaluation of Philippine Schools Overseas;**
- e. Provide advice to various school boards whenever appropriate and necessary to ensure the sound, effective and efficient operation of Philippine Schools Overseas; and,
- f. Designate a focal person in each post who will serve as the official liaison for PSO-related concerns and other educational needs of the Filipino community

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 partner agencies, including locally-hired personnel, or spouses, dependents, and relatives within the fourth degree of consanguinity or affinity shall not be eligible for election or appointment 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, the 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 17. Department of Labor and Employment (DOLE).** The Department of Labor and Employment, through the different Philippine Overseas Labor Offices (POLOs) and in accordance with instructions from the Chief of Mission, 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; and,

- b. Generate interest among Filipino communities abroad in the establishment and operations of Philippine schools at overseas duty stations and provide assistance as may be needed in the process of establishment.

Furthermore, the POLOs shall ensure that the terms and conditions of the standard employment contract of Philippine Schools Overseas employees are strictly complied with.

Whenever requested, the POLO shall provide appropriate assistance in connection with disputes arising from school employment contracts.

**Section 18. *Overseas Workers Welfare Administration (OWWA)*.** The Overseas Workers Welfare Administration shall have the following responsibilities:

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

**Section 19. *Commission on Filipinos Overseas (CFO)*.** The Commission on Filipino Overseas shall have the following responsibilities:

- a. Provide secretariat support to the IACPSO and keeps 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 coordinates inter-agency actions for 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;
- f. Extend assistance in obtaining donations as may be needed from public or private sources for educational materials, equipment or school facilities; and,
- g. Render other necessary assistance as may be requested by the IACPSO.

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

**Section 20. Policy.** All Philippine Schools Overseas shall be established and operated in accordance with the provisions of this [MPSR](#), and shall be subjected to general supervision and regulation by DepEd.

**Section 21. 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 subjected 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. On the other hand, 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 corporations in the Philippines. Category III schools with at least sixty percent (60%) Filipino capitalization shall also be registered in the Philippines. Category III schools with less than sixty percent (60%) Filipino capitalization and Category IV schools shall be registered as educational institutions with the appropriate body in the host country.

**Section 22. 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 23. Permit from Host Government.** An authority or permit to operate from the host government shall be required by DepEd from Philippine Schools Overseas seeking to obtain a permit to operate or secure recognition as Philippine schools, or as institutions adopting the Philippine curriculum in the case of other types of school.

**Section 24. Permit to Operate and/or 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.

*1. Application and Evaluation Phase.* The application for permit to operate and adopt the Philippine curriculum shall be submitted to DepEd at least six (6) months before the start of the proposed school year of operation, and shall specify the program, i.e., kindergarten/elementary/secondary (junior and senior high school programs), which the applicant school shall implement. If a Philippine School Overseas operates without a permit, students will have to undergo a DepEd validation test to earn credits for a program being implemented without a permit to operate. 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. Any application not in accordance with 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:

- (a) Purpose and objectives of proposed school or academic program.
- (b) Availability and adequacy of school site and building, including documents of ownership/contract of lease, location map, development plan (if still to be constructed), pictures, or architect's plan of the building and classroom.
- (c) School personnel plantilla indicating names, qualifications, experience, PRC license number, area of specialization, and subjects to be taught (teachers).
- (d) Administration and supervision: educational qualifications, experience, salaries, and tenure of office (permanent, contractual, part-time, or full time) of school head and administrative and supervisory officials.
- (e) Instructional program of the school including additional subjects required by the host government.

