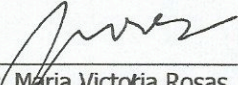


Policy No:	ACA-POL-REG-0003
Policy Title:	Summer Classes Permit Policy
Implementation Procedure:	ACA-PROC-REG-0003 Application for Summer Classes Permit
Date of Issuance:	S.Y. 2010-20011
Effectivity:	S.Y. 2010-2001 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Office of the Registrar
"Supersedes" Notification:	
Purpose of Policy:	This policy details the requirements and approval of request to offer summer classes for the High School Department.
Detailed Policy Statement:	<ol style="list-style-type: none"> 1. All schools who intend to offer summer classes for their High School students should seek the approval of the DepEd. 2. The Principal of the High School Department should inform the Registrar if they have intentions of offering summer classes as early as the month of March. 3. The following documents should be provided by the High School Principal <ol style="list-style-type: none"> 3.1 Name of Instructors to handle the summer classes 3.2 Degree and Area of specialization of the instructors 3.3 Subjects to be taught 3.4 Number of years and specific school years when the subject was taught 3.5 Tentative list of subjects to be offered 3.6 Schedule of Student fees 3.7 Rate of Teachers' Salary 3.8 Summer School Calendar 4. The Colegio has to submit the documents to the Manila Division Office of DepEd for approval. 5. The Colegio can only offer the summer classes when the DepEd grants the approval of the summer class offering.
Applicability:	Basic Education Department
Policy Approval Authority:	Registrar
Related Policies or References	
Definition:	
Approved by	 _____ Dr. Maria Victoria Rosas
Date of Approval	1/10/12

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