



DEPARTMENT OF HEALTH
ENVIRONMENTAL HEALTH SERVICE
Manila, Philippines
1998



**IMPLEMENTING RULES AND
REGULATIONS OF CHAPTER VI**

**“SCHOOL SANITATION
AND HEALTH SERVICES”**

**OF THE CODE ON SANITATION
OF THE PHILIPPINES
(P.D. 856)**

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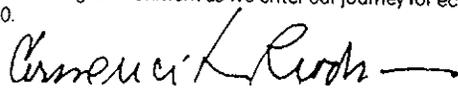
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The Department of Health enjoins all agencies especially the Local Government Executives in meeting the demands and challenges for a healthful living environment as we enter our journey for economic development towards Philippines 2000.



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Implementing Rules and Regulations of Chapter VI- "School Sanitation and Health Services" of the Code on Sanitation of the Philippines (P.D. 856).

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IMPLEMENTING RULES AND REGULATIONS OF CHAPTER VI - "SCHOOL SANITATION AND HEALTH SERVICES" OF THE CODE ON SANITATION OF THE PHILIPPINES (P.D. 856).

To carry out the provisions of Chapter VI - "School Sanitation and Health Services" of the Code on Sanitation of the Philippines (P.D. 856), these rules and regulations are hereby formulated for implementation and strict compliance of all concerned.

SECTION 1. SCOPE

These implementing rules and regulations shall apply to all public and private schools, sectarian and non-sectarian schools, seminaries or theological schools, review centers, graduate schools, special schools and schools for person with disabilities, foreign schools, technical/vocational schools, special training or trade schools, training centers, day care or child care centers, nursery and kindergarten schools and children's institution. Exemptions shall include Sunday schools, dancing and music schools, physical fitness and slimmer schools, massage schools, embalming schools, martial arts and yoga schools, swimming schools and scuba-diving schools, other schools and similar institutions and facilities that are covered within the scope of the other chapters of the Code on Sanitation of the Philippines.

SECTION 2. DEFINITION OF TERMS

- 2.1 CHILDREN'S INSTITUTION - a place, other than a boarding home, orphanage or children's hospital where, for compensation or otherwise, children under twelve (12) years of age are received for day/night care and given tutorship.
- 2.2 DEPARTMENT - the Department of Health.
- 2.3 DAY CARE CENTER - a school taking care of children three (3) to five (5) years old when their parents/guardians are out.

- 2.4 EGRESS - an arrangement of facilities to assure a safe means of exit from the building.
- 2.5 EMOTIONAL ENVIRONMENT - factors which affect the emotional health of students and members of the faculty, non-teaching personnel and other support staff.
- 2.6 ESTABLISHMENT - a collective term constructed to include all the schools mentioned within the scope of these rules and regulations.
- 2.7 FOREIGN SCHOOL - as distinguished from a Philippine school, is one that is duly established and authorized in accordance with existing Philippine laws to operate certain education programs which are primarily and principally adhering to either universally accepted and recognized educational policies and standards or the unique differentially prescribed system of education of a particular country other than the Philippines.
- 2.8 FORMAL EDUCATION - refers to the hierarchically structured and chronologically graded learning experience organized and provided by the formal school system and for which certification is required in order for the learner to progress through the grades or move to higher levels. Formal education corresponds to the levels of the elementary, secondary, and tertiary education.
- 2.9 HEALTH CARE FACILITY - includes hospitals, health centers, clinics, laboratories, medical research institutions and other similar establishments that provide preventive, promotive, curative and rehabilitative health services.
- 2.10 HEALTH CERTIFICATE - a certification in writing using the prescribed form issued by the city or municipal health officer to a person after passing the required physical and medical examinations and immunizations.
- 2.11 INFESTATION - the presence within or around the establishment of any insect, rodents or other pests.
- 2.12 KINDERGARTEN SCHOOL - a school for children four (4) to five (5) years old.
- 2.13 LOCAL HEALTH AUTHORITY - an official or employee responsible for the application of a prescribed health measure in a local political subdivision. For the provincial level, the local health authority is the governor and for a city or municipality the local health authority is the mayor.

- 2.14 LOCAL HEALTH OFFICER - the provincial, city or municipal health officer.
- 2.15 NON-FORMAL EDUCATION - refers to any organized school-based educational activity undertaken by the Department of Education, Culture and Sports or by other agencies, including private schools, and aimed at attaining specific learning objectives for a particular clientele, especially the illiterate, out-of-school youth, and adults who cannot avail of formal education, distinct from and outside of the regular offerings of the formal school system.
- 2.16 NURSERY SCHOOL - a school for children three (3) to four (4) years old.
- 2.17 PATHOLOGICAL WASTE - includes tissues, organs, or body parts from surgical operations, biopsies and autopsies, remains, aborted fetuses and animal carcasses, and blood and body fluids.
- 2.18 PHYSICAL ENVIRONMENT - the school plants, grounds, and facilities.
- 2.19 PRE-SCHOOL SERVICE - any service which during all or part of the day regularly gives care to children who are below five (5) years old, whether or not the care is given for compensation, and whether the service is known as child minding center, child care center, day nursery, day care center, nursery school, kindergarten, play school or by any other name.
- 2.20 PRIVATE SCHOOL - a privately owned and managed institution for teaching and learning authorized by the Department of Education, Culture and Sports or by the Commission on Higher Education to operate certain educational programs in accordance with law and the prescribed policies and rules of the Department of Education, Culture and Sports or the Commission on Higher Education.
- 2.21 PUPIL - a child who attends classes in any grade of the elementary education level, including pre-school, under the supervision and tutelage of a teacher.
- 2.22 PUBLIC SCHOOL - an educational institution which is established by or pursuant to law, supported and maintained principally through public funds, and administered by the local or national government, or an agency or subsidiary of the latter.
- 2.23 REFUSE OR SOLID WASTE - all organic and inorganic non-liquid and non-gaseous portions of the total waste mass. It consists of all putrescible and non-putrescible solid materials except for body waste.

- 2.24 REGIONAL DIRECTOR - an official who heads a regional health office of the Department of Health.
- 2.25 SAFETY - the condition of being free from danger and hazard which may cause accident or disease.
- 2.26 SANITARY ENGINEER - a person duly registered with the Board of Examiners for Sanitary Engineers (Republic Act 1364) and who heads or works with the sanitation division/section/unit of the provincial/city/municipal health office or rural health unit or employed with the Department of Health or its regional health offices.
- 2.27 SANITATION INSPECTOR - a government official or personnel employed by the national, provincial, city or municipal government, who enforces sanitary rules, laws and regulations and implements environmental sanitation activities under the supervision of the provincial/city/municipal health officer/sanitary engineer.
- 2.28 SANITARY PERMIT - the certification in writing by the city or municipal health officer or in his absence by the chief or head of the sanitation division/section/unit attesting that the establishment complies with the existing requirements upon evaluation or inspection conducted in accordance with Presidential Decree Nos. 522 and 856 and local ordinances.
- 2.29 SECRETARY - the Secretary of Health.
- 2.30 SECTARIAN SCHOOL - a school run or managed by a particular religious organization.
- 2.31 SCHOOL - a public or private educational institution undertaking educational operations with an organized group of pupils or students pursuing defined studies at defined levels, receiving instructions from teachers, usually located in a building or group of buildings in a particular site specifically intended for educational purposes.
- 2.32 SCHOOL ADMINISTRATOR - a person, usually the owner, who manages the activities of a particular school.
- 2.33 SCHOOL FOR PERSONS WITH DISABILITIES - school for persons who are suffering from restriction or lack of ability to perform an activity in the manner or within the range considered normal for a human being as a result of a mental, physical or sensory impairment.
- 2.34 SPECIAL SCHOOL - a school which utilizes cadavers, plants, animals, bacterial or viral cultures and radioactive materials for studies and research.

