

**EXECUTIVE ORDER NO. 98**  
[repealed by Executive Order 203]  
*Organization of the Executive Branch*  
*Government of the Republic of Palau*

**WHEREAS**, Article VIII, in Section 2 and 5, provides for 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**, Article VIII, in Section 6, establishes a Council of Chiefs to advise the President on matters concerning traditional laws, customs and their relationship to the Constitution and the laws of the Republic of Palau; and

**WHEREAS**, Article VIII, in Section 7(1), requires the President of the Republic of Palau to enforce the law of the land; 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**, said 2 PNC 109 empowers the President to establish offices and agencies within the Executive Branch and to prescribe thereto 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**, Republic of Palau Law No. 3-30 authorizes the President to provide for the subdivisions of eight Ministries and to prescribe thereto their duties, responsibilities and functions by executive order.

**NOW THEREFORE**, by virtue of the authority vested in me as the President of the Republic of Palau, it is ordered that the Executive Branch of the Government of the Republic of Palau shall be and is hereby formally and officially organized as follows:

**PART I. OFFICE OF THE PRESIDENT, VICE PRESIDENT, CHIEFS AND PUBLIC AUDITOR**

Section 1. The Council of Chiefs is an advisory body to the President whose primary function is to advise and assist the President on matters concerning traditional laws, customs and their relationship to the Constitution and the laws of the Republic.

Section 2. In addition to his duties and responsibilities by virtue of his office as Vice President of the Republic, the Vice President shall serve as the head of a Ministry pursuant to appointment.

Section 3. The President's Cabinet shall consist of the Vice President and all the other Ministers. The President shall chair all Cabinet meetings, and in his absence, the Vice President.

Nothing in this part shall be construed to prohibit from time to time, the designation of a Minister to chair Cabinet meetings as may be necessary and appropriate.

Section 4. The Office of Planning shall remain in the Office of the President and shall perform the duties and functions described in Executive Order No. 22.

Section 5. The National Emergency Management Office shall remain in the Office of the Vice President in conformance with Executive Order No. 76.

Section 6. Executive Order No. 78 is hereby rescinded. The Office of the Public Defender shall be in the Ministry of State.

Section 7. Executive Order No. 9 is rescinded as are various others which are specifically enumerated in the body of this Order.

## PART II. MINISTRY OF STATE

The Ministry of State shall be headed by a minister who shall be responsible for national defense, treaty matters, relations between the national and state governments, relations with other nations, the United Nations and other international organizations. The minister shall personally oversee the Office of the Public Defender and the ministry shall provide administrative assistance such as fiscal and accounting support. The minister shall coordinate the activities of the ministry with appropriate authorities, boards and commissions. The minister shall be responsible for the performance of the duties and functions of the following bureaus and divisions.

### Section 1. Bureau of Foreign Affairs

The Bureau of Foreign Affairs shall be headed by a director who shall be responsible for the conduct of affairs between the Republic with foreign countries, international and regional organizations subject to the limitations of Secretarial order No. 3142. The director shall also be responsible for researching the availability and procurement of technical assistance from foreign nations, agencies and associations. The director shall be responsible for the performance of the duties and functions of the following divisions

a) Division of Foreign Affairs. The Division of Foreign Affairs shall be headed by a chief who, with the assistance of staff, shall conduct affairs between the Republic and foreign countries, and international organizations subject to the limitations of Secretarial Order No. 3142.

b) Division of Technical Assistance. The Division of Technical Assistance shall be headed by a chief who, with the assistance of staff, shall research the availability of, and work to procure, technical financial assistance from foreign nations, agencies, organizations and associations for the benefit of Palau subject to the limitations of Secretarial order No. 3142

### Section 2. Bureau of Domestic Affairs

The Bureau of Domestic Affairs shall be headed by a director who shall be responsible for national and state relations, including but not limited to, providing assistance to the Election Commission upon request in conducting the national and state elections, plebiscites, and referenda. The director shall be responsible for the work of the liaison who works on behalf of the Executive Branch with OEK. The Director shall also be responsible for providing land surveying, and title services to the Republic. The director shall be responsible for the performance of the duties and functions of the following divisions.

