

Republic of the Philippines
HOUSE OF REPRESENTATIVES
Constitution Hills, Quezon City

EIGHTEENTH CONGRESS
First Regular Session

HOUSE BILL NO. 5562



Introduced by HON. MARLYN B. ALONTE

EXPLANATORY NOTE

The public basic education schools have a chronic lack of non-teaching personnel considering the 27 million student population nationwide under the management of the Department of Education. Approval of new non-teaching positions has been difficult.

Most of the public elementary schools have the basic administrative staff complement of one clerk, one security guard, and one utility worker.

In each public high school, they are supposed to have at least:

- (a) one administrative officer
- (b) one accountant (for every 30 teachers)
- (c) one cashier (for every 30 teachers)
- (d) one cash clerk (for every 1,000 students and 50 personnel)
- (e) one clerk (for every 400 students)
- (f) one supply officer
- (g) one public health nurse
- (h) one librarian
- (i) one guidance counselor (for every 500 students)
- (j) one driver
- (k) one utility worker
- (l) four security guards

Administrative work and other non-teaching responsibilities, the principal/head teacher/teacher-in-charge delegates to already overworked, overburdened, and underpaid public school teachers. Time has come for the beginning of the end of the administrative work overload of teachers so they can focus on teaching, professional advancement, and work-life balance.

This bill provides that the appropriate and qualified administrative personnel shall be responsible for the performance and discharge of non-classroom teaching functions and roles on campus, including, but not limited to:

- (a) Student enrollment and Brigada Eskuwela;
- (b) Records-keeping and records management;
- (c) Administration of (1) DepEd-mandated curriculum and student performance evaluation examinations; (2) school admission examinations; and (3) international benchmarking tests;
- (d) Advisory roles to student organizations and youth associations, including the on-campus Official Student Publication and the Supreme Student Government/Supreme Pupil Government, also known as student councils;
- (e) Continuing professional development (CPD) activities for all school personnel;
- (f) Scouting activities (Boy Scouts, Girl Scouts, Cub Scouts);
- (g) Disaster risk reduction and management;
- (h) Child protection policy and program management;
- (i) Red Cross, first aid, and wellness activities;
- (j) School feeding and nutrition programs;
- (k) Health programs of the Department of Health and local health offices;
- (l) Mandatory random drug testing of students and of all government personnel as provided by law (Comprehensive Dangerous Drugs Act – Republic Act 9165) and in accordance with policies and implementing rules and regulations of the Department of Education;
- (m) Social services programs of the Department of Social Welfare and Development, including the Pantawid Pamilyang Pilipino Program (4Ps);
- (n) Clean and Green Program and other environmental conservation, protection programs of the Department of Environment and Natural Resources; and

- (o) All other community and external stakeholder relations, including participation of the school in public affairs events at the local government and national government levels and with DepEd-endorsed activities of civic groups and non-government organizations, subject to availability of funds and strict observance of policies on the school calendar and minimum required classroom contact time between teachers and students.

This bill proposes new and different sets of basic complements of administrative personnel under the principal/head teacher/teacher-in-charge. Manpower complements are configured according to student population: small school – under 1000; medium-sized school - 1000 to 2000; large schools - 2001 to 2999; and mega schools – 3000 and higher.

Implementation of the new school plantilla of administrative staff may be carried out in phases over a four-year period: the mega schools in Year One; the large schools in Year Two; the medium-sized schools in Year Three; and the small schools in Year Four.

In this bill, the School Principal/Head Teacher/Teacher-in-Charge as chief administrative officer of the school is given the authority to hire as many job order, contract of services personnel, and casual personnel as may be deemed necessary, subject to availability of funds and provided that the hiring and contracts are approved by a two-thirds majority of the entire composition of the Management Committee and by the Schools District Supervisor upon recommendation of the ranking district internal auditor.

Shared services personnel at the district level are also provided in this bill to serve district needs: Three Internal Auditors; Three Records Management Specialists; Three Facilities Management Specialists; and Three Civil Engineers.