- 2.35 STUDENT - any person who is enrolled and engaged in formal education studies and attends classes at the secondary or higher education level.
- 2.36 TECHNICAL/VOCATIONAL SCHOOL - any school undertaking a non-degree program at the post-secondary education in preparation for a particular occupation.
- 2.37 THEOLOGICAL SCHOOL - a school established to undertake educational activities for priesthood or religious ministry.
- 2.38 TRADE SCHOOL - a school which incorporates technical/vocational activities such as welding, refrigeration and airconditioning, electronics, carpentry, electrical and other related activities into their curricula.
- 2.39 VERMIN - a group of insects such as flies, mosquitoes, cockroaches, lice, bedbugs, mites, ticks, fleas or small animals such as mice and rats which are vectors of diseases.
- 2.40 VERMIN ABATEMENT PROGRAM - a series of preventive and control procedures and activities for vermin control.

SECTION 3. SANITARY PERMIT

- 3.1 No person or entity shall operate an establishment mentioned in Section 1 without a sanitary permit issued by the local health officer.
- 3.2 Any extension, additional construction or alteration of the establishment shall require a new sanitary permit before it could be operated.
- 3.3 Application or Renewal of Sanitary Permit
 - 3.3.1 The application or renewal of sanitary permit shall be filed with the city/municipal health office having jurisdiction over the establishment.
 - 3.3.2 Sanitary permit shall be issued only upon compliance to at least a satisfactory rating utilizing the sanitary inspection of public places establishment form (EHS form No. 103-B).
- 3.4 Fees. Fees shall be paid upon application, renewal and noting of sanitary permit. The amount of fees shall be set through local ordinance.

- 3.5 Noting of Permit. Within 14 working days after any change in the ownership of the establishment, the new owner shall apply to the city/municipal health office to have such change noted in the records and secure a certificate and shall pay the corresponding fee in respect of such noting.
- 3.6 Validity. The sanitary permit shall be valid on the day of issuance until the last day of December of the same year, and shall be renewed at the beginning of every year thereafter. Upon the recommendation of the local health officer to the local health authority, the sanitary permit shall be suspended or revoked by the local health authority for violation of any sanitary rules and regulations.
- 3.7 Posting of Permit. The sanitary permit shall be posted in a conspicuous part of the establishment for public information and shall be available for inspection by health and other regulatory personnel.
- 3.8 Record of Sanitary Permit
 - 3.8.1 Every city/municipality shall keep a record of all establishments which have been issued sanitary permits and renewal thereof.
 - 3.8.2 The record shall in every case show the following:
 - a. The name and address of the holder of the sanitary permit who in every case shall be the actual operator of the establishment;
 - b. The location of the establishment;
 - c. The nature/kind of business for which the permit has been issued;
 - d. The date when the first permit was issued and the dates of every renewal thereof;
 - e. Every change of ownership of the establishment since the first permit was issued;
 - f. Sanitary conditions under which the permit was issued or any renewal thereof granted; and
 - g. The revocation of the sanitary permit.
 - 3.8.3 The record shall be available at all reasonable times for inspection by any authorized officer of the Department of Health or local government unit.

SECTION 4. SITE REQUIREMENTS

For the promotion of the physical and emotional environment in schools, the following shall be the minimum site requirements and standards:

4.1 School Site Clearance

- 4.1.1 A site clearance shall be secured from the regional health office which has jurisdiction over the area before any construction is made
- 4.1.2 Before a building or facility is constructed for school purposes, the owner, operator or administrator shall submit the location plan as a requirement for site clearance.

4.2 General Criteria for Selection of School Site

- 4.2.1 The school site shall not be located on a steep hill or slope but in position to receive the maximum amount of sunlight.
- 4.2.2 The area shall be large and suitable enough, to accommodate building expansion, recreational area and other school facilities.
- 4.2.3 The school site shall not be adjacent to railways nor broken by highways, nor near factories or other properties where unnecessary noises, odors, dust, soot, gases or other disturbances would be likely to interfere with the school activities.
- 4.2.4 The school site shall be accessible to the community to be served.
- 4.2.5 The school site shall have accessible water supply.
- 4.2.6 The area shall be easily drained.

4.3 Requirements for Establishing Schools

4.3.1 Area of School Site

The area of the school site shall meet the size of enrollment and kind of school as well as the co-curricular needs of the pupils/students.

4.3.2 Location

- a. **Nuisance.** The school site shall be located away from disturbances and places which give undesirable influences such as cockpits, dancing halls, bars or recreational places of questionable character, bowling alleys, movie houses, markets, garbage dumps, funeral parlors, jails, cemeteries and other sources of nuisance.
- b. **Noise.** The school site shall be so selected that the intensity of noise field in which the building is to be constructed will be as low as possible. Noise levels at the school site shall not exceed 70 decibels. The acceptable noise levels in the school shall be as follows:

Table 1. Acceptable Noise Levels in School Areas

Type of Room	Acceptable Noise Levels (Decibels)
Classrooms	35 to 40
Hearing Test Rooms	Less than 40
Music Rooms	Less than 40
Health Rooms	Less than 45
Cafeterias/Canteen	50 to 55
School Sites (outdoor noise level)	Less than 70

- c. **Sources of Pollution.** The school site shall be remote from sources of pollution such as manufacturing plants, refineries, oil burning dumps, sanitary landfill operations, polluted streams, sources of smoke, fumes or objectionable odors, poultries/piggeries and smoke belching vehicles.
- d. **Distance from Property Line to Public Places.** The distance of the school site from its property line to any public place shall be:
 - i. 50 meters from cemeteries and memorial parks or other places of interment;

- ii. 200 meters from bars, cocktail lounges, karaoke and sing-along joints, abattoirs, markets, moviehouses, billiard and pool halls, bowling alleys, video machines, amusement and recreational places and the like; and
- iii. 1000 meters from jails, night clubs, cabarets, disco houses, massage clinics and sauna baths, motels, booking outlets of racetracks and lotto, cockpits, and other places of vice.

4.3.3 Accessibility

- a. The school site shall be accessible to the greatest number of pupils/students it intends to serve.
- b. The site shall have sufficient freedom from traffic hazards, but it shall be accessible to safe transportation facilities.

4.3.4 Topography

- a. The general contour of the land for the school site shall be level and shall have no irregular boundaries.
- b. The ground shall be free from unnecessary abrasive materials and dangerous rock outcrops.

SECTION 5. STRUCTURAL REQUIREMENTS

For the promotion of the physical and emotional environment in schools, the following shall be the minimum structural requirements and standards:

5.1 General Structural Requirements

- 5.1.1 Orientation and construction of the building shall be in such a way as to receive the maximum amount of natural light in the classrooms, and a satisfactory amount along corridors and stairways. Adequate supplementary artificial lighting shall be provided.
- 5.1.2 School buildings shall not be designed in such a way that part of which shall be used for private residences or for other purpose that may interfere directly or indirectly in the proper functioning of the school.
- 5.1.3 Healthful air condition shall be provided through effective ventilation, either natural and/or mechanical ventilation.

5.1.4 Adequate protection against fire and other life and health hazard shall be provided.

5.1.5 The classrooms and facilities shall be designed as to provide satisfactory acoustic.

5.1.6 The school shall be equipped and constructed to meet the individual health needs of the school population.

5.1.7 The construction of the school building shall be in conformity with the provisions of the National Building Code.

5.1.8 Sanitary facilities shall be properly designed and installed.

5.1.9 The school buildings, premises and other facilities shall be aesthetically designed.

5.1.10 The classrooms, premises and other facilities shall be of ample size to prevent overcrowding.

5.2 Specific Structural Requirements

5.2.1 Floors

- a. Floors of all rooms in the school shall be smooth, easily cleaned, and in good condition.
- b. Floors shall be constructed of concrete or other impervious material that is resistant to wear and corrosion and shall be adequately graded and drained.
- c. Floors constructed of wood shall be with dovetailed or tongue and grooved floor boards laid on a firm foundation and tightly clamped together.
- d. Floors covered with linoleum or any smooth surface rubber or similar material shall be fixed to the floor with cement or suitable adhesive. Floors may be covered with carpet or other floor covering in those parts of the rooms where such carpets or coverings can be satisfactorily cleaned and maintained.
- e. Mats or duck boards, if used, shall be so constructed as to facilitate cleaning.
- f. Floors in toilet rooms shall be of impervious materials.

