

*Third Addendum to*  
**EXECUTIVE ORDER NO. 116**

*Amending the Organization of the Ministry of Education  
within the Executive Branch (Executive Order No. 98)*

**WHEREAS**, since the installation of the constitutional Government of the Republic of Palau on January 1, 1981, the basic framework of the Executive Branch structure was set forth by Public Law No. 7-8-8 and combined the Bureau of Education and Health Services into one Ministry, namely, Ministry of Social Services; and

**WHEREAS**, on July 9, 1990 the Executive Branch was further reorganized by Public Law No. 3-30 which increased major departments from five (5) to eight (8); and

**WHEREAS**, such an increase in major departments was made possible by dividing Ministry of Social Services into Ministry of Education and Ministry of Health; Ministry of National Resources into Ministry of Resources and Development and Ministry of Commerce and Trade; and establishing Ministry of Community and Cultural Affairs; and

**WHEREAS**, the importance of the Ministry of Education in nation building is recognized and promoted by the National Government and can only be achieved through organization and reorganization; and

**WHEREAS**, it has been determined that, in order to ensure effective educational programs and services to the students and the general public for the well-being of the Republic, the Ministry of Education needs to be reorganized;

**NOW, THEREFORE**, by virtue of the authority vested in me as President, pursuant to the Constitution and laws of the Republic, it is hereby ordered that Executive Order No. 98, which reorganized the Executive Branch of the National Government, is hereby amended by this Third Addendum to Executive Order No. 116 in the following particulars with regard to the Ministry of Education.

Within the MINISTRY OF EDUCATION (PART VIII) the following changes.

Section 1.     Bureau of School Administration

The Bureau of School Administration shall be headed by a Director who is directly responsible to the Minister of Education. The Director is primarily responsible for the operation and management of public school programs (K-12) and administrative services including, among others, facility improvement; transportation and logistics; media; public libraries; food service program; vocational rehabilitation program; budget preparation and expenditures; procurement of supplies, equipment and materials; inventory of the education system and chartering of non-public schools. This responsibility will be carried out through close collaboration with the Director the Bureau of Curriculum and Instruction and which entails continued program planning

and improvement of schools. The Director is also responsible for all personnel related matters including staff development and certification.

a) Division of School Management

The Division of School Management shall be headed by a Chief who, with the assistance of staff, shall perform the following duties and functions.

- i) Day to day supervision and management of public school programs;
- ii) Maintain and improve education system facilities;
- iii) Maintain and repair all vehicles and boats used in providing education programs and services;
- iv) Disseminate information on education programs and services;
- v) Maintain and improve the public libraries;
- vi) Improve and expand vocational rehabilitation programs and services;
- vii) Prepare the education budget and monitors its expenditure;
- viii) Provide inventory annually for all non-exhaustible equipment;
- ix) Issue charters for non-public schools upon meeting standards; and
- x) Issue certificates.

b) Division of Personnel Management

The Division of Personnel shall be headed by a Chief who, with the assistance of staff, shall be responsible for the following duties and functions.

- i) Request for classifications of new positions for the education system and recruit personnel for vacant and newly established positions;
- ii) Establish and maintain good working relations between all activities in the education system and between education system and other agencies of the National Government;
- iii) Seek and establish benefits to all personnel in the education system;
- iv) Evaluate performances of all personnel and, where weaknesses identified, initiate development training to strengthen the weaknesses;

- v) Issues teaching certificates to all classroom teachers and provide training for those who do not meet certification criteria;
- vi) Maintain and manage a centralized personnel record and filing system; and
- vii) Establish and maintain student assistance program.

Section 2. Bureau of Curriculum and Instruction

The Bureau of Curriculum and Instruction shall be headed by a Director who is directly responsible to the Minister of Education. The primary responsibility of the Director is to provide public school system with services that will help increase the capacity of elementary and secondary schools to meet educational needs of children of the Republic of Palau. This responsibility will be carried out through close collaboration with the Director of the Bureau of School Administration and with direct reporting responsibility to the Minister of Education. The responsibility entails continued program planning and research for effective methods and strategies for improving curriculum and instruction; development of programs that will support school improvement; continued effort to seek federal funding assistance to enhance curriculum and instruction, to supplement instructional materials, and to improve staff development and training. The Director is also responsible for the supervision and management of the special education, adult education and community education programs.

a) Division of Curriculum Planning and Improvement

The Division of Curriculum Planning and Improvement shall be headed by a Chief who, with the assistance of staff, shall be responsible for the following duties and functions.

- i) Develop appropriate curricula for all public pre-schools, elementary schools, and secondary schools programs;
- ii) Establish and carry-out assessment process for both teachers and students of public schools;
- iii) Provide trainings to teachers to improve teaching skills;
- iv) Seek to supplement existing programs through other source of funding; and
- v) Responsible for educational research and development.

b) Division of Instruction Implementation

The Division of Instruction Implementation shall be headed by a Chief who, with the assistance of a staff, shall be responsible for the following duties and functions.

- i) Implement instructional programs at all school levels in close collaboration with

the Division of School Management;

- ii) Develop and evaluate for adoption instructional materials for implementation in school curricula in all levels of education system;
- iii) Assess and evaluate validity of curricula and recommend changes when appropriate;
- iv) Recommend minimum qualifications and requirements for teachers of pre-schoolers, elementary and secondary schools; and
- v) Recommend appropriate training needs for teachers of all public institutions.

***IN WITNESS WHEREOF***, I have hereunder set my hand and affixed my official seal this 11<sup>th</sup> day of April, 1994, in the State of Koror, Republic of Palau.

Kuniwo Nakamura  
President of the Republic of Palau