- (f) Handbooks, policy manuals, reporting documents and procedures, including emergency procedures, to support the operation of the school.
- (g) Annotated summary of textbooks to be used.
- (h) Itemized cost of the project covering the entire course in terms of site, site development/rent of buildings and quarters, classrooms, equipment, facilities, salaries of school personnel and maintenance.
- (i) Application and inspection fees: amount paid; official receipt number and date of issue
- (j) Financial capacity of applicant, including resources to provide the requirements for the entire course and to support the school's operation from year to year without depending solely on student fees.
- (k) Feasibility study on the need or demand for establishment of the school or operation of the course in the area. If the course is already being offered in the same area, there must be evidence on the following factors:
  - Distance of the applicant school to the existing school is not within the three-kilometer radius of an existing school, except for schools established prior to the effectivity of the revised manual;
  - Enrolment in the existing school;
  - Number of Filipino students in the same area enrolled in schools other than in the existing school;
  - Number of prospective students in the applicant school; and
  - Facilities, standards, and support provisions for effective instruction and quality education (classrooms, library, laboratories, playground, clinic, etc.)
- (l) 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.
- (m) Philippine Schools Overseas Information Sheet (see Annex C)
- (n) 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.
- (o) List/portfolio of the board of trustees or governing board or proprietors.
- (p) Original or true copy of registration certificate issued by the Philippine Securities and Exchange Commission, or by the counterpart agency in the host country.
- (q) 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. Recommendations shall be strictly based on the findings during the visit, and shall be made in accordance with the existing standards and regulations. The results of the initial evaluation shall 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.

## 2. *Permit Phase.*

2.1 A provisional permit to operate may be issued in the event that 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 two (2) school years during which to address and remedy said deficiencies. Non-compliance with the DepEd requirements will cause automatic cancellation of the provisional permit. [The provisional permit may not be renewed after its expiration.](#)

2.2 A government permit to operate shall be granted to the applicant when all the requirements prescribed by the 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 three (3) years unless revoked or suspended for a cause. [The government permit maybe renewed for a maximum of twelve years.](#)

## 3. *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. It remains valid as may be specifically indicated, [for as long as standards are maintained as evidenced by the result of the evaluation conducted by the](#)

DepEd or through its designated representative from the Federation of Accrediting Agency of the Philippines (FAAP) and its member agencies, or an accrediting body recognized by the host country. Philippine Schools Overseas must submit the results of the accreditation to the IACPSO every accreditation period. Should the school not meet the criteria, the recognition may be revoked for cause.

An application for recognition is filed by the school head under oath and is 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. The DepEd shall act on all applications for recognition based on the performance of the school and, based on the [results of the accreditation process through the Federation of Accrediting Agency of the Philippines \(FAAP\) and its member agencies, or any accrediting body of the host country](#).

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

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, CFO shall publish an updated masterlist of government-recognized Philippine Schools Overseas and those with government permits 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 government-recognized Philippines Schools Overseas.

**Section 25. Closure of Program/ School.** 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.

In cases of school closure due to the abovementioned causes or due to force majeure, the school must endorse the permanent records and other pertinent documents to the nearest Philippine Embassy or Consulate for proper safekeeping and for other appropriate action.

**Section 26. Revocation of Recognition.** Any action to revoke the certificate of government recognition must be for a valid 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 causes for the proposed revocation, and shall be required to explain and/or otherwise remedy the deficiencies or violations within a reasonable period of time. Should the school fail to satisfactorily explain and/or 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 curricular 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 27. *Automatic Cancellation of Recognition and Reopening Under Permit Status.*** A certificate of government recognition of a school which has not operated for one (1) school year is deemed automatically cancelled. A school may reopen under permit status provided that the prescribed standards and requirements for opening are complied with and verified by the DepEd's inspection team.

However, if the failure to operate within one (1) year is due to force majeure, the cancellation shall not apply. Instead, the school shall be allowed to re-operate under the same previously issued permit.

**Section 28. *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 more suitable than the former, and all other standards have been satisfactorily maintained.

**Section 29. *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 30. *Establishment of 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 curricular programs which are also offered in the main school, and (3) the [programs](#) 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. Provided, however, that the distance of the applicant branch to any existing school shall not be within the three-kilometer of the existing school, as stipulated in Section 24.1.j.

