

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

September 22, 1986

MECS O R D E R
No. 49, s. 1986

ASSIGNMENT OF THE FUNCTIONAL AREAS OF RESPONSIBILITY
OF THE DEPUTY MINISTERS AND DELEGATION OF SIGNING
AUTHORITIES ON CORRESPONDENCE AND FINANCIAL MATTERS

To: Deputy Ministers
Assistant Secretaries
Bureau Directors
Cultural Agency Directors
Regional Directors
Chief of Service and Heads of Centers and Units
Schools Superintendents
Vocational School Superintendents/Administrators
Head Executive Assistant
Chiefs of Divisions

1. Functional Areas of Responsibility of Deputy Minis-
ters

- a. The assignment of the functional areas of responsibility of the Deputy Ministers, as indicated hereunder, is premised on the following:
 - (1) The authority and responsibility for the exercise of the powers and the discharge of the functions of the Ministry is vested in the Minister who shall be assisted by the Deputy Ministers.
 - (2) All the Deputy Ministers shall be considered to be at-large with no fixed functional areas of responsibility nor inherent powers and authorities. The Minister shall determine and assign the respective areas of responsibility of the Deputy Ministers as well as the specific authorities delegated to each of them in accordance with such delineation, subject to withdrawal or modification at any time at the discretion of the Minister.
 - (3) The Deputy Minister concerned shall be primarily accountable for what is happening in his assigned functional areas of responsibility, but without prejudice to the other Deputy Ministers providing supportive assistance as necessary. The Deputy Ministers shall, whenever necessary or indicated, coordinate/consult with one another in order to allow an integrated approach to the conduct of activities, programs and projects on a ministry-wide basis.
 - (4) Actions to be taken by the Deputy Ministers within their respective functional areas of responsibility and the exercise of their respective delegated authorities shall be in accordance with established Ministry policies, guidelines

and operating procedures. All cases where the establishment of a new policy or the rendition of a policy decision is involved shall be referred by the Deputy Minister concerned to the Minister for final action or disposition. Similarly, all matters which will personally involve the Minister, such as conferences and meetings including the agenda therefor, shall be cleared with the Minister beforehand.

- (5) The authorities and functional responsibilities assigned to the Deputy Ministers shall be exercised within the context of an effective monitoring and reporting system that will allow the Minister as well as the Deputy Ministers collectively to be fully informed and kept up to date on major NECS operations and activities.
- b. The functional areas of responsibility of the Deputy Ministers shall be as follows:
- (1) Deputy Minister Arthur D. Defensor shall take charge of the day-to-day overall management and supervision or coordination of activities and operations, including deciding or taking action as necessary, relative to legislative and legal matters, the school building program, and youth affairs and organizations, in coordination/consultation with the other Deputy Ministers whenever necessary. More specifically, he shall be responsible for:
 - (a) Reviewing and passing upon proposed legislation involving the Ministry;
 - (b) Acting as representative of the Ministry before the legislative body or in conducting the necessary high-level liaison work and following through proposed legislation sponsored by the Ministry;
 - (c) Reviewing and taking the necessary actions/decisions on administrative and other legal cases, including those involving security matters;
 - (d) Overseeing and taking action as necessary on matters relative to the implementation of the school building program;
 - (e) Overseeing and taking action as necessary on matters relative to the implementation of programs on student and youth affairs and organizations, such as those pertaining to the Boy Scouts and Girl Scouts of the Philippines;
 - (f) Exercising technical supervision over the work of the Legal Division;

- (g) Reviewing or making recommendations on administrative matters affecting the Legal Division including appointments/promotions and similar personnel transactions; and
 - (h) Sitting in committees and boards, including the governing boards of state colleges and universities, as may be determined by the Minister.
- (2) Deputy Minister Jose P. de Jesus shall take charge of the day-to-day overall management and supervision or coordination of activities and operations, including deciding or taking action as necessary, relative to general administrative and financial matters, in coordination/consultation with the other Deputy Ministers whenever necessary. More specifically, he shall be responsible for:
- (a) Carrying out the personnel management program of the Ministry, including acting within his delegated authority on matters pertaining to personnel transactions;
 - (b) Formulating and implementing a personnel development or human resources development program, involving essentially the conduct of training programs to enhance the skills and capabilities of the personnel of the Ministry, including the managerial supervisory and administrative capabilities of teachers and school administrators;
 - (c) Formulating and implementing programs and projects designed to institute or to effect efficiency and effectiveness in the Ministry that would improve its internal capability to carry out its external and public-oriented programs;
 - (d) Overseeing the conduct of planning, budgeting, general services, information and publication services, and financial matters and transactions;
 - (e) Exercising direct supervision over the following officials/units:
 - (i) Assistant Secretary for Administrative Service;
 - (ii) Assistant Secretary for Planning
 - (iii) Assistant Secretary for Financial and Management Service
 - (iv) Head Executive Assistant Office
 - (v) Administrative Service
 - (vi) Planning Service
 - (vii) Financial and Management Service

