

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

March 10, 1980

MEC ORDER
No. 12, s. 1980

ADDENDUM TO MEC ORDER NO. 5, S. 1980

To: **Bureau Directors**
Regional Directors
Chiefs of Services and Heads of Units
Cultural Agency Directors
Schools Superintendents
Presidents, State Colleges
and Universities

1. With reference to Memorandum Circular No. 16 of the Civil Service Commission dated November 29, 1979, inclosed with MEC Order No. 5, s. 1980, the following supplementary instructions are hereby given for the accomplishment and submission of the required report on personnel:

- a. The reports called for (CSC Forms 4, 4-A and 4-B) for Calendar Year 1979 should be submitted direct to reach the Office of the Executive Director, Civil Service Commission, Manila, in the case of MEC Office and National Capital Region, and the CSC regional office concerned in the case of division offices, regional offices, colleges and schools, not later than March 31, 1980.
- b. All provincial and city school superintendents, superintendents or vocational school administrators of vocational schools (trade, agriculture or fishery) shall furnish two (2) copies of their report to the MEC regional director of their respective regions. The MEC regional director in turn shall submit to this Office one set of all the reports of school divisions, offices, schools and colleges in his area of jurisdiction.

- c. Cultural agencies and the three staff bureaus (elementary, secondary and higher education) shall likewise submit their reports direct to the Office of the Executive Director, Civil Service Commission, Manila, furnishing the Personnel Division, Administrative Service of this Office, with a copy.
- d. Teachers or employees on detail in other offices shall be reported by the Office where their names are carried in the rolls. For example, an elementary grades teacher in the Division of Rizal is on detail in the Ministry of Education and Culture, Manila. Such teacher shall be reported by the Schools Division Superintendent for Rizal.

2. Compliance is desired.

(SGE.) ONOFRE D. CORPUZ
Minister of Education and Culture

Reference:

MEC Order: (No. 5, s. 1980)

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

To be indicated in the Perpetual Index
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