

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

January 14, 1981

MEC O R D E R  
No. 1, s. 1981

PROCEDURE IN HANDLING COMMUNICATIONS FROM THE REGIONAL OFFICE  
RELATIVE TO SCHOOL MATTERS AND FOR OTHER SIMILAR PURPOSES

To: Assistant Secretaries  
Bureau/Cultural Agency Directors  
Regional Directors  
Chiefs of Services and Heads of Units  
Schools Superintendents  
Presidents, State Colleges and Universities  
Heads of Private Schools, Colleges and Universities  
Vocational School Administrators

1. In order to facilitate the processing/evaluation of recommendations and other requests from the regional offices for purposes of action/decision by this Office, the technical and professional knowledge and expertise available in the various offices of the Ministry proper should be utilized.

2. Hence, it is necessary, as a general policy, that the pertinent communications be coursed through the corresponding offices in Arroceros, such as the Bureaus of Elementary, Secondary and Higher Education, the Service units, etc. which will review/evaluate and recommend to the Minister and/or the Deputy Minister concerned the appropriate action to take thereon. These communications include, but are not limited to, reports and recommendations for the issuance of permits, recognition and authorization for schools and/or courses, revocation/cancellation of authority, etc. which pertain to specific schools/institutions; requests for legal opinion/information; and certifications of one kind or another.

3. The aforesaid communications should therefore be addressed as follows:

The Minister of Education and Culture  
Through (the appropriate Bureau or Office)  
Ministry of Education and Culture  
Arroceros St., Manila

4. All offices in the Ministry proper are enjoined to make the necessary preliminary study and recommendation of appropriate action on

all communications referred to them in a most expeditious manner and, if personally brought to them, with utmost courtesy as well.

5. This Order takes effect immediately.

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

Reference:

N o n e

Allotment: 1-2-3-4--(D.O. 1-76)

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

/BUREAUS & OFFICES

/CORRESPONDENCE

/OFFICIALS

/POLICY

Last MEC Order for 1980: MEC Order No. 53, s. 1980