

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

January 27, 1981

MEC M E M O R A N D U M  
No. 19, s. 1981

APPOINTMENT OF THE ASSISTANT SECRETARY  
FOR FINANCE AND MANAGEMENT

To: Bureau Directors  
Cultural Agency Directors  
Regional Directors  
Chiefs of Services and Heads of Units  
Schools Superintendents  
Presidents, State Colleges and Universities  
Vocational School Superintendents/Administrators

1. The field is hereby informed of the appointment of Mr. Jesus T. Manipula as Acting Assistant Secretary for Finance and Management. The office for the Acting Assistant Secretary for Finance and Management provided for in Presidential Decree No. 1592, exercises direct supervision over the four divisions of the Financial and Management Service, namely: Accounting Division, Budget Division, Management and Audit Division and Cash and Special Education Fund Division.

2. The Acting Assistant Secretary for Finance and Management shall, pursuant to Section 1 of the above-stated Presidential Decree, perform the following functions:

- a. Provide the Minister advice and assistance on financial, budgetary, accounting and management matters pertaining to the Ministry and the bureaus and agencies under it.
- b. Supervise the coordinated preparation and implementation of annual and long-term financial and work plans and budget estimates of these offices.
- c. Conduct periodic department-wide performance financial review.
- d. Design and implement, subject to approval and in coordination with other offices concerned, improvements in financial management systems, procedures and practices and shall coordinate with the Ministry of the Budget, Ministry of Finance, Commission on Audit and other agencies in ensuring that government resources are effectively and efficiently used.

3. Dissemination of this Memorandum to all concerned is desired.

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

Reference:

MEC Memorandum: No. 45, s. 1979

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

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

APPOINTMENT, EMPLOYMENT, REAPPOINTMENT  
BUREAUS & OFFICES  
LEGISLATION  
OFFICIALS