

Republic of the Philippines
(Republic of the Philippines)
KAGABANGANG PANG-EDUKASYON AT KULTURA
(DEPARTMENT OF EDUCATION AND CULTURE)
Manila.

March 10, 1976

DEPARTMENT MEMORANDUM
No. 76, s. 1976

DESIGNATION OF ACTION OFFICERS/COMMITTEES

To the: Bureau Directors
Regional Directors
Chiefs of Services
and Heads of Units
Coordinator, State Colleges
and Universities
Schools Superintendents

1. Inclosed herewith is Memorandum-Circular No. 896 of the Presidential Executive Assistant dated March 3, 1976, enjoining all offices, agencies, and instrumentalities of the government to comply with the requirement, in Memorandum Circular No. 320 dated February 23, 1970, as amended by Memorandum No. 362 dated June 18, 1970.
2. Conformably to the provisions of Memorandum-Circular No. 896 all Bureau and Regional Directors as well as Superintendents of Schools are requested to form an Action Committee of three consisting of a chairman and two members if there are more than two hundred (200) employees/teachers, or, if there are less than 200, to designate an Action Officer thereto.
3. The function of the Action Officer/Committee is to follow up cases referred by the Special Action Unit, Office of the President of the Philippines, Malacañang, and by this Office, to ensure their expeditious disposition. The Committee/Officer may also serve as complaints and action agency to which school officials, teachers, parents, and students can directly bring their complaints, grievances, or problems and get fast and effective government assistance. It may also assist in resolving at the earliest possible time problems and other requests for action or cases referred to it by the Office of the Secretary of Education and Culture.
4. Copies of designations of Action Officers/Committees should be submitted to this Office on or before May 30, 1976, copy furnished the Special Action Unit, Office of the President of the Philippines, Malacañang, Manila.

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

Incl.:

As stated

Reference:

BPS Circular: No. 7, s. 1971

Altogether: 1-2-3--(D.C. 1-76)

To be indicated in the Removal Index
under the following subjects:

EMBASSY and OFFICES
COMMITTEE
COMPLAINT
EMPLOYEES
OFFICIALS
RULES & REGULATIONS
STUDENTS
TRANSFERS

(Inclosure to Department Memorandum No. 76, s. 1976)

ANGKAPANG PANGULO NG PILIPINAS
(OFFICE OF THE PRESIDENT OF THE PHILIPPINES)

MEMORANDUM CIRCULAR NO. 362

REGARDING ALL OFFICES, AGENCIES AND INSTRUMENTALITIES OF THE
GOVERNMENT TO COMPLY WITH MEMORANDUM CIRCULAR NO. 320
DATED FEBRUARY 23, 1970, AS AMENDED BY MEMORANDUM
NO. 362 DATED JUNE 10, 1970.

Memorandum Circular No. 320 of this Office dated February 23, 1970, as amended by Memorandum Circular No. 362 dated June 10, 1970, requires that "An Action Officer shall be designated from among the key personnel of offices and instrumentalities with a personnel strength of less than two hundred (200), and an Action Committee of three (a Chairman and two members), in offices and instrumentalities with more than two hundred (200) employees, whose duty, in addition to their regular duties, shall be to follow up cases referred by the Unit to their agencies to ensure expeditious disposition thereof."

It has come to the attention of this Office that many government offices, agencies and instrumentalities have not complied with the provisions of the said Circular. In view thereof, all concerned are hereby enjoined to comply with the said Memorandum Circular not later than March 31, 1976, by designating the required Action Officer or Action Committee as the case may be, furnishing the Special Action Unit of the Office of the President with the names of their respective action officers, or the names of the members of their Action Committees, as the case may be.

(S.S.) JACINTO G. CLAVE
Presidential Executive Assistant

Manila, March 3, 1976

A true copy

X. Reasons for recommending the candidate

I hereby certify that the foregoing statements are true and correct based on data available in this Office. If selected, this recommendee can be released from his/her present assignment without detriment to the efficiency of the service.

Superintendent of Schools/
Head of Agency or Institution

Regional Director