a) Division of Public Affairs. The Division of Public Affairs shall be headed by a chief who, with the assistance of staff, shall be responsible for the day-to-day work of conducting elections and voter registration as requested by the Election Commission for national and state elections, plebiscites, and referenda. The chief shall also be the liaison of the Executive Branch who works with the OEK on legislative matters.

b) Division of Lands and Surveys. The Division of Lands and Surveys shall be headed by a chief who, with the assistance of staff, shall provide:

- i) Land surveying, mapping, title services and other technical assistance to the Land Commission and its land registration teams in the Commission's function with respect to land title adjudication and determination:
- ii) Land surveying, mapping, title services and such other technical assistance on the matter of the return of public lands; and
- iii) Such land surveying, mapping, title services as may be required by both the national and state governments and their agencies, including implementation of Section 7 of the Article XIII of the Constitution if and when it becomes necessary for the national government or a state government to exercise its eminent domain power therein conferred.

### PART III. MINISTRY OF JUSTICE

The Ministry of Justice shall be headed by a minister who shall be responsible for providing legal services to the national government, promoting and protecting the safety and peace of the public, maintaining order and enforcing all laws. The minister shall coordinate the programs of the ministry with appropriate authorities, boards and commissions. The minister shall be responsible for the performance of the duties and functions of the following bureaus and divisions.

#### Section 1. Bureau of Legal Affairs

The Bureau of Legal Affairs shall be headed by the Attorney General who is responsible for enforcing the laws of the Republic, prosecuting criminal cases, representing and advising agencies of the executive branch on all legal matters, drafting and reviewing government contracts and reviewing legislation. The Attorney General shall also direct the law enforcement

activities of the patrol boat in cooperation with the Chief of the Division of Transportation, Communications and Marine Enforcement. The Attorney General shall be responsible for the performance of the duties and functions of the following divisions.

a) Division of corporations Registry. The Division of Corporations Registry shall be headed by the Registrar of Corporations who, with the assistance of the Attorney General's staff, shall perform the following duties and functions.

- i) Complying with and enforcing applicable sections of the Title 12 of the Palau National code and processing petitions for corporate charters;
- ii) Registering foreign corporations complying with applicable laws; and
- iii) Serving as an advisor to the Foreign Investment Board or its successor in matters relating to foreign business permit applications.

b) Division of Immigration. The Division of Immigration shall be headed by a chief who, with the assistance of staff, shall perform the following duties and functions.

- i) Enforcing Title 13 of the Palau National Code and all other immigration and naturalization laws applicable in the Republic of Palau;
- ii) Processing passport, visa and other entry permit applications for Palau; and
- iii) Performing entry and exit inspections for all passengers, aircrafts and vessels for proper travel documents.

## Section 2. Bureau of Public Safety

The Bureau of Public Safety shall be headed by a director who shall be responsible for the protection of person and property and the enforcement of the laws of the Republic. The director shall be responsible for the performance of the duties and functions of the following divisions.

a) Division of Patrol. The Division of Patrol shall be headed by a chief who, with the assistance of police officers and staff, shall perform the following duties and functions.

- i) Providing mobile land, sea and air police services; preventing crime; controlling traffic; providing protection at public service functions; enforcing all laws; serving criminal process, and performing other duties that may be assigned;
- ii) Providing manpower needed in cases of fires and operating emergency ambulance services and conducting land, sea and air rescue missions in coordination with National Emergency Management Office;
- iii) Conducting investigations of traffic and misdemeanor offenses; and

iv) Providing patrol service throughout Koror State and other states as appropriate.

b) Division of Criminal Investigation. The Division of Criminal Investigation shall be headed by a chief who, with the assistance of detectives, police officers and staff, shall perform the following duties and functions.

- i) Serving as the primary investigative arm of the Bureau of Public Safety and conducting major investigations involving felonies and other crimes as assigned by the Director;
- ii) Overseeing criminal offense reports; collecting and preserving evidence and intelligence information and presenting them to the Director for appropriate action; and
- iii) Carrying out other duties as assigned.

c) Division of Fire Protection. The Division of Fire Protection shall be headed by a chief/Fire Chief who, with the assistance of police officers and staff, shall perform the following duties and functions.

