



**PAMAHALAANG LUNGSOD NG MUNTINLUPA
KALAKHANG MAYNILA**



Sangguniang Panglungsod

ORDINANCE NO. 08-043

AN ORDINANCE APPROVING THE IMPLEMENTING RULES AND REGULATIONS (IRR) OF CITY ORDINANCE NO. 08-032, ENTITLED, "AN ORDINANCE PRESCRIBING THE POLICIES AND GUIDELINES OF ENTRY/ACCEPTANCE TO MUNTINLUPA SCIENCE HIGH SCHOOL."

Sponsored by: *Hon. Coun. Atty. Rey E. Bulay*
Hon. Coun. Allen F. Ampaya
Hon. Coun. Allan Rey A. Camilon
Hon. Coun. Ma. Luisa Babaran-Echavez, M.D.
Hon. Coun. Margarita Amythyst Patdu-Labios, M.D.
Hon. Coun. Melchor R. Teves
Hon. Coun. Atty. Icasiano M. dela Rea
Hon. Coun. Ermie S. Espeleta
Hon. Coun. Marita Deang-Calalang, DMD
Hon. Coun. Francis Ian T. Bagatsing
Hon. Coun. Luvi P. Constantino
Hon. Coun. Engr. Mamerto T. Sevilla, Jr.
Hon. Coun. Vergel C. Ulanday
Hon. Coun. Robert A. Abas
Hon. Coun. Cezar V. Pagkalinawan

WHEREAS, Articles 14, Sec. 1 of the 1987 Constitution, provides that, *"for the protection and promotion of the right of all citizens to quality education at all levels and shall take appropriate steps to make such education accessible to all"*;

WHEREAS, Article 99, paragraph 5(xi), of the *Rules and Regulations Implementing the Local Government Code of 1991*, states that, *"establish a scholarship fund for poor but deserving students in schools located within its jurisdiction or for students residing within the city"*;

WHEREAS, on February 11, 2008, the 5th Sangguniang Panlungsod approved Ordinance No. 08-032, entitled, *"an ordinance prescribing the policies and guidelines of entry/acceptance to Muntinlupa Science High School"*;

NOW THEREFORE, BE IT ORDAINED AS IT IS HEREBY ORDAINED, by the 5th Sangguniang Panlungsod of Muntinlupa in session assembled the following rules and regulations:

**RULE 1
MANDATE OF MUNTINLUPA SCIENCE HIGH SCHOOL**

SECTION 1.1. Vision – Muntinlupa Science High School envisioned to be an excellent institution of public secondary education where highly capable youth are prepared to become leaders in the scientific field and agents of social transformation since its establishment on June 1, 1998;



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The mission of **Muntinlupa Science High School** is to “provide qualified youth of Muntinlupa City relevant and high quality public secondary education that will prepare them for careers in science and technology, mathematics and communication arts”

In compliance with R.A 0155, **Muntinlupa Science High School (MSHS)** shall inculcate patriotism and nationalism, foster love of humanity, respect for human rights, appreciation of the role of national heroes in the historical development of the country, teach the rights and duties of citizenship, strengthen ethical and spiritual values, develop moral character and personal discipline, encourage critical and creative thinking, broaden scientific and technological knowledge, and promote vocational efficiency.

Muntinlupa Science High School (MSHS) shall take into account regional and local needs and conditions and shall encourage local planning in the development of educational policies and programs.

SECTION 1.2. Principles – Implementing of the City Ordinance No. 08-032 and the application of these Rules shall be guided by the following principles:

- I. **Muntinlupa Science High School** must prioritize for admission “local graduates” of public and private elementary schools and bonafide residents of Muntinlupa City when the present facilities cannot accommodate all those applying for enrollment in public schools in the city;
- II. The principals, school administrators and teachers-in-charge (hereinafter collectively referred to as school heads) must exercise instructional leadership and sound administrative management in the implementation of the admission test and policies for accepting incoming students;
- III. The school is the heart of the formal education system and the seat of learning;
- IV. The parents and the community shall be encouraged for active involvement in the education of the child. The participation, coordination between and among the schools, the Local School Board, the Parent Teachers Associations (PTA), the Muntinlupa Adopt-A-School Council (RA 8525) must be maximized;
- V. Volunteerism from among all sectors shall be emphasized and encouraged to ensure sustainable growth and development in education;



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SECTION 1.3. Purposes and Objectives – The purposes and objectives of the City Ordinance No. 08-032 and these Rules are:

- I. To provide the framework for the governance of acceptance of students at MSHS which shall set the general directions for admission and establish authority, accountability and responsibility for implementing admission policies;
- II. To define the roles and responsibilities of, and to provide resources to the school which shall implement admission policies and testing and other services relative to its admission requirements;
- III. To ensure that MSHS will select the qualified students that will be able to learn a range of core competencies prescribed for high school programs by which standards maybe open communication, among the central office, the regional, division offices and school campuses;
- IV. The Principle of accountability and transparency shall be operationalized in the performance of functions and responsibilities at all levels;
- V. The Communication channels of field offices shall strengthen and facilitate flow of information and expand linkages with other government agencies, local government and non-government organizations (NGOs) for effective governance.

