

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

August 16, 1977

DEPARTMENT ORDER
No. 41, s. 1977

FUNCTIONS OF THE FOREIGN STUDENTS,
FOREIGN SCHOOLS AND FORMER CHINESE
SCHOOLS OFFICE

To: Bureau Directors
Regional Directors
Chiefs of Services and Heads of Units
Schools Superintendents

1. Inclosed, for the information and guidance of all concerned, is a statement of functions of the Foreign Students, Foreign Schools and Former Chinese Schools Office, Department of Education and Culture, Manila.
2. All provisions of previous Department Orders, Department Memoranda, and department regulations contrary to or inconsistent with this Order are hereby repealed and/or modified accordingly.



JUAN L. MANUEL

Secretary of Education and Culture



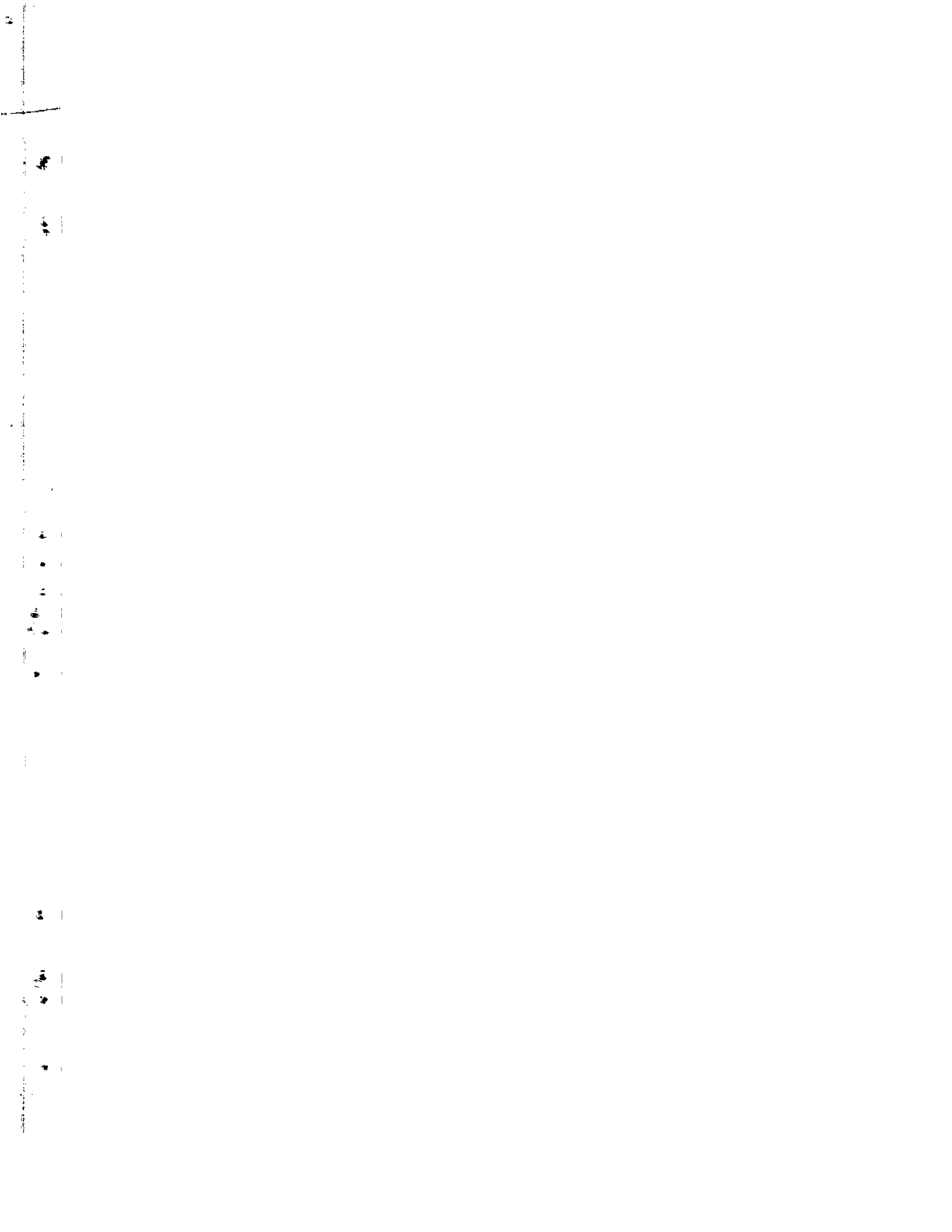
Incl.:
As stated

Reference:
Department Order: No. 15, s. 1976

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

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

- OFFICIALS
- POLICY
- RULES & REGULATIONS
- SCHOOLS
- SUPERVISION



(Inclosure to Department Order No. 41, s. 1977)

