

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

April 3, 1978

DEPARTMENT ORDER
 No. 9, s. 1978

FIELD ASSISTANCE SERVICE

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

1. In order to be able to respond immediately to the needs of the field in connection with school operations, the Department of Education and Culture has constituted a Committee known as the "Field Assistance Service Committee" whose main functions are as follows:
 - a. To look into field needs that require immediate attention;
 - b. To look into the implementation of department policies, programs and projects;
 - c. To bring the Department of Education and Culture closer to the field and the public in general, and vice versa;
 - d. To assist regional directors in the solution of problems that may arise in the region from time to time; and
 - e. To provide the Secretary with up-to-date information on field projects and accomplishments.
2. With the ~~Under~~ Secretary of Education and Culture as Chairman, the members of the Committee, together with their bi-monthly assignments, are hereunder indicated:

ASSIGNMENTS

<u>Name</u>	<u>:July-Aug.:</u>	<u>Sept.-Oct.:</u>	<u>Nov.-Dec.:</u>	<u>Jan.-Feb.</u>
1. Vedasto G. Suarez	R1	R2	R3	R4
2. Lucio B. Fernandez	2	3	4	4-a
3. Hortensia S. Benozza	3	4	4-a	5
4. Francisco C. Valdez	4	4-a	5	6

5. Felix Santos	4-a	5	6	7
6. Mariano Banting	5	6	7	8
7. Jose J. Lim	6	7	8	9
8. Minda C. Sutaria	7	8	9	10
9. Andres R. Asistin	8	9	10	11
10. Antonio G. Dumlao	9	10	11	12
11. Silvina C. Laya	10	11	12	1
12. Juanita Guerrero	11	12	1	2
13. Ricardo P. Trinidad	12	1	2	3

3. The above schedule will be revised every year so that every member of the Committee shall have a chance to visit all regions.

4. In case any member of the Committee cannot visit the field once every two months, he/she may delegate the assignment to his/her assistant. Appropriate reports with recommendations should be submitted to the Chairman within a reasonable time after each visit. The Chairman in turn will submit a brief consolidated report to the Secretary indicating strong and weak points observed, together with pertinent recommendations.

5. Each Committee member shall stay in the region assigned for one week each month.

6. This assignment will take effect on July, 1978.

(SGD.) JUAN L. MANUEL
Secretary of Education and Culture

Reference:
None

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

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

COMMITTEE
OFFICIALS

REPORT
RULES & REGULATIONS