5.2.2 Walls and Ceilings

- a. The walls and ceilings shall be smooth, tight and in good condition.
- b. Walls and ceilings shall have surfaces of light color and flat finish.
- c. Ceilings and overhead structures shall be painted with light color and shall have a reflection factor of at least 80% (Table 2).
- d. Upper walls shall be painted with light color, and walls adjacent window areas shall be as near white as practicable. The reflection factor shall not be less than 50% (Table 2).
- e. Lower walls up to the base board line and not more than 1/3 of the height shall have a darker shade than the upper wall and a reflection factor between 25% and 40% (Table 2).
- f. All wall and ceiling surfaces shall have a flat non-glare producing finish of washable paint or equivalent finish.

Table 2. Reflection Factors of Paints of Various Tints

Classification	Reflection Coefficient (%)
Gloss Mill White	74 to 82
Flat Mill White	78
Light Cream	74
Light Pink	67
Light Yellow	65
Light Blue	61
Light Buff	58
Light Gray	49
Light Green	47
Medium Blue	38
Medium Gray	30
Red	13

5.2.3 Ventilation

- a. Apportionment of Air Space
 - i. Each pupil/student shall be allotted not less than 1.00 square meter of floor area and not less than 3 cubic meters of airspace.
 - ii. Pupils/students doing laboratory or manual works shall be given at least twice the floor area and twice the air space.
- b. Windows and Other Openings
 - i. Windows and other openings shall have an area equivalent to but not less than 1/5 of its floor space.
 - ii. Windows shall have an aggregate opening area of not less than 50% of the gross floor area.
 - iii. The sill must be about 1 meter high from the floor and the head at least 20 cm. below the ceiling.
- c. Mechanical Ventilation
 - i. Air-conditioning units: A 1.50 HP airconditioner for every 50 cu. m. room volume shall be provided.
 - ii. Exhaust fans and blowers: A 25 cm. diameter blower fan per 35 cu. m. of room volume shall be provided.

5.2.4 Lighting

- a. The required minimum illuminations for different rooms are shown below.

Table 3. Minimum Requirements for Illumination

Minimum Lighting Level	Foot Candle	Lux
Drafting, computer, typing, sewing rooms, room for partially mute children and those who lip read	50	538.00
Classrooms, study halls, laboratories, dissecting rooms, offices, art rooms and shops	30	322.80
Reception rooms, gymnasiums, swimming area	20	215.20
Auditoriums (not for study), cafeterias, stairways	10	107.60
Corridors	5	53.80

- b. The use of materials and strong lighting that cause glare shall be avoided.

5.2.5 Classroom and Other Rooms of the School

- a. The size of the classroom and other rooms of the school is influenced by lighting, ventilation and arrangement of seats.
 - i. The minimum dimension of the room shall be 7 meters by 9 meters to accommodate a maximum of 50 students or pupils. Windows along the longer side is preferred.
 - ii. If one wall contains the windows, the width of the room perpendicular to this wall shall not be more than twice the height of the windows from the floor.
 - iii. If windows are in parallel walls, the width of the room between these walls shall not exceed 4 times the window height.
 - iv. The height of the walls of the room shall not be less than 3 meters for non-air conditioned rooms.
 - 1. Mezzanine floors used for offices, toilets and storerooms may be lower but not lower than 2.50 meters in height.

- 2. In the computation of the room volume, any height in excess of 4 meters shall not be considered.

- v. Classrooms shall be properly lighted and ventilated.

b. Rest Room/Faculty Room

Every school shall be provided with a rest room/faculty room where faculty members can stay and study their lessons or rest during their break time.

5.2.6 Classroom Equipment

a. Seat/Desk and Seat/Desk Adjustment

Seats shall be movable, adjustable and adaptable for varying pattern of arranging the seats in the classroom to accommodate for such factors as left handedness, sight and hearing problems, and variation in teaching technique.

- i. The location of the pupil/student in the room shall depend on his hearing and vision.
- ii. Diagonal seating is sometimes advisable to secure better lighting.
- iii. Seats in laboratory rooms shall not be placed close to stove or draft.

b. Seat Arrangement

- i. Seats and desks shall be arranged in such a way that light falls on the left shoulder of the pupil/student.
- ii. Pupils/students shall not be made to face the light.
- iii. The seats shall be set with a distance of at least 75 cm. from the side and back walls of the classroom and 2 meters from the blackboards.
- iv. An aisle of 75 cm. shall be maintained in the middle, between the right and left seats.
- v. The back seats shall be placed not farther than 9 meters from the blackboards/whiteboards.

- c. **Size of Seats**
 - i. Single seats shall be of such height and depth that the pupil/student, when seated, can sit comfortably with feet resting firmly on the floor with the knees at right angle.
 - ii. Primary tables are acceptable, provided that each pupil/student has 60 cms. of table space, no pupil/student sits at the ends and that the table is so arranged as to allow light to always shine on the table.
- d. **Chalkboard/Whiteboard**
 - i. No chalkboard/whiteboard shall be placed on the wall where the window is used for lighting the room.
 - ii. The bottom of the chalkboard/whiteboard shall be adjusted just above the level of the eyes of the students while seated.
 - iii. Chalkboard/whiteboard shall not reflect light.

5.2.7 School Grounds

- a. Adequate space for playground shall be provided for at least 40 students per session.
- b. The playgrounds shall be located on a flat terrain and free from trash, manure, stump, rocks or other obstructions which may render the ground unsafe for the students.
- c. The school ground shall be easily and properly drained.
- d. The grounds shall be fitted with relatively safe equipment and in such conditions that accidents may be prevented.
- e. The ground shall be provided with all pathways made of suitable materials like cement, gravel, cinder. If gravel or other loose materials will be used, provisions shall be made to keep the materials from scattering. The walkway shall be wide enough to permit passing without stepping off.
- f. Adequate space for parking shall be provided.

- g. A playground with hubber ground shall be provided for schools with cemented ground.

SECTION 6. SANITARY FACILITIES REQUIREMENTS

For the promotion of the physical and emotional environment in schools, the following shall be the minimum sanitary facilities requirements and standards:

6.1 Toilet Facilities

- 6.1.1 Adequate and sanitary toilet facilities for male and female shall be provided.
- 6.1.2 Toilet facilities shall be easily accessible to the students and school personnel.
- 6.1.3 Adequate lavatories shall be provided within or adjacent to the toilet rooms.
- 6.1.4 Toilet rooms shall be properly lighted and ventilated.
- 6.1.5 Basement toilets shall be avoided due to lack of sunlight, and difficulty of ventilation and sewer connections.
- 6.1.6 Toilet facilities shall be provided in all floors of the building.
- 6.1.7 All toilets shall have good ventilation either by windows or exhaust fan.
- 6.1.8 Odor absorbent materials such as saw dust and activated carbon shall be installed in the toilet rooms and shall be located in a place that is out of the reach of children.
- 6.1.9 The walls of toilet rooms shall be painted or finished in light color.
- 6.1.10 In pre-schools, toilets shall be located within or adjacent to playroom or classroom.
- 6.1.11 In pre-schools and elementary schools, there shall be enough low toilet seats with the height of 35 cms. for the small children.
- 6.1.12 The toilet shall be accessible to person with disability.

6.1.13 Toilet Structural Requirements

- a. Minimum Space Requirement:

Table 4. Toilet Room Space Requirement

Unit	Square Meters/Unit
Toilet	1.50
Lavatories	1.10
Urinals	1.10

- b. Minimum height of toilet ceiling : 2.50 meters.
 c. Lighting: not less than 10 foot-candles (107.60 lux)
 d. Natural Ventilation : window space shall be at least 25% of the floor area of toilet room.
 e. Mechanical Ventilation: use of exhaust fan.

6.1.14 Toilet/Locker Room Requirements for Employees

Employees of school shall be provided with locker rooms and toilet rooms separate for each sex. The number of fixture units per shift shall be as follows:

Table 5. Toilet Requirement

Number of Persons	Toilet Bowl		Urinal	Lavatory	
	Female	Male		Male	Female
1-29	1	1	-	1	1
30 - 49	2	1	1	2	2
50 - 99	2	2	2	3	3
100 - up	One (1) fixture unit for each additional 50 employees				

6.1.15 Toilet Room Requirements for Pupils/Students

Pupils/students shall be provided with toilet rooms separate for each sex. The number of fixtures shall be as follows:

Table 6. Male Toilet

Number of Male Pupils/Students	Toilet Bowl	Urinal	Lavatory
Below 50	1	1	1
50 to 100	2	1	2
For each additional 100 males: one (1) toilet bowl, one (1) urinal and one (1) lavatory.			

