

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

March 1, 1983

MECS M E M O R A N D U M
No. 50, s. 1983

ROLES AND FUNCTIONS OF REGIONAL STAFF INVOLVED
IN THE IMPLEMENTATION OF PHODED-ERP

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

1. In order to ensure a wholesome working relationship between and among the DAP-ERP-MECS Training Staff and the MECS regional and sub-regional school officials, certain functions and roles are hereby clarified.
2. The Development Academy of the Philippines (DAP), which has been contracted by PHODED to handle its staff development component, in coordination with the Ministry has trained and assigned some MECS personnel to the following positions:
 - a. Regional Coordinator (RC) - handles administrative supervision for the ERP
 - b. Regional Training Officer (RTO) - coordinates ERP training activities in the region
 - c. Regional (MECS) Trainer (RT) - performs planning, management and support functions in relation to the ERP training
3. The Chief of the Elementary Education Division (EED) in the MECS regional office and his/her staff are responsible for the improvement of elementary education in the regions. He/She is accountable to the Bureau of Elementary Education for the planning, implementation, monitoring, supervision and evaluation of programs and projects on elementary education, including the ERP. As a member of the Regional Planning Management Team (RPMT), he/she is responsible for seeing to it that staff development in the region is properly planned, implemented, supervised, monitored and evaluated according to the goals and needs of the regional plans.

4. As such, it is expected that the Chief of Elementary Education should be involved in all the phases of staff development being undertaken in coordination with DAP and its staff.

5. Hence, while the formal training program is handled by the DAP-ERP-MECS training staff, the regional chief needs to be informed of the plans, schedules and status of the formal training activities.

6. For the non-formal training at the Learning Action Cells (LAC), the Regional Trainers (RTs) are urged to work closely with the local school officials. Inasmuch as regional and local school officials are expected to supplement the training curriculum and activities to meet their own individual and institutional training and development requirements, it is requested that the Regional Trainers involve them in planning and scheduling the activities for the LACs.

7. The Chief of the Elementary Education Divisions of MECS regional offices are accountable to the Bureau of Elementary Education and to the Project Technical Staff (PTS) of PROVED. They should furnish these offices periodic reports on the ERP implementation. In this regard, the RTOs and RCOs are enjoined to regularly furnish the regional chief's copies of their status reports.

8. Immediate dissemination of and compliance with this Memorandum is desired.

(SGD.) DOMENRE D. CORPUZ
Minister

Reference:

MEC Order: No. 55, s. 1981

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

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

BUREAUS & OFFICES
OFFICIALS
PROGRAM, SCHOOL
PROJECTS
REPORT

