

Republika ng Pilipinas
(Republic of the Philippines)
MINISTRI NG EDUKASYON, KULTURA AT ISPORTS
(MINISTRY OF EDUCATION, CULTURE AND SPORTS)
Maynila

April 1, 1985

MECS O R D E R
No. 24, s. 1985

GUIDELINES AND STANDARDS FOR THE RECOGNITION
AND OPERATION OF THE MADARIS

To: Bureau Directors
Regional Directors
Schools Superintendents

1. Pursuant to the provision of LOI 1221 of the Office of the President and in line with the Ministry's efforts to upgrade the quality of Madaris, standards and guidelines for applying for a permit to operate, renewal of courses and recognition of Madaris and for their operation have been formulated.
2. The guidelines and standards have been approved by the members of the National Federation of Arabic Madaris of the Philippines (NFAAMP) and other Madrasah owners in a Consultative Conference held in Cotabato City on November 26-27, 1984.
3. Inclosed are the guidelines and standards for operating the Madrasah for the information and guidance of those concerned. They are as follows:
 - a. Procedural Guidelines in Applying for Permit to Operate/Renewal/Additional Grades/Years and Grant of Recognition
 - b. Standards for the Recognition of Madaris by the Ministry of Education, Culture and Sports
 - c. Madrasah Form A
 - d. Madrasah Form B
4. Please be guided accordingly.
5. Compliance with this Order is desired.

(SGD.) JAUME C. LAYA
Minister

Incls.:

As stated

Reference:

N o n e

Allotment: 1--(D.O. 1-76)

To be indicated in the Perpetual Index under the following subjects

Course of Study, ELEMENTARY LEGISLATION

" " " , SECONDARY PERMIT

FORMS RULES & REGULATIONS

(Inclosure No. 1 to MECS Order No. 24, s. 1985)

PROCEDURAL GUIDELINES IN APPLYING FOR A PERMIT TO OPERATE, RENEWAL/
ADDITIONAL GRADES/AND GRANT OF RECOGNITION

The establishment of a Madrasah, including that of a branch or extension class shall be subject to the prior approval of the Ministry pursuant to Act No. 2706, as amended, the Education Act of 1982, and other education-related or applicable laws: Provided, however, that any Madrasah established beginning September 11, 1982 must incorporate as a non-stock educational corporation in accordance with the provisions of the Corporation Code of the Philippines: and Provided, further that the requirement of incorporation may be waived by the Minister in a case of a family-administered Madrasah offering a pre-elementary school education program or course of studies.

A. Grant of Temporary Permit

A Madrasah owner/administrator desiring to secure a permit to operate a Madrasah should follow this procedure:

1. File an application form to operate a Madrasah with at least two grade levels, at least six (6) months before the opening of classes.
2. Accomplish a Permit Data Form for Madrasah (Application Form for Permit and Madrasah Form A)
3. Pay an application and inspection fee of P52.50 to the MECS Regional Office.
4. Secure a certificate of: (a) registration from the Ministry of Muslim Affairs and Cultural Communities (b) membership from the National Federation of Arabic Madaris of the Philippines Inc., (NFAMP) (Optional to non-members).
5. Submit all the above requirements to the Federation of Arabic Madaris Regional Chapter for Evaluation which will transmit it to the Division Office for submission to the Regional Office for appropriate action (for Federation members only).
6. File application directly with the Division Office for appropriate action (for non-members).

B. Renewal Permit

Yearly application for renewal shall be made until such time that the Madrasah can meet the MECS requirements for recognition. The following is the procedure for applying for a renewal permit:

1. Accomplish Application Form for Renewal and Madrasah Form A in five copies to be distributed one copy each for MECS Regional Office, MECS Division Office, Federation of Madaris, MMACC Regional Office and the applicant.

2. Pay the inspection fee of P20.00 to the MECS Regional Office.
3. File all the above at least six (6) months before the opening of classes.
4. Secure a certificate of: (a) registration from the Ministry of Muslim Affairs and Cultural Communities (MMACC), (b) membership from the National Federation of Arabic Madaris of the Philippines, Inc. (NFAMP) (optional for non-members).
5. Submit all the above requirements to the Federation of Arabic Madaris Regional Chapter for Evaluation and recommendation, which will transmit it to the Division Office for submission to the Regional Office for appropriate action (for Federation members only).
6. File application directly with the Division Office for submission to the Regional Office for appropriate action (for non-members).

C. Permit to Open Additional Grade/s or Year/s

Follow the same procedure in applying for renewal permit (Letter B).

D. Applying for Recognition

Grant of recognition may be given to every grade/year level after a year of operation and until such grade/s or year/s has met the minimum standard set for the Madaris. Recognition of the Madrasah can only be granted if all requirements in all grade/year levels have been met.