- (viii) Information and Publication Service
 - (ix) Teachers Camp
 - (x) Baguio Vacation Normal School (phasing out operation)
 - (xi) National Learning Center (upon activation as a training facility located at Teachers Camp)
 - (f) Reviewing and making recommendations on administrative matters affecting the units under his jurisdiction, including appointments/promotions and similar personnel transactions; and
 - (g) Sitting in committees and boards, including the governing boards of state colleges and universities, as may be determined by the Minister.
- (3) Deputy Minister Victor M. Ordoñez shall take charge of the day-to-day overall management and supervision or coordination of activities and operations, including deciding or taking action as necessary, relative to higher education, technical-vocational education, externally funded educational development projects, and cultural agencies, in coordination/consultation with the other Deputy Ministers whenever necessary. More specifically, he shall be responsible for:
- (a) Overseeing the formulation and implementation of programs, projects and special activities pertaining to the above-mentioned areas;
 - (b) Overseeing the conduct of activities and functions relative to the supervision of private schools;
 - (c) Handling matters with respect to State Colleges and Universities to ensure the implementation of policies on higher education recommended by the Board of Higher Education and adopted by the Ministry;
 - (d) Exercising direct supervision over the following units:
 - (i) Board of Higher Education (as ex-officio chairman)
 - (ii) Bureau of Higher Education
 - (iii) Bureau of Technical-Vocational Education
 - (iv) EDPITAF
 - (v) National Historical Institute
 - (vi) National Library

(vii) Institute of National Language

(viii) National Museum

(ix) Foreign Students and Special Activities Office

(e) Reviewing and making recommendations on administrative matters affecting the units under his jurisdiction, including appointments/promotions and similar personnel transactions; and

(f) Sitting in committees and boards, including the governing boards of state colleges and universities, as may be determined by the Minister.

(4) Deputy Minister Minda C. Sutaria shall take charge of the day-to-day overall management and supervision or coordination of activities and operations, including deciding or taking action as necessary, relative to programs and projects and special activities, external affairs, and teacher training. More specifically, she shall be responsible for:

(a) Overseeing the formulation and implementation of programs, projects and activities relative to elementary education, secondary education, continuing education, physical education and sports, educational testing, school health and nutrition, population education, scholarship and student loan assistance, child and youth research, and Muslim educational affairs;

(b) Handling matters relative to international education matters and educational conferences sponsored by international organizations;

(c) Overseeing the formulation and implementation of pre-service academic programs and curricula relative to the formal aspects of teacher training (degree courses), as well as the conduct of training programs to enhance the teaching skills of teachers;

(d) Exercising direct supervision over the following units:

(i) Bureau of Elementary Education

(ii) Bureau of Secondary Education

(iii) Bureau of Continuing Education

(iv) Bureau of Sports Development

(v) National Educational Testing Center

(vi) Child and Youth Research Center

(vii) School Health and Nutrition Center

(viii) National Scholarship and Student Loan Center

(ix) Population Education Program Unit

- (e) Reviewing and making recommendations for administrative matters affecting the units under her jurisdiction, including appointments/promotions and similar personnel transactions; and
 - (f) Sitting in committees and boards, including the governing boards of state colleges and universities, as may be determined by the Minister.
- c. In pursuance of the above delineation of functional responsibilities, the specific delegated authorities, in terms of signing authorities, given to the Deputy Ministers shall be in accordance with No. 2 of this MECS Order. The exercise of such signing authorities shall be in the context of the provisions of No. 1 of this MECS Order.

2. Signing Authorities on Correspondence and Financial Matters

Effective immediately, the authorized signature on official correspondence and financial matters emanating from the Central Office of this Ministry shall be as indicated in this Order.

a. To be signed by the Minister

- (1) All official correspondence addressed to the following officials: The President, the Vice President, and the Chief Justice of the Supreme Court.
- (2) All correspondence involving policy decisions.
- (3) All official correspondence which, under existing laws, rules and regulations, require the signature of the Ministry Head.
- (4) Ministry orders, memoranda and other instructions which affect the bureaus and offices under the Ministry.
- (5) Approval of annual and medium-term plans and programs for the Ministry.
- (6) Recommendations for appointment to positions appointment to which is vested in the President, without prejudice to appointing CESO-level positions as may be delegated by the President.
- (7) Approval of authority to travel abroad, except that for the Deputy Ministers wherein recommendations therefor is forwarded to the President.
- (8) Recommendations to the President for local travel of officials and employees for more than three (3) months.