Republic of the Philippines
Department of Education and Culture
Manila

FUNCTIONS OF THE FOREIGN STUDENTS,
FOREIGN SCHOOLS AND FORMER CHINESE
SCHOOLS OFFICE

The Foreign Students, Foreign Schools and Former Chinese Schools Office performs policy and program development functions for the Secretary of Education and Culture relative to the establishment, operation, and supervision of all foreign schools, former Chinese schools, and foreign mission schools operated in the Philippines by virtue of existing cultural agreements with other countries and other educational commitments of the Philippines. It also extends assistance to foreign students studying in the various educational institutions in the country.

The implementation of programs and projects in relation thereto and with the Department of Foreign Affairs, Commission on Immigration and Deportation, the National Intelligence and Security Authority (NISA) and the Department of National Defense pursuant to the implementation of Executive Order 104 of the President, Presidential Decree No. 51 and its LOI No. 52-B, dated Jan. 17, 1973 and other matters involving national security, are entrusted to this Office under the Secretary of Education and Culture.

The Office, therefore, performs unique functions peculiar only to the Department of Education and Culture in coordination with the National Intelligence and Security Authority and other departments in the government.

The Foreign Students, Foreign Schools and Former Chinese Schools Office shall be headed by an Executive Director. The Office shall have two (2) divisions; namely: (a) Permit, Evaluation, and Supervision Division, and (b) Research and Documentation Division.

A. EXECUTIVE DIRECTOR

The Executive Director shall be the head of the Foreign Students, Foreign Schools and Former Chinese Schools Office. He shall have the following functions, among others:

a. Advise the Secretary of Education and Culture in the formulation of policies and programs involving foreign schools, former Chinese schools, and Philippine schools abroad and in the supervision thereof;

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b. Advise the Secretary of Education and Culture in the formulation and implementation of national security measures in coordination with the proper government agencies;

c. Formulate policies and guidelines regarding the entry, status, and studies of foreign students in the Philippines;

d. Act for the Secretary of Education and Culture in all matters concerning school programs, study permits, appropriate visas of foreign students, etc. including teaching permits of alien teachers in all private and government-owned educational institutions;

e. Recommend to the Secretary of Education and Culture the issuance and/or withdrawal of government permit/recognition of courses offered by schools under his supervision.

f. Represent the Department of Education and Culture in all conferences, conventions, meetings, etc. which deal on matters on foreign students, foreign schools, and national security;

g. Represent the Department of Education and Culture in the Department of Foreign Affairs, Commission on Immigration and Deportation, National Intelligence and Security Authority (NISA), and the Department of National Defense on matters affecting national security programs;

h. Attend to the over-all supervision of and/or coordination of all activities of the various divisions/units in the Office;

i. Prepare periodic progress reports on the activities of the Office and make recommendations as are necessary to attain the goals and objectives entrusted to it; and

