




JUN 20 2019

## **MEMORANDUM ORDER**

No. 020 

Series of 2019

**SUBJECT: POLICY ON THE OPERATION AND MANAGEMENT OF THE  
NAMRIA DAY CARE CENTER (NDCC)**

Pursuant to Section 12, Article II of the 1987 Constitution which recognizes the sanctity of the family as basic autonomous social institution and support the natural and primary right and duty of parents in rearing of the youth for civic efficiency and development of morale character and Executive Order No. 340, Series of 1997, entitled "Directing National Government Agencies and Government-Owned and Controlled Corporations to Provide Day Care Services for their Employees' Children under Five Years of Age", the following guidelines are formulated for the efficient operation and management of the NDCC:



### **SECTION I. Definition of Terms**

- A. Day care or child care refers to the care of a child during the day, usually by a person outside the child's immediate family, and often so the parent(s) can work. This day care is usually located within the parent's workplace, where it is convenient and accessible. In addition to not having to drop their child off at a second location, parents often feel more secure knowing their child is close by.
- B. Parent can also be any family member who assumes the responsibility of head of family as a result of death, abandonment, disappearance or prolonged absence of the parents or solo parent.
- C. Guardian is a person who looks after and is legally responsible for a child.

### **SECTION II. Coverage**

This policy covers the NDCC located at Fort Bonifacio, Taguig City and other centers which may be established in other NAMRIA offices and all officials and employees eligible to avail of the services.

#### **NAMRIA OFFICES:**

 Lawton Avenue, Fort Bonifacio, 1634 Taguig City, PH ☎ (632) 810-4831 to 41  
 421 Barraca St., San Nicolas, 1010 Manila, PH ☎ (632) 241-3494 to 98



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### **SECTION III. Administration, Management and Responsibilities**

The NDCC shall be managed by the NAMRIA Gender and Development Focal Point System (GFPS). The GFPS shall recommend from among its members an NDCC Coordinator who shall be designated by the Administrator.

The Coordinator, in addition to his/her regular functions, shall oversee the NDCC operation, maintain documents, ensure regulatory requirements are met, and submit monthly accomplishment report to the GFPS Monitoring and Evaluation (M&E) Committee. The Coordinator shall also prepare the Annual NDCC Work and Financial Plan including the Schedule of Activities for regular and summer classes as applicable. The Coordinator shall also settle any disagreements inside the NDCC and shall elevate unresolved issues to the GFPS.

The teacher shall take care of all children while parents are at work; and teach children develop skills on reading, counting, arts and crafts, talents and abilities; ensure safety, health and nutrition practices; facilitate individual progress to the next development stage of the child; and provide updates to parents on children's behavior.

The assistant teacher shall ensure a safe and child-friendly environment; make sure NDCC is clean and organized; administer first aid when necessary; comfort children who are homesick or upset; contact parents in the event of an emergency; and addresses and resolves disputes among children.

The teacher and assistant teacher shall partake in GAD-related activities and assist in the undertakings of GFPS Secretariat when deemed necessary.

The NDCC shall have a Parent-Teacher Association (PTA) for the school year wherein parents of children enrolled are automatic members. The parents shall elect from among themselves a set of officers composed of President, Vice President, Secretary, Treasurer and Auditor. The PTA shall be involved in the planning of other NDCC activities and concerns.

The Administrative Division shall be in charge of the hiring of teachers and assistants of NDCC upon request of the GFPS, including provision of learning interventions for the NDCC Coordinator, Teachers and Assistant.

The Engineering Services Division shall supervise the conduct of corrective and preventive maintenance of the NDCC facility and ensure that the facility is safe and child-friendly.



#### **SECTION IV. Admission Requirements**

The children of NAMRIA employees from age 3 to 4 years old may avail of the NDCC services, subject to the submission of the following:

- Accomplished Admission Form (Annex A)
- Two (2) recent (2 x 2) ID photos of the child
- Medical Certificate of the child
- Certified true copy of the child's birth certificate
- Certificate of Employment of the parent or guardian issued by the HRMS
- Documents/proof of guardianship or custody

Admission of pupils subject to the approval of the GFPS Chairperson through the recommendation of the NDCC Coordinator and Training Committee. Admission shall be limited to ten (10) pupils per teacher on a FIRST-COME-FIRST-SERVE basis.

#### **SECTION V. Class Schedule and Activities**

The NDCC classes will depend on DEPED school calendar and shall be open Monday to Friday from 8:00 AM to 4:00 PM. The activities shall include role playing and other non-academic child development programs.

The Day Care calendar of activities shall be posted in GAD Page of the NAMRIA website and NDCC bulletin board.

#### **SECTION VI. Facilities, Equipment, Learning Materials and Supplies**

The NAMRIA Management shall provide facility, equipment, learning materials and supplies chargeable against the GAD funds.

Personal needs of the pupils such as hygiene kits, extra clothes, diapers, beddings, etc. shall be provided by the parents.

#### **SECTION VII. Proper Decorum, Health and Safety**

To ensure proper decorum, health and safety of the children, the following shall be observed:

- It is the responsibility of the parents and guardians to bring and fetch their children on time.

- Only authorized persons, i.e., coordinator, teacher, and assistant teacher are allowed within the NDCC premise.
- Parents and guardians are only allowed to stay in the NDCC premises during lunch break.
- Pupils shall wear proper uniforms while in class and observe proper hygiene.
- Pupils must bring nutritious snacks and lunch. Junk food, soda and candies are discouraged inside the NDCC premises.
- The NDCC shall provide free meals or supplemental feeding only during the Nutrition Month and NDCC special activities.
- Personal toys and gadgets are discouraged to be brought inside the NDCC.
- Beddings should be clearly marked with the name of the pupil. All beddings should be brought home at the end of the week for washing and has to be returned the next school day.
- Pupils suffering from contagious disease shall be excused from classes until he/she gets well.
- In case a pupil gets sick while in class, the teacher shall notify the parent to fetch the pupil.
- Pupils shall only be allowed to leave the NDCC premises if the parent or authorized person will fetch them.
- In case the pupil is fetched beyond the prescribed time, the parent shall compensate the teacher based on twice the latter's hourly rate.

#### **SECTION VIII. Sources of Funds**

The NDCC operating and maintenance expenses shall be sourced from the GAD budget. The NDCC Coordinator shall submit budget proposal to the GFPS for approval and inclusion in the GAD Plan and Budget (GPB).

Other fees and expenses for consumables and child development activities shall be collected from the parents as agreed upon by the PTA.

## **SECTION IX. Monitoring and Evaluation**

The NDCC Coordinator shall submit the monthly accomplishment report to the GFPS M&E Committee Chairperson for inclusion the GAD monthly accomplishment report. The GFPS M&E Committee shall conduct annual review and assessment on the effectiveness and impact of NDCC.


## **SECTION X. Other Provisions**

Issues, concerns and complaints related to NDCC operation and management shall be coursed through and acted upon by the GFPS.

The GFPS Policy and Plans Committee shall conduct periodic review of this policy and if deemed necessary, shall recommend amendment of the same.

## **SECTION XII. Effectivity**

This Order shall take effect immediately



**Usec. PETER N. TIANGCO, PhD**  
Administrator