

Republika ng Pilipinas
(Republic of the Philippines)
~~MINISTRY OF EDUCATION~~ DEPARTMENT OF EDUCATION, KULTURA AT ISPORTS
(MINISTRY OF EDUCATION, CULTURE AND SPORTS)
Manila

September 15, 1986

MECS ORDER
No. 48, s. 1986

DELEGATION OF AUTHORITY TO THE REGIONAL DIRECTORS
AND ASSISTANT REGIONAL DIRECTORS

To: Deputy Ministers
Assistant Secretaries
Bureau Directors
Regional Directors
Cultural Agency Directors
Chief of Services and Heads of Units/Centers
Schools Superintendents
Vocational School Superintendents/Administrators

1. Policy Statement

Authority and responsibility for the operation of the Ministry is vested in the Minister, who shall delegate adequate authority to the regional offices so that they can perform Ministry functions and implement plans and programs with adequate management tools. Delegated authority shall be to the extent necessary for economical, efficient and effective implementation of national and local programs in accordance with policies and standards developed by the Central Office with the participation of regional directors.

2. Functions

- a. Overall. The regional office shall be responsible for the general supervision, direction, evaluation and coordination of the operations and activities of the Ministry within the region.
- b. Specific Functions: Pertinent to the provisions of the Education Act of 1982 (BF 232) and its implementing guidelines, the following are the functions of the regional offices of the Ministry:
 - (1) Formulate the regional plan of education based on the national plan of the Ministry, taking into account the specific needs and special traditions of the region;
 - (2) Implement education laws, policies, plans, programs, rules and regulations of the Ministry or agency in the regional area;
 - (3) Provide economical, efficient and effective education services to the people in the area; and
 - (4) Perform such other functions provided for by law or assigned by the Minister.

c. General Administration. In the pursuit of its overall and specific functions, the regional offices shall undertake the following activities, among others:

- (1) Promote coordination with the other regional offices of the government and local government units in the region;
- (2) Prepare and submit annual sectoral educational and administrative plans, programs and targets for the region for approval and/or incorporation in the agency's annual overall program;
- (3) Administer the budget of the regional office;
- (4) Set up and administer a budget control machinery in the region;
- (5) Provide housekeeping services for the regional office;
- (6) Promulgate administrative issuances pertaining to the regional level;
- (7) Render administrative decisions on all matters within the authority provided by law and as further delegated by the Minister and/or other authorities concerned;
- (8) Enter into agreement with other government and private agencies in the implementation of the Ministry's program thrusts at the regional level;
- (9) Engage the services of consultants for specific activities requiring expertise on specific fields; and
- (10) Exercise general supervision of all private schools in all levels within the region.

3. Delegation of Administrative and Substantive Authority

In consonance with the functions of the regional offices and the policy of decentralization of authority in the government, the regional directors are hereby authorized within the area of jurisdiction of the regional office to take final action on matters pertaining to administrative and substantive functions of the agency, as follows:

a. Administrative Authorities

Personnel Management

- (1) Approve appointments, promotions, transfers, reassignments and details for more than 30 days of personnel occupying Level I positions and, by the authority of the Minister, those occupying

Level II positions, except school superintendents and assistant superintendents.

- (2) Approve appointments of casual employees.
- (3) Approve computations of leave except for terminal leave.
- (4) Approve payment of approved claims under the Workmen's Compensation Act/Employees Compensation Commission.
- (5) Approve payment of claims under Section 699 of the Revised Administrative Code.
- (6) Approve requests of personnel of the regional office to teach, engage in business, or exercise a profession outside of office hours, subject to recall as applicable whenever the exigency of the service so requires.
- (7) Approve requests for study leave without pay of personnel.
- (8) Approve resignations of personnel except those holding CES positions, school superintendents and assistant school superintendents.
- (9) Approve applications for study leave with pay under R.A. 4670.
- (10) Approve the dropping of personnel from the rolls.
- (11) Approve applications for sick, vacation and maternity leaves of absence with or without pay except for those holding CES positions.
- (12) Approve requests for overtime services.
- (13) Approve requests for domestic travel for a period not exceeding three (3) months, exclusive of travel time.
- (14) Approve awards of scholarship to university regional personnel for programs funded from the budget of the regional office or from local sources, including state universities and colleges in the region.
- (15) Approve Equivalents Record Forms (ERFs) of teachers.
- (16) Investigate and decide administrative cases against MECS employees of the region except the Assistant Regional Director, subject to appeal to the Minister; Provided, that where the penalty imposed is reprimand, suspension without pay for not more than five (5) days, or a fine equivalent to not more than five (5) days' salary, the decision of the Regional Director is final; Provided, further, that the decision of the regional

director is recommendatory to the Minister where the penalty is suspension without pay for more than six (6) months, demotion, forced resignation, or dismissal.

