

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

January 4, 1985

MECS O R D E R
No. 3, s. 1985

INSTRUCTIONS ON FILLING OF MECS POSITIONS IN THE FIELD

To: Bureau Directors
Regional Directors
Schools Superintendents
Vocational School Superintendents/Administrators

1. The Ministry of Education, Culture and Sports has been granted by the President **exemption** from the restrictive provisions on filling of positions. Notwithstanding this exemption, however, only vacant positions considered very essential and critical to the operation of the system should be filled in order to generate as much needed savings as possible.

2. In order to realize this objective, it is desired that only the following positions, except those that are newly created or unfilled for more than two years, may be filled provided that salaries for said positions are still available and have not been certified as savings:

a. Field Positions

Secondary School Principal
Elementary School Principal
Elementary School Head Teacher
Public Health Nurse
Disbursing Officer
Security Guard/Watchman

b. Positions in the Division Office

Schools Division Superintendent
Assistant Schools Division Superintendent
(If there is already one, the other
item/s shall not be filled)
School Administrative Officer
Legal Officer
Fiscal Clerk
Janitor

c. Positions in the Regional Office

Administrative Officer
Legal Officer
Chief Educational Supervisor
Medical Supervisor
Accounting/Disbursing Officer

d. Positions in vocational schools (fishery, trades, agriculture)

Superintendent
Vocational Administrator
Principal
Administrative Assistant
Disbursing Officer
Bookkeeper
Watchman/Security Guard
Animal Caretaker
Public Health Nurse

3. As regards the filling of teaching positions, the instructions given in MECS Memorandum No. 131, s. 1984, shall govern.

4. Cases not covered by this instruction shall be submitted to this Office for appropriate action.

5. Earlier directives on the filling of positions which are not in conformity with this Order are hereby rescinded or modified accordingly.

6. Immediate dissemination of this Order to all concerned is desired. Strict compliance is enjoined.

(SGD.) JAIME C. LAYA
Minister

References:

MECS Memorandum: (No. 131, s. 1984)
MECS Order: No. 51, s. 1984

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

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

APPOINTMENT, EMPLOYMENT, REAPPOINTMENT
RULES and REGULATIONS