This bill also requires every public school to have a Management Committee with proper representation of stakeholders. The Committee shall have the School Principal/Head Teacher/Teacher-in-Charge as chairperson and the President of the Faculty Association and President of the Parents' Association as vice chairpersons. Members of the Committees shall be the following: the President of the Student/Pupil Government, the President of the Non-Teaching Personnel Association, the President of the Alumni Association, and the Chairman of the Sangguniang Kabataan in the barangay where the main campus is located.

The Committee shall formulate and approve the School Improvement Plan, the proposed annual budget of the school, and other plans, programs, and projects of the school. The Committee shall, among others, strictly monitor the implementation of and ensure compliance with all rules and regulations: (1) all construction, facilities improvement, and maintenance repairs in the school; (2) all financial transactions and administrative processes of the school; and (3) campus security and safety matters.

The Management Committee shall regularly meet at least once a month and may have special meetings up to twice a month whenever deemed necessary by the School Principal/Head Teacher/Teacher-in-Charge or by a majority of the members not including the vice chairpersons. The President of the Non-Teaching Personnel Association shall serve as the committee secretary. The complete minutes of all meetings of the Committee shall be posted on the school's transparency board not later than three (3) calendar days after every meeting and on the Official Facebook Page of the school.

In this bill, every public basic education school is required to have official social media accounts for open communication with stakeholders on campus and outside the campus. There is also an explicit role of student publications in school affairs, particularly with the EIC or Managing Editor being a non-voting, non-participating observer in meetings of the Management Committee.



HON. MARLYN B. ALONTE
Lone District of Biñan

Republic of the Philippines
HOUSE OF REPRESENTATIVES
Constitution Hills, Quezon City

EIGHTEENTH CONGRESS
First Regular Session

HOUSE BILL NO. 5562

Introduced by HON. MARLYN B. ALONTE

AN ACT
RATIONALIZING THE ADMINISTRATION OF ALL PUBLIC BASIC
EDUCATION SCHOOLS NATIONWIDE, PROVIDING FOR
TRANSPARENCY MECHANISMS, APPROPRIATING FUNDS
THEREFOR, AND FOR OTHER PURPOSES

Be it enacted by the Senate and the House of Representatives of the Philippines in Congress assembled:

Section 1. **Short Title.** - This Act shall be known as the “**BAWAS NON-TEACHING LOAD SA TEACHERS ACT**” or formally, the “**PUBLIC SCHOOLS ADMINISTRATION RATIONALIZATION AND TRANSPARENCY ACT.**”

Section 2. **Basic Administrative Staff Complement of a Public School.** Every basic education public school of the Department of Education, science schools of the Department of Science and Technology, and specialized basic education schools for the arts and sports, shall have a basic complement of administrative and non-teaching personnel under the supervision of the School Principal/Head Teacher/Teacher-in-Charge as chief administrative officer of the school. The size of the entire staff and the exact number of regular plantilla positions shall be determined by the number of enrolled students.

The appropriate and qualified administrative personnel shall be responsible for the performance and discharge of non-classroom teaching functions and roles on campus, including, but not limited to:

- (p) Student enrollment and Brigada Eskuwela;
- (q) Records-keeping and records management;
- (r) Administration of (1) DepEd-mandated curriculum and student performance evaluation examinations; (2) school admission examinations; and (3) international benchmarking tests;
- (s) Advisory roles to student organizations and youth associations, including the on-campus Official Student Publication and the Supreme Student Government/Supreme Pupil Government, also known as student councils;
- (t) Continuing professional development (CPD) activities for all school personnel;
- (u) Scouting activities (Boy Scouts, Girl Scouts, Cub Scouts);
- (v) Disaster risk reduction and management;
- (w) Child protection policy and program management;
- (x) Red Cross, first aid, and wellness activities;
- (y) School feeding and nutrition programs;
- (z) Health programs of the Department of Health and local health offices;
- (aa) Mandatory random drug testing of students and of all government personnel as provided by law (Comprehensive Dangerous Drugs Act – Republic Act 9165) and in accordance with policies and implementing rules and regulations of the Department of Education;
- (bb) Social services programs of the Department of Social Welfare and Development, including the Pantawid Pamilyang Pilipino Program (4Ps);
- (cc) Clean and Green Program and other environmental conservation, protection programs of the Department of Environment and Natural Resources; and
- (dd) All other community and external stakeholder relations, including participation of the school in public affairs events at the local government and national government levels and with DepEd-endorsed activities of civic groups and non-government organizations, subject to availability of funds and strict observance of policies on the school

calendar and minimum required classroom contact time between teachers and students.