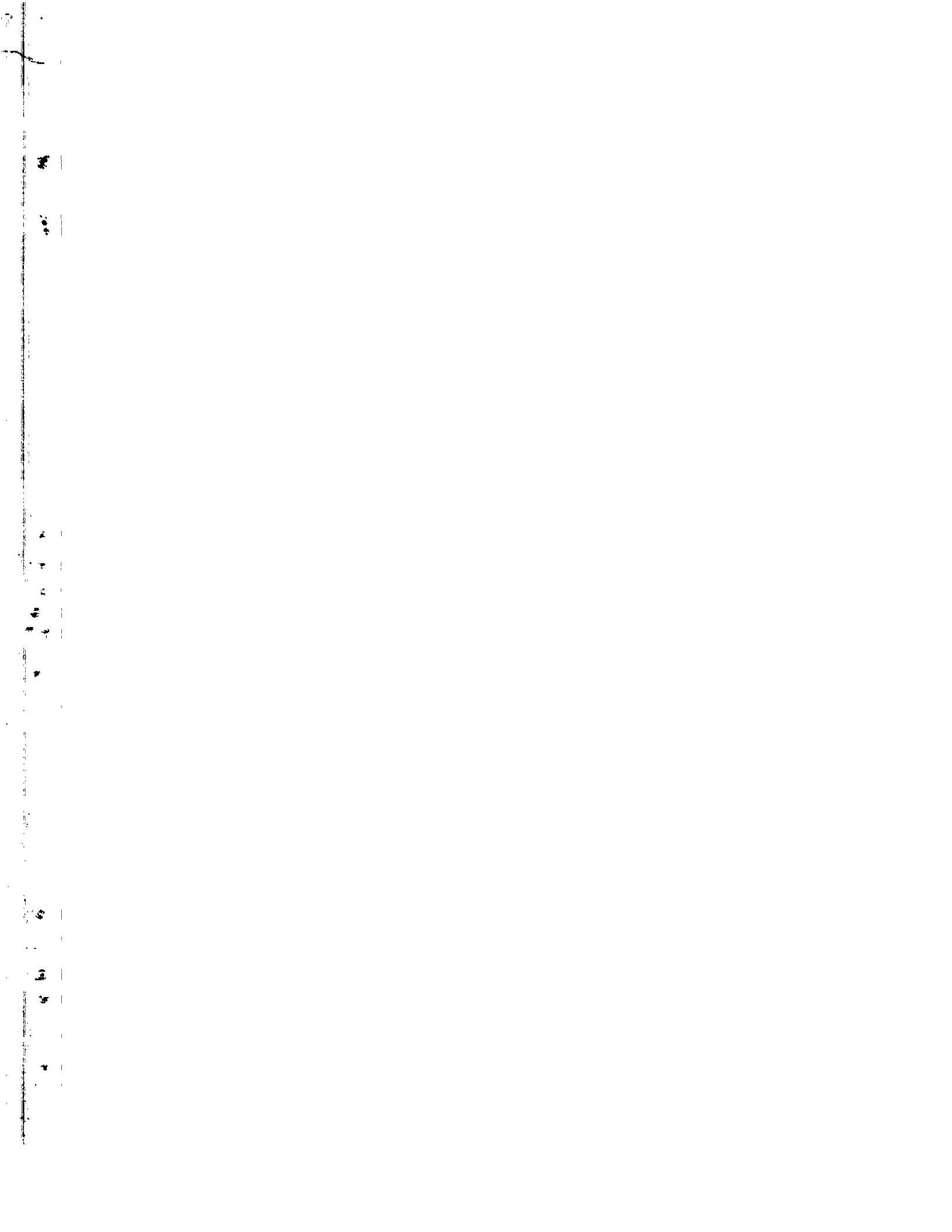
j. Perform such other functions as may be assigned to him by the Secretary of Education and Culture and higher authorities.

B. PERMIT, EVALUATION, AND SUPERVISION DIVISION

The Permit, Evaluation, and Supervision Division shall have the following functions, among others:

a. Supervision of all foreign schools, former Chinese schools, and foreign mission schools in all levels;

b. Report and recommendation in the issuance and/or withdrawal of government permit or recognition of courses in the the aforecited schools;



- c. Recommend approval of school calendar, class and teachers' programs, teachers' contracts, information sheets of alien and/or naturalized Filipino members of the faculty and administrative personnel;
- d. Evaluation of application of study permit of all foreign students enrolling in all schools, including private and state-owned educational institutions, and their scholastic records for visa/immigration requirements;
- e. Evaluation of school credits earned by foreign students from schools abroad where Chinese language is used as a part or medium of instruction;
- f. Evaluation of application of special orders for graduation;
- g. Review Chinese textbooks and other Chinese reading materials used in former Chinese schools;
- h. Compile, analyze, and integrate statistical data on all foreign students, teachers, alien personnel and heads of schools in all educational institutions;
- i. Coordinate with other government departments/offices/agencies/foreign embassies, including schools, in providing assistance to all foreign students on matters concerning their visas and residency in the country; and
- j. Perform such other related functions as directed by the Executive Director.

C. RESEARCH AND DOCUMENTATION DIVISION

The Research and Documentation Division shall have the following functions, among others:

- a. Functional supervision of all Civil Security Units (CSU's) in the region, including state colleges and universities, relative to the implementation of P.D. No. 51 and its LOI No. 52-B, dated January 17, 1973;
- b. Assist in the organization, training and operation of Civil Security Units in the region and division levels;
- c. Formulate security plans and policies and their implementation;

d. Collect, evaluate, and disseminate information received from the field with the proper authorities;

e. Prepare reports on security matters;

f. Verification of Alien Certificate of Registration (ACR) for school purposes;

g. Process application for NISA clearances as required by the Civil Service Commission;

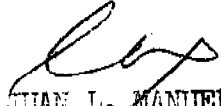
h. Compile, analyze, and integrate needed statistical data by the proper authorities;

i. Coordinate its activities with other government offices/agencies in accordance with existing security plans and programs of the government; and

j. Perform other related function as directed by the Executive Director.

D. PHILIPPINE SCHOOLS ABROAD

a. Philippine schools abroad shall be under the jurisdiction and supervision of this Office in coordination with the Department of Foreign Affairs.


JUAN L. MANUEL
Secretary

April 6, 1977

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