

Ministry of Education, Youth and Sports
No. 418 AYK.BrK

**Prakas on
the Organization and Functioning of Primary Education Department**

Minister of Education, Youth and Sport

- Having seen the Constitution of the Kingdom of Cambodia;
- Having seen Royal Decree No. NS/RKT/0908/1055 dated Sep 25, 2008 on the Appointment of the Royal Government of Cambodia;
- Having seen Royal Kram No. 02/NS/94 dated July 20, 1994 promulgating the Law on the Organization and Functioning of the Council of Ministers;
- Having seen Royal Kram No. NS/RKM/0196/01 dated Jan 24, 1996 promulgating the Law on the Establishment of Ministry of Education, Youth and Sport;
- Having seen Royal Kram No. NS/RKM/1207/032 dated Dec 08, 2007 promulgating the Law on Education;
- Having seen Sub-decree No. 20 ANKr.BK dated April 30, 1996 on the Organization and Functioning of Ministries and Secretariats;
- Having seen Sub-decree No. 84 ANKr.BK dated June 09, 2009 on the Organization and Functioning of Ministry of Education, Youth and Sport;
- As per need of the Ministry of Education, Youth and Sport.

Hereby Decides:

**Chapter 1
General Provisions**

Article 1:

Hierarchy, structure, roles, duties and organigram of the Primary Education Department and Offices under the Primary Education Department are determined.

**Chapter 2
Roles and Duties and Structure of the Primary Education Department**

**Part 1
About Structure and Duties**

Article 2:

Primary Education Department has the following duties and responsibilities:

- Ensure full personality trainings in terms physical state, mental state, morality, value and necessary fundamental skills;

- Develop schools and classes as well as management and technical aspects of state and private primary schools according to the core curriculums;
- Monitor learning process and incentivize development in all state and private primary schools;
- Study the requests for establishing, recognizing, dividing, transforming and closing state and private primary schools;
- Formulate policies, principles and regulations for managing and developing primary education;
- Develop inclusive education to ensure children's equitable access to education;
- Monitor the progress made and propose further directions;
- Submit periodic activity reports to the Ministry's leadership.

Article 3:

Primary Education Department is structured as follows:

1. Office of Administration
2. Office of Primary Education
3. Office of Planning, Statistics and Cooperation
4. Office of Special Education
5. Office of Learning Achievement Management
6. Office of Operational Actions

Each office is supervised by a chief and a number of deputy chiefs as needed.

**Part 2:
Functions and Responsibilities of Department Director and Deputy Directors**

Article 4:

Department Director has the following duties and responsibilities:

- Take overall responsibilities on the work of the department and be accountable to the Ministry of Education, Youth and Sport in order to achieve the results as outlined in the plans and policies of the Ministry of Education, Youth and Sport;
- Strengthen cooperation with relevant departments, agencies, development partners and NGOs to promote the implementation of child friendly school program for primary education;
- Supervise research undertakings for developing primary education;
- Supervise administration, finance and budget related work as well as make decision and sign on paperwork of the Primary Education Department.

Article 5:

Department Deputy Directors have the following duties and responsibilities:

- Act as assistants to the Director and be accountable to the Department Director for all tasks assigned by the Department;
- Supervise offices or divisions under his/her responsibilities and provide comments on documents before submitting to the Director for approval;
- Perform other tasks as assigned by the Director.

**Chapter 3
About Duties of Offices under the Primary Education Department**

Article 6:

Office of Administration has the following duties:

- Manage outgoing and incoming correspondences;
- Manage administrative documents and manage the seal of the department;
- Monitor the flow of correspondences of the department and working mechanisms of offices and divisions under the department;
- Manage inventories of vehicles, fuel and facilities including computers, photocopies, communication tools (phone, fax and internet);
- Manage and develop school clusters;
- Study the requests for establishing, recognizing, dividing, transforming and closing state and private primary schools;
- Propose needs for supplies and manage office supplies of the department;
- Manage administration division, civil status division and personal files of civil servants of the department;
- Prepare salary and allowances for civil servants and prepare annual budget plan of the department;
- Take charge of general tasks including sanitation, security, meeting hall, working relation and external relation (national and international festivities);
- Prepare administrative paperwork of the department including dissemination letters and personnel related letters;
- Organize meetings and prepare reports and minutes for the department;
- Prepare work plan and annual development plan of the Office of Administration.

Article 7:

Office of Primary Education has the following duties:

- Formulate policy and master plan for developing primary education;
- Jointly produce and disseminate documents supporting the six dimensions of child friendly school program;
- Strengthen teaching and learning technical capacity;
- Monitor the implementation of child friendly school program at school and class levels;
- Cooperate with education development partners to develop schools and classes;
- Formulate regulations to improve teaching and learning techniques at primary education level;
- Prepare principles and evaluate good teacher and developed school contests;
- Develop mechanisms to engage communities in developing education sector;
- Organize cross-provincial and overseas exchange visits on teaching;
- Strengthen technical capacity on management and leadership for District Training and Monitoring Teams;
- Promote the implementation of curriculums, timetables, multi-grade class, double-shift class; Thursday teaching and child friendly school program;
- Review performance on primary education and community engagement;
- Prepare monthly, semester and annual action plans of the office.