**Section 31. *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 32. *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 authorized 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: School Administrative Matters**

**Section 33. *School Calendar.*** All schools shall begin classes for the school year on the first Monday of June of every calendar year. However, Philippine Schools Overseas may adopt a school calendar that conforms with the practice of the host country. Whenever feasible, the 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 kindergarten, elementary and secondary levels are as follows:

- a. The academic year for kindergarten, elementary and secondary courses of study should consist of approximately forty-one (41) weeks of regular five (5) school days each, inclusive 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 kindergarten, 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 kindergarten, elementary and secondary courses shall be valid for day classes only.

**Section 34. *Change of School Calendar.*** Any school desiring to deviate from the prescribed school calendar may submit, for approval, its application directly to the DepEd, through the CFO, a copy of which is furnished 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 35. *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 VI: School Facilities**

**Section 36. *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 37. *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, and should be in accordance with standards for kindergarten, elementary and secondary education. The library 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 38. *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 Philippine laws and the host country, and preferably written by Filipino authors.

## **Article VII: School Records**

**Section 39. *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 40. *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, 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 41. *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.

**Section 42. *Digitization of School Records.*** All Philippine Schools Overseas shall take steps to digitize school records both as a measure to modernize their information management and to meet certain contingencies. Security features must be put in place to protect the integrity of their data and information.

## **Article VIII: Student Admission**

**Section 43. *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. [In some countries where there are more non-Filipinos, Philippine School Overseas must seek the approval of the IACPSO and outline its strategies and targets for recruiting more Filipinos over a one year period.](#)

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 44. *Enrollment.*** The enrollment period and procedures for Philippine Schools Overseas shall be in accordance with the approved calendar and pertinent procedures of the school, subject to the following rules:

- a. When a student registers in a school, it is understood that he/she is enrolling for the entire school year of the kindergarten, 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 submit said required documents within 90 days shall mean withdrawal of enrollment from the current school year unless the host country allows the student to complete the school year.
- 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.
- f. Children with special needs may be admitted to Philippine Schools Overseas provided that the school has the capacity to provide the needed curriculum, trained teachers and facilities.

**Section 45. Rules for Registration.** Rules and regulations governing the enrollment of pupils/students in Philippine Schools Overseas shall be promulgated by the board of trustees or school governing board of the respective schools, in conformity with DepEd guidelines on enrollment and registration requirements for pupils/students.

**Section 46. Withdrawal of Enrollment and Tuition Fees.** A pupil/student who transfers or otherwise withdraws, in writing, within two (2) weeks after the beginning of classes and 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 within the third week of classes, and fifty percent (50%) if within a month after the opening of classes, regardless of whether or not he/she has actually attended classes.

**Section 47. 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 cases taking into account the best interests of the pupil or student and the objectives of the educational system. As a general rule, a student shall not be permitted to take any advance subject until he/she has satisfactorily passed the prerequisite subject or subjects.

**Section 48. *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 Grade 9 of the junior high school 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, 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 49. *Re-validation or Re-evaluation.*** Any student or pupil from any school overseas not authorized by DepEd, shall be treated as foreign/new student/pupil when seeking to enroll or transfer to any DepEd-authorized 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 50. *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, through the CFO, the following:

- a. The list, in duplicate, of all their enrolled pupils and students by section and by grade 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 to by the chairman of the board of trustees shall be submitted to DepEd through the CFO.

## **Article IX: Grading System and Requirements in Promotion**

**Section 51. *Grading System and Promotion.*** The grading system and promotion of the students shall be based in the K to 12 curriculum or the current DepEd rating standards.

## **Article X: Student Promotion, Retention, Graduation and Graduation with Honors**

**Section 52. Academic Requirements for Graduation.** Except as may otherwise be provided for in this [MPSR](#), 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 53. 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 54. 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.