- (17) Suspend employees for not more than thirty (30) days for causes provided by law.
- (18) Grant merit increases to deserving employees from funds allocated to the regional offices for this purpose.
- (19) Accept donations such as duly titled real properties and personal properties to be used by the regional and field offices.
- (20) Approve attendance of personnel in conferences, seminars, and non-degree training programs within the country.

Financial Management

- (1) Authorize the disbursement of funds within Advices of Sub-Allotment and Sub-CDCs issued by the Central Office, and accordingly approve vouchers for the payment of obligations.
- (2) Approve requisitions for supplies, materials and equipment, as well as books and periodicals, and other items for the region, subject to central office approval of an annual program of expenditures.
- (3) Approve negotiated contracts for services or for the furnishing of supplies, materials and equipment, in an aggregate total amount not exceeding ₱200 thousand.
- (4) Authorize the allocation of funds to provincial/district offices.

b. Substantive Authorities

Private School Regulation

- (1) Grant authority to establish a new school or to open additional courses at the first and second levels of instruction, and short-term vocational/technical courses.
- (2) Grant temporary permits for the operation of private school courses at the first and second levels of instruction, including short-term vocational/technical courses.
- (3) Grant permits to operate summer classes, as may be allowed through prescribed regulation.
- (4) Grant authority to operate weekend/Saturday classes, as may be allowed through prescribed regulation.

- (5) Approve class and teachers' programs.
- (6) Act and/or decide on problems or disputes arising from private school employment within the jurisdiction of MECS, as may be filed or submitted to the regional offices.
- (7) Approve applications of private school teachers for reasonable teaching overload as recommended by the authorized school official.
- (8) Approve requests for temporary enrollment, late enrollment, subject load and overload of students, as may be favorably recommended by the school principal or the college dean, as the case may be.
- (9) Administer validation/placement examinations based on examination questions to be provided by the Ministry.
- (10) Issue special orders for graduation of students at the first and second levels of instruction, including short-term vocational/technical courses, except student-transferees and students of foreign schools.
- (11) Approve applications for correction of names of students.
- (12) Approve applications for correction or change of names of private schools.
- (13) Approve applications for change of textbooks and other materials.
- (14) Act on applications for tuition fee changes.
- (15) Decide on appeals for school administration decisions or actions regarding the dropping of students; approve proposed penalty of expulsion to be imposed on students.
- (16) Approve the verification and authentication of students admission credentials or records.
- (17) Decide on administrative complaints against the school administration decision on validation of rules and standards.
- (18) Decide on appeals from school administration decisions regarding awards of graduation honors to students.
- (19) Decide on administrative complaints against private school personnel which do not involve dismissal, suspension, or reduction in salary.
- (20) Investigate and initiate action on cases involving illegal operation, i.e., operation without government authority of private school courses.

- (21) Initiate leadership on private schools' participation in community, provincial, regional and national programs and projects.
- (22) Approve proposed modifications of school curriculum and adoption of instructional systems reflective of the culture and tradition of the people in the region.
- (23) Grant/withdraw permits for the operation of third level of instruction for non-board courses.
- (24) Grant/withdraw/cancel 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, including foreign schools.
- (25) Restore 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.
- (26) Approve requests to establish branch schools or extension classes within the same region of the mother school.
- (27) Issue 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.
- (28) Issue C-1 and C-2 and Certificates of Eligibility for Admission (CEA) to medical, medical technology and dental courses.
- (29) Approve the accreditation of school credits earned by students in foreign schools and other requirements for graduation.
- (30) Approve applications for exemption from curricular offerings and other requirements for graduation.
- (31) Modify school curricula and adopt innovative practices reflective of the culture and traditions of the people in the region.
- (32) Conduct examinations, screen, and interview applicants for scholarships and the study-now-pay-later plan including selection of the same.
- (33) Act on punishable violations of law in the operation of any school, educational program or course of study.
- (34) Suspend classes, both private and public, as a result of inclement weather, floods and other similar circumstances.

c. Recommendatory Authorities

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

- (1) Applications to operate degree programs which require board/bar examinations.
- (2) Applications of schools for university status.
- (3) Applications of schools for deregulated status.
- (4) Revision/reformulation of policies affecting the implementation of regional programs based on research and/or feedback obtained from the field.
- (5) Requests of universities to grant "honoris causa" degrees.

d. Authority over Barangay Schools

- (1) Close/Suspend as well as reopen/resume the operation of barangay high schools.
- (2) Authorize the offering of night classes and the opening of additional curriculum years in barangay high schools.

The above delegation of authorities to the Regional Directors shall be without prejudice to the assumption of any of such delegated authority as may further be delegated to the Assistant Regional Directors as indicated in Section 5.