Follow this procedure in applying for recognition:

1. Fill in an application form, a Madrasah Form A and Form B in five copies.
2. Pay an inspection fee of P20.00 to the MECS Regional Office.
3. Secure a certificate of: (a) registration from the Ministry of Muslim Affairs and Cultural Communities, (b) membership from the National Federation of Arabic Madaris of the Philippines, Inc. (NFAMP) (optional for non-members).
4. Submit all the requirements to the Federation of Arabic Madaris Regional Chapter for evaluation which will transmit it to the Division Office for submission to the Regional Office for recommendation to the Central Office, Ministry of Education, Culture and Sports for approval. (for NFAMP members)
5. File application directly with the Division Office for submission to the Regional Office for recommendation to the Central Office, Ministry of Education, Culture and Sports for approval.

(Inclosure No. 2 to MECS Order No. 24, s. 1935)

STANDARDS FOR THE RECOGNITION OF MADARIS BY THE MINISTRY
OF EDUCATION, CULTURE AND SPORTS

1. School sites -

- 1.1 Should be owned or leased
- 1.2 Documents specifying ownership or contract of leased should be attached.
- 1.3 Adequate for their own building, physical facilities or for school purposes.
- 1.4 Area -

<u>Enrollment</u>	<u>Size</u>
500 or less	0.5 has.
501 - 1000	1.0 has.
1001 - 2000	2.0 has.
2001 - 3000	3.0 has.

2. Building

One room for a minimum of 40 pupils should have an area of 48 square meters.

3. Quarters of the School

- 3.1 Shall contain sufficient space, furniture, and fixtures for the general needs of the administrative staff, teachers and students.
- 3.2 Shall be adequately and properly lighted and ventilated.
- 3.3 Shall have a separate building for Home Economics and other vocational courses.
- 3.4 Shall have toilet and water facilities.

4. Equipment and Supplies

- 4.1 Sufficient suitable seats to accommodate all pupils:
 - 4.1.1. one desk for two pupils
 - 4.1.2. one chair per pupil
- 4.2 One of each for every classroom: teachers' cabinet, table and chair.
- 4.3 Sufficient library equipment and supplies.
- 4.4 Two blackboards for every classroom.
- 4.5 Sufficient and appropriate office equipment.
- 4.6 Covered toilet should be 30 square meters for school with 300 enrolment.
 - 4.6.1. boys' toilet - two seats per 100
 - 4.6.2. girls' toilet - 3 seats for the first 50; 3 seats for the second 50; and 4 seats for each subsequent 100.

5. Qualification of Head of Madrasah

- 5.1 Principal of Elementary School

- 5.1.1. Bachelor of Elementary Education
- 5.1.2. Teaching Certificate in Arabic
- 5.1.3. Master of Arts in Education

5.2 Principal of Secondary School

- 5.2.1. Bachelor of Secondary Education
- 5.2.2. Bachelor degree in Teaching Arabic
- 5.2.3. Secondary graduate in Madrasah with Special Studies
- 5.2.4. Master of Arts in Education

6. Teachers

6.1. Kindergarten and Elementary -

- 6.1.1. Holders of two-year Normal
- 6.1.2. Bachelor of Elementary Education
- 6.1.3. Teaching Certificate in Arabic

7. Financial Position

- 7.1. Adequate funds for annual operating expenses P _____
- 7.2. Estimated income and proposed expenditures
 - 7.2.1. estimated income P _____
 - 7.2.2. proposed expenditures P _____
 - Total P _____

8. Library

- 8.1. Adequate and properly lighted and ventilated
- 8.2. Adequate library facilities
- 8.3. Adequate textbooks, general reference books, supplementary reading references, professional books, home reading books.
- 8.4. Separate library for each level, i.e., kindergarten, elementary, secondary.

9. Curriculum (Elementary)

- 9.1. The study load and sequence of subjects of pupils should include the basic subjects in the NESC
- 9.2. Arabic will be used as medium of instruction in Akhlag, Arabic and Islamic Study; English as medium for English, Mathematics and Science; and Pilipino for Health, History, Geography, Civics, Arts, P.E. and Home Economics and Livelihood Education
- 9.3. The Qur'an and the Traditions of Prophet Muhammed (PBUH) shall be the core subject of the curriculum in all the learning areas.
- 9.4. Secondary curriculum will be tackled later on upon consultation with the ustadz and Madrasah administrators/owners.

