

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

April 16, 1984

MECS O R D E R
No. 20, s. 1984

ADMINISTRATIVE ACTIONS RELATIVE TO THE TURN OVER TO THE MECS
OF THE DEFUNCT MINISTRY OF YOUTH AND SPORTS DEVELOPMENT

To: Bureau Directors
Regional Directors
Schools Superintendents
Presidents, State Colleges and Universities
Heads of Private Schools, Colleges and Universities
Vocational School Superintendents/Administrators

1. In order to ensure a smooth turnover of the functions, personnel, assets and records of the defunct Ministry of Youth and Sports Development (MYSD) to the Ministry of Education, Culture and Sports (MECS) pursuant to EO 805 and Batas Pambansa 230, two ad hoc committees are hereby constituted to undertake the following functions in accordance with guidelines set forth by COA, MF, MOB Joint Circular No. 3-82 dated January 18, 1982.

a. The first ad hoc committee headed by the Assistant Director of the Bureau of Sports Development as ex officio head of the defunct Ministry of Youth and Sports Development (MYSD) with three other former MYSD officers who have been reassigned to the Bureau of Sports Development shall handle the following matters:

(1) Physical Facilities

- (a) Take inventory of fixed assets, supplies and other tangible assets
- (b) Reconcile physical count with inventory ledger cards and the books of accounts
- (c) Establish responsibility for shortage/overage

(2) Cash Accountability

- (a) Require all collecting officers to deposit immediately with the proper treasury all undeposited collections, submit the Report of Collections and the Report of Accountability for Accountable Forms, and turn over all unused accountable forms as of the cut-off-date to the newly designated accountable officer under proper invoice and receipt (Form 30A)

- b. Require all disbursing officers to refund or liquidate immediately the balance of any cash advance and submit Reports of Disbursing Officers, Reports of Warrants Issued, and the Monthly Reports of Accountability for Accountable Forms, and turn over blank checks and other unused accountable forms as of the cut-off date to the newly designated disbursing officer under proper invoice and receipt (Form 30A)
 - c. Secure from the depository bank and/or the Bureau of the Treasury (BTR) bank/treasury statements as of the cut-off date
 - d. Serve notice to bank and/or BTR for the cancellation of deputation/designation of the disbursing officers/signing/countersigning authorities
 - e. Require all heads of Regional Office with the old ministry to comply with the procedures enumerated in 2.b to 2.d above
 - f. Require the accountant of the central office as well as the Regional Offices of the old ministry to comply with all the reporting requirements provided under 7.1.3 a to i and 7.1.4 of COA, MF, OBM Joint Circular No. 3-82 dated January 18, 1982
- b. The second ad hoc committee headed by the Director of the Bureau of Sports Development, with the Ministry Chief Accountant, Chief of the Division of General Services and Chief of the Personnel Division shall perform the following functions:
- (1) Accounting - The Ministry Chief Accountant shall open a new set of books for the new Bureau of Sports Development and draw up a Journal Voucher to record all reconciled balances of accounts of the old Ministry as of May 26, 1982 pursuant to Section 7.2.2 of COA, MF, MOB Joint Circular No. 3-82
 - (2) Administrative matters
 - a. The Chief, General Services, shall see to it that all bonding requirements are complied with and that all of current and fixed assets as well as accountable forms and accounting records received from the old agency shall be receipted for by the proper accountable officer of the new Bureau

- b. The Chief, Personnel Division shall attend to appropriate compensation of personnel of the MYSD whose services were terminated or to issue appointment papers of personnel as may be necessary to be transferred to the MECS
2. The Assistant Secretary for Finance and Management shall -
- a. Orchestrate the activities of the ad hoc committees
 - b. Coordinate the activities of an inter-agency committee consisting of representatives from the following offices:
 - COA - Commission on Audit
 - OBM - Office of Budget and Management
 - BTR - Bureau of Treasury
 - OP - Office of the President

(SGD.) JAIME C. LAYA
Minister

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
EMPLOYEES
TRANSFER