

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

January 5, 1987

MECS O R D E R
No. 1, s. 1987

REVISED DISTRIBUTION OF MINISTRY ORDERS, MEMORANDA,
BULLETINS AND OTHER COMMUNICATIONS/INFORMATION
MATERIALS TO THE FIELD

To: Bureau Directors
Regional Directors
Chief of Service and Heads of Units/Centers
Schools Superintendents
Presidents, State Colleges and Universities
Heads of Private Colleges/Universities/Technical-
Vocational Post-Secondary Schools
Vocational School Superintendents/Administrators

1. To improve and facilitate the distribution of communications/information materials to the field, Ministry orders, memoranda, bulletins and other similar materials issued by this Office will henceforth be mailed directly to school divisions, schools/colleges/universities, and offices on the basis of the following allotment:

	<u>No. of Copies</u>
Allotment 1 - Regional Office	10
Allotment 2 - School Division	5
Allotment 3 - State College/University, Non-Chartered School/College, Community College, National School under a Vocational School Administrator	1
Allotment 4 - Private College/University/Technical-Vocational Post-Secondary School	1

2. Provincial/city school divisions will reproduce copies of their materials and distribute these to their school districts and local public and private secondary schools when necessary.

3. Similarly, state and private colleges and universities will reproduce and distribute copies of their materials to other levels in their institutions.

4. In accordance with this distribution procedure, communications bearing allotment 1 concern only the regional offices and therefore will be sent only to such offices; those bearing allotments 1 and 2 concern only the regional and division offices and will be sent only to those two aforementioned offices, and so forth.

5. This Ministry Order supersedes Department Order No. 1, s. 1976.

(SGD.) LOURDES R. QUISUMBING
Minister

Reference:

Department Order: (No. 1, s. 1976)

Allotment: ~~1-2-3-4~~ (M.O. 1-87)

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

- ALLOTMENT
- CHANGE
- PUBLICATIONS
- RULES & REGULATIONS

(Last MECS Order for 1986: MECS Order No. 68, s. 1986)