[To qualify for honors, candidates should be able to meet the criteria prescribed by DepEd in conformity with DepEd latest policies and guidelines pertaining to honor students.](#)

## **Article XI: Student Discipline**

**Section 55. Attendance and Punctuality.** All students shall observe regularity of attendance and punctuality in all classes. A pupil/student who has been absent or has cut classes is required to present a letter of explanation from his/her parents or guardian or to bring them to school for a short conference with the section adviser or guidance counselor as the case may be.

**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 Promulgate Students Handbook and Code of Conduct.** 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 [MPSR](#), 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. Any amendment or modification of the norms, rules and regulations should be communicated in writing to the students.

**Section 58. 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 59. 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 60. 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 MPSR 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 61. 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 The Board of Trustees and the IACPSO shall be furnished a copy of the DepEd decision.

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

**Section 62. *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 63. *Trustees.*** A Philippine School Overseas (Category 1) shall have a board of trustees or school governing board which shall be the 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 Board shall act as a collegial body in which the decision of the majority shall prevail.

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.

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 64. *School Operations Manual.*** All Philippine Schools Overseas shall promulgate a comprehensive and detailed school operations manual to serve as the day-to-day procedural guide in the operation of the school and the management of its affairs. The school operating manual shall elaborate and clarify directives set out in this [MPSR](#), and shall deal with but not limited to the following:

- a. Administrative management, including procurement of goods and services and maintenance of school premises and property;
- b. Budgeting and financial management and procedures;
- c. Internal audit procedures;
- d. Rights and responsibilities of students and school personnel including strict measures against bullying;
- e. Security and emergency and school evacuation procedures;
- f. School election procedures, including the creation of election boards; and

- g. Procedures for settlement of complaints and grievances within the school community, including the creation of a grievance committee.

The effectivity of the school operating manual shall be made one of the requirements prior to granting Philippine government recognition of a school.

**Section 65. *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 shall hold an appropriate license from the Professional Regulation Commission (PRC). The assistant principal shall be a Filipino, shall hold a master's degree in education with at least five (5) years of actual teaching experience, three (3) years of administrative experience, and shall hold an appropriate license from the PRC. All of the above qualifications must be strictly complied with.

**Section 66. *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 [MPSR](#).

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

### **Article XIII: Faculty**

**Section 67. *Faculty Qualifications.*** All teachers in Philippine Schools Overseas shall be Filipinos who possess appropriate qualifications and license to teach from the PRC, or has equivalent credentials earned from other countries relevant to teaching. 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. Kindergarten and elementary teachers must be holders of a bachelor's degree in elementary education or its equivalent. In addition, kindergarten 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 bachelor's degrees in fields other than education must have completed at least 18 units of education subjects, and must have passed the Licensure Examination for Teachers (LET) by the PRC.

**Section 68. *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 kindergarten, 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.

Full-time faculty must be recognized as a worker in the host country. They must secure all appropriate documents required by the host country.

**Section 69. *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., subject to the pertinent provisions of RA 10533 otherwise known as the *Enhanced Basic Education Act of 2013*.

**Section 70. *Appointment of Principals, Assistant 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 provided that such appointment shall be effective upon confirmation by the board of trustees or school board.

**Section 71. *Principals/Faculty Development Program.*** 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 that may be available on-site, in the Philippines or on-line.

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

**Section 72. *Condition of Employment.*** Philippine Schools Overseas shall promote the advancement of the economic, social and professional status of all its personnel. All appropriate documents required by the host country must be secured.

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 73. *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 74. *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 75. *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 76. *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. Misconduct such as, but not necessarily limited to, the following:
  - Courting of students
  - Illicit relationships/affairs
  - Drinking spree with students
  - Gambling
  - Smoking within school premises
  - Drug pushing or drug abuse
- e. Falsification or misrepresentation of academic or employment record; fraudulently alter records with intent to deceive.

