

Republika ng Pilipinas  
(Republic of the Philippines)  
MINISTRI NG EDUKASYON AT KULTURA  
(MINISTRY OF EDUCATION AND CULTURE)  
Maynila

May 26, 1980

MEC M E M O R A N D U M  
No. 118, s. 1980

IMPLEMENTATION OF THE NEW GUIDELINES  
FOR THE PBL RURAL SERVICE PROGRAM

To: Assistant Secretaries  
Bureau Directors  
Cultural Agency Directors  
Regional Directors  
Chiefs of Services and Divisions; Heads of  
Offices/Centers/Units  
Schools Superintendents  
Presidents, State Colleges and Universities  
Vocational Schools Superintendents/Administrators

1. Pursuant to Paragraph 1, Section III, of PBL Memorandum Circular No. 3 and Paragraphs 3 and 4 of Section II of PBL Implementing Instructions No. 02, all senior officers from the level of division chiefs to bureau directors or their equivalent and technical personnel with special skills and talents needed for rural service are hereby required to participate in the Paglilingkod: Bagong Lipunan Program under Letter of Instructions No. 941.

2. The term senior officers includes those whose employment are (a) regular or temporary in status, (b) officers-in-charge, and (c) those who are holding key positions in an acting capacity. Technical personnel, which shall be determined by the heads of offices, includes those whose employment are regular, temporary, or emergency in status whether they are regularly assigned in the office, or detailed in the office or in the field.

3. In keeping with the economy measures in government (LOI No. 981) and for purposes of integrating and coordinating all MEC rural service activities, there is hereby created a MEC-PBL Committee that will review and study all proposed office-sponsored projects submitted to it by Metro Manila based MEC offices, (excluding MEC NCR, Region IV and state colleges and universities); the said Committee will determine which project or projects will be submitted to the PBL Sub-Committee for its consideration.

4. It shall be the duty of the MEC-PBL Committee to formulate general plans, programs, and strategies for the effective implementation of the MEC rural service program. The Committee, with headquarters at the Ministry of Education and Culture, Arroceros, Manila, shall be composed of the following MEC officials

Dr. Abraham I. Felipe, Deputy Minister, Ministry of Education and Culture	. . . .	Chairman
Dr. Minda C. Sutarra, Director, Bureau of Elementary Education	. . . .	Member
Atty. Anares R. Asistin, Director, Bureau of Secondary Education	. . . .	Member
Dr. Antonio G. Dumlao, Director, Bureau of Higher Education	. . . .	Member
Dr. Augusto L. Tenmatay, Acting Executive Director, EDPITAF	. . . .	Member
Dr. Serafin D. Quiason, Director, The National Library	. . . .	Member
Dr. Ponciano B. P. Pineda, Director Institute of National Language	. . . .	Member
Dr. Esteban A. De Ocampo, Chairman and Executive Director, The National Historical Institute	. . . .	Member
Mr. Jose P. Lopez, Jr., Officer-in-Charge Child and Youth Research Center	. . . .	Member
Dr. Manuel L. Cajigas, Chief, MEC-PBL Secretariat	. . . .	Executive Secretary

5. The MEC-PBL Committee shall be assisted by the MEC-PBL Secretariat, the functions of which shall be as follows

- a. Implement general plans, programs, and strategies formulated by the MEC-PBL Committee.
- b. Draw up and maintain a data bank of qualifications, expertise, and related information of MEC senior officers and technical personnel who are holding offices within Metro Manila.
- c. Perform liaison functions for this Ministry with other ministries and other government offices based in Metro Manila on matters related to rural service.

- d. Assist in pre-departure briefings of Metro Manila based MEC officials and employees.
  - e. Issue Rural Service Orders to Metro Manila based MEC officials and employees who are selected to render rural service.
  - f. Issue Certificates of Rural Service to Metro Manila based MEC officials and employees who have rendered rural service and Certificates of Participation to Metro Manila based MEC offices that are represented by its officials and/or employees in rural service teams.
  - g. Perform other functions as may be required by the MEC-PBL Committee.
6. To implement one rural service project in the second semester of the forthcoming school year covering the period from July to December, it is desired that a complete list of senior officers and technical personnel be submitted to the MEC-PBL Committee, in the case of Metro Manila based MEC offices; and to the PBL Sub-Committee, Ablaza Building, Quezon City; in the case of MEC offices, including state colleges and universities, located in the regions and provinces. The lists should be received in the offices concerned on or before June 30, 1980.
7. In addition to the foregoing, it is also desired that office-sponsored projects that are proposed by an office or group of offices under this Ministry should be submitted to, and received by, the MEC-PBL Committee, in the case of Metro Manila based MEC offices; and to the appropriate Rural Service Committee on the same date mentioned above, in the case of MEC offices, including state colleges and universities, located in the regions and provinces.
8. MEC offices, including state colleges and universities, that are located in the regions and provinces shall furnish copies of their lists of senior officers and technical personnel, projects proposals, rural service reports, and annual reports to the MEC-PBL Committee for consolidation and general reference purposes.
9. It is desired that the contents of this Memorandum be immediately implemented.

(SGD.) ONOFRE D. CORPUZ  
Minister of Education and Culture

Reference: MEC Memorandum: No. 67, s. 1979

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

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

COMMITTEE	POLICY
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