- i) Responding to fire alarms and combating fire with assistance of uniformed police officers;
- ii) Maintaining fire trucks and other equipment to be fully operational and ready for use in fighting fires and for attending arrivals and departures of aircraft;
- iii) Inspecting fire extinguishers in all public buildings and inspecting government property for fire safety to keep them free of hazardous and flammable material;
- iv) Providing emergency services in case of natural disaster such as typhoons, tidal waves, or other acts of God, in coordination with National Emergency Management office;
- v) Dispatching ambulances in response to medical emergencies or as may be required;
- vi) Cooperating in criminal investigations involving arson; and
- vii) Enforcing fire safety measures as specified in building codes and laws as applicable.

d) Division of Corrections and Rehabilitation. The Division of Corrections and Rehabilitation shall be headed by a chief/Prison Warden who, with the assistance of police officers and staff, shall perform the following duties and functions.

- i) Administering and operating a national penal institution including daily care and housing of juveniles, non-bondable offenders awaiting trial, and convicted offenders serving court sentences;
- ii) Developing and managing a prisoner's program to provide a work force for public or government projects; and
- iii) Developing and administering rehabilitation programs and projects by providing good citizenship and civic classes, training in woodcarving, handicrafts and cabinet manufacturing, gardening or fishing and other vocations.

#### PART IV. MINISTRY OF RESOURCES AND DEVELOPMENT

The Ministry of Resources and Development shall be headed by a minister who shall oversee the promotion, development and conservation of the natural resources of the Republic including marine and fisheries, agriculture, forestry, mineral and other land-based and ocean resources. The minister shall also be responsible for the maintenance operation, engineering and design of government-owned facilities and equipment, including public utilities and related matters. The minister shall enforce Chapter 10 of Title 24 of the Palau National Code. The minister shall coordinate the activities of this Ministry with appropriate authorities, boards and commissions. The minister shall be responsible for the performance of the duties and functions of the following bureaus and divisions.

##### Section 1. Bureau of Natural Resources and Development

The Bureau of Natural Resources and Development shall be headed by a director who shall be responsible for the promotion, development and conservation of the natural resources of the Republic including marine and fisheries, agriculture, forestry mineral and other land-based and ocean-resources. The director shall be responsible for the performance of the duties and functions of the following divisions.

a) Division of Marine Resources and Conservation. The Division of Marine Resources and Conservation shall be headed by a chief who, with assistance of staff, shall be responsible for the day-to-day promotion, development and conservation of marine resources including fisheries. The chief shall be responsible for day-to-day protection of the natural resources of Palau including but not limited to ocean and land-based resources.

b) Division of Agriculture and Mineral Resources. The Division of Agriculture and Mineral Resources shall be headed by a chief who, with the assistance of staff, shall be responsible for the day-to-day promotion and development of Palau's agricultural and mineral resources. The chief's stewardship shall include but not be limited to matters involving forestry, animal husbandry, farm equipment, an quarantine inspections and enforcement.

##### Section 2. Bureau of Public Works

The Bureau of Public Works shall be headed by a director who shall be responsible for the maintenance, operation, engineering, design of government-owned facilities and equipment, including public utilities and related matters. The director shall be responsible for the performance of the duties and functions of the following divisions.

a) Division of Public Utilities. The Division of Public Utilities shall be headed by a chief who, with the assistance of staff, shall be responsible for the day-to-day maintenance and operation of public utilities.

b) Division of Maintenance. The Division of Maintenance shall be headed by a chief who, with the assistance of staff, shall be responsible for the day-to-day maintenance and operation of government-owned facilities.

## PART V. MINISTRY OF COMMERCE AND TRADE

The Ministry of Commerce and Trade shall be headed by a minister who shall be responsible for the promotion of economic and commercial development programs and projects, including, but not limited to, the implementation of development proposals, tourism promotion and regulations, assistance in the marketing of local products, the development of small cottage industries, the provision of technical assistance and services to local cooperatives and credit unions, the collection and compilation of trade and commercial statistics, the improvement of long-range air, land and sea transportation systems, the control of the operations of the Republic's commercial seaports and airports, the promulgation and implementation of communications rules and regulations and the enforcement of admiralty and maritime law and regulations promulgated thereunder and the regulation of labor. The minister shall coordinate the activities of the ministry with appropriate authorities, boards and commissions. The minister shall be responsible for the performance of the duties and functions of the following bureaus and divisions.