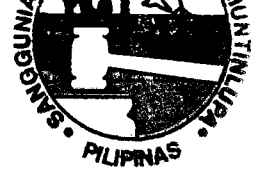
**RULE II:
THE BOARD OF ADMISSIONS**

SECTION 2.1 Composition - The Board of Admissions shall composed of the City Mayor, City Administrator, Chairman of the Committee on Education, Schools Division Superintendent and the School Principal of MSHS.

SECTION 2.2 The **Board of Admissions** shall be the decision-making body tasked with the following:

- 1) Promulgation of rules and regulations regarding admission test;
- 2) Test administration and checking; and
- 3) Final approval of qualified incoming freshmen.

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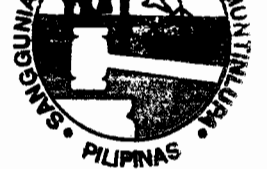
**RULE III:
THE ADMISSION TEST REQUIREMENTS**

SECTION 3.1 *Filing of Application Forms for Admission Test* – An Admission Test Application form must be filed by all eligible graduating elementary pupils on or before the specified due date. The application form must be accompanied by the following:

- a. Certified True Copy of Form 138 (Report Card) to support if the applicant meet the prescribed criteria of not having a grade below 83% in English, Science and Math in the first and second grading periods in grade six of the current school year.
- b. Applicants Information Sheet with 3 pcs. of 1x1 photo duly signed by the school head with the school's dry seal. The Applicant's Information Sheet includes indications of the applicant's ranking among the total no. of graduating students.
- c. Parent's Consent Form must be signed signifying the approval of the parents of the applicant to take the admission test on the specified examination date and certifying their residency at Muntinlupa City.
- d. An examination fee of P200.00 will be charged from student-applicants from private elementary schools. An official receipt from the Office of the Treasurer will be issued upon payment of the examination fees and submission of the application forms.
- e. Certification of good moral character attesting that the applicant have not been involved in any violation of school rules and regulations or any case of misbehavior during his/her stay in the elementary school.
- f. Top three students from Public Elementary Schools must submit a certification of their ranking for the second grading period.

SECTION 3.2 *Processing of Application Forms.* Completely filled up application forms with supporting documents must be submitted to Muntinlupa Science High School Guidance Center from November to January of every year. All submitted documents become the property of Muntinlupa Science High School (MSHS). An examination permit indicating the room number and date of the examination will be issued upon complete submission of the admission test application requirements. The following workflow and schedule will be observed in the processing of application forms:

SECTION 3.3. The admission test will be administered **every second (2nd) Saturday of February.**



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SECTION 3.4 The top three (3) graduates of public elementary schools in Muntinlupa City are automatically qualified for admission to MSHS but will still take the admission test for student profiling purposes. The usual admission test application forms with supporting documents as specified in Section 3.1 should be submitted also.

SECTION 3.5 The top three (3) graduates of public elementary schools who opted not to enter MSHS should submit a written waiver duly signed by them and their guardian so that the slots intended for them can be assigned to the next qualified applicants.

**RULE IV:
THE ADMISSION TEST**

SECTION 4.1 Admission Test Preparation. 1). Admission test items for English, Science and Math are constructed based on the learning skills and core competencies suited for an elementary school graduate by educational specialist from each subject area. 2). The Board of Admission will foresee the strict confidentiality of the admission test. The printing of the admission test will be in the afternoon one day before the test under the strict supervision and monitoring of the Board of Admissions or its duly authorized member.

SECTION 4.2. Duration of Test. *The admission test consists of 50 items* each in Math, Science and English. The test items given are based on the minimum learning skills and competencies required in a completed elementary education. The test will be taken only for three (3) hours, one hour each for English, Science and Math..*

SECTION 4.3 The Answer Sheet. The answers for each subtest will be indicated by shading the circle of letter of the correct response on a separate answer sheet. The answer sheet contains the examinee number bearing the signature of the examinee. Answer Sheets examinees from Public Elementary Schools will be collected separately from the answer sheets of examinees from the private schools.

**RULE V:
THE FUNCTIONS AND RESPONSIBILITIES
OF THE SCHOOL TESTING COMMITTEE**

SECTION 5.1 The School Testing Committee shall be composed of the following:

5.1.1. **The school head** shall have the authority, accountability and responsibility for the following:

- Set the admission test specifications and competencies to be tested;



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- Safeguard the test confidentiality and ensure members;
- Implement monitor and assess the school admission testing procedures according to the guidelines and being accountable for efficient and accurate results;
- Develop the admission test work flow in consultation with the team members;
- Offer opportunities for feedback and suggestions for improvement of admission documentation processing and work flow; and
- Introduce new and innovative modes of testing and evaluation strategies to achieve the desired outcomes.

