TO: ALL DEPARTMENT SECRETARIES, HEADS OF AGENCIES, BUREAUS AND OFFICES

MEMORANDUM CIRCULAR NO. 110, August 23, 2006

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To enable the Office of the President (OP) to have sufficient time to evaluate and process requests for Presidential issuances and/or approvals, such as executive orders, proclamations, administrative orders, memorandum orders, memorandum circulars and similar directives, the same should be submitted to OP not later than seven (7) working days before the expected date of issuance, after having undergone complete staff work (CSW) pursuant to Memorandum Circular No. 68, dated 17 September 2004.

For your guidance and compliance.

By authority of the President:

(Sgd.) EDUARDO R. ERMITA
Executive Secretary

Aug. 23 2006

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