

## LETTER OF INSTRUCTIONS NO. 1100, January 06, 1981

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### TO:

All Concerned

In order to achieve a more orderly and, consequently, more efficient method of preparing and processing papers for my information or appropriate action, it is hereby directed that all communications, reports and other correspondence addressed to the President/Prime Minister of the Philippines shall henceforth be submitted by the various ministries, offices, other agencies and other sources in accordance with the routing defined hereunder.

Route I - Through the Presidents Private Office:

- All papers requiring action within 24 hours;
- All papers containing information that the President/Prime Minister must know immediately;
- All papers arriving in Malacañang after 6 p.m.

Route II - Through the Presidential Executive assistant:

- All papers from the ministries, bureaus, offices, government-owned and-controlled corporations, and other agencies, which do not qualify for Route I above.
- All papers requiring official action submitted by the private sector.

Route III - Through a member of the Malacañang Study Room Staff composed of the Presidential Executive Assistant the Deputy Presidential Executive Assistant, Directors, Ambrosio Ramos, Camilo Villena and Miguel Sison;

- All papers handcarried for delivery directly to the President/Prime Minister but which are not actually submitted to, or acted upon immediately by him, if the officials possessing such papers desire to submit them nevertheless for future action or consideration;
- Similar papers handcarried by sources in the private sector.

This supersedes procedures contained in previous orders.

Done in the City of Manila, this 6th day of January, in the year of Our Lord, nineteen hundred and eighty-one,

(Sgd.) FERDINAND E. MARCOS  
President of the Philippines

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