- f. Collection of unauthorized fees
- g. Phase out, closure or cessation of the educational program or course or the school itself; and
- h. Other causes analogous to the foregoing as may be provided for in the school regulations, collective bargaining agreement or other related DepEd policies.
- i. No **legal** documents

**Section 77. Suspension.** Suspension of any school personnel may be preventive or punitive.

- a. *Preventive Suspension.* Preventive suspension, which shall 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 78. Settlement of Disputes.** Philippine Schools Overseas shall provide an effective mechanism and set of procedures for the amicable settlement of disputes, including but not limited to conciliation or voluntary arbitration, as a preferable means for the settlement of any issue, dispute or grievance between and among co-employees or that arising from employer-employee relations, or disputes involving school officials and the community.

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

**Section 79. 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 80. *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 81. *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 [host country](#).

**Section 82. *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 [do so within the rules of the host country](#). Philippine Schools Overseas shall inform the DepEd of any revision of its tuition and other fees by submitting the following:

- a. Documentation of:
  1. Letter of invitation to all parents for consultation on the proposed revision of tuition and other fees; and
  2. Proceedings of consultations conducted by the school administration with the duly organized student government and the parents of the currently enrolled students of the concerned school.
- b. 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. These proceeds shall be 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. Such statements shall, when accomplished, be under oath by the proper official(s) of the school concerned.
- c. Annual financial statement showing the financial status of the school duly audited and certified by an independent auditing firm.
- d. Communication to parents regarding the revision of its tuition and student fees at least six months before the enrollment where the increase shall apply.

## **Article XVI: Host Country Regulations Affecting Philippine Schools Overseas**

**Section 83. *Compliance with Host Country Regulations.*** Philippine Schools Overseas shall comply with all pertinent host country laws and regulations. Whenever host country laws or regulations are in conflict with Philippine laws or regulations, the latter shall take precedence in matters of course content or academic program requirements, qualifications of school personnel implementing the Philippine curriculum, and the qualifications of school trustees, incorporators or directors.

**Section 84. *Administrative Complaints against the School Governing Board or Equivalent Body.*** Administrative complaints against the School Governing Board or equivalent body may be brought to the attention of the Embassy/Consulate with jurisdiction over the concerned school. The Embassy/Consulate may refer such complaint to the appropriate government agency through the IACPSO.

## **Article XVII: Miscellaneous Provisions**

**Section 85. *Parent – Teacher Association.*** All Philippine Schools Overseas are encouraged to organize a parent-teacher association to support their children's education and to insure the full cooperation of the parents in the efficient implementation of the school programs.

**Section 86. *Due Process.*** Administrative due process shall be observed in all matters at all times which may result in the enforcement of sanctions against school personnel or students.

**Section 87. *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 to the IACPSO within thirty (30) days from the receipt of any sanction made by the DepEd.

**Section 88. *Separability Clause.*** Any part or provision of this **MPSR** 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 89. *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 and RA 10533 Enhanced Basic Education Act of 2013 which are contrary to or inconsistent with any provision of this **MPSR**, shall for purposes of Philippine Schools Overseas, be deemed superseded or modified accordingly. Similarly, any provision or regulation contained in the 2010 Revised Manual of Regulations for Private Schools in Basic Education, as amended, and the Manual of Policies, Standards and Regulations for Philippine Schools Overseas (Second Edition), which is not consistent with this **MPSR** and which does not form part of existing laws shall be superseded by the provisions of this **MPSR**.

**Section 90. *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:**

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

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**ALBERT F. DEL ROSARIO**  
Secretary  
Department of Foreign Affairs (Co-Chair)

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**ROSALINDA DIMAPILIS-BALDOZ**  
Secretary  
Department of Labor and Employment

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**REBECCA J. CALZADO**  
Administrator  
Overseas Workers Welfare Administration

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**IMELDA M. NICOLAS**  
Secretary  
Commission on Filipinos Overseas

Manila, Philippines, \_\_\_\_\_ 2015