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

MEMORANDUM CIRCULAR NO. 46, July 30, 2003

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In the interest of efficiency in the processing of requests for Presidential issuances and /or approvals, such as executive orders, proclamations, administrative orders, memorandum orders, memorandum circulars and similar directives, it is hereby reiterated once more that such requests shall be submitted to the Office of the President only after complete staff work has been conducted. The request shall enclose the basic papers and all documents related thereto, and with a covering Memorandum not exceeding two pages containing the following information:ammy

- Justification - an explanation on the economic, administrative or other justification for the requested issuance of approval.

- Legal Basis - a statement citing the legal basis for the requested issuance or approval.

- Agencies Involved - a statement enumerating the Departments, agencies or offices that may be involved in, or affected by, the implementation of the requested issuance or approval.

- Coordination with Agencies - a statement that the necessary coordination or consultations were made with the agencies involved or affected, attaching copies of their comments/recommendation thereon duly signed by the Department Secretaries or Heads of Agencies concerned,

- Potential Problems - a statement on the potential risks, problems, or complications, if any, that may arise if the request for Presidential issuance or approval is granted or denied.

Requests for Presidential issuances and/or approval not complying with the forgoing requirements may be returned to the requesting Department/Agency/Official for completion of necessary staff work.

For compliance.

30 July 2003

By authority of the President:

(Sgd.) ALBERTO G. ROMULO
Executive Secretary

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