4. Applicable Policies and Guidelines

The following guidelines and/or conditions for the exercise of the pertinent authorities delegated herein shall be strictly adhered to:

a. On Administrative Authorities

Personnel Management

- (1) The approval of requests to teach outside of office hours or engage in business shall take into consideration the provisions of the Anti-Craft and Corrupt Practices Act.
- (2) The authority to approve requests to teach outside of office hours of Ministry personnel elementary and secondary schools 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. 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.

- (3) The approval of requests to engage in business of Ministry personnel in elementary and secondary schools shall be vested in the schools division superintendent. Ministry personnel 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 applications to engage in business, indicating the nature/type of the enterprise, shall be submitted to the Minister.

The officials concerned shall carefully screen the specific projects applied for, lest they be violative of or contrary to existing policies, inappropriate for teachers to go into, and other proper considerations.

Financial Management

- (1) The annual budget of the regional office shall invariably provide an adequate MOE fund allotted to and maintained for the supervision, inspection, and regulation of public schools except those at the tertiary level and all private schools, colleges, and universities within the jurisdiction of each regional office.

b. On Substantive Authorities, with Respect to Private Schools Regulations

At the Secondary Education Level

- (1) Re: Approval of proposed modification of school curricula and adoption of instructional systems reflective of the culture and traditions of the region.

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, 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 full compliance with the prescribed requirements of the course.

- (i) Pursuant to Section 8, Rule II, 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.
- (ii) Any action regarding withdrawal/revocation of recognition:
- (aa) must be for valid causa pursuant to existing law;
 - (bb) 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
 - (cc) 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.
- (iii) 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.
- (iv) 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 exemption 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 of 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 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.

- (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 Orders (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 received (stamped "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 authentication 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) Re: 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 earned 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 of 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; and
 - (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) or if he is a retired military man;
 - (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.
- (8) Re: Action on applications for tuition fee changes.
- (a) A copy of each approval of tuition fee changes of secondary schools shall be furnished the Ministry (Attention: Bureau of Secondary Education).
- (9) Re: Action on punishable violations of law in the operation of any school, educational program or course of study.
- (a) Cases 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.
 - (b) The complete records of each case, including the proceedings thereon, shall be submitted for review purposes.
- (10) Re: The authority delegated to the regional offices to "evaluate and recommend to the Central Office on the following matters" shall be exercised in accordance with the conditions/guidelines as follows:
- (a) 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.

At the Higher Education Level

(1) Re: Approval of proposed modifications of school curricula on adoption of instructional systems reflective of the culture and traditions of the people in the region.

(a) The approval of modifications of the school curriculum or adoption of instructional systems shall be limited to non-board and non-bar.

(b) A copy of each approval and the application, indicating the rationale for the proposed modification of the school curriculum or instructional system, should be furnished the Ministry (Attention: Bureau of Higher Education).

(2) Re: Grant/Withdrawal of permits for the operation of of third level of instruction for non-board and non-bar courses.

(a) Non-board and non-bar courses are courses which do not require government examinations after graduation. Board and bar courses include both baccalaureate and short-term/terminal courses which require government examinations after graduation, among which are medicine, engineering, commerce, business administration with major in accounting, radio operator, etc.

(b) Grant of permit shall be based on compliance with provisions of laws and MECS standards/requirements and must not be contrary to MECS policies, as provided in Act 2706, as amended, Education Act of 1982 (Batas Pambansa Blg. 232); Rules and Regulations Implementing Batas Pambansa Blg. 232; Manual of Regulations for Private Schools, MECS Department Orders, etc.

(c) Any action regarding withdrawal/revocation of permit:

(i) must be for valid cause pursuant to existing law and MECS regulations;

(ii) must observe due process; that is, the school concerned, through its head, must be informed by the Regional Director in writing, by registered mail, of 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.

- (d) An action of total closure must be taken critically/seriously. Gradual phasing out is the regular process in closing a course, unless all the students enrolled therein could be transferred to and accommodated by another school without undue prejudice to the students in terms of distance.
- (e) A permit should be cancelled when the course is not operated in either semester or both; hence, when a course under permit is not operated during the 2nd semester, the permit is cancelled effective at the beginning of the 2nd semester, while the permit for a course not operated in both semesters of the same school year is cancelled effective at the beginning of the 1st semester.
- (f) As a policy, a school which has been a victim of calamities, such as fire, typhoon, earthquake, etc., causing damage or losses to its facilities shall be treated with sympathy and understanding. The permit of such a school should not be cancelled unless the school concerned is unable to resume classes and restore its facilities within a period of one year. Assistance should be given to such a school in the reconstruction of its records by giving it access to MECS records and/or furnishing it needed copies.

(3) 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, including foreign schools.

- (a) The grant of recognition for such non-board or non-bar courses 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 for the course.
 - (i) There shall be no partial recognition of a course. Pursuant to Section 8, 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.
 - (ii) Beginning SY 1985-86, if the course does not deserve a grant of recognition for valid grounds, the entire course or part thereof which is not yet recognized shall not be authorized to operate beginning the next following school year.
- (b) Any action regarding withdrawal/revocation of recognition must follow the same guidelines on

withdrawal/revocation of permit as provided under paragraph (2) (c) herein.