Table 7. Female Toilet

Number of Female Pupils/Students	Toilet Bowl	Lavatory
Below 30	1	1
30 to 100	2	2
One (1) toilet bowl for each additional 50 females.		
One (1) lavatory for each additional 100 females.		

- 6.1.16 For schools with gymnasium, showers shall be provided at a ratio of 1:15 pupils/students per session.

6.2 Hand-Washing Facilities

6.2.1 Installation of Lavatories

- a. Lavatories shall be installed inside the toilet room and shall be provided with water and soap.
 b. Additional lavatories may be installed subject to the requirements of the local health officer.

6.2.2 Maintenance of Lavatories

- a. An adequate supply of water and soap shall be provided at all times.
 b. Paper towels are preferred for hand drying in the absence of mechanical drying device. If individual cloth towels are to be used, they shall be stored in a clean manner. The use of a common towel shall not be permitted.

- c. The lavatory shall be maintained in good and clean condition.

6.2.3 Schools without piped water system shall provide:

- a. Two (2) large pitchers or pots, or bucket and dipper for pouring water.
- b. Minimum of 100 liters of water for every 50 pupils/students.

6.2.4 The school shall provide facility for the brushing of teeth of students/pupils after each meal.

6.3 Water Supply

6.3.1 The water supply shall be adequate and potable whether from a public or from a private water supply system. The quality of water used shall be in accordance with the provisions of Chapter II - "Water Supply" of the Code on Sanitation of the Philippines and its implementing rules and regulations and the Philippine National Standards for Drinking Water.

- a. All water sources shall have a certificate of potability of drinking water based on the result of water analysis conducted by a DOH accredited laboratory.
- b. A minimum of forty (40) liters per capita per day shall be maintained.

6.3.2 It shall be the duty of the school authorities to submit water samples for examination by a DOH accredited water laboratory. Frequent monitoring of water supply system shall also be done by the school administrator.

6.3.3 Running water, under adequate pressure, shall be provided in all areas where food is prepared, processed or handled and where food equipment and utensils are washed.

6.3.4 Drinking fountains or equivalent drinking facilities with a ratio of 1:100 pupils/students per session shall be provided.

6.3.5 Drinking water if not supplied from a piped water supply system to the school and its premises shall be handled, transported, dispensed in a sanitary manner and may be stored in a separate tank, reservoir or container approved by the local health officer.

6.3.6 Bottled and packaged potable drinking water shall be handled, stored and protected from contamination. The bottled drinking water shall come from approved source in accordance with Department of Health Administrative Order No. 18-A, s. 1993 and dispensed from the original container filled by the supplier. It is prohibited to serve the bottled water already poured in drinking glasses of students/pupils / school personnel.

6.3.7 Water used for steam process which have contact with food or food contact surfaces shall be free from any materials or additives other than those specified by the Department of Health.

6.3.8 Ice shall come from ice plants with sanitary permit or shall be made from water meeting the requirement of the Philippine National Standards for Drinking Water. Ice making machine shall be located, installed, operated and maintained properly to prevent contamination of the ice.

6.3.9 Ice shall be handled, transported, stored and dispensed in such a manner as to be protected against contamination. During deliveries, it shall not be placed in the ground or any filthy surfaces without protection. Ice shall be dispensed in measured quantities from an approved ice maker dispensing unit. Adequate and acceptable ice storage and dispensing utensils shall be provided and properly used.

6.3.10 Handles, chains and other contaminating items shall not come in contact with ice.

6.4 Food Establishment

Food served within the school compound shall comply with the provisions of Chapter III - "Food Establishment" of the Code on Sanitation of the Philippines (P.D. 856) and its implementing rules and regulations.

6.5 Sewage Disposal and Drainage

6.5.1 Sewage from the school plumbing system shall be connected to a public sewerage system, if available, or to an imhoff or septic tank or other wastewater treatment facility and subsurface absorption field.

6.5.2 Storm (rain) water shall be discharged to a storm sewer system in all areas where it exists.

- 6.5.3 Schools with restaurants and food outlets shall be provided with properly designed grease traps. It shall be in accordance with the provisions of Chapter XVII - "Sewage Collection and Disposal, Excreta Disposal and Drainage" of the Code on Sanitation of the Philippines (P.D. 856) and its implementing rules and regulations.
- 6.6 Solid Waste Management
- 6.6.1 Every room in the establishment shall be provided with at least two (2) refuse receptacles or containers with swing cover and made of impervious materials, one for biodegradable and one for non-biodegradable wastes.
- 6.6.2 All receptacles or containers shall be provided with tight fitting lids or covers, so constructed and maintained as to be vermin-proof and easily cleaned. It shall be lined with black colored plastic trash bags for non-biodegradable and green colored trash bags for biodegradable materials. Collection of the refuse shall be done by the school personnel daily.
- 6.6.3 All public areas in the establishment such as lobby, elevator doors, floor landing of stairs, shall be provided with refuse receptacles.
- 6.6.4 Garbage and other putrescible animal and vegetable wastes shall be collected and stored in a watertight and with tight-fitting lids container and removed as frequently as may be necessary and disposed of in approved manner.
- 6.6.5 Accumulation of refuse which may become harborage and breeding places of vermin shall not be permitted. The segregation, storage, collection, transport and disposal of refuse shall be in accordance with the provisions of Chapter XVIII - "Refuse Disposal" of the Code on Sanitation of the Philippines (P. D. 856) and its implementing rules and regulations.
- 6.7 Vermin Control
- 6.7.1 The owner, operator or administrator of the establishment shall maintain a vermin abatement program in the buildings and premises.
- 6.7.2 School rooms, toilet rooms and other openings to outdoor space shall be effectively screened, unless air-conditioned.

- 6.7.3 Flower vases and other containers that accumulate water shall be emptied everyday to eliminate breeding places for mosquitoes and other insects.
- 6.7.4 All below grade openings such as windows, lighting and ventilation shall be rat-proofed. Likewise, all openings in the exterior walls, fountains, ground or first floor and roof shall be rat-proofed. In case of heavy rat infestation, wooden exterior doors shall be covered with cuff and chain sheet metal and equipped with an automatic closing device.
- 6.7.5 The school site shall be established away from potential sources of insect or rodent breeding like open dumps, barnyards or manufacturing establishments where organic materials are processed.
- 6.7.6 The growth of bushes, weeds and grasses shall be controlled to prevent harborage of ticks, bugs and other noxious insects.
- 6.7.7 All deratting, disinfestation and disinfecting operations shall be handled by accredited urban pest control applicator under the supervision of the local health office.
- 6.7.8 Vermin abatement program in schools shall be in accordance with pertinent provisions of Chapter XVI - "Vermin Control" of the Code on Sanitation of the Philippines (P. D. 856) and its implementing rules and regulations.
- 6.8 Housekeeping
- 6.8.1 It shall be the responsibility of the school administrator to assign custodial worker to manage the housekeeping activities of the school and its premises.
- 6.8.2 The responsible person for housekeeping shall have suitable training and experience and shall work under the supervision of the school administrator.
- 6.8.3 Schedule for School Housekeeping.
- a. Daily Duties
- Maintenance and cleaning of pathways and grounds, floors, carpets, lavatories, toilets, showers, mirrors, lockers, furnitures, counters, rails, chalk and marker pen rails, boards, desks, chairs, and collection and disposal of refuse/solid waste shall be done on a daily basis or more frequently as necessary.

b. Weekly Duties

Dusting walls, cleaning high places, washing floors and baseboards and cleaning of carpets by vacuum shall be done at least on a weekly basis or more frequently as necessary.

c. Monthly Duties

Cleaning light fixtures, lawn mowing or grass-cutting, removing marks from walls and washing glass windows shall be done at least on a monthly basis or more frequently as necessary.

