

Republika ng Pilipinas  
(Republic of the Philippines)  
KAGABAYAN NG EDUKASYON AT KULTURA  
(DEPARTMENT OF EDUCATION AND CULTURE)  
Manila

October 2, 1975

DEPARTMENT MEMORANDUM  
No. 162, s. 1975

THE BUREAU OF SECONDARY EDUCATION: ITS ROLE AND RELATIONSHIPS  
WITH THE DEPARTMENT PROFF, THE FIELD, AND OTHER  
PUBLIC AND PRIVATE INSTITUTIONS

To the:

Bureau Directors  
Regional Directors  
Heads of Offices/Units

1. In accordance with the Integrated Mechanization Plan, the Bureau of Secondary Education shall be responsible for the formulation and evaluation of programs and standards on secondary education including adult education within the context of the department-wide program. The Bureau will perform primarily policy, program development, evaluation, and advisory functions for the Department.

2. Inclosed with this Memorandum are detailed descriptions of the role of this Bureau and its relationships with other offices in the Department, with the field, and other public and private institutions. The contents of the inclosure will serve as guidelines for the Bureau personnel as well as those of other offices and institutions in working together for the attainment of common objectives.

3. This Office will welcome suggestions for the further improvement of these guidelines.

(SGD.) JUAN L. MANUEL  
Secretary of Education and Culture

Incl.:

As stated

THE BUREAU OF SECONDARY EDUCATION: ITS ROLE AND RELATIONSHIPS  
WITH THE DEPARTMENT, FOREIGN AND HOME  
PUBLIC AND PRIVATE INSTITUTIONS

I. Legal Basis for the Creation of the Bureau of Secondary Education

The Bureau of Secondary Education was created in accordance with Presidential Decree No. 1, entitled "Reorganizing the Executive Branch of the National Government," Part XII, Education, Article X, Sec. 1, of the Integrated Reorganization Plan, states:

1. There is created a Bureau of Secondary Education in the Department, hereinafter referred to in this Article as the Bureau which shall be responsible for the formulation and evaluation of programs and standards on secondary education within the context of the department-wide program. The Bureau shall be headed by a Director.

As provided in par. 3, Article X, pertinent staff functions concerning secondary education of the bureaus abolished (Bureau of Private Schools, Bureau of Vocational Education, and Bureau of Public Schools) together with applicable appropriations, records, equipment, property and such personnel as may be necessary are transferred to the Bureau of Secondary Education.

II. Functions of the Bureau

A. Formulation of Programs and Standards

The Bureau will formulate and develop policies, plans, programs, and standards for the secondary level, including adult education. It will provide working guidelines for the schools to assure that the objectives of this level pertaining to pre-university preparation and to pre-vocational and vocational education are adequately met. In the formulation of plans and programs, the Bureau may seek the assistance of qualified personnel at the regional and provincial levels.

B. Evaluation of Policies, Plans, Programs and Standards

The Bureau shall also be responsible for evaluating policies, plans, programs and standards for the secondary

level and adult education. Upon authority of the Secretary, the Bureau may send members of its staff to regional and division offices to conduct studies to determine the degree of relevance between actual implementation and performance and the approved policies, plans, programs and standards. Such studies may serve to discover highly successful practices or innovations in certain regions or divisions that should be made known to the other regions. These field studies may also be opportunities for the Bureau staffs to render assistance to regional and division officials when deficiencies in implementation are noted.

Field studies will provide the Bureau personnel with opportunities to get first hand information of situations in the field. At the same time, the personnel will be able to establish close working relationships with regional and provincial officials.

### III. Relationship with the Department Program

#### A. With the Office of the Secretary of Education and Culture

One of the functions of the Director of Secondary Education is to advise and assist the office of the Secretary on matters pertaining to the Bureau's area of specialization which is secondary and adult education. In this connection, the Bureau's staff duties will be as follows:

1. Give assistance to the Secretary upon his request in his daily work of correspondence, conferences, interviews, preparation of reports etc.
2. Prepare plans and objectives for secondary education for the Secretary's approval;
3. Formulate and develop adequate means and systems of control for insuring the realization of these plans and objectives;
4. Study proposals submitted to the Secretary and submit comments and recommendations as basis for approval or disapproval;
5. Upon authority of the Secretary, the Director may exercise functional authority to deal directly with

certain line officials in connection with particular matters within the specialization of the Bureau.