The following regular non-teaching plantilla positions are hereby required in the public elementary schools, public junior high schools, public senior high schools, special education schools, public integrated schools, science schools of the Department of Science and Technology, and specialized basic education schools for the arts and sports,:

For Small Schools (under 1,000 student population):

- (a) One Administrative Officer
- (b) One Cashier
- (c) One Bookkeeper
- (d) One Disbursing Officer
- (e) One Registrar
- (f) Two Clerks
- (g) Two Utility Workers
- (h) Two Security Guards

Total Administrative Personnel: Eleven (11)

For Medium Sized Schools (1,000 to 2,000 student population):

- a) One Administrative Officer
- b) One Registrar
- c) Two Cashiers
- d) One Accountant
- e) Two Disbursing Officers
- f) One Computer Operator
- g) Two Administrative Clerks
- h) One Inventory Clerk
- i) Two Utility Workers
- j) Two Security Guards

Total Administrative Personnel: Fifteen (15)

For Large Schools (2,000 to 2,999 student population):

- (a) One Administrative Officer
- (b) One Registrar
- (c) Two Cashiers
- (d) Two Accountants
- (e) Two Disbursing Officers
- (f) One Internal Auditor
- (g) Two Computer Operators
- (h) One Computer Technician
- (i) Three Administrative Clerks
- (j) One Supply Officer/Property Custodian
- (k) Two Inventory Clerks
- (l) Three Utility Workers
- (m) Three Security Guards

Total Administrative Personnel: Twenty-four (24)

For Mega Schools (3,000 or more student population):

- (a) Two Administrative Officers
- (b) One Registrar
- (c) One Assistant Registrar
- (d) Three Cashiers
- (e) Three Accountants
- (f) One Civil Engineer
- (g) Three Disbursing Officers
- (h) Two Bookkeepers
- (i) Two Internal Auditors
- (j) One Information Technology Officer
- (k) Two Computer Operators
- (l) Two Computer Technicians
- (m) Four Administrative Clerks
- (n) Two Property Custodians
- (o) Three Inventory Clerks
- (p) Four Utility Workers

(q) Four Security Guards

Total Administrative Personnel: Thirty-nine (39)

Every government-funded basic education school, regardless of type of institution and with less than 3,000 student population shall have the following basic School Clinic personnel:

- (a) one medical doctor;
- (b) one nurse;
- (c) one dental hygienist;
- (d) one nutritionist;
- (e) one guidance counselor; and
- (f) one psychologist.

For a public school with student population of more than three thousand, the School Clinic shall have the following basic personnel complement:

- (a) two medical doctors;
- (b) three nurses;
- (c) two doctors of dental medicine;
- (d) two nutritionists;
- (e) two social workers;
- (f) one guidance counselor;
- (g) one psychologist;
- (h) one psychiatrist;
- (i) one psychometrician; and
- (j) three emergency medical technicians.

Section 3. Hiring of Job Order, Contract of Services, and Casual Personnel. The School Principal/Head Teacher/Teacher-in-Charge as chief administrative officer of the school has the authority to hire as many job order, contract of services personnel, and casual personnel as may be deemed necessary, subject to availability of funds and provided that the hiring and contracts are approved by a two-thirds majority of the entire composition of the Management Committee and by the Schools District Supervisor upon recommendation of the ranking district internal auditor.

