

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

March 9, 1982

MEC O R D E R
No. 13, s. 1982

FUNCTIONS OF THE REGIONAL SENIOR PLANNING
OFFICER AND PLANNING ASSISTANT

To: Regional Directors

For the information and guidance of the field, herewith are the functions of the Regional Senior Planning Officer and Planning Assistant of the MEC-Regional Planning Unit:

A. Senior Planning Officer - Range 65

1. Under general supervision, prepares integrated educational plans, programs and projects of the region.
 - 1.1 Develops, monitors and evaluates plans, programs, and projects for pre-elementary, elementary, secondary, tertiary, special and non-formal education based on priority needs.
 - 1.2 Participates in the analysis of statistical data, resources and facilities for the formulation of educational plans and progress of the region.
 - 1.3 Provides consultant services to the divisions, districts, and institutions in the preparation of economical and effective educational plans.
 - 1.4 Initiates and conducts staff development programs to upgrade planning competencies of the planning personnel in the region.
 - 1.5 Assists in the preparation of the regional budget.

- 1.6 Assists in strengthening linkages with the Regional/Local Development Council (RDC) Planning Staff of the MEC and other government and non-government planning agencies.
- 1.7 Conducts and/or coordinates research studies as may be necessary in the formulation of educational plans.
2. Prepares reports, documents and other materials pertinent to educational planning.
3. Participates in meetings, conferences, seminars and workshops related with his area of work.
4. Does related work.

Educational Requirement

Master's degree in education or equivalent

Experience Requirement

5 years of teaching experience

2 years of experience in educational administration and supervision which includes experience in educational planning, management, curriculum development, and evaluation.

Eligibility

Teacher
Senior Teacher
First Grade
Career Service
Relevant (R.A. 1080)
Supervisor

B. Planning Assistant - Range 55

Under general supervision -

1. Assists in the gathering and interpretation of data/information needed in the formulation of educational plans.

2. Assists in the preparation of reports, documents and other materials pertinent to educational planning.
3. Answers communications and queries regarding the proper accomplishment of schedules, forms and questionnaires relative to planning.
4. Assists in conducting seminars and workshops on educational planning.
5. Assists in monitoring the status of the progress of implementation of the programs and projects in the region.
6. Does related work.

Educational Requirement

Master's degree in education or equivalent

Experience Requirement

3 years of teaching experience

1 to 2 years experience in educational administration and supervision which includes experience in educational planning, management, and evaluation.

Eligibility

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|----------------|--------------------|
| Teacher | Career Service |
| Senior Teacher | Relevant (RA 1080) |
| First Grade | Supervisor |

(SG.) ONOFRE D. CORPUZ
Minister

Reference:
None

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

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

OFFICIALS
QUALIFICATIONS