

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

August 4, 1980

MEMORANDUM  
No. 160, s. 1980

NEW POLICY ON REQUESTS FOR ENDORSEMENT/ANNOUNCEMENT  
OF PROJECTS/ACTIVITIES OF OTHER AGENCIES  
AND ORGANIZATIONS

To: Bureau Directors  
Regional Directors  
Schools Superintendents  
Presidents, State Colleges and  
Universities  
Heads of Private Schools, Colleges  
and Universities  
Vocational Schools Administrators

1. Inclosed is a copy of an Office Order entitled "Handling Requests for Endorsement/Announcement of Projects/Activities of Other Agencies and Organizations", dated August 4, 1980, which is self-explanatory.
2. Attention is invited to its inclosure which is a sample format of the letter-reply of the Minister to the requesting party. A photostat copy of a letter-reply of this nature with the signature of the Minister may be sent/presented to you from the sponsoring agency, institution or organization.
3. It is requested that this Memorandum be disseminated to all concerned.

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

Incl.: As stated

Reference:

N o n e

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

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

CHANGE  
POLICY  
RULES and REGULATIONS

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OFFICE ORDER

HANDLING REQUESTS FOR ENDORSEMENT/ANNOUNCEMENT  
OF PROJECTS/ACTIVITIES OF OTHER AGENCIES  
AND ORGANIZATIONS

To: Deputy Ministers  
Assistant Secretaries  
Bureau Directors  
Chiefs of Services and Heads of Units  
Division Chiefs

1. In line with the retrenchment policy of the government, MEC Memorandums will not be issued, henceforth, to announce activities and projects initiated/sponsored by other agencies, institutions, foundations and private/professional organizations. The sponsoring agency or organization itself will be responsible for making the announcement.
2. The authority to involve the schools, school officials, teachers or students in the above-mentioned projects and activities shall be contained in a letter-reply signed by the Minister addressed to the requesting party. Inclosed is a format of the letter-reply.
3. From the Office of the Minister, the letter-reply shall be sent to the Information and Publication Service which will keep a photostat copy of it, and release the original through the Records Division. The Records Division should maintain its own files of these replies.
4. This policy for handling requests from other agencies, foundations and professional/private organizations for endorsement and subsequent dissemination of their projects/activities in our schools is aimed at helping reduce operational costs. A survey revealed that an average of 52 per cent of MEC Memorandums averaging 313 each year from CY 1977 to CY 1979 were announcements of projects and activities, the responsibility for the dissemination of which need not have been assumed by the Ministry. For a Memorandum of this nature, 1,750 copies are duplicated at the MEC alone, and an

average of P1,000 are spent for freight each month for their shipment. These figures do not include the total number of copies finally reproduced in the field to reach every school and the total amount spent for delivery.

5. Projects and activities initiated by the different bureaus and offices of the Ministry as well as those which, by virtue of a Presidential Decree or Letter of Instruction/Implementation make the Ministry a co-sponsoring agency, shall, as usual, be announced to the field through the MEC Memorandums.

6. Compliance with this Order is desired.

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

Incl.: As stated

(Inclosure to Office Order dated August 4, 1980)

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\_\_\_\_\_  
\_\_\_\_\_

In connection with your letter dated \_\_\_\_\_,  
please be informed that this Office hereby endorses the \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

As a matter of policy, however, we no longer issue a MEC  
Memorandum to announce the activity to the field as we used to. We  
would like to leave this responsibility to the sponsoring agency.

This Office hopes that the laudable objectives of your  
project would be realized.

Very truly yours,

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