Section 4. Shared Services at Every Schools District. The Department of Education shall have the following regular plantilla positions for shared services personnel attending to every schools district, based in the district office or the largest public school in the district, but servicing all the public schools in the district, with emphasis on the small, medium-sized, and large schools:

- (a) Three Internal Auditors
- (b) Three Records Management Specialists
- (c) Three Facilities Management Specialists
- (d) Three Civil Engineers

Section 5. Financial Management and Accountabilities System and Database. The Department of Education shall establish a national, online, and real-time Financial Management and Accountabilities System and Database for the effective, efficient, and timely management, audit, monitoring, and reporting of all financial transactions and administrative decision-making of the entire public basic education system from School Level up to the Office of the Secretary of Education.

Section. 6. Full Disclosure, Transparency, and Social Media Presence. Every public school shall have an Official Facebook Page and Official Twitter Account. The co-administrators of these social media accounts shall be School Principal/Head Teacher/Teacher-in-Charge, the President of the Faculty Association and the President of the Student/Pupil Government, and the President of the Non-Teaching Personnel Association.

The student publication of every school shall also have an Official Facebook Page and Official Twitter Account with the Editor-in-Chief and Managing Editor as co-administrators. The electronic copies of the student publication, as well as the EIC-approved and faculty adviser-reviewed articles, photographs, videos, and artworks of the student publication, shall be posted on these official social media accounts of the student publication.

These social media accounts shall serve as the official, web-based Transparency Boards of the School. These social media accounts shall serve as the official online communications channels of the school with its campus

community and external stakeholders for official school activities, projects, programs, and announcements.

Section 7. School Management Committee. There is hereby created a School Management Committee in every public basic education school. The Committee shall have the School Principal/Head Teacher/Teacher-in-Charge as chairperson and the President of the Faculty Association and President of the Parents' Association as vice chairpersons. Members of the Committees shall be the following: the President of the Student/Pupil Government, the President of the Non-Teaching Personnel Association, the President of the Alumni Association, and the Chairman of the Sangguniang Kabataan in the barangay where the main campus is located. The Editor-in-Chief of the Student Publication (or in his or her absence, the Managing Editor), shall be a non-voting and non-participating observer in every meeting of the Committee.

The Committee shall formulate and approve the School Improvement Plan, the proposed annual budget of the school, and other plans, programs, and projects of the school. The Committee shall, among others, strictly monitor the implementation of and ensure compliance with all rules and regulations: (1) all construction, facilities improvement, and maintenance repairs in the school; (2) all financial transactions and administrative processes of the school; and (3) campus security and safety matters.

The Committee shall regularly meet at least once a month and may have special meetings up to twice a month whenever deemed necessary by the School Principal/Head Teacher/Teacher-in-Charge or by a majority of the members not including the vice chairpersons. The President of the Non-Teaching Personnel Association shall serve as the committee secretary. The complete minutes of all meetings of the Committee shall be posted on the school's transparency board not later than three (3) calendar days after every meeting and on the Official Facebook Page of the school.

Section 8. Approval of the Schools Administrative Plantilla. The Secretary of Education and the Secretary of Budget and Management, in consultation with the Civil Service Commission and the Commission on Audit, shall approve, not later than ninety (90) days before the start of the next school year, the new public schools administrative plantilla as provided in this Act.

Section 9. **Implementing Rules and Regulations.** The Secretary of Education shall approve the implementing rules and regulations of this Act, including the new school management guidelines and Social Media Use Policy, not later than sixty (60) days after this Act takes effect. Implementation of the new school plantilla of administrative staff may be carried out in phases over a four-year period: the mega schools in Year One; the large schools in Year Two; the medium-sized schools in Year Three; and the small schools in Year Four.

Section. 10. **Separability.** - If any provision or part of this Act is declared invalid or unconstitutional, the remaining parts or provisions not affected shall continue to be in full force and effect.

Section. 11. **Repealing Clause.** - All laws, executive orders, and administrative orders or parts thereof inconsistent with any provision of this Act are hereby repealed or amended accordingly.

Section 12. **Effectivity Clause.** - This Act shall take effect fifteen (15) days after its publication in the online version of the *Official Gazette* or in two (2) newspapers of general circulation or with established internet website presence.

Approved.