- 10. Registration and Recognition shall not be granted unless the Madrasah has furnished bond in a penal sum indicated below condition upon the adequate and efficient administration of said Madrasah and the observance of all regulations prescribed by the Minister and compliance with all other obligations required of such Madrasah by the Minister:

Kindergarten - - - - - P100.00
Elementary Course - - - P250.00
Secondary Course - - - - P300.00

THE SUGGESTED ELEMENTARY SCHOOL
CURRICULUM FOR THE MADRASAH

Learning Areas	Daily Time Allotment (Min/Day)					
	I	II	III	IV	V	VI
Ahlaq - (Character Building Activities)	20-30	20-30	-	-	-	-
Lughatil Piliipinatti - (Pilipino)	60	60	60	60	60	60
Lughatil Ingliziya - (English)	60	60	60	60	60	60
Lughatil Arabiyya - (Arabic)	60	60	60	60	60	60
Hisab - (Mathematics)	40	40	40	40	40	40
Civics and Culture (History/Geography/Islamic Studies)	40	40	40	-	-	-
History/Geography/Civics/Tarikh Al Islami	-	-	-	40	40	40
Umm (Science and Health)	-	-	40	40	40	40
Islamic Studies (Quran, Hadith, Tauheed, Fikih)	-	-	40	40	40	40
Riyabat (Physical Education)	-	-	30	30	30	30
Home Economics and Livelihood Education	-	-	30	30	60	60
Total Minutes Daily	280-290	280-290	370	400	430	430

Note:

1. Character Building Activities shall serve as a vehicle for good manners and right conduct and the development of humanism and a sense of nationhood. This will be introduced in Grades I and II only since Islamic Studies as a separate learning area will incorporate the same subject matters starting in Grades III-VI.
2. Civics and Culture is a learning area in Grades I and II, it will be noted that preliminary Islamic teachings will be incorporated and later on expand its coverage starting in Grades III to VI as a separate learning area. The content of Civics and Culture in Grade III will be expanded to include history of both the Philippines including its Islamization, Geography and Work Ethics. In Grades IV to VI, History, Geography and Civics will replace Civics and Culture.
3. Science and Health is combined as one learning area in Grades III-VI.
4. Islamic Studies is combined with Civics and Culture for Grades I and II and later expands as a separate learning area in Grades III to VI.
5. Arts and Physical Education is one separate learning area in Grades I and II and later expands as a separate learning area in Grades III to VI.
6. Home Economics and Livelihood Education is introduced as a learning area starting from Grades IV to VI.
7. The Qur-an and the Hadith of Prophet Muhammad (PBUH) shall be the core subject of the curriculum in all the learning areas.

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(Inclosure No. 3 to MECS Order No. 24, s. 1985)

Republic of the Philippines
Ministry of Education, Culture and Sports
Region _____

APPLICATION FORM FOR PERMIT/RENEWAL
ADDITIONAL GRADES/RECOGNITION

Date _____

The Honorable
The Minister of Education
Culture and Sports
Through the Regional Director
MECS, Region _____

S i r :

The undersigned, owner/administrator of the _____
(Name of Madrasah)
located at _____
(No. of Street) (Town) (Province/City)
Philippines, hereby petition the Honorable, the Minister of Education,
Culture and Sports for _____
Permit, Renewal, Additional Gr./Yr./Recognition
to operate _____ in the year 19____ 19____
(Grade/s or Yr./s level)
under the laws of the Republic of the Philippines.

Attached are the supporting data for your perusal.

Very truly yours,

(Signature)

(Printed Name)

(Designation)

N.B.: (Please fill the
following if applying for
Renewal, Add 1 Grades or
Recognition)

Latest Permit No. _____ s. 19____

Effectivity Date _____

Expiration Date _____

Grade/Year Level _____

Incl.:
as stated.

Republic of the Philippines
 Ministry of Education, Culture and Sports
 Region _____

Permit Data for Madrasah

1. Name of Madrasah _____
 Address/Location _____
2. Aims:
 1. _____
 2. _____
 3. _____

3. Size of Madrasah site _____ sq.m.

4. Ownership of site:

- titled and owned by operator

- leased/rented

- borrowed private government

- donated

5. Building:	Number of Building	No. of Classroom (Aca/Voc.)	Size of Classroom
permanent	_____	_____	_____
semi-permanent	_____	_____	_____
temporary	_____	_____	_____
make-shift	_____	_____	_____

* Aca. - academic

Voc. - vocational (Home Economics and Industrial Arts)

6. Classroom Equipment/Facilities Number

Equipment:

- a) desks _____
- b) teacher's tables _____
- c) blackboards _____
- d) pupil's tables _____
- e) typewriters _____
- f) bookcases/aparadors _____

Facilities:

a) library

Total no. of books _____

b) playground

size in sq. m. _____

c) Garden site

size in sq. m. _____

d) toilet

antipolo

flush

water sealed

Others (please specify) _____

e) water facilities:

faucet

artesian well

spring

river

deep well

rain water

f) lighting

electricity

petromax

candle

kerosene lamp

7. Personnel

a. Teaching Personnel

Name of teacher	Full time	Part time	Designation	Monthly salary	Highest Educl attainment
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

(use extra sheets if necessary)

b. Non-Teaching Personnel

	Name	Position Designation	Monthly salary	Highest Educ'l Attainment
1.				
2.				
3.				
4.				
5.				
6.				