- 6.8.3 The application of wax directly to the floor in excessive amount shall be prohibited. Application of wax to the stairways shall be prohibited.
- 6.8.4 Cleaning shall be done before and after school hours.
- 6.8.5 All floors shall be kept clean and free from litter. Floors near water fountains or drinking facilities and hand-washing facilities shall be kept dry at all times.
- 6.8.6 Each room shall have at least two (2) waste receptacles, one for biodegradable and one for non-biodegradable wastes.
- 6.8.7 All windows, floors, glasses, frames and venetian blinds shall be kept clean at all times.

SECTION 7. SAFETY REQUIREMENTS

For the promotion of the physical and emotional environment in schools, the following shall be the minimum safety requirements and standards:

7.1 Maintenance of Buildings and Grounds

- 7.1.1 School buildings with 2 or more storeys shall have stairways of at least 1.8 meters wide located on each side of the building to insure safe entrance and exit of students and school personnel. Stairways shall be well lighted. They shall be provided with at least one handrail running full length of the stairs, and all elevated porches or stoops shall be enclosed with railing.
- 7.1.2 Corridors shall have a minimum width of 1.8 meters. They shall be well lighted and ventilated and shall be cleared of all obstructions.

7.1.3 Installations of elevators shall conform with existing laws governing elevator construction and safety.

7.1.4 Where windows are barred for security reason, sufficient egress shall be provided. The egress shall be kept open while the class is in session.

7.1.5 Loose boards, splintered floors, cracks, raised boards in floors, broken windows and mirrors shall immediately be repaired or replaced.

7.1.6 Steps within the building and leading to the building shall be kept in good condition, avoiding loose and rotting boards, all edges rounded, and sufficient width to give a firm tread.

7.1.7 There shall be no protruding nails or other similar objects. Desks shall be smooth with wide rounding edges and so constructed that they will not tip or turn over.

7.1.8 Grounds shall be free from broken glasses, rocks, cinders, tree limbs, old boards, weeds, and other refuse.

7.1.9 All abandoned wells and other excavations, small holes and soakage pits shall be filled to the level of the ground.

7.1.10 All playground equipment shall be of good design and maintained in good condition.

7.2 Precautions to Prevent Fire, Explosion, Gas Poisoning and Other Disasters

7.2.1 School buildings of 2 or more stories shall be provided with fire escapes. All fire escapes and all paths leading to them shall always be cleared of obstruction.

7.2.2 Sufficient egress shall be provided. Two (2) doors of at least 1 meter wide and 2 meters high shall be provided. If only one door is constructed, the door shall be at least 2 meters wide.

7.2.3 All exit doors shall be equipped with panic locks, and all passageways kept free of obstruction.

7.2.4 All doors and gates of the school shall open outward.

7.2.5 Rubbish, refuse, and ashes shall not be allowed to accumulate. They shall be removed from the school premises daily.

- 7.2.6 Mops, rags, and other combustible materials shall not be stored under stairways, in closets, and other congested places. They shall be kept in metal containers with a tight lid.
- 7.2.7 School electrical wiring shall be regularly checked by an electrician. Damaged wiring, defective switches, lighting fixtures, and the like, shall immediately be repaired or replaced.
- 7.2.8 An efficient means of putting out fire shall be on hand. A fire extinguisher is desirable, but if not available, a fire blanket and bucket of sand can be used with good effect. The fire extinguisher shall be checked frequently to be sure it is in good working condition.
- 7.2.9 Fire drills and earthquake drills shall be held at least once a month.
- 7.2.10 Combustible or inflammable materials stored in the school or in its immediate vicinity shall be subject to the regulations of the fire department.
- 7.2.11 Matches shall be kept in glass jar or metal container and away from children.
- 7.2.12 All gas appliances shall be vented to the outside or to a suitable stack. Horizontal sections of pipes or abrupt turns shall be avoided.
- 7.2.13 Stoves, appliances and equipment shall be kept in good repair. Burners and drafts shall be adjusted to reduce formation of carbon monoxide.
 - a. Gas shall be burned only in appliances with fixed connections. Flexible gas hose shall not be used.
 - b. No appliance shall be installed in a room in which facilities for ventilation do not permit proper combustion under normal conditions of use.
 - c. Every gas-type appliance shall be tested for leaks.
- 7.2.14 Laboratory rooms for chemistry shall be provided with sufficient hose or devices for the exit of irritating or poisonous gases.

SECTION 8. SPECIFIC REQUIREMENTS FOR OTHER SCHOOL FACILITIES

8.1 Laboratories

- 8.1.1 The laboratory area shall be adequate in size and volume and provided with fixtures for the science courses offered.
- 8.1.2 The laboratory shall be provided with satisfactory lighting and ventilation. The air shall be discharged to a clear area. Odor absorbent material shall be installed in the rooms.
- 8.1.3 Tables, chairs/stools, equipment and other facilities shall be designed ergonomically.
- 8.1.4 The laboratory shall be provided with lavatories, emergency showers and waste disposal facility.
- 8.1.5 A first-aid kit, completely stocked for emergency treatment of cuts and burns, shall be provided and shall be easily accessible for use. The first-aid kit shall be kept out of reach by the children.
- 8.1.6 Schools preserving specimens for dissection shall provide a small storage tank. The tank may be made of either jar or any non-absorbent material, placed near the laboratory.
- 8.1.7 Poisonous and harmful plants, animals, chemicals and materials shall be kept in appropriate and secured areas.
- 8.1.8 Viral and bacterial cultures shall be kept in laboratories under standard laboratory security measures.
- 8.1.9 Chemistry laboratories shall be provided with sufficient hoods or devices for exhaust of irritating or poisonous gases.
- 8.1.10 Laboratories of schools utilizing radioactive materials or sources for study or research shall conform to the requirements and guidelines prescribed by the Radiation Health Office of the Department of Health and the Philippine Nuclear Research Institute.
- 8.1.11 The laboratory shall conform to the existing requirements as to location, size and volume of rooms, fire and explosion prevention, construction of barricades and shields, personal protective equipment as embodied in the provisions of Chapter VII - "Industrial Hygiene" of the Code on Sanitation of the Philippines (P.D. 856) and its implementing rules and regulations.

8.2 Gymnasiums

- 8.2.1 Gymnasiums shall be located as remote as possible from the classrooms. Adjacent locker rooms shall be located ideally in a separate wing.
- 8.2.2 The ceiling of the gymnasium shall be acoustically treated.
- 8.2.3 Gymnasiums shall be of adequate size and properly equipped.

8.3 Auditoriums

- 8.3.1 The location of auditoriums shall be as remote as possible from the classrooms.
- 8.3.2 The ceilings and walls of the auditorium shall be acoustically treated.

8.4 School Quarters/Dormitories within the School Premises

- 8.4.1 School quarters or dormitories shall be situated in such a way that:
 - a. they are sufficiently far from all fire hazards;
 - b. necessary home works and studies can be carried on without undue interference by neighbors or by passing traffic; and
 - c. activities within the school quarters or dormitories will not interfere with those going on in other classrooms, study rooms, laboratory rooms or library, and vice versa
- 8.4.2 School quarters or dormitories shall be so planned and constructed that in case of fire, typhoon, earthquake, and other disasters, all students can evacuate the building promptly and safely.
- 8.4.3 School quarters or dormitories shall be provided with adequate drinking water facilities in accordance with pertinent provisions of Chapter II - "Water Supply" of the Code on Sanitation of the Philippines (P.D. 856) and its implementing rules and regulations.
- 8.4.4 School quarters or dormitories shall be provided with adequate toilet, hand washing and shower facilities as provided in Section 6, sub-sections 6.1.15 and 6.1.16.

- 8.4.5 School quarters or dormitories shall be properly lighted and ventilated. No basement quarters shall be permitted.
- 8.4.6 Rooms shall be provided with furniture and with doors opening outwards towards a corridor or an open space.
- 8.4.7 School quarters or dormitories shall be maintained clean and free from vermin infestation.
- 8.4.8 Receiving rooms shall be provided for visitors.
- 8.4.9 Fire exit shall be provided in accordance with the Fire Code of the Philippines.
- 8.4.10 Operation of cafeteria, student lunch counters, restaurants, canteen and similar establishments shall comply to the provisions of Chapter III - "Food Establishments" of the Code on Sanitation of the Philippines (P.D. 856) and its implementing rules and regulations.