Article 8:

Office of Planning, Statistics and Cooperation has the following duties:

- Manage state and private primary education data and statistics;
- Monitor and evaluate the implementation of projects and action plans of offices and divisions of the department;
- Collect information and statistics from stakeholders for consolidating, analyzing, evaluating and proposing recommendations for improvements and further planning;
- Develop capacity development plan to address the needs in the area of primary education;
- Communicate with development partners and private donors to develop primary education;
- Review and comment on letters of agreements and the implementation of activities of national and international organizations dealing with education sector development;
- Cooperate and implement education sector development related programs and activities with national and international organizations;
- Formulate long, medium and short-term plans of the department;
- Propose action plans for target activities and seek supports from development partners and relevant institutions;
- Prepare review reports on semester and annual performance and reports for education congress.

Article 9:

Office of Special Education has the following duties:

- Improve capacity development documents on learning acceleration program and documents related to education for children with disabilities and bilingual education for indigenous children;
- Prepare dissemination materials related to special education program;
- Prepare guidelines on inclusive education;
- Improve guidelines on the collection of statistics of children with disabilities, indigenous children and poor children;
- Monitor the implementation of accelerated learning program, bilingual education program and education for children with disabilities program;
- Communicate with national and international organizations to mobilize assistance for disadvantaged children to enable them to access education with equity, quality and effectiveness;
- Manage statistics of children with disabilities, disadvantaged children, poor children and indigenous children especially girls;
- Monitor and evaluate programs of different organizations, which are dealing with children with disabilities, vulnerable children, indigenous children and older children;

- Prepare monthly, semester and annual action plans for education for children with disabilities program, accelerated learning program and bilingual education program for indigenous children;
- Review performance and propose further improvement measures for bilingual education program, accelerated learning program, education for children with disabilities program and indigenous children education program.

Article 10:

Office of Learning Achievement Management has the following duties:

- Monitor the implementation of school standards for state and private primary education institutions;
- Develop guidelines and regulations and monitor their implementations to manage learning achievement of students in state and private primary education institutions;
- Prepare questionnaires for evaluating learning of pupils at all grades in state and private primary schools;
- Evaluate learning achievement of pupils at all grades in state and private primary education institutions;
- Reflect and compare learning achievements of pupils against the minimum curriculum standard in state primary education institutions;
- Study and evaluate the effectiveness and impacts of the implementation of curriculums, textbooks and teaching methodologies in state and private primary education institutions;
- Monitor and manage monthly, semester and annual report on learning achievements at primary education level;
- Review, evaluate and propose directions on learning achievement development at primary education level.

Article 11:

Office of Operational Action has the following duties:

- Expand and strengthen library work in primary schools;
- Provide capacity development to officials in charge of library at district level, school directors and librarians in primary schools;
- Monitor the running of library and the use of sanitary toilets and learning environment in primary schools;
- Organize study tours for librarians to share experiences on library development;
- Develop guidelines on the inclusion of all types of sports to develop physical state of primary pupils;
- Provide orientations on and develop methods for producing and developing teaching aids for primary schools;
- Provide orientation on the implementation of entertainment activities and labor to schools;

- Provide orientation on the implementation of art activities especially national art activities to schools;
- Promote agriculture, workshop and home economics related activities at schools to provide life skill training linked with child friendly school environment;
- Organize education and dissemination activities such as news bulletins on radio and TV;
- Manage and develop traditional rooms;
- Develop action plan and propose monthly, semester and annual directions;
- Prepare guidelines on annual operational planning.

Chapter 4 Final Provisions

Article 12:

Any provisions contradicting this Prakas are deemed null and void.

Article 13:

Director Generals of the General Department of Administration and Finance, the General Department of Education, the General Department of Higher Education, the General Department of Sport and the General Department of Youth, General Inspector of the General Inspectorate and Directors of the Department of Administration, Department of Personnel, Department of Finance, Primary Education Department and relevant agencies shall implement this Prakas effectively from the date of the signature.

Phnom Penh, Feb 13, 2012

Im Sethy

CC:

- State Secretariat for Civil Service
- Secretary of the Cabinet Office of MOEYS
"For Information"
- Entities under MOEYS
"For Cooperation"
- Provincial Offices of Education, Youth and Sport
"For Cooperation"
- As in Article 13
"For Implementation"
- Documentation, Legislation Department

Organigram of Primary Education Department

Annex 1 of Prakas No. 418 AYK.BrK

Date: Feb 13, 2012