- (9) Appointment, assignment, transfer, detail, retirement, separation, reinstatement of division chiefs and assistant division chiefs in the Central Office and of schools division superintendents, vocational school superintendents, and assistant school division superintendents.
- (10) Acceptance of resignation of officials mentioned in a(9) above.
- (11) Order of preventive suspension and confirmation of decisions involving dismissal of subordinate officials and employees.
- (12) Approval of vacation leaves of absence of Presidential appointees, except school superintendents appointed by the President.
- (13) Matters related to tuition and other school fees and policies involving private schools, colleges and universities, except as otherwise delegated.
- (14) Decisions on protested appointments and administrative cases.
- (15) Grant of university status to private colleges.
- (16) Grant of deregulated status to private schools.
- (17) Grant of honoris causa degrees.
- (18) Approval of national level conventions, conferences, seminars, and workshops.
- (19) Matters relating to the management of the Instructional Materials Corporation and the Instructional Materials Council secretariat.
- (20) Papers on financial transactions as follows:
 - (a) Programs of Expenditures of the MECS Central Office and the field offices in excess of ₱200,000.
 - (b) Annual Work and Financial Plan of the Ministry.
 - (c) Approval of special budgets in excess of ₱1,000,000.
 - (d) Approval of disbursement vouchers in excess of ₱500,000.
 - (e) Purchase/Letter Orders, Requisition and Issue Vouchers and contracts involving amounts exceeding ₱500,000: provided that contracts involving amounts in excess of ₱10 million shall be forwarded to the Office of the President for approval, and provided further that for contracts involving amounts ranging from ₱2 million and ₱10 million, two (2) Deputy Ministers shall sign the contracts together with the Minister.

(f) Memoranda of agreement between or among MECS and other agencies involving any amount where the signatories are of cabinet rank, and in all cases where the amount involves more than ₱500,000.

(21) Nominations for scholarship/fellowship abroad.

b. To be signed by the Deputy Minister for general administration, administrative and related matters.
(To sign: For the Minister)

- (1) All matters involving personnel (appointments, promotions, transfers, details, reassignments, reemployment, separation, reinstatement, retirement, resignation, leave of absence, etc.) except as otherwise provided herein and those delegated to regional directors and schools superintendents.
- (2) All matters pertaining to personnel or human resources development.
- (3) Approval for the hiring of contractual employees and casuals.
- (4) Transmittal of appointments of officials requiring Presidential appointment.
- (5) Authority to travel locally of Presidential appointees and CESO-level officials for not more than 3 months, pre-noted by the Deputy Minister concerned.
- (6) Approval of vacation leaves of absence of CESO-level officials other than Presidential appointees in the General Office.
- (7) Approval of applications for sick and maternity leaves of officials who are Presidential appointees and CESO-level officials.
- (8) Papers on financial transactions as follows:
 - (a) Programs of expenditures of the MECS Central Office and field offices not exceeding ₱200,000.
 - (b) Disbursement vouchers involving amounts of ₱150,000 but not more than ₱500,000.
 - (c) Memoranda of Agreement on functional areas under his jurisdiction between or among MECS and other agencies involving amounts not to exceed ₱500,000 where the signatories are not of cabinet rank.
 - (d) Supplemental and Financial Plans in excess of ₱500,000.
 - (e) Special budgets involving amounts in excess of ₱150,000 but not more than ₱1,000,000.

(f) Purchase/Letter Orders, Requisition and Issue Vouchers and contracts involving amounts over ₱20,000 but not more than ₱500,000.

(9) Communications to boards, committees or commissions where he sits as member or as representative of the Minister.

(10) All matters pertaining to the general administration of the units under his supervision.

(11) Other matters delegated by the Minister.

c. To be signed by the Deputy Minister in Charge of Programs, Projects and Special Activities in Elementary, Secondary, etc. (To sign: For the Minister)

(1) All matters related to programs, projects and special activities on elementary education, secondary education, continuing education, physical education, and sports, educational testing, health and nutrition, population education, scholarship and student loan assistance, teacher training, child and youth research, international education matters and conferences and Muslim educational affairs.

(2) Recommendations for appointment/promotion of personnel in units under her jurisdiction.

(3) Memoranda of agreement on functional areas under her jurisdiction between or among MECS and other agencies involving amounts not exceeding ₱500,000 where the signatories are not of cabinet rank.

