

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

April 21, 1981

MEC O R D E R
No. 21, s. 1981

DESIGNATION OF ASSISTANTS TO THE SCHOOLS
DISTRICT SUPERVISORS

To: Bureau Directors
Regional Directors
Chiefs of Services and Heads of Units
Schools Superintendents

1. To enable the schools district supervisor to achieve a higher level of efficiency, this Office authorizes the designation by the Regional Director, on the recommendation of the schools superintendent, of an assistant to the schools district supervisor.

2. Districts which have more than 150 teachers may have two assistants to the schools district supervisor whose functions will be as follows:

- a. Assist the district supervisor in certain administrative functions specifically in the preparation or consolidation and submission of needed reports or statistics;
- b. Assist the district supervisor in the dissemination of information on policies and regulations in the district;
- c. Assist the district supervisor in the distribution of supplies, materials and equipment;
- d. Assist the district supervisor in the organization of classes and in making provisions for the accommodation of pupils; and
- e. Perform such other assistance functions as the district supervisor may require.

3. The person designated as assistant to the schools district supervisor may be relieved of the duties of his present assignment where arrangements toward this end are possible; otherwise he shall perform both the duties of assistant to the schools district supervisor and those of his present assignment in a concurrent capacity.
4. Persons who are designated as assistant to the district supervisor shall be those who occupy positions next in rank to that of district supervisor so that they may be promoted when necessary.
5. This Order takes effect immediately.

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

Reference:

N o n e

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

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

APPOINTMENT, EMPLOYMENT, REAPPOINTMENT
 OFFICIALS
 QUALIFICATIONS
 RULES & REGULATIONS
 TEACHERS