

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

~~December 20, 1978~~

MEC ORDER
No. 43, s. 1978

MINIMIZING TRAVEL OF KEY PERSONNEL

To: Bureau Directors
Regional Directors
Coordinator, State Colleges and
Universities
Schools Superintendents

1. Not a few key field personnel, including ~~schools superintendents~~, vocational administrators and principals, have been making trips to Metropolitan Manila ostensibly to personally transact official business. While this office recognizes the need for personal representations with offices in Manila on certain urgent official matters, it must also emphasize that the absence of key personnel from their stations, especially if often and for several days at one time, could adversely affect the management of their offices or schools.
2. It is therefore suggested that immediate steps be taken toward minimizing the travel of key field personnel to places outside of their stations, particularly to Metropolitan Manila. If some urgent business must be personally attended to, the superintendent, school head or ~~other~~ officer concerned should do this only when necessary. ~~Otherwise~~, a responsible officer, whose services may be spared for a couple days, should be designated to perform the task.
3. In this regard, this Office discourages the extension of any one trip, unless absolute necessity so demands, and such extension should invariably be recommended by the regional director concerned.
4. Attention in this connection is invited to MEC Order No. 30, s. 1978, relative to economy measures.
5. Strict compliance with this MEC Order is desired.

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

Reference:

MEC Order: (No. 30, s. 1978)

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

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

- ✓ OFFICIALS
- ✓ SUPERINTENDENTS
- TRAVEL