8.5 Computer Rooms

- 8.5.1 Equipment, furnitures, and other facilities in the computer rooms shall be ergonomically designed.
- 8.5.2 Computer rooms shall be provided with appropriate lighting and ventilation.
- 8.5.3 The temperature inside the computer rooms shall be maintained at a room temperature of 26° C - 28° C.

8.6 Swimming pools

Operation of swimming pools shall comply with the pertinent provisions of Chapter VIII - "Public Swimming or Bathing Places" of the Code of Sanitation of the Philippines (P.D. 856) and its implementing rules and regulations.

8.7 Libraries and other School Facilities

Libraries and all other facilities in the school shall be constructed in accordance with the National Building Code of the Philippines, Fire Code, Code on Sanitation, National Plumbing Code and other existing laws and local ordinances.

SECTION 9. SPECIFIC REQUIREMENTS FOR DAY CARE SERVICE, PRE-SCHOOL SERVICE AND CHILDREN'S INSTITUTION

9.1 Physical Facilities

9.1.1 A pre-school service, day-care service or children's institution shall not be permitted inside factory, mercantile or business building, unless approved by the local health office. Such approval shall be subject to the condition that the place is free from fire, traffic, pollutants or other health hazards.

9.1.2 Cellars shall not be used as school facilities.

9.1.3 All parts of the building shall be adequately lighted and ventilated as provided for under these rules and regulations.

9.1.4 Windows in rooms above the ground floor shall be safely guarded when the window sills are so low as to present a safety hazard to the children.

9.1.5 Floors shall be constructed of non-skid materials.

9.2 Sanitary Facilities

9.2.1 Toilets shall be provided convenient to playrooms, classrooms and dormitories.

9.2.2 Separate comfort rooms shall be provided for boys and girls. A partition not less than 1.70 meter high shall separate the toilets.

9.2.3 Toilets, urinals and handwashing facilities shall be of such height and size appropriate for use by the children without assistance.

9.2.4 Soap and individual paper or cloth towels or sanitary drier shall be provided adjacent to wash basins and within reach of the children. If personal items such as combs, washcloths and others are provided, each child shall have such articles for his own use.

9.2.5 Drinking water shall be potable in accordance with the provisions of the Philippine National Standards for Drinking Water.

9.2.6 Plumbing shall be in accordance with the National Plumbing Code of the Philippines.

9.3 Equipment and Furnishing

9.3.1 All equipment and furnishing used shall be readily washable or otherwise easily cleaned.

9.3.2 Furnishing which are likely to collect excessive amount of dust, such as heavy draperies, upholstery or carpets, shall not be used in rooms occupied by children, but such furnishings may be used for educational purposes if they are kept clean.

9.3.3 Tables and chairs and other equipment shall be appropriate for the size and needs of the children who use them and shall be readily washable.

9.3.4 Sufficient play equipment shall be provided which is appropriate to the stage of development of the children and which is designed to foster physical and motor development. The equipment shall be easily accessible to the children, readily washable, clean, in good and functional condition and free from hazards such as sharp or pointed parts, or toxic or poisonous finishing materials.

9.3.5 A first-aid kit, completely stocked for emergency treatment of cuts and burns, shall be provided and shall be easily accessible for use. The first-aid kit shall be kept out of the reach of young children.

9.4 Indoor and Outdoor Play Areas

9.4.1 Indoor and outdoor play areas shall be available to the children.

9.4.2 Play areas shall be safe, clean, easily accessible, adequate in size and suitable for the needs of the children.

9.4.3 Shady areas shall be available in outdoor play areas.

9.5 Care and Preparation of Food

9.5.1 When food is stored or served to children in a day care service, pre-school service, or children's institution, the provisions of Chapter III - "Food Establishments" of the Code on Sanitation of the Philippines (P.D. 856) and its implementing rules and regulations shall be applied hereto.

9.5.2 The food supplied to the children shall be wholesome and nutritious, of good quality, properly prepared, and varied according to a balanced diet.

9.5.3 Milk shall be kept at a temperature below 7° C.

9.5.4 A child shall not be permitted to remove the caps from bottles or containers of milk intended for other persons or permitted to assist in the dispensing of milk except under adequate supervision.

SECTION 10. SPECIFIC REQUIREMENTS FOR SPECIAL SCHOOLS

10.1 Donation of Human Organs for Medical, Surgical and Scientific Purposes

For the purpose of this Section, the provisions of Republic Act No. 7170 otherwise known as the Organ Donation Act of 1991 as amended by Republic Act No. 7885 dated February 20, 1995 shall be applied and enforced in these implementing rules and regulations.

10.2 Use of Remains for Medical Studies and Scientific Research

10.2.1 Unclaimed remains may be used by medical schools and scientific institutions for studies and research subject to the following requirements:

- a. Unclaimed cadavers of persons who died of or with a dangerous communicable disease shall not be permitted to be utilized for scientific purposes and/or medical studies.
- b. In case the person died from non-dangerous communicable disease, a certification shall be secured by the scientific institution and/or medical school from the director or chief of hospital certifying that the cadaver has been unclaimed for 48 hours after death and that the cause of death was that of the abovementioned disease.
- c. Where the cadaver involved has been donated to medical schools and scientific institutions for studies and research, an affidavit to this effect shall be required from the nearest of kin with two witnesses, subscribed and sworn to before a Notary Public.

10.2.2 Requirements for medical/paramedical schools and scientific institutions on the use of cadavers for research and scientific purposes:

- a. Duly accomplished applications for the use of cadavers for scientific purposes shall be forwarded to the regional health director for approval.
- b. Only paramedical institutions authorized by the Commission on Higher Education (CHED) to operate medicine, nursing, dentistry, physical therapy, midwifery and other paramedical courses are qualified to apply for permission to use cadavers for scientific purposes.
- c. The application shall be filed by the applying medical/paramedical/scientific institution and not by a funeral establishment or by an individual.
- d. Cadavers shall be properly embalmed to be certified by the embalmer by affixing his signature at the back of the Death Certificate under title of "CERTIFICATE OF EMBALMERS".
- e. Where the cadaver is involved in a medico legal case, clearance shall be first secured from the chief of police or the prosecutor having jurisdiction.
- f. Application forms shall be properly accomplished, together with the death certificate, certification of inspection from the local health officer in the point of origin and police certification that there is no claimant before submitting to the regional health director.
- g. The necessary transit permit shall be secured and the official receipt covering the payment shall be attached to the application.
- h. The cadaver or the part or parts thereof shall not be disposed in any way or manner other than the purposes applied for.
- i. After the cadavers have served their purposes, the same shall be given a decent burial by the applicant institution which shall defray all expenses incident thereto.

- j. It is the responsibility of the school to see to it that the list of unclaimed cadavers has been posted in public places (i.e. police department, municipal hall, hospital, market, church) and a certification of publication was secured. The list of unclaimed cadaver shall be posted for at least three (3) consecutive days.

10.3 Requirements for medical/paramedical schools and scientific institutions storing preserved bodies for scientific purposes

Medical/paramedical schools and scientific institutions storing preserved human bodies for scientific purposes must provide, in addition to existing facilities, the following:

10.3.1 Morgue

- a. Location. The morgue shall be constructed either as a separate structure or part of the medical or paramedical building. In either case strict privacy shall be maintained.
- b. Size. The size of the morgue depends on the number of cadavers to be stored. The cadavers shall be contained in tanks divided into compartments. Each compartment shall have the following dimensions: 2.5 meter long, 1.5 meter wide and 2.5 meter deep. Every compartment shall be provided with a drain pipe leading into a waste water treatment facility separate from the septic tank. The cover of each compartment shall be provided with tight fitting lids. The disposal of the cadaver shall be in accordance with the provisions of Chapter XXI - "Disposal of Dead Persons" of the Code on Sanitation of the Philippines (P.D. 856) and its implementing rules and regulations.
- c. Lighting and Ventilation. The aggregate window area shall not be less than 1/10 of the floor area. The room shall be well ventilated and well lighted. In addition to those openings, exhaust ducts of at least 1/50 of the floor area shall be provided in the ceiling or as close to the ceiling as possible.
- d. Temperature. The morgue shall be maintained at least at room temperature (average temperature of 26° C to 28° C).

