

CONDUCT OF INTER-REGIONAL REFERRALS AND TRANSACTIONS

Read online (full-text search, related cases, audio case brief): <https://batas.org/library/51e2f8dff8e/>

To avoid confusion and ensure immediate action on transactions, referrals, inquiries and requests for continued management of cases, the following standard procedures shall be adhered to:

1. Transactions referred to in this Order shall include but not limited to the following:

1.1 movement of families for resettlement from one region to another

1.2 cases of balik probinsiya

1.3 request for tax exemption by NGOs

1.4 requests for used clothings (forfeited thru the Bureau of Customs)

1.5 donations from one region to another region.

2. To guide the field offices in their decisions, baseline data on the requests/transaction need to be established. As such the requesting field Office shall request for an assessment of the case to the Field Office concerned. The Office of the Secretary, shall be furnished a copy of this request.

3. The referral/requests shall include but not limited to the following:

3.1 nature of the case and assistance requested

3.2 detailed information on locations, numbers, names and dates if possible

3.3 information required

- Feedback report to include recommendations

The referral/requests shall be duly recorded and referred to the concerned Field Office for assessment.

4. The assessment report of the concerned Field Office shall include but not limited to the following:

4.1 nature of the case/background of the organization/project/needs

4.2 findings and analysis

4.3 recommendations

5. Field Offices should ensure the request/referrals should be acted immediately and that a feedback report on action taken be submitted to referring party furnishing Office of the Secretary a copy at the latest, one week upon receipt of the referral.

6. In no instance shall action be taken without the report/ confirmation/validation of the concerned region.

For compliance.

Adopted: 22 Sept. 1993

(SGD.) CORAZON ALMA G. DE LEON
Secretary

ABOUT BATAS.ORG

Study smarter at BATAS.org

The Philippine bar review and law-school companion built around how your brain actually remembers.

The complete Philippine law library - free for everyone.

More than 100,000 Supreme Court decisions, Republic Acts, and executive issuances - full-text searchable, browsable by category and year, and always free. No paywall, no login. This PDF came from it.

Audio case-brief lectures.

Any decision becomes a podcast-style lecture - facts, issues, ruling, and doctrine - with read-along highlighting and a hands-free presentation mode. Study while commuting, working out, or resting your eyes.

Bar review built on the science of memory.

Complete, sequenced courses for all eight bar subjects, narrated like podcasts and reinforced with retrieval practice and spaced review - the study techniques with the strongest evidence behind them.

The full law-school curriculum.

One subscription unlocks the entire J.D. curriculum - every subject, every lesson, with your progress tracked down to the paragraph so you can pick up exactly where you left off, on any device.

Mock exams that tell you where you stand.

Timed multiple-choice exams graded instantly, with per-subject score breakdowns and focus suggestions that point you at your weakest topics first.

A study planner that keeps you on pace.

Set your schedule and BATAS tells you every day whether you are on track for bar day - and exactly which lesson to take next.

Start free at <https://batas.org>

The law library is free forever - and your first lesson is one click away.

The text of this document is an official public record and remains in the public domain. Formatting, presentation, and compilation © 2026 batas.org.

Downloaded free from the batas.org Law Library. Share it freely - the library is free for every law student, bar reviewee, and practitioner.