



Republic of the Philippines
House of Representatives
Quezon City

NINETEENTH CONGRESS
Second Regular Session

House Bill No. **9914**



INTRODUCED BY REPRESENTATIVE MARLYN B. ALONTE

AN ACT

**SETTING MINIMUM STANDARDS ON ADMINISTRATIVE PROFESSIONALS AND
PERSONNEL OF ALL BASIC EDUCATION SCHOOLS NATIONWIDE, PROVIDING FOR
IMPLEMENTING MECHANISMS, APPROPRIATING FUNDS THEREFOR, AND FOR
OTHER PURPOSES**

EXPLANATORY NOTE

Most basic education schools in the country have a chronic lack of non-teaching personnel considering the 27 million student population nationwide.

For example, most of the public elementary schools have the basic administrative staff complement of one clerk, one security guard, and one utility worker. This is simply not enough to handle the workload of an entire elementary school.

Furthermore, each public high school is 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

On administrative work and other non-teaching responsibilities, the principal/head teacher/teacher-in-charge quite often delegates to already overworked, overburdened, and underpaid school teachers. The 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 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 schools – under 1000; medium-sized schools – 1000 to 2000; large schools – 2001 to 2999; and mega schools – 3000 and higher.

Implementation of the new table of organization of administrative staff may be carried out in phases over four years: 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 Head is authorized to hire as many job order, contract of services personnel, and casual personnel as may be deemed necessary, subject to availability of funds.

Shared services personnel are also provided in this bill to serve the needs of pairs or clusters of school campuses: Three Internal Auditors; Three Records Management Specialists; Three Facilities Management Specialists; and Three Civil Engineers.



REP. MARLYN B. ALONTE
Lone District of Binan



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IMPLEMENTING 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 “**Professional
Administration and Operation of Schools Act.**”

**Section 2. Basic Administrative Staff Complement of a Basic Education
School.** Every basic education school shall have a basic complement of qualified
administrative and non-teaching support personnel under the supervision of
the School Head. The size of the entire administrative and support staff and the
exact number of regular positions in the school table of organization shall be
determined by the number of enrolled students.

Qualifications of administrative and support personnel shall include
relevant earned and active professional license, competencies certification,
multiple years of work experience employed and/or self-employed, and
academic or equivalency credentials.

The appropriate 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 Eskwela;
- (q) Records-keeping and records management;

- (r) Administration of student performance evaluation examinations; 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 personnel as provided by law and in accordance with policies and implementing rules and regulations of the Department of Education, the Commission on Higher Education, and Technical Education and Skills Development Authority;
- (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 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 minimum regular positions are hereby required in all basic education schools, according to the size of the student population.

For Small Schools (under 1,000 student population) the minimum complement shall be:

1. One Administrative Officer
2. One Cashier
3. One Bookkeeper
4. One Disbursing Officer
5. One Registrar
6. Two Clerks
7. Two Utility Workers
8. Two Security Guards

For Medium Sized Schools (1,000 to 2,000 student population) the minimum complement shall be:

1. One Administrative Officer
2. One Registrar
3. Two Cashiers
4. One Accountant
5. Two Disbursing Officers
6. One Computer Operator
7. Two Administrative Clerks
8. One Inventory Clerk
9. Two Utility Workers
10. Two Security Guards

For Large Schools (2,000 to 2,999 student population) the minimum complement shall be:

1. One Administrative Officer
2. One Registrar
3. One Deputy Registrar
4. Two Cashiers

5. Two Accountants
6. Two Disbursing Officers
7. One Internal Auditor
8. Two Computer Operators
9. One Computer Technician
10. Three Administrative Clerks
11. One Supply Officer/Property Custodian
12. Two Inventory Clerks
13. Three Utility Workers
14. Three Security Guards

For Mega Schools (3,000 or more student population) the minimum complement shall be:

1. Two Administrative Officers
2. One Registrar
3. One Assistant Registrar
4. Three Cashiers
5. Three Accountants
6. One Civil Engineer
7. Three Disbursing Officers
8. Two Bookkeepers
9. Two Internal Auditors
10. One Information Technology Officer
11. Two Computer Operators
12. Two Computer Technicians
13. Four Administrative Clerks
14. Two Property Custodians
15. Three Inventory Clerks
16. Four Utility Workers

17. Four Security Guards

Every basic education school, regardless of type of institution and with less than 3,000 students shall have the following minimum complement of 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 school with a student population of more than three thousand, the School Clinic shall have the following minimum complement of healthcare personnel:

- (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 Head 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.

Section 4. **Shared Services among School Campuses.** Pairs or clusters of **schools** shall have the following minimum regular positions for shared services personnel:

1. Three Internal Auditors
2. Three Records Management Specialists
3. Three Facilities Management Specialists
4. Three Civil Engineers

Section 5. **Implementing Rules and Regulations.** The Secretary of Education, Chairman of the Commission on Higher Education, and Director General of the Technical Education and Skills Development Authority shall jointly approve the implementing rules and regulations of this Act, not later than sixty (60) days after this Act takes effect.

Implementation of the new school plantilla or table of organization of administrative staff may be carried out in phases over four years: 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. 6. **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. 7. **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 8. **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 an established internet website presence.

Approved.