- (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.
 - (e) Pursuant to MECS Order No. 6, s. 1984, payment of \$20.00 application fee per course or part thereof applied for for recognition or renewal permit is required.
- (4) 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 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 operation under Permit status for one school year. Government recognition for a 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 other MECS requirements.
 - (b) A course under government recognition not operated for more than one (1) school year may be reopened but under a permit status: Provided, however, that MECS rules and prescribed standards have been complied with by the 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 to be called. Accordingly, pursuant to the provisions of Section 25, Chapter 3 of Batas Pambansa No. 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.

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

(a) Beginning SY 1984-85, a school branch or extension class shall be considered as a separate school. As such, the applicant therefore 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 MECS rules and prescribed standards before a permit may be issued.

(b) In evaluating the opening of a branch or extension class, the following guidelines shall be observed:

(i) The main school must have such abundance in resources/expertise as would provide for the efficient management and operation of another school (branch or so-called extension class) without any disturbance in the setup of the former.

(ii) Proof that the main school has shown efficiency and effectiveness in placement or entrepreneurship of its graduates and proof that the graduates in the new school (branch or so-called extension class) will be assured of employment or self-employment.

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

(a) The issuance of permits or renewal permits is on a school year basis. Beginning SY 1985-86, when the upper curriculum year of a course is granted a permit, the permit for the lower curriculum year is deemed automatically renewed. 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 curriculum year. There shall be no partial recognition of courses.

(b) In the matter of issuance of Special Orders, the following principles/guidelines shall be observed:

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

(ii) A member school of MECS-approved accrediting associations such as the PAASCU may be allowed to graduate its students who have completed all requirements for graduation of a duly recognized and accredited course without the necessity of special orders issued a priori.

(iii) A student who does not satisfy the residence requirement in a school of at least one (1) curriculum year of the course, but has complied with the course requirements may be issued a special order (D) as a special case, upon recommendation of the school concerned. A special order (D) does not entitle the student to the issuance of a school diploma.

(iv) Beginning the SY 1985-86, no special order shall be issued for graduation of students from a course under a permit or renewal permit status. (MECS Order No. 37, s. 1984).

(v) Each regional office shall have an S.O. unit composed of trained school credit evaluators and such number of administrative support personnel as are necessary. The regional office shall also set up its operational procedures to facilitate the issuance of SOs based on D.O. No. 61, s. 1975.

(c). In the matter of authentication of school records, the following guidelines shall be followed:

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

- (aa) Special Order
- (bb) Diploma
- (cc) Transcript of Records
- (dd) Certification of Graduation, and Clinical Records, for Medical or para-Medical school graduates.

(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 a period of two (2) to three (3) working days.

(iii) The procedure shall be as follows:

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

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

(cc) Verification of Records. The special order of graduation shall be verified against regional office files. In cases where graduation is not

covered by special orders, e.g., MECS-approved courses 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 the signature appearing on the document submitted, and the status of the course and school.

(ee) Review. Each certificate shall be reviewed and initialed by the Records Officer or authorized employee 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 ₱8.00 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 or authentication of school records, for purposes of travel or employment abroad, needs no further authentication.

(7) Re: Issuance of C-1 and C-2 and Certificate of Eligibility for Admission (CEA) to Medical, Medical Technology and Dental Courses.

(a) The issuance of the form C-1 and Form C-2 of each law student/graduate shall be subject to the following guidelines:

(i) The Form C-1 is a requirement prescribed by the Supreme Court to serve as a certificate of eligibility of a student to enrol in a college of law, and it shall be sought and obtained before admission into such college.

A student without the required Form C-1 shall not be considered officially enrolled.

(ii) The prescribed qualification for a student to enrol in regular law course is graduation from a Bachelor of Arts or Sciences, with the following minimum subject-group requirements:

English	- 12 units;
Spanish	- 12 units;
Mathematics	- 6 units; and
Social Sciences	- 18 units

Graduation shall be evidenced by a diploma and/
~~an~~ official transcript of records issued by the
school concerned to the student.

(iii) The issuance of the Form C-1 shall be based
on an authenticated copy (Form 9) of the official
Transcript of Records of the student, issued and
signed by the registrar of the school from which
he graduated.

The issuance of the Form C-2 which comes after
graduation from the regular law course, shall be
based on the Form C-1, diploma and official tran-
script of records, with the S.O. number indicated
thereon, of the student concerned.

(iv) Each Forms C-1 and C-2 issued shall be signed
"For the Minister" by the Regional Director or
Assistant Regional Director.

(v) A fee of \$30.00 shall be collected for each
Form C-1 issued by the regional office, and the
same amount shall be collected for each C-2.

