

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

March 14, 1980

MEC O R D E R
No. 14, s. 1980

DESIGNATING DR. VEDASTO G. SUAREZ AS MEC OFFICER
FOR STATE COLLEGES AND UNIVERSITIES

To: Bureau Directors
Regional Directorss
Presidents, State Colleges and
Universities

1. In order to facilitate transactions between chartered colleges and universities and the Ministry of Education and Culture, this Office has designated Dr. Vedasto G. Suarez as MEC Officer for State Colleges and Universities whose duties and responsibilities, in addition to his usual functions as Assistant Secretary, are enumerated in a Memorandum dated March 3, 1980, copy inclosed.

2. Please be guided accordingly.

(SGD.) OYOFRE D. CORPUZ
Minister of Education and Culture

Incl.:

As stated

Reference:

MEC Memorandum: No. 34, s. 1980

Allotment: 1-4--(D.O. 1-70)

To be indicated in the Perpetual Index
under the following subjects

OFFICIALS
UNIVERSITIES and COLLEGES

(Inclosure to MEC Order No. 14, s. 1980)

Office of the Minister
Ministry of Education and Culture

March 3, 1980

MEMORANDUM for -

Dr. Vedasto G. Suarez
Assistant Secretary

With a view to promoting a more efficient working relationship between the Ministry of Education and Culture and the state colleges and universities, you are hereby designated MEC Officer for State Colleges and Universities charged with the following duties and responsibilities:

1. To monitor MEC policy matters affecting the state colleges and universities.
2. To assist in the processing and evaluation of recommendations, proposals and other businesses of the chartered state colleges and universities being transacted with the Office of the Minister.
3. To maintain complete and up-to-date files of documents and reference materials of individual institutions;
4. To prepare for the Minister such records and communications as may be called for relative to affairs of the state colleges and universities.
5. To keep close liaison with the PASUC Secretariat, making himself available for consultation by PASUC members on matters concerning their programs and projects and other related matters;
6. To arrange in the name of the Minister for the preparation of Board agenda and schedule of meetings;
7. To see to it that the provisions of MEC Memorandum No. 34, s. 1980 are properly observed.

8. Such other duties as this Office may prescribe from time to time.

This Memorandum takes effect immediately.

(SGD.) ONOFRE D. CORPUZ
Minister of Education and Cultur

A true copy