### Section 1. Bureau of Commercial Regulation

The Bureau of Commercial Regulation shall be headed by a director who shall be responsible for enforcement of admiralty, maritime and labor laws, and the regulation of commercial airports, commercial seaports and communications. In so doing, the Director shall oversee the implementation of Titles 8, 15 and 30 of the Palau National Code. The director shall be responsible for the performance of the duties and functions of the following divisions.

a) Division of Labor. The Division of Labor shall be headed by a chief who, with the assistance of staff, shall be responsible for the implementation of Title 30 of the Palau National Code.

b) Division of Transportation, Communications and Marine Enforcement. The Division of Transportation, Communications and Marine Enforcement shall be headed by a chief who, with the assistance of staff, shall be responsible for:

- i) Implementing Titles 8 and 5 of the Palau National Code;
- ii) Regulating commercial airports and seaports;
- iii) At the direction of the Attorney General, enforcing all existing admiralty and maritime laws, drug laws, fishing laws, customs and immigration laws, water safety laws, and other laws as required by the Constitution of the Republic, the Trust Territory Code and applicable U.S. treaties, and laws and orders of the Republic, including investigating and reporting violations to the Attorney General for appropriate action;
- iv) Providing for search and rescue, and evacuation assistance during a national emergency, and such other efforts which serve the public interest when requested to do so by the National Emergency Management Office;
- v) Engaging in commercial activities for the benefit of the patrol boat, if such endeavors will benefit the Republic or the Division of Marine Enforcement and will not interfere with the primary mission of the patrol boat; and
- vi) Operating and maintaining all patrol boats, as well as training, hiring, firing and disciplining all patrol boat officers and crew.

The chief shall also be responsible for the regulation of television, radio and telephonic communications.

## Section 2. Bureau of Commercial Development

The Bureau of Commercial Development shall be headed by a director who shall be responsible for providing technical assistance to aid the development of tourism, domestic industry, including but not limited to, cooperatives, credit unions and the improvement of land, sea and long-range air transportation systems. The director shall also be responsible for the collection and compilation of trade and commercial statistics. The director shall be responsible for the performance of the duties and functions of the following divisions.

a) Division of Tourism. The Division of Tourism shall be headed by a chief who, with assistance of staff, shall be responsible for the development of the tourist industry in Palau.

b) Division of Economic Development. The Division of Domestic Development shall be headed by a chief who, with the assistance of staff, shall be responsible for the development and growth of domestic industry, including but not limited to, cooperatives, credit unions, and the improvement of land, sea and long-range air transportation systems. The chief shall also collect and compile trade and commercial statistics.

c) Division of Transportation, Communications and Marine Enforcement. The Division of Transportation, Communications and Marine Enforcement shall be headed by a chief who,



with the assistance of staff, shall be responsible for:

- i) Implementing Titles 8 and 5 of the Palau National Code;
- ii) Regulating commercial airports and seaports;
- iii) At the direction of the Attorney General, enforcing all existing admiralty and maritime laws, drug laws, fishing laws, customs and immigration laws, water safety laws, and other laws as required by the Constitution of the Republic, the Trust Territory Code and applicable U.S. treaties, and laws and orders of the Republic, including investigating and reporting violations to the Attorney General for appropriate action;
- iv) Providing for search and rescue, and evacuation assistance during a national emergency, and such other efforts which serve the public interest when requested to do so by the National Emergency Management Office;
- v) Engaging in commercial activities for the benefit of the patrol boat, if such endeavors will benefit the Republic or the Division of Marine Enforcement and will not interfere with the primary mission of the patrol boat; and
- vi) Operating and maintaining all patrol boats, as well as training, hiring firing and disciplining all patrol boat officers and crew.

The chief shall also be responsible for the regulation of television, radio and telephonic communications.

## Section 2. Bureau of Commercial Development

The Bureau of Commercial Development shall be headed by a director who shall be responsible for providing technical assistance to aid the development of tourism, domestic industry, including but not limited to, cooperatives, credit unions and the improvement of land, sea and long-range air transportation systems. The director shall also be responsible for the collection and compilation of trade and commercial statistics. The director shall be responsible for the-performance of the duties and functions of the following divisions .

a) Division of Tourism. The Division of Tourism shall be headed by a chief who, with assistance of staff, shall be responsible for the development of the tourist industry in Palau.

b) Division of Economic Development. The Division of Domestic Development shall be headed by a chief who, with the assistance of staff, shall be responsible for the development and growth of domestic industry, including but not limited to, cooperatives, credit unions, and the improvement of land, sea and long-range air transportation systems. The chief shall also collect and compile trade and commercial statistics.