(vi) For record and reference purposes, a regis-
ter of students issued the Forms C-1 and C-2
should be filed per semester, in alphabetical
order, and kept intact in the regional office.

(b) The Certificate of Eligibility for Admission (CEA)
into the college of medicine shall be subject to
the following guidelines:

(i) The Certificate of Eligibility for Admission
CEA) is a legally mandated requirement for admis-
sion into a college of medicine, and it shall be
sought and obtained before actual enrolment
therein.

A student without the necessary CEA shall not
be considered officially enrolled.

(ii) To qualify for the issuance of the Certif-
icate of Eligibility for Admission (CEA), a stu-
dent must be an AB/BS degree holder, and he must
satisfy all other subject-requirements prescribed
by MECS, as follows:

(aa) Organic Chemistry (This presupposes ful-
filment of prerequisite subjects).

(bb) Physics (covering mechanics, fluids, sounds,
optics, radiation, electricity and electronics.)

(cc) Botany)
Comparative)
Vertebrae) Biology
Anatomy)

(dd) Mathematics (covering College Algebra, College
Trigonometry, and Statistics).

(iii) The Certificate of Eligibility for Admission (CEA) is issued only once, and the original copy must be submitted to, and filed by, the medical school wherein the student is accepted as a first year medical student.

(iv) In the event that the original certificate was lost before submission to a medical school, an affidavit of loss executed by the student concerned should be submitted as the basis for the issuance of a certified copy of the original certificate or a corresponding certification to the student concerned.

(v) For record and reference purposes, a register of students issued certificates of eligibility for admission (CEA) into the college of medicine should be filed per semester, in alphabetical order, and kept intact in the regional office.

(vi) Each Certificate of Eligibility for Admission (CEA) shall be signed "For the Minister" by the regional director or assistant regional director.

(vii) The application form for the Certificate of Eligibility for Admission (CEA) shall be provided by the regional office.

(viii) The following are the standard requirements to be submitted by each student in applying for the Certificate of Eligibility for Admission (CEA):

(aa) Application form duly accomplished in the handwriting of the applicant;

(bb) Copy of birth/baptismal certificate;

(cc) Certification of good moral character from two (2) former professors of the college/university where AB/BS degree was obtained;

(dd) A copy of complete official Transcript of Records; and

(ee) Certification of graduation with Special Order number and copy of diploma (if graduate of a private institution), or certification of graduation or diploma (if graduate of a state college/university).

(ix) Upon filing of application, a fee of P30.00 shall be collected for each certificate issued by the regional office.

(c) The issuance of the Dental Student's Entrance Certificate (DSEC), a legal requirement for admission into the college of dentistry, shall be subject to the following guidelines:

(i) The Dental Student's Entrance Certificate (DSEC) is a legally mandated requirement for admission into a college of dentistry, and it shall be sought and obtained before actual enrolment therein.

A student without the necessary DSEC shall not be considered officially enrolled.

(ii) In order to qualify for the issuance of the Dental Student's Entrance Certificate (DSEC), a student must have completed the two-year pre-dental course or its equivalent, and he must have taken and passed the following subjects with the corresponding number of units as follows:

English	12 units
Spanish	12 units
Mathematics	3 units
Chemistry (Gen. Inorganic and Organic Chemistry)	10 units
Physics	5 units
Zoology (Gen. Zoology and Comp. Vert. Anat.)	10 units
Botany	5 units
Social Science	12 units
Pilipino I and II	6 units
Personal and Comm. Health	1 unit

(aa) An AB/BS degree holder, meeting the subject-requirements as called for herein, is qualified for the issuance of the certificate and is exempted from taking the one (1) unit of Personal and Community Health.

(bb) A pre-dental course graduate of the University of the Philippines, in which the curricular offering does not include Botany and Personal and Community Health, is considered qualified for the issuance of the certificate.

(iii) The Dental Student's Entrance Certificate (DSEC) is issued only once, and the original copy must be submitted to, and filed with, the dental school wherein the student is admitted as a first year student.

(iv) In the event that the original certificate was lost before submission to a dental school, an affidavit of loss executed by the student should be submitted (as 1 c (7) (b) (iv) above).

(v) For record and reference purposes, a register of students issued by the Dental Entrance Certificates (DSEC) should be filed per semester, in alphabetical order, and kept intact in the regional office.

(vi) Each certificate shall be signed "For the Minister" by the regional director or assistant regional director.

(vii) The application form for the Dental Student's Entrance Certificate (DSEC) shall be provided by the regional office.

(viii) The following are the standard requirements to be submitted by each student in applying for the Dental Student's Entrance Certificate (DSEC):

(aa) Application form duly accomplished in the handwriting of the applicant;

(bb) Copy of birth or baptismal certificate;

(cc) Certification of good moral character from two (2) former professors of the college/university where pre-dental course or AB/BS degree was obtained; and

(dd) A copy of complete official Transcript of Records showing either completion of the two-year pre-dental course or graduation from AB/BS degree.

