

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

February 14, 1986

MECS O R D E R
No. 7, s. 1986

DELEGATION OF AUTHORITY

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

1. In accordance with the provisions of MECS Order No. 23, s. 1984, granting authority to regional offices, the following guidelines and/or conditions for the exercise of the authority delegated at the secondary education level shall be strictly adhered to:

a. Personnel Management

- (1) The authority to approve request of Ministry personnel in secondary schools to teach outside of office hours shall be vested in the schools division superintendent, observing pertinent regulations indicated in previous orders on outside teaching and subject to review by the regional director. The approval of such request shall take into consideration the provisions of the Anti-Graft and Corrupt Practices Act. All approved applications to teach, indicating name and addresses of schools involved, shall be submitted to the regional director not later than 15 days before the close of the school year.
- (2) Subject to the approval of the schools division superintendent, Ministry personnel in secondary schools may undertake any enterprise but shall not engage in any business connected with the school or schools in the division/region or with his functions as an employee of the Ministry. The list of Ministry personnel with approved application to engage in business, indicating the nature/type of the enterprise, shall be submitted to the Minister.

b. Financial Management

- (1) The regional office shall provide in their annual budget such amounts as are necessary in their MOE for the supervision of instruction, inspection and regulation of secondary public and private schools within the region.
- (2) A copy of each approval of tuition fees/charges of secondary schools shall be furnished the Ministry (Attention: Bureau of Secondary Education).

c. Private Schools Regulations

Final action taken by the regional director on matters pertaining to secondary education shall be subject to the following conditions:

- (1) Re: Approval of proposed modifications of school curricula and adoption of instructional systems reflective of the culture and traditions of the region.
 - (a) Any modification of the secondary education curriculum or adoption of instructional systems approved by the regional office be furnished the Ministry (Attention: Bureau of Secondary Education). The approved application shall indicate, among other things, the rationale for the proposed modification of the curriculum or the instructional system.
- (2) Re: 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 and non-bar courses requiring not more than four years of school attendance, including foreign schools.
 - (a) The grant of recognition for secondary schools shall be based on its satisfactory operation during the school year, without any deficiencies in instruction, administration and/or management, and on full compliance with the prescribed requirements of the course.
 - (a) Pursuant to Section 9, Rule III, Part III of the Rules and Regulations for the Implementation of Batas Pambansa Blg. 232, the recognition shall be issued at the beginning of the last curriculum year of the course.
 - (b) Any action regarding withdrawal/revocation of recognition,
 - (i) must be for valid cause pursuant to existing law;
 - (ii) must observe due process where the school concerned, through its head, must be informed by the regional director in writing by registered mail of the deficiencies and required to explain the violation within a reasonable period; and
 - (iii) must be due to failure of the school concerned to correct the deficiencies and/or to explain satisfactorily the violation after having been given a reasonable period to do so.
 - (c) When a course recognition is withdrawn on account of deficiencies, a corresponding permit for the course for one (1) school year or term may be issued. Provided,

however, that the students enrolled in the course shall not be allowed to graduate until course recognition shall have been restored.

(d) Government recognition of a course or part thereof not operated for more than one (1) school year is deemed automatically cancelled.

(3) Re: Restoration of cancelled or revoked government recognition of private school courses, except board and bar courses, including retention of the same in cases of non-operation, transfer to another site, or change in the ownership of the private school.

(a) A revoked government recognition for a secondary education course may be restored when the basis for such revocation no longer exists, all requirements for the course having been met and after the school has conformed with MECS rules and prescribed standards; provided, the school concerned shall resume operations under permit status for one school year. Government recognition for the course may be restored after one (1) school year of satisfactory operation of the course under permit in terms of administration and management, instruction and all other MECS requirements for secondary schools.

(b) A course under government recognition not operated for more than one (1) school year may be reopened but under permit status; Provided, however that MECS rules and prescribed standards have been complied with by the high school concerned.

(c) A government recognition of a course not operated for not more than one (1) school year shall be maintained.

(d) The government recognition of a course in a school which transferred to another location is deemed cancelled. Provided, however, that the government recognition may be retained as an exception if the new site and campus, school buildings and quarters are found to be much better than the former, and if all other standards have been satisfactorily maintained.

(e) As a rule, a school which changed ownership is considered a new school and the course recognition issued to the former owner shall be deemed cancelled. In accordance with the provisions of Section 25, Chapter 3 of Batas Pambansa Blg. 232, the school under a new owner shall be incorporated as a non-stock educational corporation in accordance with the provisions of the Corporation Code of the Philippines.

(4) Request to establish branch schools or extension classes within the same region as the main campus or the school.

(a) A school branch or extension class shall be considered as a separate school. An applicant shall meet the requirements for the establishment of a new school, including the incorporation of the proposed school as a non-stock educational corporation and compliance with the rules and prescribed standards of the Ministry, before a permit may be issued.

- (b) In the evaluation of the opening of a branch or extension, the following guidelines are prescribed;

The main school has excess resources/expertise that would enable the efficient management and operations of another school (branch/extension class) without affecting the setup of the former.

- (5) Re: Issuance of renewal permit, special orders and authentication of records for all courses, including those that require bar and board examinations, including authentication of all signatures and authorities.

- (a) The issuance of permits or renewal permits is on a school year basis. There shall be no need to issue a renewal permit. If eligible for recognition, the grant of recognition of the entire course shall be at the start of the last curriculum year. There shall be no partial recognition of the course.