## PART VI. MINISTRY OF ADMINISTRATION

The Ministry of Administration shall be headed by a minister who shall be responsible for the administration and management of government finance, revenue, personnel and property. The minister shall coordinate the programs of the ministry with appropriate authorities, boards and commissions. The minister shall be responsible for the performance of the duties and functions of the following bureaus and divisions.

### Section 1. Bureau of the National Treasury

The Bureau of the National Treasury shall be headed by a director who shall be responsible for the day-to-day management of programs and activities involving the receipt, custody and expenditure of funds, the acquisition, accountability, and control of properties, and general daily operations of the National Treasury. The director shall also be responsible for the day-to-day management of programs and activities involving imposition of customs and duties, collection of taxes, inspection of books and accounts of taxable business for purposes of tax assessment, promulgation and enforcement of tax law, collection and compilation of trade data and statistics, and administration of utility collections. The director shall comply with and enforce appropriate sections of Title 40 of the Palau National Code. The director shall be responsible for the performance of the duties and functions of the following divisions.

a) Division of Finance and Accounting. The Division of Finance and Accounting shall be headed by a chief who, with the assistance of staff, shall perform the following duties and functions.

- i) Maintaining accounting records of all revenues, obligations, disbursements, assets, and liabilities of the national government and issuing checks and other financial documents;
- ii) Providing staff support to the Director of National Treasury in the daily management and operation of the National Treasury;
- iii) Formulating financial policies, procedures, and regulations for the national government, and ensuring adherence to applicable laws and regulations in all financial transactions of the government; and
- iv) Preparing such regular and special financial statements and reports as may be required by the Director of National Treasury.

b) Division of Property and Supply. The Division of Property and Supply shall be headed by a chief who, with the assistance of staff, shall perform the following duties and functions.

- i) Procuring supplies, equipment, services, material and other personal property for the use of the national government, state governments and assisting other agencies in accordance with procurement regulations and laws;

- ii) Maintaining a store of commonly used items for issuance to national government agencies against requisitions;
- iii) Maintaining a complete inventory record of personal property of the national government, and conducting periodic physical inventories to verify the accuracy of the record; and
- iv) Providing for the upkeep and maintenance of national government property and for routine office services to governmental agencies.

c) Division of Revenue and Taxation. The Division of Revenue and Taxation shall be headed by a chief who, with the assistance of staff, shall perform the following duties functions.

- i) Inspecting books and accounts of local businesses for purpose of tax assessment;
- ii) Processing individual and business tax returns and income tax without holdings;
- iii) Assisting taxpayers in maintaining compliance with the tax laws;
- iv) Collecting all revenues authorized by tax and revenue laws of the Republic;
- v) Estimating monthly and annual tax and revenue collections;
- vi) Conducting monthly readings of electric and water utility meters of all public utility customers;
- vii) Keeping up-to-date records and conducting ongoing review of each individual customer account for current billings payments and delinquencies;
- viii) Installing, testing, repairing or replacing any malfunctioning electrical or water meter;
- ix) Keeping track of all delinquent accounts and reviewing overdue installment payments and taking necessary actions to receive payments;
- x) Enforcing Chapter 13 of Title 40 of the Palau National Code;
- xi) Inspecting and processing all luggage, cargo and any and all other freight entering the Republic of Palau through the Palau International Airport, the Malakal Dock, the post office and any other entry for items subject to import tax and collecting said tax; and
- xii) Inspecting and processing the documents of all travelers and collecting the Traveler's head tax in accordance with 40 PNC 1403(a).

## Section 2. Bureau of Program Budget and Management

The Bureau of Program, Budget and Management shall be headed by a director who shall be responsible for the day-to-day management of programs and activities involving the preparation of the national unified budget, and planning and management of fiscal matters. The director shall be responsible for the performance of the duties and functions of the following divisions.

