

EXECUTIVE ORDER NO. 268

Organizing the Ministry of Education - Executive Branch of the Government of the Republic of Palau

WHEREAS, Sections 2 and 5 of Article VIII of the Constitution of the Republic of Palau and 2 PNC § 103 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 of Article VIII of the Palau Constitution grants the President all the inherent powers and duties of a national chief executive, including, but not limited to enforcing 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 their duties, responsibilities and functions by Executive Orders; and

WHEREAS, 2 PNC § 110 empowers the President by Executive Orders 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, a series of Executive Orders have organized the Executive Branch of the Government of the Republic of Palau since the establishment of the Constitutional Government of the Republic of Palau on January 1, 1981, most recently Executive Order No. 203 and its addendums; and

WHEREAS, in order to provide clarity and to ensure efficiency and the effective delivery and execution of government services, the President has determined that the Ministry of Education within the Executive Branch of the Government of the Republic of Palau must be reorganized;

NOW, THEREFORE, by virtue of the authority vested in the President by Article VIII of the Constitution of the Republic of Palau and the aforementioned laws, the President orders that Executive Order No. 203, and all addendums thereto, as such apply to the Ministry of Education, are hereby repealed and replaced by this Executive Order--all other Executive Orders and Presidential or Administrative Directives organizing the Ministry of Education within the Executive Branch of the National Government of the Republic of Palau being amended or repealed to the extent that such are specifically or by necessary implication

amended or repealed hereby--and hereby organizes the Ministry of Education within the Executive Branch of the National Government of the Republic of Palau as follows:

PART I. MINISTRY OF EDUCATION

The Ministry of Education shall be headed by a Minister. The Ministry shall be responsible for managing, operating, and promoting the public elementary and secondary school system and implementing educational curricula and standards at every public school, and related matters. The Ministry shall be responsible for the performance of the duties and functions of the following bureaus and divisions:

Section 1. Bureau of Education Administration. The Bureau of Education Administration shall be headed by a Director. The Bureau shall be responsible for program planning and research for effective and efficient methods and strategies that augment the education system, for the management and administration of federal programs that pertain to the Bureau, and for administrative services of the Ministry. The Director shall perform these responsibilities in collaboration with the Director of the Bureau of Curriculum and Instruction and the Ministry's division chiefs. The Bureau shall be responsible for the performance of the duties and functions of the following divisions:

- A. Division of Personnel Management. The Division of Personnel Management shall be headed by a Chief. The Division shall have the following duties and functions:
 - (1) Administration and implementation of the Public Service System Act and related personnel policies and regulations;
 - (2) Establishment of systems, in concurrence with the Director of the Bureau Public Service System, for personnel performance evaluation and training;
 - (3) Management and issuance of personnel certification;
 - (4) Maintenance and management of a centralized personnel data file system equivalent to that at the Bureau of Public Service System; and
 - (5) Performance of other duties as assigned by the Director of the Bureau of Education Administration.

- B. Division of School Management. The Division of School Management shall be headed by a Chief. The Division shall have the following duties and functions:

- (1) Management of day-to-day activities of public school programs;
- (2) Supervision of the implementation and assessment of instructional programs in public schools;
- (3) Management of communication systems for the public schools;
- (4) Administration of charters to non-public schools in accordance with established mandates;
- (5) Maintenance and improvement of public libraries;
- (6) Strengthening parental and community involvement in school activities;
- (7) Recommendation of types and scope of necessary training for school's personnel; and
- (8) Performance of other duties as assigned by the Director of the Bureau of Education Administration.

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

- (1) Institution of research-based assessment processes in the education system;
- (2) Improvement and expansion of educational research and development capacities;
- (3) Evaluation and recommendation of instructional materials for inclusion in curricula of all levels of the education system;
- (4) Monitoring and evaluation of progress of the ministry's goals and objectives;
- (5) Organization and maintenance of a data management system for the ministry; and
- (6) Performance of other duties as assigned by the Director of the Bureau of Education Administration.

Section 2. Bureau of Curriculum and Instruction. The Bureau of Curriculum and Instruction shall be headed by a Director. The Bureau shall be responsible for program planning and research for effective and efficient methods and strategies that enhance school curricula and instruction and for the management and administration of federal programs that pertain to the Bureau. The Director shall perform these responsibilities in collaboration with the Director of the Bureau of Education Administration and the ministry's division chiefs. The Bureau shall be responsible for the performance of the duties and functions of the following divisions:

- A. Division of Curriculum and Instructional Materials Development. The Division of Curriculum and Instructional Materials Development shall be headed by a Chief. The Division shall have the following duties and functions:
- (1) Development of appropriate curricula for all public schools;
 - (2) Development of appropriate instructional programs for all public schools;
 - (3) Identification and acquisition of appropriate instructional materials for the public schools;
 - (4) Initiation of development of relevant instructional materials for inclusion in the public schools curricula;
 - (5) Development of assessments for the public schools curricula;
 - (6) Creation of supplemental and complimentary programs for curriculum and instructional materials development, where possible and appropriate, thru other funding sources; and
 - (7) Performance of other duties as assigned by the Director of Bureau of Curriculum and Instruction.
- B. Division of Instructional Implementation and Teacher Training. The Division of Instructional Implementation and Teacher Training shall be headed by a Chief. The Division shall have the following duties and functions:
- (1) Provision of teacher training to improve teaching skills and capacities;
 - (2) Implementation of established public school curricula and instructional programs;
 - (3) Recommendation of minimum qualifications and requirements for public school teachers;

- (4) Administration of assessments and development of performance standards for students and teachers in the public schools;
- (5) Identification of training needs of teachers and resource teachers; and
- (6) Perform other duties as assigned by the Director of Bureau of Curriculum and Instruction.

PART II. EFFECTIVE DATE.

This Executive Order shall take effect immediately and shall remain in force and effect until amended or repealed.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal this 19th day of August, 2009.

/s/
Johnson Toribiong
President
Republic of Palau