

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

October 7, 1981

MEC O R D E R
No. 52, s. 1981

FUNCTIONS OF THE BUREAU OF YOUTH AFFAIRS,
FOREIGN STUDENTS AND FOREIGN SCHOOLS

To: Bureau 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 Superintendents/Administrators

1. Inclosed, for the information and guidance of all concerned, is a statement of functions of the Bureau of Youth Affairs, Foreign Students and Foreign Schools, Ministry of Education and Culture, Manila.
2. All provisions of previous Orders, Memoranda, and other regulations contrary to, or inconsistent with, this Order are hereby repealed and/or modified accordingly.

(SGD.) ONOFRE D. CORPUZ
Minister

Incl.:
As stated

Reference:
MEC Order: No. 45, s. 1981

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

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

BUREAUS & OFFICES
RULES & REGULATIONS

(Inclosure to MEC Order No. 52, s. 1931)

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FUNCTIONS OF THE BUREAU OF YOUTH AFFAIRS,
FOREIGN STUDENTS AND FOREIGN SCHOOLS IN
THE MINISTRY OF EDUCATION AND CULTURE
AND OTHER RELATED PURPOSES

The Bureau of Youth Affairs, Foreign Students and Foreign Schools in the Ministry of Education and Culture and Other Related Purposes essentially absorbed the functions of the Office of Foreign Students, Foreign Schools, and Former Chinese Schools but with considerably enlarged functional scope. Structurally, the Bureau performs both line as well as staff functions and is so similarly drawn in the Ministry's organizational set up; but over and beyond these, is the responsible exercise of efforts for the maintenance of national security and enhancement of national interests peculiar solely to the Bureau due to its close linkages with the proper authorities and other Ministries of the New Republic.

As Executive Order No. 721 (creating the Bureau) indicates, the Bureau is not limited to the performance of policy and program development functions for the Minister of Education and Culture relative to youth affairs, entry and admission to Philippine schools of foreign students, establishment, operation and supervision of all foreign schools existing or may thereafter exist in the Philippines by virtue of educational and cultural commitments but also for other related purposes like advancement of our foreign policies and protection of our national interests.

Its programs and projects implementation calls for coordinated operations with the Ministry of Foreign Affairs, Office of the President, Commission on Immigration and Deportation and the Ministry of National Defense pursuant to the implementation of Executive Order No. 721 in relation to earlier Executive acts and orders, namely: Executive Order No. 104, Executive Order No. 704, Presidential Decree No. 51 and LOI No. 52-B, dated January 17, 1973.

The core of activities involving regulations, supervision and monitoring the entry and activities of foreign students as well as foreign schools and former Chinese schools, the development of the youth as responsible citizens and implementing education policies engages the Bureau with almost all government agencies in the New Republic.

The Bureau shall be headed by the Director and the Assistant Director. Aside from the administrative staff, the three divisions are:

1. Youth Affairs Division
2. Permit, Evaluation and Supervision Division
3. Research and Documentation Division

A. Director - CESO

The Director shall be the head of the Bureau of Youth Affairs, Foreign Students and Foreign Schools in the Ministry of Education and Culture. He shall have the following functions, among others:

- a. Advise the Minister of Education and Culture in the formulation of policies and programs involving youth affairs, foreign students, foreign schools including former Chinese schools and Philippine schools abroad and in the supervision thereof;
- b. Advise the Minister of Education and Culture in the formulation and implementation of national security measures in coordination with the proper government agencies;
- c. Formulate policies and guidelines regarding the entry, status and studies of foreign students in the Philippines;
- d. Act for the Minister of Education and Culture in all matters concerning school programs, study permits, appropriate visas of foreign students, etc. including teaching permits of alien teachers in all private and government-owned educational institutions;
- e. Recommend to the Minister of Education and Culture the issuance and/or withdrawal of government permit/recognition of courses offered by schools under his supervision;
- f. Represent the Ministry of Education and Culture in all conferences, conventions, meetings, etc. which deal on matters on youth affairs, foreign students, foreign schools and national security;
- g. Represent the Ministry of Education and Culture in the Ministry of Foreign Affairs, Commission on Immigration and Deportation, Office of the President and the Ministry of National Defense on matters affecting national security programs;
- h. Attend to the over-all supervision of and/or coordination of all activities of the various divisions/sections in the Bureau;

i. Prepare periodic progress reports on the activities of the Bureau and make recommendations as are necessary to attain the goals and objectives entrusted to it; and

j. Perform such other functions as may be assigned to him by the Minister of Education and Culture and higher authorities.