5.1.2. The **Test Coordinator** shall have the accountability and responsibility to:

- administer and manage all personnel, physical and fiscal resources and allocations for the admission test with reliability and accuracy;
- disburse allocated funds for admission test in accordance with existing laws and policy of the Department; and
- perform such other functions as may be assigned by the Board of Admission;
- coordinate pre test and post test activities.
- Submit test qualifiers for approval
- Post and publish test results.

5.1.3. The **teachers as test proctors/facilitators** shall be accountable and responsible to:

- ensure the smooth flow of the admission test.
- Check and re-check the admission test.
- Record and submit individual scores of his/her examinees.
- Implement, monitor and assess the school admission testing procedures according to the guidelines and being accountable for efficient and accurate results.

5.1.4. A **core of non-teaching staff** shall be accountable for the following:

- handle the clerical services and other auxiliary services as may be prescribed by the school head.
- Collate and encode scores for ranking purposes.



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- Submit all required reports by the school head
- Perform such other functions as may be assigned by the School Superintendents.

**RULE VI:
APPROVAL OF QUALIFIED AND INCOMING FRESHMAN**

After passing the admission test, the applicants' parents should present the following:

- proof of residency in Muntinlupa (Muntinlupa Voter's ID) and a barangay certification duly signed by the Barangay Captain or his duly authorized representative attesting to the fact that they are residents of the barangay.
- Original Form 137 and Form 138.

Thereupon, failure to comply with the residency requirement upon verification the allotted slot shall mean forfeiture, hence, will be given to the applicant who is the next in rank and who satisfies the residency requirement.

**RULE VII:
APPEALS**

The decision of the Admission Board is final and executory.

**RULE VIII:
BUDGET ALLOCATION FOR ADMISSION TEST**

A work program shall be prepared by the School Principal of Muntinlupa Science High School (MSHS) to document the official activity which shall be liquidated following the usual auditing procedures.

SECTION 6. Repealing Clause – All Ordinances or provisions thereof contrary to this ordinance are deemed modified, repealed, and/or modified accordingly.

SECTION 7. Effectivity Clause. This ordinance shall take effect in the school year 2008-2009, which shall start on June 2008.

ADOPTED, by the 5TH **Sangguniang Panlungsod** of Muntinlupa this 12th day of **May 2008**, on its 34th **Regular Session**.

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CONCURRED:


COUN. ALLEN F. AMPAYA
Member


COUN. ALLAN REY A. CAMILON
Member

COUN. MA. LUISA BABARAN-ECHAVEZ, M.D
Member

COUN. MARGARITA AMYTHYST PATDU-LABIOS, M.D
Member


COUN. MELCHOR R. TEVES
Member


COUN. ATTY. ICASIANO M. DELA REA
Member


COUN. ERMIE S. ESPELETA
Member


COUN. MARITA DEANG-CALALANG, DMD
Member


COUN. FRANCIS IAN T. BAGATSING
Member

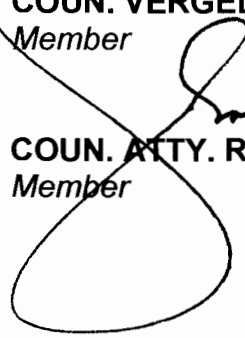
COUN. LUVI P. CONSTANTINO
Member


COUN. ENGR. MARISSA COLE-RONGAVILLA
Member


COUN. ENGR. MAMERTO T. SEVILLA, JR.
Member


COUN. VERGEL C. ULANDAY
Member


COUN. ROBERT A. ABAS
Member


COUN. ATTY. REY E. BULAY
Member

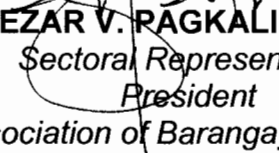


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CEZAR V. PAGKALINAWAN
Sectoral Representative
President
Association of Barangay Captains

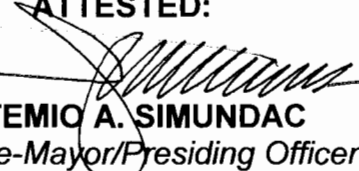
ABSENT:

COUN. JOSELITO V. AREVALO
Member

COUN. DANN HENRY G. TEVES
Sectoral Representative
President

I HEREBY CERTIFY, as to the correctness of the foregoing resolution approved by the 5th Sangguniang Panlungsod this 12th day of May, 2008.


LEONORA M. MARCELO
Legislative Staff Officer IV

ATTESTED:

ARTEMIO A. SIMUNDAC
City Vice-Mayor/Presiding Officer

APPROVED:

ALDRIN L. SAN PEDRO
City Mayor
Date: _____

Norie/