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

- i) Compiling, adjusting and reviewing budgetary estimates and justifications in order to prepare the annual national budget of estimated revenues and proposed expenditures;
- ii) Performing such function as may be necessary in the budget process for the states;
- iii) Preparing apportionment and allotment schemes, supplementary budgetary and appropriation requests and other material related to the budget process;
- iv) On request or as assigned, surveying, evaluating and making recommendations for improving the structure, assignment of functions, administrative procedures and work methods of national government agencies.

b) Division of Planning and Programming. The Division of Planning and Programming shall be headed by a chief who, with the assistance of staff, shall perform the following duties and functions.

- i) Preparing and maintaining national and sectorial development plans, including developmental goals, objectives and strategies;
- ii) Reviewing and making recommendations on projects and programs of the ministries, reviewing state plans and projects to ensure their coordination with national Plans and Programs; and
- iii) Reviewing annual and long-term budget proposals and assessing their compatibility with accepted development plans and programs for the nation as a whole.

## Section 3. Bureau of Public Service System

The Bureau of Public Service system shall be headed by a director who is responsible for the day-to-day management of programs and activities involving personnel of the national government and administration of training programs for upgrading the skills and qualifications of

national government employees. The director shall be responsible for the performance of the duties and functions of the following divisions.

a) Division of Personnel Administration. The Division of Personnel Administration is headed by a chief who, with the assistance of staff, shall perform the following duties and functions.

- i) Administering and assisting government offices in hiring and firing of national government employees;
- ii) Keeping accurate and complete records of all employees of the national government;
- iii) Administering workers compensation claims; and
- iv) Establishing and keeping current pay plans and benefits (including housing) for all government employees as part of the Public System.

b) Division of Training. The Division of Training shall be headed by a chief who, with the assistance of staff, shall perform the following duties and functions.

- i) Analyzing and identifying the training needs of the National Public Service System;
- ii) Planning, organizing and overseeing training courses and Programs to meet those needs;
- iii) Assisting the state governments in planning and conducting their employee training programs upon request and contingent upon available resources; and
- iv) Maintaining current national government employees register.

## PART VII. MINISTRY OF HEALTH

The Ministry of Health shall be headed by a minister who shall be responsible for promoting and protecting the public health, providing clinical medical services to the public, and operating and managing public medical facilities with the aid of staff members, the minister shall also be responsible for health services administration which includes the following tasks: development and training of medical staff, keeping health statistics, financial management of the ministry, and administering professional and ancillary services. The minister shall be given wide latitude in organizing his/her staff in deference to the medical expertise required to efficiently operate the ministry. The minister shall coordinate the activities of this ministry with appropriate authorities, boards, and commissions. The minister shall be responsible for the performance of the duties and functions of the following bureaus and divisions.

## Section 1. Bureau of Clinical Services

The Bureau of Clinical Services shall be headed by a director who is responsible for the day-to-day management of programs and activities involving clinical services, dental services, nursing services, and the operation and maintenance of the government-owned hospital and field dispensaries. The director shall be responsible for the performance of the duties and functions of the following divisions.

a) Division of Medical Services. The Division of Medical Services shall be headed by a chief who, with the assistance of staff, shall perform the following duties and functions.

- i) Providing in-patient and out-patient medical examination services;
- ii) Providing appropriate in-patient clinical services involving surgical, medical, pediatric, obstetrical and gynecological and emergency treatment cases;
- iii) Providing clinical laboratory services;
- iv) Providing radiology services; and
- v) Maintaining biomedical equipment.

b) Division of Dental Services. The Division of Dental Services shall be headed by a chief who, with the assistance of staff, shall perform the following duties and functions.

- i) Provision of clinical dental services and oral surgery;
- ii) Provision of dental laboratory tasks;
- iii) Provision of advance training of staff members;
- iv) Provision of preventive and outreach dental services; and
- v) Promotion of dental health education programs oral hygiene and nutrition.

c) Division of Nursing Services. The Division Nursing Services shall be headed by a chief who, with the assistance of staff, shall perform the following duties and functions.

- i) Providing clinical nursing services in clinical dental and public health;
- ii) Providing in-patient curative care nursing services;
- iii) Providing out-patient nursing services;
- iv) Providing preventive and outreach nursing services; and

- v) Providing nursing services in family planning and maternal child health care and other health education programs.