B. ASSISTANT DIRECTOR - CESO

a. Assist in planning and establishing policies and objectives of a national program to promote education;

b. Review and revise work plans and schedules of organizational units and coordinate their executions;

c. Participate in determining new studies to be undertaken;

d. Assist in the assignment and distribution of work load to different divisions;

e. Prepare rules and regulations for the implementation of laws pertaining to education;

f. Draft and propose legislation to improve education in the country;

g. Coordinate the preparation and submission of budget estimates;

h. Devise disciplinary actions thereon; and

i. Assume the duties and responsibilities of the Director in his absence.

C. YOUTH AFFAIRS DIVISION

The Youth Affairs Division shall have the following functions:

a. Coordinate activities of students in all schools at all levels;

b. Channel the energies of the youth to the cultivation of collective and individual potentials that are constructive and productive and coordinate such activities toward national development;

c. Coordinate with other government Ministries, offices/agencies in order to guide creative efforts of students toward meaningful ends;

d. Undertake research studies on youth development on the national, regional and division levels;

- e. Serve as an index center of all regulations pertaining to student problems;
- f. Serve as a focal point in the Ministry in echoing the program thrust of the government on youth affairs;
- g. Collate school reports on student joint endeavors; and
- h. Perform such other functions as may be assigned to it by the Director.

D. PERMIT, EVALUATION AND SUPERVISION DIVISION

The Permit, Evaluation and Supervision Division shall have the following functions, among others:

- a. Supervise all foreign schools, schools offering Chinese Language Arts, and foreign mission schools in all levels;
- b. Report and recommend the issuance and/or withdrawal of government permit or recognition of courses in the aforesaid schools;
- c. Recommend approval of school calendar, class and teachers' programs, teachers' contracts, information sheets of alien and/or naturalized Filipino members of the faculty and administrative personnel;
- d. Evaluate applications for study permit of all foreign students enrolling in all schools, including private and state-owned educational institutions, and their scholastic records for visa/immigration requirements;
- e. Evaluate school credits earned by foreign students from schools abroad where Chinese language or non-English language is used as a part or medium of instruction;
- f. Evaluate applications for special orders for graduation;
- g. Review Chinese textbooks and other Chinese reading materials used in former Chinese schools and other schools offering Chinese subjects;
- h. Compile, analyze, and integrate statistical data on all foreign students, teachers, alien personnel and heads of schools in all educational institutions;
- i. Coordinate with other government ministries/bureaus/offices/agencies/foreign embassies, including schools, in providing assistance to all foreign students on matters concerning their student visas and residency in the country; and
- j. Perform such other related functions as directed by the Director.

E. RESEARCH AND DOCUMENTATION DIVISION

The Research and Documentation Division shall have the following functions, among others:

- a. Exercise functional supervision of all Civil Security Units (CSU's) in the regions, including state colleges and universities, relative to the implementation of P.D. No. 51 and its LOI No. 52-B, dated January 17, 1973;
- b. Assist in the organization, training and operation of Civil Security Units in the region, division, and state colleges and universities;
- c. Formulate security plans and policies and their implementation;
- d. Collect, evaluate, and disseminate information received from the field with the proper authorities;
- e. Prepare reports on security matters;
- f. Verify Alien Certificate of Registration (ACR) for school admission purposes;
- g. Process application for NISA clearance as required by the Civil Service Commission;
- h. Compile, analyze and integrate statistical data needed by the proper authorities;
- i. Coordinate its activities with other government offices/agencies in accordance with existing security plans and progress of the government; and
- j. Perform other related functions as directed by the Director.

F. PHILIPPINE SCHOOLS ABROAD

Philippine schools abroad shall be under the jurisdiction and supervision of this Bureau in accordance with the Ministry of Foreign Affairs.