

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

February 1, 1979

MEC O R D E R
No. 11, s. 1979

EXPEDITING THE PROCESSING OF NISA
CLEARANCE FOR EMPLOYMENT

To: Bureau Directors
Regional Directors
Chiefs of Services and Heads of Units
Coordinator, State Colleges and Universities
Schools Superintendents

1. Quoted hereunder are portions from the Memorandum of Agreement dated November 27, 1978 entered into by the Ministry of Education and Culture (MEC), the Civil Service Commission (CSC), and the National Intelligence and Security Authority (NISA), on the processing of NISA clearance for employment.

A. MINISTRY OF EDUCATION AND CULTURE (MEC):

(1) The MEC shall regionalize the processing of applications of a NISA clearance except in the National Capital Region.

(2) In order to make the service faster and economical on the part of the prospective appointees, the following steps shall be observed:

a. District offices/secondary schools - accomplished employment application form, Personal History Statement (PHS) and other requirements shall be forwarded to the division office.

b. Division office reviews PHS and recommends issuance of NISA clearance to the NISA regional office.

c. After it has been acknowledged by the NISA regional office the duplicate copy of the letter-request for a NISA clearance, properly stamped



by the NISA regional office, shall be forwarded by the division office to the Civil Service Commission regional office together with the appointment paper.

d. MEC regional office receives attested appointment papers from the CSC regional office for recording and control and returns the same to the division office.

e. All other appointments not covered herein and application for a NISA clearance requiring recommendation/approval of higher authorities shall be forwarded to the Ministry of Education and Culture, Manila and to the Intelligence and Security Unit of the MEC, Manila, respectively.

B. CIVIL SERVICE COMMISSION (CSC):

(1) The Civil Service Commission regional office concerned shall process immediately appointment papers from the MEC upon receipt of the duplicate copy of the letter-request for a NISA clearance properly stamped by the NISA regional office.

(2) Attested appointments shall be forwarded to the MEC regional offices concerned for appropriate action.

(3) Ad-interim clearance from the NISA for a particular appointment already acted upon shall serve as the basis for cancelling any applicable condition indicated in the attested appointment.

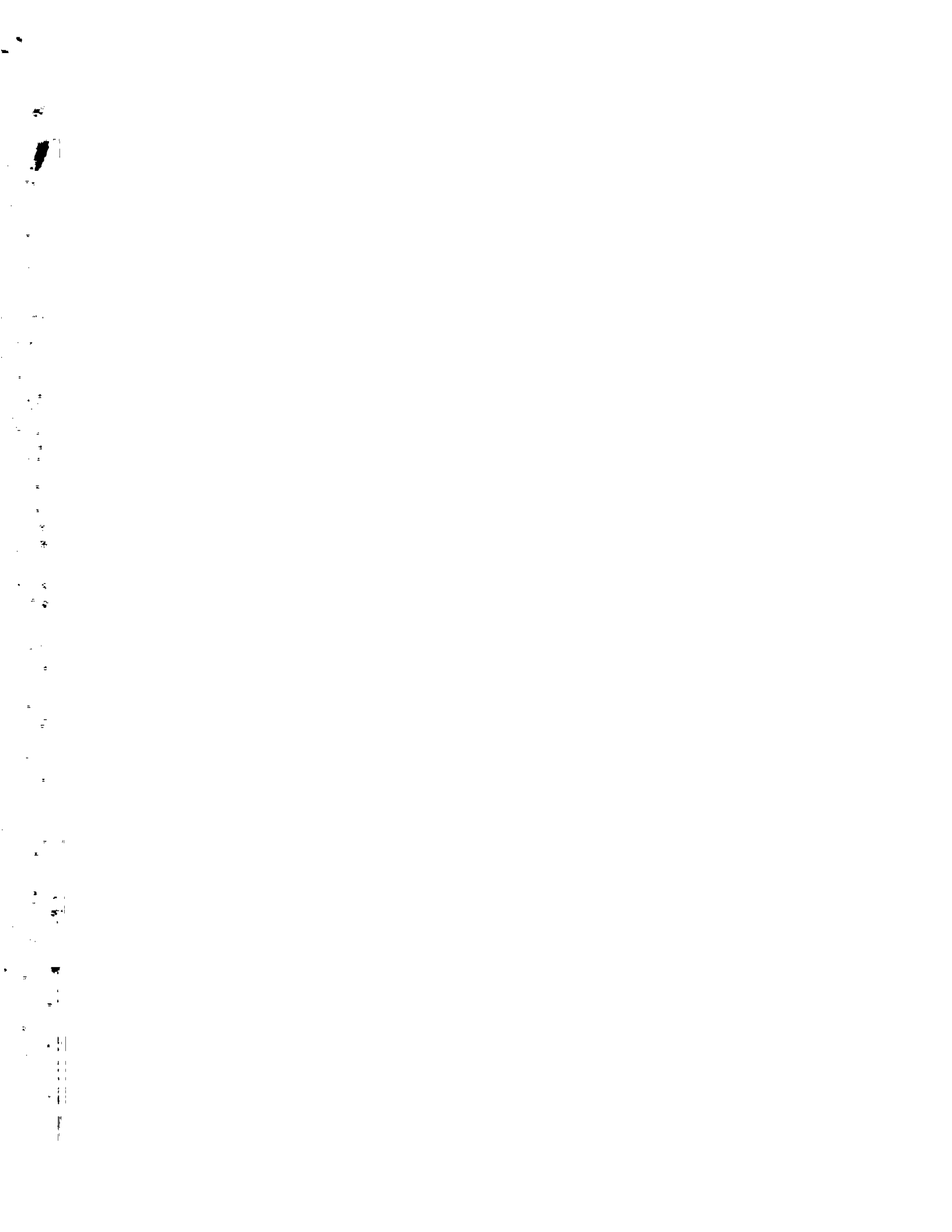
C. NATIONAL INTELLIGENCE AND SECURITY AUTHORITY (NISA):

(1) The NISA regional offices concerned shall receive all applications for a NISA clearance referred to them by the MEC division or region in the area.

(2) NISA regional office releases ad-interim clearance to MEC regional office which will then be forwarded to the CSC regional office.

(3) The NISA Central Office shall receive all applications for a NISA clearance referred to it by the Ministry of Education and Culture in Manila.

(4) A simplified system in processing clearance shall be instituted to facilitate the issuance of clearance and coordination with the MEC and the CSC.



2. Processing of requests for the aforesaid clearance, as required by CSC Memorandum Circular Nos. 3 and 5, both series of 1974 and CSC Memorandum No. 1, series of 1978, shall henceforth be in accordance with the above portions of the aforesaid agreement and this Order which supplements MEC Order No. 35, s. 1978.
3. Regional directors, heads of schools, state colleges and universities and school division superintendents who have not yet designated their security officers are enjoined to do so in order to fully implement the above-mentioned Memorandum of Agreement and this MEC Order.
4. All concerned should be guided accordingly.

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

Reference:

MEC Order: (No. 35, s. 1978)

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

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

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