10.3.2 Dissection Room

The following shall be the minimum requirements for dissection room:

- a. The dissection room shall be located in a suitable place of the building, preferably on the top floor, or in a separate structure where only authorized persons shall have access;
- b. Good ventilation and lighting;
- c. Protection from insects and rodents;
- d. Floor and walls up to 1.5 meter high shall be of cement and other impervious materials; and
- e. One or more floor drains connected with the waste water treatment facilities separate from the septic tank or sewage disposal system.

SECTION 11. SPECIFIC REQUIREMENTS FOR PERSONNEL, PUPILS/STUDENTS, AND SCHOOL HEALTH SERVICES

11.1 Personnel

- 11.1.1 Teaching and non-teaching personnel of the school shall undergo annual physical, medical and dental check-up.
- 11.1.2 No person shall be employed in any school without first securing a health certificate (EHS Form 102-A, B) from the city/municipal health officer of the locality where the establishment is located. Health certificates are non-transferable and shall be renewed annually.
- 11.1.3 The health certificate of employees working in food outlets or establishments within the school shall be clipped visibly in the upper left front portion of the uniform while working.

11.2 Pupil/Student

- 11.2.1 All pupils/students enrolled in the school shall undergo physical, medical and dental examinations annually.
- 11.2.2 Periodic immunizations that may be necessary or required shall be provided in coordination with the local health office.

11.2.3 Guidance and counseling services for the promotion of physical, mental and emotional health of pupils/students shall be provided by the school.

11.3 School Health Facilities

11.3.1 School Clinic

- a. All schools shall establish a medical and dental clinic for the delivery of preventive and promotive health services and the treatment of minor ailment and emergency cases.
- b. Big schools with 3000 or more students shall allocate a room space of not less than 65 square meters as school clinic, divided into compartments to suit the different health needs of pupils/students.
- c. School clinics shall be well lighted and ventilated.
- d. A lavatory or handwashing facility with adequate and potable water supply shall be installed in the school clinic.
- e. Basic medical and dental equipment, stretcher, portable oxygen tank with regulator and other basic drugs/medicines and dental supplies shall be provided.
- f. The presence of health personnel in the school clinics shall be required for the duration of time when classes are going-on.
- g. A referral system for health, medical and dental services shall be established by the school with the local health office, government or private hospitals and clinics for handling complicated cases.
- h. A list of hospitals, clinics and practitioners for referral of emergency/complicated cases, including their addresses and telephone numbers shall be available in the school clinic.

11.3.2 First Aid Kit

- a. First-aid kit shall be available in every teachers/faculty room.

- b. Only teachers trained in first-aid shall do first aid measures. Otherwise, this shall be referred to the health personnel in the school clinic.
- c. The first aid kit shall contain the following:

Table 8. First Aid Kit Contents

First-Aid Material	Quantity
Alcohol, 70% Isopropyl	1 doz. Bottles
Ammonia, Aromatic Spirit	4 oz.
Applicators, throat, wooden	*
Bandage, Gauze, 2.5cm., sterile	9 meters
Bandage, Gauze, 5.0cm. sterile	9 meters
Bandage, triangular	*
Cotton, Absorbent, sterile	10 grams
Cup, drinking, Paper	1 gross
Dressing, finger, 1cm. inch band aid	2 boxes of 100s
Gauze, sterile	1 sq. Meter
Gauze, Sterile, Plain	*
Pad 2 x 2 inch in Germproof envelop	*
Gauze, Sterile, Plain,	
Pad 3 x 3 inch. In Germproof envelop	*
Oil in Cloves	1 oz.
Petrolatum, plain, white	2 oz.
Pins, Safety, 6 cm., 4 cm.	2 oz.
Soap, Green Tincture	8 oz.
Splints for Arm 3 x 17 in.	*
Splint for leg, 3-1/2 x 30 in	*
Elastic Bandage - 6 cm.	3 rolls
Tape, Adhesive, 1/2 in.	9 meters
Tape, Adhesive, 2 in.	9 meters
Tape, Adhesive, 1/2 in.	9 Meters
Thermometer, Clinical, Celsius	*
Tongue Depressor	*
Toweling, Paper, 10 in wide	*
Toweling, Paper, 30x40 in., 1/4 fold	*
Scissors	*
Forceps, Splinter	*
Hot Water Bottle	*
Wash Basins	*
Icebags	*
Dressing Basin	*
Inelastic Tourniquet	*
Toothpicks	6 boxes
First Aid Textbook, Guide, PNRC	2 copies

* Depending on the School Population and their activities.

SECTION 12. INSPECTION AND EVALUATION

12.1 Sanitary Inspection

12.1.1 Responsible Officer

It shall be the duty of the city or municipal health officer to cause an inspection and evaluation of every school requiring a sanitary permit for its operations, at least every three (3) months and to cause as many additional inspections and re-inspections and evaluation as deemed necessary for the enforcement of the provisions of these rules and regulations. Inspection of the establishment shall be conducted within seven (7) working days after payment of the inspection fee to the city/municipal treasurer concerned.

12.1.2 Sanitation Inspection Fee

The fees payable on every inspection shall be in such amount prescribed by local ordinances.

12.1.3 Mission Order

- a. The city/municipal health officer or the chief of the sanitation division or section or unit of the local health office, as the case may be, shall issue a mission order (EHS Form No. 112) for every sanitation inspection that will be conducted by the sanitary engineer/sanitation inspector.
- b. The mission order shall contain date, mission order number and series, the name of the inspector and the I.D. number, the business names, addresses, categories of establishments to be inspected and the scheduled dates of inspection. This must be shown to the owner/operator of the establishment before any inspection is conducted. The immediate supervisor of the inspector shall monitor the enforcement of the mission order.
- c. Sanitary inspection conducted without a mission order is prohibited.
- d. The operators of establishments shall report to the local health officer or chief of sanitation division/section/unit the unauthorized inspection that was executed.

12.1.4 Uniform of Inspector and Aids to Inspections

- a. The sanitation inspector shall wear the prescribed uniform of the office with the proper identification card while conducting the inspection.
- b. He shall likewise bring all the equipment and supplies needed in the inspection such as the sanitary inspection of public places establishment form (EHS Form No. 103-B), clipboard, thermometer, flashlight, measuring tape, camera, light meter, water pressure gauge, residual chlorine and pH comparator kits, blacklight, copy of the sanitation laws, regulations, standards and other reference materials needed in the inspection.

12.1.5 Recording of Inspection

- a. The sanitary engineer/sanitation inspector shall record his findings in an inspection form (EHS Form No. 103-B).
- b. The sanitary engineer/sanitation inspector shall furnish the original of such report to the operator of the establishment.
- c. Demerits entered in the appropriate column of the inspection form shall indicate that the item does not conform with the requirements of these rules and regulations.
 - i. The inspection form has twenty (20) items. Non-complying items are indicated with an (X). Every such item is weighted with a demerit of 5. The rating of the establishment is therefore 100 less (number of demerits x 5). The result is expressed as a percentage (%) rating.
- d. Sanitation Standard
 - i. The percentage rating has an equivalent sanitation standard as shown in Table 9:

Table 9. Sanitation Standard Rating Sticker

Percentage Rating	Sanitation Standard	Color Code
90 - 100 %	Excellent	Luminous Green
70 - 89 %	Very Satisfactory	Luminous Yellow
50 - 69 %	Satisfactory	Luminous Red

- ii. School with percentage rating below 50% shall be recommended for suspension of operation until compliance.
- iii. Sanitation standard rating sticker (SSRS) (EHS form No. 104-A/C) shall be posted in a conspicuous part of the establishment, preferably at the door, for guidance of the customers. It shall be updated once every three (3) months, unless revoked earlier.
- e. The average sanitation standard of every school shall be evaluated by the local health officer/ chief of the sanitation division/section/unit every year end to determine its improvement/maintenance rating.

