

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

November 9, 1984

MECS O R D E R
No. 70, s. 1984

REVISING MECS ORDER NO. 52, s. 1984, IN FAVOR
OF THE CREATION OF THE FOREIGN STUDENTS AND
SPECIAL ACTIVITIES OFFICE

To: Deputy Ministers
Assistant Secretaries
Regional Directors
Bureau/Cultural Agency Directors
Presidents, State Colleges and Universities
Heads of Private Schools, Colleges and Universities
Schools Superintendents

1. Pursuant to the provisions of Section 55 of Batas Pambansa Blg. 232, otherwise known as the Education Act of 1982, and in line with Section 2 of Rule 1 under Part IV of the Rules and Regulations for Implementation of the said law as issued by this Office, the Bureau of Youth Affairs, Foreign Students and Foreign Schools is hereby abolished.
2. The Foreign Students and Special Activities Office is hereby established under the Office of the Minister to perform functions previously assigned to the Bureau. All personnel in the defunct Bureau qualified under existing personnel policies shall remain with the Office.
3. The said Office shall be composed of three (3) divisions, namely: a) Research and Documentation Division; b) Permit and Evaluation Division; and c) Certification Division.
4. Inclosed for the information and guidance of all concerned is a statement of functions of the Foreign Students and Special Activities Office (FSSAO), Ministry of Education, Culture and Sports.
5. All provisions of previous Orders, Memoranda and other regulations contrary to or inconsistent with this Order are hereby repealed and/or modified accordingly.
6. This MECS Order takes effect immediately.

(SGD.) JAIME C. LAYA
Minister

Reference:

MECS Order: (No. 52, s. 1984)

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

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

BUREAUS & OFFICES
CHANGE
LEGISLATION

FUNCTIONS OF THE FOREIGN STUDENTS AND SPECIAL
ACTIVITIES OFFICE IN THE MINISTRY OF
EDUCATION, CULTURE AND SPORTS

The Foreign Students and Special Activities Office (FSSAO) of the Ministry of Education, Culture and Sports essentially absorbed the functions of the Special Activities Unit but with considerably enlarged functional scope. Its programs and projects implementation calls for coordinated operations with the Ministry of Foreign Affairs (MFA); Office of the President (OP); the Commission on Immigration and Deportation (CID) and the Ministry of National Defense (MOND), pursuant to existing Executive Acts and Orders, namely: Executive Order No. 104; Executive Order No. 704; Executive Order No. 721; Presidential Decree No. 51 and LOI No. 52-B dated January 17, 1973. In addition, said Office is responsible to exercise efforts for the maintenance of national security and enhancement of national interests due to its close linkages with the proper authorities and Ministries of the New Republic.

The core of activities involving regulations, supervision and monitoring the entry and activities of foreign students, the implementation of the modified operations and information network in the maintenance of national security as well as the implementation of education policies engages the Office with almost all government agencies and instrumentalities.

The specific function of the defunct Bureau pertinent to the academic supervision of the so called "foreign schools" shall be assigned to the regional offices. However, certification of meeting academic standards when evaluating foreign applicants to study in the Philippines, shall be assigned by levels to the Bureau of Elementary, Secondary and Higher Education, through this Office.

The Office shall be headed by an Executive Director and is composed of three (3) divisions, namely:

1. Research and Documentation Division;
2. Permit and Evaluation Division; and
3. Certification Division.

A. RESEARCH AND DOCUMENTATION DIVISION

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

- a. Exercises functional supervision of all Civil Security Units (CSUS) in the regions/divisions, including state colleges and universities, relative to the implementation of PD 51 and LOI 52-B, dated January 17, 1973;
- b. Assists in the organization, training and operation of Civil Security Units in the region, divisions and state colleges and universities;
- c. Formulates security plans and policies and their implementation;
- d. Collects, collates, evaluates and disseminates information received from the field with the proper authorities;
- e. Prepares reports on security matters;

- f. Processes application for NISA clearance as required by the Civil Service Commission;
- g. Compiles, analyzes and integrates statistical data needed by the proper authorities;
- h. Coordinates its activities with other government offices/agencies in accordance with existing security plans and progress of the government;
- i. Assists in the processing of applications for student visa and study permits; and
- j. Performs other related functions as directed by the Executive Director.

B. PERMIT AND EVALUATION DIVISION

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

- a. Evaluates scholastic records for student visa, immigration requirements and issues study permit to all foreign students;
- b. Evaluates school credits earned by foreign students from schools where Chinese and Japanese languages are used as a part or medium of instructions and all school records coming from all socialist countries;
- c. Compiles, analyzes and integrates statistical data on all foreign students, teachers, alien personnel and heads of schools in all educational institutions;
- d. Coordinates with other government ministries/bureaus/offices/agencies/foreign embassies, including schools in providing assistance to all foreign students on matters concerning their student visa and residency in the country; and
- e. Performs such other related functions as directed by the Executive Director.

C. CERTIFICATION DIVISION

The Certification Division shall have the following functions, among others:

- a. Recommends approval of teachers' contracts, information sheets of alien and/or naturalized Filipino members of the faculty and administrative personnel;
- b. Verifies ACR for school admission purposes;
- c. Follow-up activities of foreign students who have graduated;
- d. Maintains the records of the Office;
- e. Receives and releases communications;
- f. Prepare Annual Reports of the Office; and
- g. Performs other functions as directed by the Executive Director.