REQUESTS FOR PRESIDENTIAL ISSUANCES AND/OR APPROVALS

Read online (full-text search, related cases, audio case brief): https://batas.org/library/a049d9f1f06b/

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 (OP) only after complete staff work (CSW) 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:

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

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

3. 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.

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

5. 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.

6. Fund Availability - a certification from the agency's budget/finance officer that funds for the purpose are available, if necessary.

7. Draft Action Document - a draft of the dispositive action document desired from the OP, subject to adjustment and finalization as appropriate by the OP.

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

For compliance.

Adopted: 17 Sept. 2004

By authority of the President:

(SGD.) EDUARDO R. ERMITA
Acting Executive Secretary

Turn this case into an audio lecture - facts, issues, ruling and doctrine - at batas.org

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.