## Section 2. Bureau of Public Health

The Bureau of Public Health shall be headed by a director who shall be responsible for the day-to-day management of out-patient/public health programs and activities involving medical laboratory services, environmental and sanitation services and pharmacy services and public health/preventive health programs. The director shall be responsible for the performance of the duties and functions of the following divisions.

a) Division of Environmental and Sanitation Services. The Division of Environmental and Sanitation Services shall be headed by a chief who, with the assistance of staff, shall perform the following duties and functions.

- i) Inspecting Bureau of Clinical Services public facilities;
- ii) Inspecting public eateries;
- iii) Fostering and developing community hygiene programs;
- iv) Sampling and checking drinking water and surrounding seawater;
- v) Providing programs for control of disease-carrying insects and rodents; and
- vi) Providing programs to maintain a sanitary and healthy environment.

b) Division of Public Health Services. The Division of Public Health shall be headed by a chief who, with the assistance of staff, shall perform the following duties and functions.

- i) Controlling communicable diseases;
- ii) Implementing AIDS prevention and STD programs;
- iii) Implementing immunization programs;
- iv) Providing mental health control programs;
- v) Promoting family planning and maternal child health care;
- vi) Implementing geriatric health services;
- vii) Overseeing dispensary operations;
- viii) Assisting pharmacy and dispensary with outpatient pharmaceutical needs;

- ix) Providing health education programs;
- x) Providing outpatient auxiliary services such as laboratory, x-ray, and emergency room; and
- xi) Promoting preventive health care objectives and primary health care.

## PART VIII. MINISTRY OF EDUCATION

The Ministry of Education shall be headed by a minister who shall be responsible for managing, operating and promoting the public elementary and secondary schools systems throughout the Republic, and developing and implementing educational curriculum and standards. The minister shall coordinate the activities of this ministry with the Board of Education and appropriate authorities, boards and commissions. The minister shall be responsible for the performance of the duties and functions of following bureaus and divisions.

### Section 1. Bureau of Public Schools

The Bureau of Public Schools shall be headed by a director who shall work in consultation with the Director of the Bureau of Curriculum and Planning and is responsible for the day-to-day management of programs and activities involving administration of public elementary and secondary schools, the upgrading of teachers' education and qualifications, and the administration of counseling services and assistance to students. The director shall be responsible for the performance of the duties and functions of the following divisions.

a) Division of Elementary Education. The Division of Elementary Education shall be headed by a chief who, with the assistance of staff, shall perform the following duties and functions.

- i) Operating and managing public elementary school system throughout the Republic;
- ii) Developing, formulating and establishing, in cooperation with the Bureau of Curriculum and Support Services, standardized and uniform curricula for all elementary schools;
- iii) Recommending minimum qualifications and requirements for all elementary school teachers: and
- iv) Exploring and recommending training programs for elementary school teachers for the purpose of upgrading their teaching skills and abilities.

b) Division of Secondary Education. The Division of Secondary Education shall be headed by a chief who, with the assistance of staff, shall perform the following duties and functions.



- i) Operating and managing the public secondary education system;
- ii) Developing, formulating and establishing, in cooperation with the Bureau of Curriculum and Support Services, curricula for all secondary schools;
- iii) Recommending minimum qualifications and requirements for teachers of secondary education;
- iv) Exploring and recommending training programs for secondary education teachers for the purpose of enhancing their teaching skills and abilities;
- v) Developing and promoting academic and vocational counseling services and assistance for students; and
- vi) Administrating the Republic's Scholarship program for higher education.

## Section 2. Bureau of Curriculum and Supporting Services

The Bureau of Curriculum and Support Services shall be headed by a director who shall work in consultation with the Director of the Bureau of Public Schools and shall be responsible for the day-to-day management of programs and activities involving evaluation of existing academic standards with the view of improving them, the development of curriculum for all elementary and secondary schools and adult education throughout the Republic, the assessment of academic performance of students, the administration of U.S. federally funded education programs, the preparation of standardized testing materials and special curriculum for gifted and handicapped students. With the help of staff members, the director shall be responsible for the following divisions.

a) Division of Curriculum and Instruction. The Division of Curriculum and Instruction shall be headed by a chief who, with assistance of staff, shall be responsible for the following functions.