12.1.6 Report of Inspection

- a. The sanitary engineer/sanitation inspector who conducted the inspection shall complete the sanitary inspection report, and whenever an inspection form issued indicates non-compliance to items relating to any particular type of premises, the inspector shall notify the holder of the sanitary permit, the manager or occupier of the correction to be made and indicate a reasonable period for its compliance.
 - i. The recommended corrective measures shall be specific in nature for the easy understanding of the operator of the establishment.
 - ii. Reasonable period for compliance or grace period shall be inclusive of Saturdays, Sundays and holidays.
- b. The sanitary engineer/sanitation inspector who conducted the inspection shall likewise prepare a sanitary order (EHS Form No. 107) for approval by the city or municipal health officer or chief of the sanitation division or section or unit, as the case may be.

- c. Within 48 hours of the inspection or evaluation, the original of the inspection report (EHS Form No. 103-B) and the sanitary order shall be furnished and acknowledged by the holder of the sanitary permit, or the operator of the establishment. The inspection report shall be personally delivered, or shall be sent through the postal service, registered with return card.

12.1.7 Re-Inspection

- a. If upon re-inspection of the establishment after the deadline the sanitary engineer/sanitation inspector finds that correction has not been effected, he shall report to the health officer who shall recommend the revocation of the sanitary permit.
- b. A copy of the inspection form and any notice served shall, in all cases be filed and kept by the local health office and be available for inspection by authorized officials.

12.2 Service of Notice

- 12.2.1 Whenever an inspection or evaluation form indicates non-complying items, the city or municipal health officer shall serve to the operator of the establishment a sanitary order requiring him, within the grace period stated in the order, to take such remedial action as may be specified therein.
- 12.2.2 In the event of non-compliance with the terms of the first sanitary order by the operator, the health officer may serve a second notice:

a. Second Sanitary Order

- i. If the owner of the establishment needs additional time to comply with the first sanitary order, he shall request in writing prior to the expiration of the said sanitary order for an extension of the grace period to the city or municipal health authority. The second sanitary order shall then be subject to the approval of the local health authority.
- ii. Notice of Hearing (EHS Form No. 118). The city/ municipal health officer shall call the holder of the sanitary permit to show cause, at a time and place stated in the notice, why the permit issued in respect of the establishment shall not be revoked.

12.3 Revocation of Permit

- 12.3.1 After prior notice and hearing as provided above, the health officer, if satisfied that the terms of the two notices

have not been complied with or that failure to comply therewith is not excusable, shall recommend to the local health authority the revocation of the said permit, or;

12.3.2 After the second sanitary order on an extended grace period, a re-inspection was conducted and still the operator of the establishment fails to comply with such order as reported by the sanitary engineer/sanitation inspector, the health officer shall recommend to the local health authority the revocation of the sanitary permit without delay and shall inform other related agencies of the city or municipality of the revocation.

12.3.3 Lifting of suspension of permit may be recommended by the local health officer to the local health authority whenever the operator of the establishment complies with the notices.

12.3.4 The operator of the establishment may file a motion for reconsideration to the health authority if he/she is not satisfied with the action of the city or municipal health officer.

• 12.3.5 The health authority may file court proceedings against any establishment continuously operating after the revocation of its permit.

12.4 Summary Suspension of Permit

Whenever the city/municipal health officer finds unsanitary or unhealthy conditions in the operation of an establishment which in his judgment constitute a substantial hazard to the public health, the local health officer may recommend to the local health authority the immediate suspension of the sanitary permit. Any person to whom such order is issued may file a written petition and shall be afforded a hearing within 48 hours.

12.5 Appeals

The person or panel conducting the hearing may confirm, modify or reverse the decision appealed from which decision shall be final.

12.6 Power of Entry

Any sanitary engineer/sanitation inspector or duly authorized officer of the Department of Health or of the provincial, municipal or city health offices, upon presentation of proper credentials may at all reasonable times enter into any premises of any establishment used for any of the purposes referred to in these rules and regulations for the purpose of inspection or any other action necessary for administration of these rules and regulations.

- a. Sanitary inspections shall be conducted by officials in accordance with sub-section 12.1.3 of these rules and regulations.
- b. Sanitary inspections shall be done preferably during the time when the establishment is in operation.

12.7 Hearings

The local health authority may conduct hearings regarding erring establishments to include appeals from establishments. The decision of the local health authority shall be deemed final and executory.

SECTION 13. RESPONSIBILITY OF THE SCHOOL ADMINISTRATOR

The school administrator shall:

13.1 Conduct and supervise the maintenance of a healthful physical and emotional environment for the school as provided in these implementing rules and regulations;

13.2 Apply sanitary permit before operating a school and renew such permit at the beginning of each year thereafter;

13.3 In medical school or scientific or research institutions, the administrator shall monitor and supervise the use and storage of remains or cadavers and conduct the decent burial or disposal of said cadavers or remains;

13.4 Provide protective equipment or dust mask for the personnel or pupils/students when erasing the boards;

13.5 Maintain a vermin abatement program within its buildings and school premises;

13.6 Maintain a school clinic as prescribed in the foregoing provisions of these rules and regulations;

13.7 Report the occurrence of notifiable diseases and disease outbreaks in the school to the local health office;

13.8 Guide the health authorities in the conduct of inspection;

13.9 Assist the local health officer in the campaign for the promotion of health and the prevention and control of diseases; and

13.10 Comply with the provisions of these implementing rules and regulations.

SECTION 14. RESPONSIBILITY OF THE REGIONAL DIRECTOR

The regional director shall:

14.1 Issue school site clearance after evaluation and validation of proposed school sites.

SECTION 15. RESPONSIBILITY OF THE LOCAL HEALTH OFFICER

The local health officer shall:

15.1 Conduct or cause the regular inspection of schools and their premises to ascertain their state of sanitation;

- 15.2 Apply precautionary measures to prevent the spread of any communicable disease or possible outbreak of disease within the school and investigate all reported outbreaks and deaths;
- 15.3 Issue sanitary permits to schools and health certificates to the personnel employed in these establishments;
- 15.4 Post the Sanitation Standard Rating Sticker (SSRS) in a conspicuous part of the establishment for public guidance after each inspection;
- 15.5 Recommend to the regional health office the approval of school site clearances; and
- 15.6 Assist in the enforcement of the provisions of these rules and regulations.

SECTION 16. RESPONSIBILITY OF THE LOCAL GOVERNMENT

The local government unit shall:

- 16.1 Reserve appropriate tracts of land under their jurisdiction as school site;
- 16.2 Apply appropriate measures or actions to maintain a healthful physical and emotional environment for the school, particularly, as to its distances from proposed or existing establishments that are considered nuisances under these rules and regulations;
- 16.3 Every city/municipality shall prohibit unnecessary blowing of horns within 120 meters from the school site. The school shall provide the necessary signs to this effect;
- 16.4 Guide the local health officer in the enforcement of these rules and regulations; and
- 16.5 Enforce the provisions of these rules and regulations.

SECTION 17. PENAL PROVISION

- 17.1 Any person who shall violate, disobey, refuse, omit or neglect to comply with any of the provisions of these rules and regulations, shall be guilty of misdemeanor and upon conviction shall be punished by imprisonment for a period not exceeding six (6) months or by a fine not exceeding Php 1,000.00 or both depending upon the discretion of the court.
- 17.2 Any person who shall interfere or hinder, or oppose any officer, agent or member of the Department of Health or of the bureaus and offices under it, provincial, city or municipal health officers, sanitary engineers and sanitation inspectors in the performance of his duty as provided for under these rules and regulations, or shall tear down, mutilate, deface or alter any placard, or notice, affixed to the premises in the enforcement of these rules and regulations shall be guilty of misdemeanor and punishable upon conviction by imprisonment for a period not exceeding six (6) months or by a fine not exceeding Php 1,000.00 or both depending on the discretion of the court.

SECTION 18. SEPARABILITY CLAUSE

In the event that any rule, section, paragraph, sentence, clause or word of these rules and regulations is declared invalid for any reason, the other provisions thereof shall not be affected thereby.

SECTION 19. REPEALING CLAUSE

All pertinent rules and regulations which are inconsistent with the provisions of these rules and regulations are hereby repealed or amended accordingly.

SECTION 20. EFFECTIVITY

These rules and regulations shall take effect after fifteen (15) days from date of publication in the official gazette or a newspaper of general circulation.

Approved on this 28th day of April nineteen hundred ninety eight, Manila, Philippines.



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Secretary of Health

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