(ix) Upon filing of the application, a fee of P30.00 shall be collected for each certificate issued by the regional office.

(c) The issuance of the Certificate of Eligibility for Admission (CEA) into the undergraduate medical technology internship shall be subject to the following guidelines:

(i) The Certificate of Eligibility for Admission (CEA) is a legally mandated requirement for admission into the internship program of the B.S. Medical Technology Course.

(ii) No student shall be admitted into the undergraduate medical technology internship of the fourth year of the B.S. Medical Technology course without the required Certificate of Eligibility for Admission (CEA).

(iii) Only students who have finished or completed the first three (3) years of the B.S. Medical Technology course, based on evaluation of their school records, are qualified for the issuance of the Certificate of Eligibility for Admission (CEA) into the undergraduate Medical Technology internship program.

(iv) The certificate shall be issued one copy to each student concerned, and the original copy must be submitted to, and filed with, the school wherein the student is enrolled. In the

event that the original certificate was lost before submission to the school, an affidavit of loss executed by the student concerned should be submitted. (see l.c (7) (b) (iv) above).

(v) Each Certificate of Eligibility for Admission (CEA) shall be signed "For the Minister" by the regional director or assistant regional director.

(vi) The application form for the Certificate of Eligibility for Admission (CEA) shall be provided by the regional office.

(vii) The standard requirements to be submitted by a student applying for the issuance of the Certificate of Eligibility for Admission (CEA) into the undergraduate Medical Technology internship are the following:

(aa) Application form duly accomplished in the handwriting of the applicant;

(bb) Copy of birth/baptismal certificate;

(cc) Certification of good moral character from two (2) former professors or any authorized school personnel;

(dd) A copy of student's Transcript of Records showing completion of the first three (3) years of the B.S. Medical Technology course; and

(ee) Certification from the School Registrar or dean showing that the student has completed the first three (3) years of the B.S. Medical Technology course.

(viii) Upon filing of the application, a fee of P30.00 shall be charged each student and to be paid to the Regional Cashier's Office.

(ix) For record and reference purposes, a register of students issued the Certificate of Eligibility for Admission (CEA) should be filed per semester, in alphabetical order, and kept intact in the regional office.

(8) Re: 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, e.g., 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 earned in a foreign school pertains to both foreign students and Filipino students who studied in colleges/universities 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 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 of required units for the whole course is complied with.

(iv) To effectuate a reliable accreditation system, the following requirements and documents shall be reckoned with:

(aa) Recommendation for the grant of advanced credits by the admitting school;

(bb) Curriculum of the course the student is pursuing or shall pursue;

(cc) Catalogue/bulletin/course syllabus of the school last attended as is available;

(dd) Original or authenticated Transcript of Records of the students; and

(ee) Transfer credentials, if any.

(b) For subjects requiring pre-requisites, i.e., Science, Mathematics, etc., the grant of advanced credits may be allowed on the pre-requisites upon application of a student, on the basis of the results of a validating examination which should be administered by the admitting school and submitted to the regional office.

(g) 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:

(i) If the student is a member of the Armed Forces of the Philippines (AFP);

- (ii) If the student is a retired military man.
- (b) Students who are physically handicapped are not exempted from Physical Education but shall be assigned adapted physical education activities.
- (c) Exemption from Citizens Military Training (CMT) shall be requested from the C.M.T. Commandant.
- (d) Exemption from taking the required six (6) units of Pilipino may be granted in the following instances:
 - (i) If the student graduated from a baccalaureate degree and will enroll in a second degree course, e.g., Medicine, Law, Dentistry or graduate studies; and
 - (ii) For foreign students, the required six (6) units of Pilipino may be offset by a corresponding number of excess units earned either in the country of origin or in the school where presently enrolled upon favorable recommendation of the school authorities concerned.
- (e) Exemption from taking the twelve (12) units of Spanish may be granted in the following instances:
 - (i) For foreign students, the required twelve (12) units of Spanish may be offset by a corresponding number of excess units earned either in the country of origin or in the school where presently enrolled upon favorable recommendation of the school authorities concerned.
- (f) Exemption from taking Philippine Constitution as a three-unit subject may be granted:
 - (i) If the subject was taken in an integrated form (i.e., as part of a curricular subject) or in a seminar-type course with one-unit credit before the issuance of Memorandum No. 23, s. 1973.
- (g) For exemption from taking additional undergraduate requirement enforced after graduation from a baccalaureate program:
 - (i) Students who have earned baccalaureate degrees and desire to pursue graduate studies or take up post-baccalaureate courses like Medicine and Law are not required to take Rizal course, Pilipino, Philippine Constitution, Taxation and Agrarian Reform, Current Issues/Contemporary National Development, Population Education and Family Planning.
- (h) Exemption from taking Observation and Participation and Practice Teaching (OPPT) in the BEE and BSE courses may be granted.