(4) Communications to boards, committees or commissions where she sits as member or as representative of the Minister.

(5) Disbursement vouchers for stipends, book allowances, review fees and related allowances under the MECS Integrated Scholarship Program (for teacher scholars), as well as for those pertaining to special programs such as drug education, population education, etc.

(6) Other matters delegated by the Minister.

d. Deputy Minister for Higher Education, Technical-Vocational Education, EDPITAF, and Cultural Agencies.
(To sign: For the Minister)

(1) All matters related to programs, projects and special activities on above-mentioned areas.

(2) Recommendations for appointment/promotion of personnel of units under his jurisdiction.

(3) Memoranda of agreement on functional areas under his jurisdiction between or among MECS and other

agencies involving amounts not in excess of P500,000 where the signatories are not of cabinet rank: Provided, that in the case of those pertaining to EDPITAR, the limit shall be P2,000,000.

- (4) Communications to boards, committees or commissions where he sits as member or as representative of the Minister.
 - (5) Other matters that may be delegated by the Minister.
- e. To be signed by the Deputy Minister for legislative and legal matters, administrative cases, and school building programs. (To sign: For the Minister)
- (1) Communications on proposed legislation, including sponsorship of budget proposals.
 - (2) Communications/decisions on administrative and other legal cases, including change of name of pupils and students.
 - (3) Communications on security matters.
 - (4) Recommendations for appointment/promotion of personnel under the legal division.
 - (5) Matters relative to the school building program.
 - (6) Matters relative to student and youth affairs and organizations.
 - (7) Committee decisions on protested appointments.
 - (8) Communications to boards, committees or commissions where he sits as member or as representative of the Minister.
 - (9) Other matters delegated by the Minister.
- f. To be signed by the Assistant Secretary for Administrative Service. (To sign: For the Minister)
- (1) Authority for local travel of officials and employees below CESO-level for a period not exceeding three (3) months exclusive of travel time.
 - (2) Vacation leaves of absence of officials and employees in the Central Office equivalent to chief of division and below, subject to Paragraph M-5 here-inbelow:
 - (3) Request for exemption from payment of custom duties.
 - (4) Approval of request for transfer without cost of government property.
 - (5) Approval for repair of equipment including motor vehicles.

- (6) Approval of insurance of MECS motor vehicles and other property.
 - (7) Request for condemnation of unserviceable property.
 - (8) Certification of property inventories.
 - (9) Transmittal of requests for transfer of Central Office employees.
 - (10) Recommendations for appointment/promotion of officials and employees in the administrative service.
 - (11) Financial transactions:
 - (a) Certificate No. 3 of disbursement vouchers covering payment of obligations for supplies, materials and equipment.
 - (b) Signs treasury warrants and TCAA checks exceeding ₱10,000.
 - (c) Countersigns treasury warrants and TCAA checks in the absence of the Assistant Secretary for Finance and Management, in which instance the Cashier III assumes the signing authority for Treasury Warrants and TCAA checks involving amounts exceeding ₱10,000.
 - (d) Approval of Purchase/Letter Orders and Requisition and Issue Vouchers for supplies, materials and equipment and contracts not exceeding ₱20,000.
 - (e) In the absence of the Assistant Secretary for Finance and Management, approves disbursement vouchers for amounts involving less than ₱150,000, and remittances to GSIS, BIR and similar matters and cash advances regardless of amount.
 - (f) In the absence of the Assistant Secretary for Finance and Management, approves advice of countersigned treasury warrants and TCAA checks.
 - (12) Initials all communications involving personnel and legal matters, procurement, disbursement, security custodial work, and general administration prepared for the signature of higher officials.
 - (13) Urgent matters for the signature of either or both, of the two other assistant secretaries when they are out-of-town.
- g. To be signed by the Assistant Secretary for Finance and Management. (To sign: For the Minister)
- (1) Referrals of routine financial matters.
 - (2) Recommendations for appointment/promotion of personnel in the Financial and Management Service.

