

Republic of the Philippines
(Republic of the Philippines)
MINISTERIO DE EDUCACION, CULTURA Y DEPORTES
(MINISTRY OF EDUCATION, CULTURE AND SPORTS)
Manila

May 4, 1984

MECS ORDER
No. 23, s. 1984

AUTHORITY DELEGATION TO REGIONAL OFFICES

To: Bureau Directors
Regional Directors
Schools Superintendents
Presidents, State Colleges and Universities

1. Background. The Education Act of 1982 assigns the following functions to Regional Offices of the Ministry:

- a. To formulate the regional plan of education taking into account the specific needs and special traditions of the region, based on the national plan of the Ministry;
- b. To implement the education laws, policies, plans and programs and rules and regulations of the Ministry and of the Government;
- c. To provide economical, efficient and effective education services to the Ministry clientele in the region; and
- d. To perform such other functions as may be provided for by law or assigned by the Minister.

2. Authority Delegation. The following line functions are hereby delegated to Regional Offices, in the interest of facilitating the transactions of the public and the various educational constituencies with the Ministry and consistent with the provisions of LOI No. 895 which directs the further strengthening of the administrative capacity for regional operation, subject to the restrictions and guidelines also established herein.

Personnel Management

- a. Approve requests of Ministry personnel to teach outside of office hours, engage in business or publish articles, subject to the final approval of the Office of the President where necessary pursuant to LOI No. 1324 or Memo-Circular No. 1025 when applicable;

b. Approve travel within the region for a period of not more than 30 days and domestic travel outside the region for a period of not more than 10 days, exclusive of travel time;

c. Approve awards of scholarship to Ministry regional personnel for programs funded from the budget of the regional office or from local sources, including state universities and colleges in the region;

d. Approve requests for overtime services;

Financial Management

a. Administer the budget of the Regional Office, including authorization of the disbursement of funds within Advices of Sub-Allotment and Sub-CDCs issued by the Central Office;

b. Approve requisitions for supplies, materials and equipment, within the supply procurement program approved by the Central Office;

c. Act on local school board budgets;

d. Act on applications for tuition fee changes;

e. Approve negotiated contracts for services and for the furnishing of supplies, materials and equipment, in an aggregate total amount not exceeding ₱100 thousand for a given quarter;

Private Schools Regulations

The following are hereby delegated, in addition to the functions delegated under Department Orders No. 21, 22 and 29, s. 1975:

Final action may be taken by Regional Directors on the following matters:

a. Approval of proposed modification of school curricula and adoption of instructional systems reflective of the culture and tradition of the people in the region;

b. Grant/withdrawal of permit for the operation of third level of instruction for non-board courses requiring not more than four years of school attendance;

c. Grant/withdrawal/cancellation of government recognition for private school courses at the first and second levels of instruction, including short-term vocational/technical courses, and at the third level for non-board courses requiring not more than four years of school attendance, including foreign schools;

d. Restoration of cancelled or revoked government recognition of private school courses, except board courses, including retention of the same in cases of non-operation, transfer to another site, or change in the ownership of the private school;

e. Requests to establish branch schools or extension classes within the same region as the main campus of the school;

f. Issuance of renewal permits, special orders and authentication of records for all courses including those that require bar and board examinations, including authentication of all signatures and authorities;

g. Issuance of C-1 and C-2 and Certificates of Eligibility for Admission (CEA) to medical, medical technology and dental courses;

h. Accreditation of school credits earned by students in foreign schools;

i. Approval of applications for exemption from curricular offerings and other requirements for graduation;

Regional Offices shall evaluate and recommend to the Central Office on the following matters:

a. Applications to operate degree programs which require board/bar examinations;

b. Applications of schools for university status;

c. Applications of schools for deregulated status;

d. Punishable violations of law in the operation of any school, educational program or course of study;

e. Revision/reformulation of policies affecting the implementation of regional programs based on research and/or feedback obtained from the field;

f. Requests of universities to grant "honoris causa" degrees.

3. **Responsibility and Policy Guidelines:** It shall be the responsibility of Regional Offices to ensure that schools within their respective areas of supervision maintain at least the prescribed minimum academic, administrative and other standards. Regional Directors shall act only in accordance with established policies and within such guidelines as may be issued by the Minister on recommendation of the head office staff bureau/office concerned. Guidelines issued by the staff bureaus/offices shall be formulated in coordination with the appropriate agencies of government in the case of courses of a highly technical nature;

4. Monitoring System. Regional Directors shall submit periodic reports on all action taken under this Order and other Orders delegating authority to them. The reports shall be directed to the appropriate Central Office staff bureau/office in accordance with such format and content as may be approved by the Minister on recommendation of the Central Office staff bureau/office concerned.
5. Visitorial Function. The Central Office staff bureaus/offices may exercise visitorial and inspection power concerning compliance with issued operating guidelines and report requirements. Regional Directors shall extend all assistance to duly authorized representatives of the said Central Office staff bureaus/offices, as may be approved by the Minister on recommendation of the bureau/office head concerned.
6. Appeals Mechanism. Appeals from decisions taken by Regional Directors may be addressed to the Minister, through the staff bureau/office concerned.
7. Staff Preparation. Regional Directors shall take immediate steps to train their respective staff members for the performance of the new functions. They may request the head office staff agencies for assistance in such training. In the same way, Central Office staff agencies shall reorient their operations to depart from line processing activities, towards policy design and monitoring.
8. Observance of Guidelines. Regional Directors and other field officials are hereby enjoined to fully observe the guidelines issued and to fulfill the reporting and other responsibilities under this Order.
9. Transitional Provisions. All or part of the authority granted under this and other related Ministry/Department Orders, may be withdrawn at any time from all or from individual Regional Offices. Guidelines necessary for the implementation of this Order shall be submitted for the consideration of the Minister by the head office bureaus/offices concerned not later than August 31, 1984.
10. Effectivity. The authority delegation established under this Order shall take effect on October 1, 1984.

(SGD.) JAIME C. LAYA
Minister

References:

- Batas Pambansa: Blg. 232
- Letter of Instructions: No. 895
- MECS Order: (No. 21, s. 1983)
- Department Orders: (Nos. 21, 22 and 29, s. 1975)

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

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