(i) In the Bachelor of Science in Education (BSE) course, a graduate of a Non-Teacher Education course may be exempted from OPPT if the student has a major in any high school subject, has had at least one (1) year of teaching experience in his major subject, and has an efficiency rating of A.A. or 85 based on the certification of the Division/City Superintendent concerned in case of a public school teacher or by the school head in case of a private school teacher; provided, however, that if the teaching experience is not in his major subject, the required teaching experience shall be at least 3 years, with an efficiency rating of A.A. or 85 during his last year of teaching.

(ii) In the Bachelor of Elementary Education (BEEd) course, and until further notice, the exemption from taking OPPT may be granted if the student is a B.S.E., B.S.I.E., B.S.H.E., or B.S.A.E. graduate and has had at least three (3) years teaching experience in the elementary level, and has an efficiency rating of A.A. or 85 based on the certification of the Division/City Superintendent concerned in case of a public school teacher or by the school head in case of a private school teacher.

(i) Exemption from Library Practice (Practicum) for the major of Library Science in BSE, may be granted if the student has had experience in library work for at least three (3) years.

(j) Exemption from Practicum in the Social Work and Secretarial Administration may be granted if the student is employed in an office/firm and his relevant services or work-experiences are supported by a certification from the employer.

(k) On a case-to-case basis, the foreign language requirement for the Doctor of Philosophy course may be offset by taking any Computer subject or Statistics.

(l) Non-degree courses of less than two (2) years should not require Rizal course, Philippine Constitution, Taxation and Agrarian Reform, Filipino, Family Planning, Current Issues or other mandated courses.

(10) Act on punishable violations of law in the operation of any school, educational program or course of study.

(a) Each case involving punishable violation 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.

- (b) The complete records of each case, including the proceedings thereon, shall be submitted to the Central Office for recording and information purposes.
- (11) The authority delegated to the regional offices to "evaluate and recommend to the Central Office on the following matters" shall be exercised in accordance with the conditions/guidelines hereunder set forth, viz:
- (a) Application to operate degree programs which require board/bar examination.
- (i) Each application for permit to operate a new professional degree program or additional curriculum year thereof requiring board/bar examinations shall be filed separately with the regional office concerned not later than one (1) year prior to the start of the desired school term when the new educational program is proposed to be operated or conducted.
- (ii) A new private school-applicant shall be incorporated as a non-stock educational corporation in accordance with the pertinent provisions of the Corporation Code of the Philippines, pursuant to the provisions of Section 25 Chapter 3, Part III of Batas Pambansa Blg. 232 (Education Act of 1982). In the case of a public school-applicant, its establishment shall be by law or pursuant to law.
- (iii) Each application should be supported with a corresponding project feasibility study which shall be prepared in line with the suggested format provided for the purpose.
- (iv) The evaluation by the regional office on each application, and its recommendation of either approval or disapproval thereon, shall take into account the justification of the application, particularly in relation to the following factors:
- (aa) The need for the program/course in the locality/region. This factor should reckon with such issues as literacy rate, enrolment trend, similar program/course in the locality/region, employability of graduates, job opportunities available in the area to absorb the graduates, among others.
- (bb) The capability of the school to provide quality education in the profession or discipline. The factor should consider the available supportive provisions for the program/course in terms of faculty resources, facilities, funding system, etc., as per Ministry prescribed standards therefor. For any ne /

additional curriculum year or course of an existing school, in reckoning with this factor, there should be corresponding new/additional supportive provisions in terms of resources for the program or course, apart and separate from the existing school's resources which are deemed included and intended for the operational support of its existing program(s) or course(s).

(cc) The compliance by the school with existing legal and/or Ministry prescribed requirements. This factor should take into account the track record of the school in relation to its adherence to, or compliance with policies, rules and standards governing the establishment/management of a school and the operation of educational program(s) or course(s).

(v) The evaluation and recommendation on each application by the regional office concerned shall be submitted to the Bureau of Higher Education (BHE), together with all supporting documents, not later than thirty (30) days after its receipt in the regional office.

(b) Application of schools for university status.

(i) The regional office concerned, through the regional director, within a reasonable period after the filing of each application, and inspections conducted for the purpose of determining compliance with legal and Ministry prescribed requirements for the grant of university status, shall submit to the Bureau of Higher Education (BHE) a preliminary comprehensive survey report on the applicant school, particularly covering the following areas, viz:

(aa) In addition to the legal requisites under Sec. 3, Commonwealth Act No. 180 and the standards/requirements in the Manual of Regulations for Private Schools, Seventh Edition, the survey report should cover comprehensively the areas indicated below:

(bb) School Incorporation, including the school's organization/functional management setup, approved by its governing board, which is usually embodied as a school code.

(cc) School Site/Buildings, owned by the school corporation, which should be adequate and suitable for the various services that a university should assume/discharge as a distinctive institution of higher learning.

