

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

February 9, 1987

MECS O R D E R
No. 13, s. 1987

MANAGEMENT IMPROVEMENT PROGRAMS FOR THE MINISTRY

To: Assistant Secretaries
Bureau Directors
Regional Directors
Cultural Agency Directors
Chief of Service and Heads of Units/Centers
Chiefs of Divisions
Others Concerned

1. Under Office Order dated January 7, 1987, the MECS Reorganization Task Force was reconstituted and renamed Task Force on Reorganization and Management Improvement with its scope of work accordingly expanded to include the conduct of management improvement programs in the Ministry designed to effect improvements in the delivery of services to the public.

2. A team, which shall be under the general supervision of the Task Force on Reorganization and Management Improvement, is hereby formed to provide technical staff support to the said Task Force in undertaking the following projects:

a. Correspondence Recording Control System

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|-------------------------------------|---------------|
| (1) Teresita F. Baterina (OBM) | - Team Leader |
| (2) Rosemary Rapanut (OBM) | - Member |
| (3) Dalmacio F. Casison, Jr. (MECS) | - Member |
| (4) Roberto Billanes (MECS) | - Member |
| (5) Jose Adrian Melegrito (MECS) | - Member |
| (6) Cirilo Enriquez (MECS) | - Member |

The results of the study of above project will be inputs to MECS Orders on (1) procedures/process flow of correspondence, (2) standard format for recording documents/correspondence, and (3) system of monitoring the status and location of correspondence in the Central Office.

b. Regional Operations Study

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|--|---------------|
| (1) Teresita F. Baterina (OBM) | - Team Leader |
| (2) Rosemary Rapanut (OBM) | - Member |
| (3) Dalmacio F. Casison, Jr. (MECS) | - Member |
| (4) Francisco Morales (MECS) | - Member |
| (5) David Tomelden, Jr. (MECS) | - Member |
| (6) Two (2) from Regional Office to be designated by the Director. | |

This study is envisioned to address concerns on: (1) delegation of authority from regional directors to division superintendents, (2) delegation of authority from division superintendents to district supervisors and principals, and (3) general regional operations.

3. The membership of MECS personnel in the Team may be changed and/or expanded by the Deputy Minister for Administration, who is also the Chairman of the Task Force on Reorganization and Management Improvement, as the need arises.

4. All MECS officials and employees are enjoined to extend full support and cooperation to the members of the Team, especially when they visit the different offices.

(SGD.) LOURDES R. QUISUMBING
Minister

Reference:

Office Order: (dated January 7, 1987)

Allotment: 1--(M.O. 1-87)

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

AUTHORITY
COMMITTEE
EMPLOYEES
OFFICIALS
SERVICE