

Republika ng Pilipinas  
(Republic of the Philippines)  
MINISTERI NG EDUKASION AT KULTURA  
(MINISTRY OF EDUCATION AND CULTURE)  
Manila

May 14, 1979

MEC MEMORANDUM  
No. 127, s. 1979

CALL-UP ON REQUIRED REPORTS

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

1. The need for prompt submission of reports called ~~for cannot be overemphasized~~. In this connection, the field is hereby informed of the new call-up system adopted by this Office.

2. When a report is not submitted on the dates indicated, the division/office/agency concerned will get a call-up letter bearing a colored chit. The colored chits represent the following:

First Call-Up - Green  
Second Call-Up - Yellow  
Third Call-Up - Red

3. It may be stated that one of the factors considered in the performance evaluation of MEC officials and personnel is prompt submission of required reports. The receipt of any call-up chits therefore should be taken as an indication of performance that leaves something to be desired.

4. All concerned should be guided accordingly.

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

Reference: None

Allotment: 1-2-3-4--(D.O. 1-76)

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

OFFICIALS                      REPORTS  
RATING