The Director of Secondary Education may sign the following communications in his own capacity:

1. Replies to all communications addressed to him directly bearing on policies, plans, programs, and standards for the secondary level, including adult education;
2. Communications to regional directors, superintendents, and other government officials disseminating information on researches, studies, and other materials of an informational nature which are relevant to secondary and adult education;
3. In the case of letters addressed to the Secretary which were referred to the Director for appropriate action, the Director may sign for the Secretary of Education and Culture endorsements or letters requesting information or comments and recommendations. Likewise, penalties based on existing laws, rules and regulations may be signed in that manner;
4. The following communications may be prepared by the Director for the signature of the Secretary:
  - a. Communications bearing orders to regional directors for implementation or compliance;
  - b. Communications bearing information on new plans, programs, and policies or interpretation of existing policies.

B. Relations with Staff Service Offices of the Department

The Bureau will collaborate closely with the Planning Service, the Finance and Management Service, the Administrative Service and the Information and Publication Service. As often as the need arises, the Director will consult with the staff service chiefs on matters pertaining to the Bureau and the secondary education program.

C. With the Bureau of Elementary Education and the Bureau of Higher Education

The Bureau will work in close collaboration with the Bureau of Elementary Education and the Bureau of Higher Education in the implementation of policies and in working for the attainment of the program of the Department. The Bureau will promote close working relationships among the Directors, division chiefs, and personnel of the three Bureaus. In such matters as curricular development, staff development, physical facilities development and problems affecting the total education system.

IV. Relation with the Regional Offices and Division Offices

A. On Curriculum matters

The Bureau shall:

1. Provide assistance and consultancy service in the dissemination of information on the secondary school curriculum and its implementation;
2. Coordinate research projects on curricular innovations which are initiated by the Bureau for implementation in the field;
3. Bring to the field the results of research studies that would be relevant to them as an implementing agency of the Department of Education;
4. Provide technical assistance on the use of educational media, audio-visual aids, and other forms of instructional technology;
5. Provide assistance in research projects initiated by the field;
6. Assist the field in the upgrading of student achievement by developing minimum educational standards in the different subject areas; and
7. Assist in the evaluation of the usefulness of teaching strategies for the implementation of the secondary curriculum.

B. On Faculty and Staff Development Matters

The Bureau shall:

1. Formulate plans and programs to upgrade the competencies of the teaching and non-teaching staffs in secondary schools;
2. Provide consultant service and expert advice in seminars, workshops, and conferences in the regional and division offices;
3. Conduct studies to assess and evaluate the implementation of the staff development programs and make the necessary recommendation for improvement;
4. Study proposals submitted from the field in connection with staff development;
5. Disseminate the results of studies and researches on staff development that may be of interest to teachers and non-teachers in secondary schools in the field;
6. Exercise functional supervision on matters pertaining to faculty and staff development.

C. On Physical Facilities Matters

The Bureau shall:

1. Provide suggestive plans, programs, and projects to improve school plant and equipment for secondary schools in order to make these relevant to needs of the region or locality;
2. Provide expert assistance or consultative services for school administrators in the effective utilization, care and maintenance of the school plant and equipment;
3. Provide technical assistance or consultative services for the undertaking of seminars, workshops and conferences on the formulation of standards regarding the quality of physical facilities and

equipment for use at the secondary school level and for adult education.

V. Relations with Other Public and Private Institutions and/or Agencies

The Director of Secondary Education is authorized to communicate directly with heads and key officials of public and private institutions and/or agencies on matters within the functional authority of the Bureau and in the furtherance of its objectives.

The Bureau will collaborate closely with the Educational Development Projects Implementing Task Force (EDPIT/F) in the planning and implementation of projects in education, particularly those at the secondary level.