

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

April 8, 1985

MEMORANDUM
49, s. 1985

ORIENTATION SEMINAR ON DELEGATION OF AUTHORITY

Bureau Directors
Regional Directors

A series of 3-day orientation seminars on Delegation of Authority as per MECS Orders Nos. 23 and 71, both series of 1984, will be conducted for selected staff of the MECS regional offices. The objectives of the seminars are:

General: To achieve uniformity in the interpretation and implementation of the guidelines on delegated authority as contained in MECS Orders Nos. 23 and 71, s. 1984.

Specific: At the end of the seminar, the participants shall be able to:

- a. discuss the concept, principles and procedures in the grant/withdrawal of permit/recognition;
- b. prepare plans for an efficient, economical and effective system of issuing Special Orders (S.O.), Certificate of Eligibility (CEA) for admission to various curricular programs, and authentication of records;
- c. interpret the various guidelines for curricular modifications, subject substitutions/exemptions, pre-requisite requirements and accreditation of subjects earned in foreign schools;
- d. clarify the policies, rules and regulations for various educational programs, particularly in the area of higher education;
- e. specify the parameters upon which recommendation on applications to operate professional degree programs are based; and
- f. explain the concept, requirements and procedures for voluntary accreditation as per MECS Order No. 36, s. 1984.

The seminars shall be held in the following venues and dates:

<u>Date</u>	<u>Venue</u>	<u>Participating Region</u>
May 13-15	Regional Center for	I, II, III

May 23-25	Applied Nutrition Center Benilad, Cebu City	VI, VII, VIII, X
May 27-29	Mindanao Regional School of Fisheries Zamboanga City	IV, XI, XII
June 6-8	Sienna College Del Monte Ave., D.C.	IV, V, NCR

Inclosed is the program of activities.

3. Each regional office may send a maximum of ten (10) participants to be composed of:

Regional Director and/or Assistant Regional Director
Chiefs of the Elementary and the Secondary Education Divisions
Chief and/or Assistant Chief of the Higher Education Division
Selected staff members who shall be responsible for the following functions:

- a. Issuance of special orders
- b. Processing for permits and recognition
- c. Issuance of Certificate of Eligibility,
C1 and C2
- d. Authentication of records
- e. Voluntary accreditation

4. A registration fee of P300 to defray the cost of board and lodging shall be charged each participant and member of the training team. Participants from the host regions as well as those attending the seminar at Sienna College shall pay a registration fee of P150 for meals and snacks only.

5. Travel expenses, daily allowance and registration fees are chargeable against local funds, subject to the usual accounting and auditing rules and regulations.

6. The cooperation of all concerned is enjoined.

(SGN.) JAIME C. LAYA
Minister

Incl.:

As stated

References:

MFCS Orders: (Nos. 23, 36, and 71, 1984)

Allotment: 1--(D.O. 1-75)

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

EMPLOYEES
EXPENSES
OFFICIALS
SEMINARS

(Inclosure to MECS Memorandum No. 49, s. 1985)

ORIENTATION PROGRAM ON DELEGATION OF AUTHORITY

<u>DATE</u>	<u>TIME</u>	<u>SUBJECT MATTER</u>	<u>SPEAKER/RESOURCE PERSON</u>
1st day	8:00-8:30 A.M.	Registration	
	8:30-10:00 A.M.	Issues in Education	Deputy Minister Felipe
	10:00-10:30 A.M.	Break	
	10:30-12:00 Noon	The Education Act of 1982	Dr. Antonio G. Dumlao
	12:00-1:30 P.M.	Lunch	
	1:30-5:00 P.M.	Mechanics and Dynamics of MECS Orders Nos. 23 and 71, s. 1984	BHE Orientation Team
2nd day	8:00 A.M.-12:00 Noon	Mechanics and Dynamics . . . Cont'd.	
	12:00-1:00 P.M.	Lunch	
	1:00-3:00 P.M.	Mechanics and Dynamics . . . Cont'd.	
	3:00-5:00 P.M.	Towards a Functional Coordination Between and Among the Regional Offices and the MECS: Agreements and Commitments	Dr. Dumlao presiding
3rd day	8:00-5:00 P.M.	Accreditation - Concepts Requirements, Procedures	Federation of Accrediting Association of the Philippines (FAAP) team