- (b) In the matter of issuance of Special Order (S.O.) the following guidelines shall be observed;

- (i) Unless otherwise expressly exempted by the Minister, the issuance of Special Orders (S.O.) for all private high schools shall be observed.

- (ii) Beginning the SY 1985-1986, no special order shall be issued for graduation of students from a course under permit or renewal permit status. (MECS Order No. 37, s. 1984)

- (iii) Each regional office shall have an S.O. unit manned by trained school credit evaluators. It shall also set up its operational procedures to facilitate the issuance of Special Orders based on Department Order No. 61, s. 1975.

- (c) In the authentication of school records the following guidelines shall be followed;

- (i) To apply for authentication, an applicant must submit the following documents duly authenticated by the school concerned.

- (aa) Special Order
- (bb) Diploma
- (cc) Transcript of Records
- (dd) Certification of Graduation

- (ii) The issuance of the certificate of authentication must be on a first-come, first-served basis; and each application shall generally be acted on within two (2) to three (3) working days.

- (iii) The procedure shall be as follows;

- (aa) Filling up of application; The applicant should fill up an application form, attaching the document to be authenticated.

- (bb) Receiving and recording. Each application shall be officially stamped and received, numbered chronologically and recorded in a record book.

- (cc) Verification of records. The special order of graduation shall be verified against regional office files.
 - (dd) Preparation and typing of the certificate. The certificate of authentication shall be accomplished after verification of the authenticity of the special order and signature appearing on the document submitted, and the status of the course and the school.
 - (ee) Review. Each certificate shall be signed "For the Minister" by the regional director or authorized personnel of the regional office.
 - (ff) Signature. The certificate shall be signed "For the Minister" by the regional director or assistant regional director.
 - (gg) Certification Fee. The amount of five pesos (P5.00) for each certificate shall be paid to the MECSRO Cashier.
 - (hh) Release. The certificate shall be sealed and released to the party after payment and presentation of the official receipt.
 - (ii) Authentication of MECSRO-Issued Certificate. The signature of the regional director or his authorized representative on each MECSRO-issued certificate of authentication of school records, for purposes of travel or employment abroad, needs no further authentication.
- (6) Accreditation of school credits earned by students in foreign schools.
- (a) The accreditation of any school credit earned in a foreign school by a student shall be subject to the following guidelines:
 - (i) The term "foreign school" means a school situated in a country other than the Philippines which is duly accredited or recognized to operate educational programs based on the laws of that country. It may also refer to a school situated in the Philippines, such as the International School, in which the prescribed school curriculum differs from that of a regular Philippine school as approved by the Ministry of Education, Culture and Sports.
 - (ii) The accreditation of school credits in a foreign school pertains to both foreign students and Filipino students who studied in secondary schools abroad.

- (iii) In the accreditation of subject-units earned in a foreign school, the similarity of course-description shall be the main consideration. Substitution of identical courses/subjects may be granted provided the course contents are at least substantially the same. The number of units/hours for identical/similar courses may be treated on a case to case basis, provided the total number requirements for the whole course is complied with.
 - (iv) To effect a reliable accreditation system the following requirements and documents shall be looked into:
 - (aa) Original or authenticated Transcript of Records of the student;
 - (bb) Catalogue/bulletin/course syllabus of the school last attended as is available;
 - (cc) Transfer credentials, if any.
- (7) Re: Approval of application for exemption from curricular offerings and other requirements for graduation.
- (a) Exemption from Physical Education may be granted upon application and submission of supporting documents and favorable recommendation by the school authorities concerned.
 - If the student is a member of the Armed Forces of the Philippines (AFP);
 - (b) Students who are physically handicapped are not exempted from Physical Education but shall be assigned physical education activities adapted to their conditions.
 - (c) Exemption from Citizens Military Training (CMT) shall be requested from the CMT Commandant.

2. The authority delegated to the regional offices to "evaluate and recommend to the Central Office on the following matters" under the last paragraph of paragraph 2 of MECS Order No. 23, s. 1984, shall be exercised in accordance with the conditions/guidelines as follows:

- a. Punishable violations of law in the operation of any school, educational program or course of study.
 - (i) Case(s) involving punishable violations of law or rules involving the operation of a school or program/course shall be dealt with for cause and in accordance with due process.
 - (ii) The complete records of each case, including the proceedings thereon, shall be submitted for review purposes.
- b. Revision/reformulation of policies affecting the implementation of regional programs based on research and/or feedback obtained from the field.

Every recommendation by the regional office concerned regarding the revision/reformulation of a policy affecting the implementation of a regional program should indicate the policy affected, including the product of research/study/evidence of feedback obtained from the field, indicating the rationale/justification for the proposed change or revision and how such policy should be revised/reformulated toward a more viable/practical/effective implementation thereof.

3. The observance of the foregoing guidelines, including the reporting/monitoring and other responsibilities called for in MECS Order No. 23, s. 1984, by the regional office, through the regional director, is hereby enjoined.

(SGD.) JAIME C. LAYA
Minister

References:

Department Order: (No. 61, s. 1975)
MECS Orders: Nos. 44, s. 1982 and (23 and 37, s. 1984)
Allotment: 1-2-- (D.O. 1-76)

To be indicated in the Perpetual Index
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