- i) Consulting with the Bureau of Public Schools and private school administrations, reviewing U.S. school standard elementary and secondary schools' curricula, and developing appropriate school curricula for schools in the Republic;
- ii) Developing appropriate curriculum for adult education, vocational education programs and teacher training;
- iii) Developing special curriculum for gifted and handicapped students;
- iv) Preparing standardized testing materials;
- v) Administering testing programs for assessment of students' academic performance; and

vi) Administering testing programs for upgrading teachers' knowledge and classroom skills.

b) Division of Program Development and Support Services. The Division of Program Development and Support Services shall be headed by a chief who, with the assistance of staff, shall be responsible for the following functions.

- i) Administering and implementing vocational rehabilitation programs;
- ii) Administering and implementing food service programs in the Republic including all public school programs, Headstart and national disaster food service relief;
- iii) Initiating and preparing programs, proposals and applications for U.S. Federal education programs;
- iv) Administering all existing and subsequent U.S. federally funded programs and projects related to education; and
- v) Gathering and compiling statistics on education.

#### PART IX. MINISTRY OF COMMUNITY AND CULTURAL AFFAIRS

The Ministry of Community and Cultural Affairs shall be headed by a minister who shall be headed by a minister who shall be responsible for the development and promotion of cultural and historical resources, including museum facilities, the management and development of social welfare programs, including programs for families, youth, women and the aged. The minister shall be responsible for the performance of the duties and functions of the following bureaus and divisions.

##### Section 1. Bureau of Community Services

The Bureau of Community Services shall be headed by a director who shall be responsible for the performance of the duties and functions of the following divisions.

a) Division of Social Services. The Division of Social Services shall be headed by a chief who, with the assistance of staff, shall perform the following duties and functions.

- i) Surveying, identifying and assessing current or potential social problems in the Republic; determining their causes and developing and implementing remedial programs;
- ii) Developing and promoting social rehabilitation programs in cooperation with civic organizations and other government agencies;

- iii) Developing and promoting other programs which will enhance the standard of living of Palauans;
- iv) Developing women's programs to meet the identified needs, monitor those programs and evaluate them and improve them as needed;
- v) Serving as an information center and data base for women by collection and disseminating information, networking with women and women's groups within and without Palau, compiling a directory of funding sources, compiling a Palauan Women's Directory of Specialists and Experts and where funds permit publish a women's letter;
- vi) Providing programs and activities for the aged in cooperation with the State Unit on Aging.
- vii) Identifying the needs of youth and developing, coordinating and implementing youth programs to meet those needs;
- viii) Identifying problems facing Palau's youth, such as unemployment, substance abuse, and school attendance, and developing policies and programs to address those problems;
- ix) Organizing, coordinating and publicizing youth activities including sports and entertainment, national celebrations, and community improvement projects;
- x) Developing and promoting programs to prevent child abuse and neglect in the Republic and providing protective services or making referrals for children who have been abused or neglected or who are at risk of being abused or neglected; and
- xi) Developing and promoting prevention, intervention and education programs to alleviate the problems of child abuse and neglect in the Republic.

b) Division of Parks and Recreation. The Division of Parks and Recreation shall be headed by a chief who, with the assistance of staff, shall perform the following duties and functions.

- i) Identifying and designating, in consultation with the states, certain locations within the Republic as national parks;
- ii) Developing and maintaining public parks and recreational facilities;
- iii) Developing, coordinating and promoting recreational programs and activities for the general public;

- iv) Assisting, wherever possible, all existing public and private institutions, organizations, and associations in the Republic which are involved in recreational activities and programs;
- v) Providing, coordinating and supporting national and international sports and recreational activities; and
- vi) Organizing and coordinating community fairs or other national festivals.

Section 2. Bureau of Arts and Culture

The Bureau of Arts and Culture shall be headed by a director who shall coordinate projects and programs with the Belau National Museum and be responsible for the performance of the duties and functions of the following divisions.

a) Division of Cultural Affairs. The Division of Cultural Affairs shall be headed by a chief who, with the assistance of staff, shall implement laws applicable to the division including subchapters III and IV of Title 19 of the Palau National Code.

b) Division of National Archives. The Division of National Archives shall be headed by a chief who, with the assistance of staff, shall administer and implement RPPL No. 3-38.

***IN WITNESS HEREOF***, I have hereunto set my hand and affixed my official seal this 7<sup>th</sup> day of January, 1991, at the State of Koror, Republic of Palau.

Ngiratkel Etpison  
President  
Republic of Palau