Name of Principal/Administrator

	Name	Position Designation	Monthly Salary	Highest Educ'l Attainment
1.				

8. Enrolment Data

a) Elementary Level

Grade	Male	Female	Total	No. of Classes Section
Pre-School				
I				
II				
III				
IV				
V				
VI				
Total				

b) Secondary Level

First Year				
Second Year				
Third Year				
Fourth Year				
Total				

9. Subject Offerings by Grade/Year

a. Elementary Level Daily Time Allotment (Min. per day)

Subject Area	Pre-Sch.	I	II	III	IV	V	VI
(1)							
(2)							
(3)							
(4)							
(5)							
(6)							
(7)							
(8)							
(9)							
(10)							
(11)							
(12)							
(13)							
(14)							
(15)							

b. Secondary Level Daily Time Allotment (Min. per day)

Subject Area	1st Year	2nd Year	3rd Year	4th Year
(1)				
(2)				
(3)				
(4)				
(5)				
(6)				
(7)				

Subject Area	1st Year	2nd Year	3rd Year	4th Year
(8)				
(9)				
(10)				
(11)				
(12)				
(13)				
(14)				
(15)				

10. Statement of funds available (what we have)

- a. Cash on hand ₱ _____
- b. Bank deposit ₱ _____
- c. Interest from thrust funds/Investments ₱ _____
- d. Others (please specify) ₱ _____
- Total operating capital ₱ _____

11. Expected sources of funds (what we expect to have)

- a. Tuition fee ₱ _____
- b. Miscellaneous fee ₱ _____
- c. Local donation ₱ _____
- d. Foreign donation ₱ _____
- e. Borrowing ₱ _____
- f. Others (please specify) _____ ₱ _____

Madrasah Owner/Administrator

Date

PROPOSED DEVELOPMENT PLAN

A. Teacher Training	How Many	When	Where
1. Attendance to summer classes/courses			
2. On-the-spot crash program			
3. Long term training (scholarship)			
4. Others (please specify)			

B. Revitalizing the Curriculum	Target Date
Introduction of the NESC	
Grade I	
Grade II	
Grade III	
Grade IV	
Grade V	
Grade VI	

C. Development of Supplementary Materials	Target Date	Grade
1. Materials for Mathematics		
2. Materials for Science		
3. Materials for English		
4. Materials for Arabic		
5. Materials for Filipino		
6. Materials for Civics and Culture		
7. Teaching Aids		
8. Others (please specify)		

D. Improvement of Facilities	How Many	When
1. Classroom furniture		
1.1. blackboard		
1.2. teacher's chair		
1.3. teacher's table		
1.4. desk		
1.5. pupil's table		
1.6. pupil's chair		
1.7. bookcase		
1.8. others (specify)		
2. Office equipment/furniture		
2.1. typewriter		
2.2. cabinets		
2.3. mimeo machine		
2.4. radio cassette		
2.5. others (specify)		
3. Construction of additional building	Size : sq.m.	No. of : Academic : Rooms : Voc. : No. of : Toilets
3.1. make-shift		
3.2. temporary		
3.3. semi-permanent		
3.4. permanent		
4. Additional Site	Size sq. m.	Location
4.1. owned by operator		
4.2. leased/rented		
4.3. donated		
4.4. borrowed		
5. Library	No. of Vols.	Target Date of Acquisition
5.1. books		
5.2. magazines		

5.3.	general reference			
5.4.	standard elementary dictionary			
5.5.	standard Atlas, Children's encyclopedia			
6.	Lighting facilities	Size of Room	Number of Bulbs : Outlets	
6.1.	academic classrooms			
6.2.	vocational classrooms			
6.3.	corridor			
6.4.	library			
6.5.	office			
6.6.	toilet			
7.	Water facilities		No. of Faucets	
7.1.	drinking fountain			
7.2.	toilet			
7.3.	canteen			
7.4.	garden			
7.5.	playground			
8.	Playground	Size of Area	No. of Apparatus	Grade Level
	playground apparatus			
9.	Garden Site	Size in sq. m.	Location	
9.1.	for Grade V			
9.2.	for Grade VI			

E. Costing

1. Teacher Training P _____
 2. Curriculum _____
 3. Development of Materials _____
 4. Facilities _____
 5. Miscellaneous Expenditures _____
- P _____

Date _____

Owner/Administrator _____