(dd) Educational Programs, covering arts and Sciences, at least three (3) professional degrees, one of which should be either in Agri-

culture, Engineering, or Medicine, and at least a masteral degree at the graduate level.

(ee) Supportive resources, in terms of faculty with academic ranks based on employment status, educational qualifications, teaching experience, productive scholarship, efficiency rating, etc., facilities for the effective operation of the school administration and the different academic programs/courses as called for under existing Ministry rules and standards, and funding system which should include sources other than approved school fees.

(ff) Quality graduates, based on school's standard for admission, promotion and graduation of students, and its track record in items of the performance of graduates in government examinations and/or in the world of work.

(gg) Efficiency/Effectiveness, in terms of compliance by the school administration with all legal and Ministry-prescribed policies, rules and standards.

(b) Application of schools for deregulated status.

(i) The evaluation and recommendation on each application shall be based on Ministry policies, rules and standards on school/program accreditation.

(ii) The complete records of each application shall be submitted to the Bureau of Higher Education for appropriate actions based on existing policies, rules and standards.

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

(i) Every recommendation by the regional office concerned regarding the revision/formulation of a policy affecting the implementation of a regional program should indicate the policy involved, include the product of researches/evidence of feedback obtained from the field, indicate rationale or justification for the proposed change or revision, and how such policy should be revised/reformulated towards a more viable/practical/effective implementation thereof.

(d) Requests of universities to grant "honoris causa" degrees.

(i) The action/recommendation on each request should be based on or in accordance with existing Ministry policies and rules.

(ii) The complete records of each request as called for under existing policies and rules shall be submitted to the Bureau of Higher Education.

(iii) The action/recommendation on each request shall be signed by the regional director.

5. Delegations of Authority to the Assistant Regional Director

a. For economical, efficient, and effective implementation of the laws, policies and regulations in the regional office, the assistant regional director under the supervision of the regional director, is hereby authorized to perform the following functions:

- (1) Assist the regional director in the implementation of the agency program in the region;
- (2) Help in exercising management functions of the regional director of planning, organizing, staffing, directing and controlling;
- (3) Act as Chairman of the Regional Promotions Board, School Health and Nutrition Program, Population Education Program, Ad Hoc Planning Unit and Performance Appraisal System for Key Officials;
- (4) Approve applications of personnel in the regional office for permission to teach, exercise a profession or engage in business;
- (5) Approve sick, vacation and maternity leaves of absence with or without pay, for a period not beyond one year;
- (6) Sign the following correspondence originating from the regional administrative, finance and promotional divisions referring to:
 - (a) Change of name of students, teachers and other school personnel;
 - (b) Special Orders of baccalaureate, short-term post-secondary and secondary courses;
 - (c) Approval of Class and Teachers' Programs;
 - (d) Approval of School Calendar;
 - (e) Certificate of travel completed within the region of regional office personnel;
 - (f) Approval of commutation of leave of absence of not more than five (5) days;
 - (g) Approval of transfer of students/pupils from one division to another within or outside the region;

- (h) Approval of permission of schools to operate during summer;
 - (i) Sign payrolls and vouchers for salaries and wages, except first and last salaries;
 - (j) Plantilla of Personnel; and
 - (k) All other correspondence the regional director may assign from time to time.
- (7) Review, check and/or correct and initial all correspondence originating from all divisions/units prepared for the signature of the regional director; and
- (8) Perform other functions assigned by the regional director.

6. General Provisions

- a. 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.
- b. Monitoring System. Regional directors shall submit periodic reports on all actions taken under this Order. 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.
- c. 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.
- d. Appeals Mechanism. Appeals from decisions taken by regional directors may be addressed to the Minister, through the staff bureau/office concerned.
- e. Staff Preparation. Regional directors shall take immediate steps to train their respective staff members for the performance of new functions herein provided. They may request the head office staff agencies for assistance in such training. In the same way, Central

Office staff agencies shall reorient their operation to depart from line processing activities, towards policy design and monitoring.

f. 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.

g. 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.

7. Nothing in this MECS Order shall be construed as a limitation on the power of the Minister to review and/or overrule any action undertaken by the regional director/assistant regional director, or to initiate transfers and promotions of personnel from one region to another, except as otherwise provided for by law.

8. This MECS Order supersedes Department Order No. 29, s. 1975, insofar as this pertains to the delegated authorities of regional directors, MECS Orders Nos. 23 and 71, s. 1984, and MECS Order No. 7, s. 1986.

9. This Order takes effect immediately.

(SGD.) LOURDES R. QUISUMBING
Minister

References:

Department Order: No. 29, s. 1975
MECS Orders: Nos. 23 and 71, s. 1984 and
7, s. 1986

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

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

OFFICIALS
RULES & REGULATIONS
SCHOOLS
UNIVERSITIES and COLLEGES