- (3) Papers on financial transactions:
- (a) Cash Disbursement Ceiling Advices for regional offices, provided that he may delegate this authority to any of his division chiefs where the amount involved is not more than ₱50,000.
 - (b) Request for Obligations of Allotment except those delegated to staff bureau directors and heads of centers/units.
 - (c) Countersigns Treasury Warrants and TCAA checks.
 - (d) Request for fiscal agency service.
 - (e) Supplemental Work and Financial Plans involving amounts of ₱500,000 and below.
 - (f) Special budgets below ₱150,000.
 - (g) Approves advice of countersigned Treasury Warrants and TCAA checks.
 - (h) Approval of disbursement vouchers for amounts involving less than ₱150,000, and remittances to GSIS, BIR and similar matters, and cash advances regardless of amount.
- (4) Other matters delegated by the Minister.
- (5) Urgent matters for the signature of the other two assistant secretaries when they are out-of-town.
- h. To be signed by the Assistant Secretary for Planning.
(To sign: For the Minister)
- (1) Correspondence related to the approved plans and programs for the Ministry.
 - (2) Correspondence related to work plans and programs for submission to other offices.
 - (3) Correspondence related to planning and similar matters.
 - (4) Replies to queries related to plans, programs and school buildings.
 - (5) Recommendation for appointment/promotion of personnel in the Planning Service.
 - (6) Other matters that may be delegated by the Minister.
 - (7) Urgent matters prepared for signature of the other two assistant secretaries when they are out-of-town.
- i. To be signed by the Bureau Directors and Heads of Units Directly Under the Minister. (To sign: For the Minister)

- (1) All communications relating to implementation of policy at their respective levels.
 - (2) Correspondence relative to implementation of programs and projects at their respective levels.
 - (3) Correspondence concerning faculty-staff development.
 - (4) Correspondence relative to evaluation of programs/projects.
 - (5) Correspondence relative to development of educational standards.
 - (6) Correspondence relative to curriculum development not requiring policy decisions.
 - (7) Recommendation for appointment/promotion of personnel in their respective units.
 - (8) Approval of payrolls for regular and casual employees of their respective units.
 - (9) Request for Obligation of Allotment (ROA) chargeable to their respective offices.
 - (10) Correspondence relative to memoranda of agreement with local or foreign agencies pertaining to their respective units.
 - (11) Other matters referred to them by the Minister for appropriate action.
- j. To be signed by the Head of the National Scholarship and Student Loan Center. (To sign: For the Minister)
- (1) Stipends, book allowances, review fees and related allowances of MECS student scholars (in addition to paragraph i above).
- k. To be signed by the Director of Teachers Camp. (To sign: For the Minister)
- (1) Correspondence relating to the use of the Camp, except policy decisions.
 - (2) Request for Obligations of Allotment (ROA) chargeable against Camp funds.
 - (3) Approval of payrolls and disbursement vouchers for salaries and approved travel for Camp personnel.
 - (4) Approval of Purchase Orders and Requisition and Issue Vouchers involving amount not exceeding ₱20,000.
 - (5) Countersign TCAA checks in payment of obligations drawn from Camp funds.

- (6) Signs checks drawn from its revolving fund in payment of incurred obligations, to be countersigned by the Camp auditor.
 - (7) Authority to travel locally of subordinate Camp personnel.
 - (8) Recommends for approval of the Deputy Minister for Administration the following:
 - (a) Personnel matters.
 - (b) Appointment of regular and casual employees.
 - (c) Work programs and projects.
- l. To be signed by the Head Executive Assistant.
(To sign: For the Minister)
- (1) Replies to inquiries relative to cultural matters.
 - (2) Replies to foreign applicants for employment.
 - (3) Other matters as may be delegated by higher officials.
- m. To be signed by the Chief, Personnel Division.
(To sign: For the Minister)
- (1) Approval of disbursement vouchers and payrolls for salaries and wages of central office personnel, except as otherwise herein delegated to other officials.
 - (2) Certifies service records employment of all personnel.
 - (3) Certificate of appearance of personnel travelling to Manila.
 - (4) Advice of payment/suspension of salaries of personnel.
 - (5) Vacation leaves of absence of level I employees not exceeding 60 days, and sick and maternity leaves of absence of chiefs of division and below.
 - (6) Routine communications involving personnel matters.
 - (7) Recognition of graduation as to change of educational attainment of teachers.
- n. To be signed by the Cashier III.
- (1) Agency treasury checks and treasury warrants not exceeding P10,000. In his absence, Cashier II can sign.
 - (2) Signs checks in excess of P10,000 in the absence of the Assistant Secretary for Administrative Service.

(3) Signs advice of countersigned treasury checks and treasury warrants.

o. To be signed by Division Chiefs.

(1) Routine correspondence pertaining to the work of their respective divisions.

3. This Order rescinds MECS Order No. 11, s. 1986 and all previous Orders on the same subject.

(SGD.) LOURDES R. QUISUMBING
Minister

Reference:

MECS Order: (No. 11, s. 1985)

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

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

AUTHORITY
APPOINTMENT, EMPLOYMENT,
REAPPOINTMENT
CHANGE
CORRESPONDENCE
LEAVES
OFFICIALS

PERMIT
POLICY
RULES & REGULATIONS
SALARY
TRAVEL