

Republic of the Philippines
(Republic of the Philippines
MINISTERIO DE EDUCACION Y CULTURA
(MINISTRY OF EDUCATION AND CULTURE)
Manila

March 15, 1979

MEC M E M O R A N D U M
No. 76, s. 1979

MATEA CLEARANCE REQUIRED FOR TRANSFER, SEPARATION,
AND/OR RETIREMENT OF MATEA SCHOOL OFFICIALS

To: Bureau Directors
Regional Directors
Presidents or Deans of MATEA Degree-Granting
Institutions
Schools Superintendents
MATEA Administrators, Coordinators,
Cashiers/Registrars and Teacher-Students

1. To safeguard the finances, property, and records of the MATEA Program when its administration changes hands in cases of promotion, transfer, separation, or retirement, MATEA officials concerned should secure clearances from the MATEA National Secretariat, regional office, and division office, before moving on to other assignments or in case of separation from the service or retirement effective the school year 1978-1979.
2. Regional directors, assistant regional directors, superintendents as well as presidents of universities and colleges and other specifically designated officials of MATEA degree-granting institutions shall obtain clearance from the MATEA National Secretariat while coordinators, administrators, cashier-registrars and teacher-students shall be cleared by the regional, provincial/city or school officials concerned before their transfer, separation from the service or retirement.
3. Prompt dissemination of this Memorandum is desired.

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

References:

N o n e

Allotment: 1-3-3-4—(D.O. 1-76)

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

OFFICIALS
RETIREMENT
RULES & REGULATIONS

