

ADDENDUM 1 TO EXECUTIVE ORDER NO. 203

Organization of the Executive Branch of the Government of the Republic of Palau

WHEREAS, Executive Order No. 203 sets forth the Organization of the Executive Branch of the Government of the Republic of Palau; and

WHEREAS, Sections 2 and 5 of Article VIII of the Constitution of the Republic of Palau provide for a Presidential Cabinet consisting of the Vice President and the Ministers who are appointed by the President with advice and consent of the Senate of the Olbiil Era Kelulau; and

WHEREAS, Section 7(1) of Article VIII of the Constitution requires the President of the Republic of Palau to enforce the law of the land; and

WHEREAS, 2 PNC §102 establishes eight ministries within the Executive Branch of the Government of the Republic of Palau; and

WHEREAS, 2 PNC § 109 directs the President to provide for the subdivisions of the Ministries and to prescribe thereto their duties, responsibilities and functions; and

WHEREAS, 2 PNC §110 empowers the President to establish offices and agencies within the Executive Branch and to prescribe their duties, responsibilities and functions so as to assist the President, the Vice President and the Ministers in the performance of their duties, responsibilities and functions; and

WHEREAS, RPPL 7-7 creates two new Bureaus within the Ministry of Education: the Bureau of School Administration and the Bureau of Curriculum and Instruction. It is thus the duty of the President to assign and prescribe duties, responsibilities and functions, to these two new bureaus.

NOW THEREFORE, by virtue of the authority vested in me as the President of the Republic of Palau, it is ordered that Executive Order No. 203 is hereby amended as follows:

PART IX. MINISTRY OF EDUCATION

The Ministry of Education shall be headed by a Minister who shall be responsible, under policies established by the President in consultation with the Palau Board of Education, for managing, operating and promoting the public elementary and secondary schools systems throughout the Republic and developing and implementing educational curricula and standards at every educational level and related matters. The Minister shall be responsible for the performance of the duties and functions of the following bureaus and divisions:

Section 1. Bureau of School Administration.

The Bureau of School Administration shall be headed by a Director. The Director shall

be primarily responsible for personnel management, school management, research and evaluation, federal programs, and administrative services of the Ministry. The Director shall also be responsible for providing the public school system with services that will help increase the capacity of elementary and secondary schools to meet the educational needs of children throughout the Republic. These responsibilities will be carried out through close collaboration with the Director of the Bureau of Curriculum and Instruction and the various Division Chiefs. These responsibilities include, but are not limited to program planning and research for effective methods and strategies for improving school performance, development of programs that will support school improvement and personnel related matters such as staff development and certification, and continued efforts to seek federal funding assistance to enhance educational programs.

- a) Division of Personnel Management. The Division of Personnel Management shall be headed by a Chief who shall have the following duties and functions:
 - i) Administer the Public Service System Act and its rules and regulations within the Ministry of Education, as directed by the Minister of Education;
 - ii) Establish systems, in conjunction with the Director of the Bureau of Public Service System, to evaluate the performance of all personnel and, where weaknesses are identified, initiate development training;
 - iii) Issue teaching certificates to all classroom teachers and provide teacher training for those who do not meet certification criteria, and address all other certification issues;
 - iv) Maintain and manage a centralized personnel record and filing system to conform with the centralized personnel record and filing system at the Bureau of Public Service System;
 - v) In conjunction with managers, determine personnel needs and recruit appropriate personnel;
 - vi) Initiate staff development programs;
 - vii) Manage personnel certification programs; and
 - viii) Maintain personnel policies and ensure regulatory compliance.

- b) Division of School Management. The Division of School Management shall be headed by a Chief who shall have the following duties and functions:
 - i) Exercise day-to-day supervision and management of public school programs;

- ii) Disseminate information on education programs and services;
- iii) Maintain and improve the public libraries;
- iv) Issue charters for non-public pre-schools, elementary schools and secondary schools upon meeting minimum standards established by the Minister of Education;
- v) Establish and maintain student assistance programs;
- vi) Implement and assess instructional programs at public schools;
- vii) Manage the communication system for public schools;
- viii) Strengthen parental and community involvement in school activities; and
- ix) Recommend the types and scope of training required for public school principals, teachers, and staff.

c) Division of Research and Evaluation. The Division of Research and Evaluation shall be headed by a Chief who shall have the following duties and functions:

- i) Establish and carry-out appropriate assessment processes of public school teachers and students;
- ii) Improve and expand educational research and development capacities;
- iii) Evaluate instructional materials for inclusion in school curricula at all levels of the education system;
- iv) Assess and evaluate the validity of the current curricula and recommend appropriate improvements;
- v) Identify research issues and conduct appropriate research;
- vi) Report management team research findings, along with recommendations for program improvement;
- vii) Assess student performances;
- viii) Assess student and parental satisfaction with educational programs;
- ix) Assess progress of the Ministry in meeting its goals and objectives; and
- x) Initiate appropriate public relations functions for the Ministry.

Section 2. Bureau of Curriculum and Instruction.

The Bureau of Curriculum and Instruction shall be headed by a Director who shall have the following duties and functions:

- a) Develop appropriate curricula for all public pre-school, elementary school and secondary schools programs;
- b) Establish and carry-out appropriate assessment of public school teachers and students;
- c) Provide teacher training to improve teaching skills and capacities;
- d) Supplement existing programs, where possible and appropriate, through other funding sources;
- e) Implement instructional programs at all school levels in close collaboration with the Division of School Management;
- f) Develop instructional materials for inclusion at every level of public school curricula;
- g) Recommend minimum qualifications and requirements for pre-school, elementary and secondary school teachers;
- h) Recommend the scope and type of training needs for all public school teachers;
- i) Develop, assess and improve curricula and programs to provide educational opportunities for students; and
- j) Assess and improve performance standards for students;
- k) Assist and support programs and policies of the Bureau of School Administration, as directed by the Director thereof.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal this 19th day of May, 2005, at the State of Koror, Republic of Palau.

/s/

Tommy E. Remengesau, Jr.
President of the Republic of Palau