

AMENDMENT TO MEMORANDUM CIRCULAR NO. 2005-011 DATED 25 APRIL 2005 (RE: COLOR CODED FOLDERS)

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In order to further expedite the filing and processing of all kinds of petitions/applications, the Board hereby amends the Fourth Paragraph of Memorandum Circular No. 2005-011 dated 25 April 2005 to read as follows:

“It is further required that all the necessary documents for each kind of application as indicated in the corresponding “Checklist Requirement Form” must be fastened to the folder and all attachments marked and tabbed accordingly. The required documents shall be presented and submitted during the hearing of the application and shall form part of the applicant’s Formal Offer of Evidence.

“However, for petitions/applicants which do not require a hearing, the required documents as indicated in the corresponding “Checklist Requirement Form” must be presented and submitted upon filing thereof.”

This Memorandum Circular supersedes any and all issuances inconsistent herewith and shall be effective fifteen (15) days after its publication in a newspaper of general circulation or in the Official Gazette.

Adopted: 29 Dec. 2006

(SGD.) THOMPSON C. LANTION
Chairman

(SGD.) MA. ELLEN DIRIGE-CABATU
Board Member

(SGD.) GERARDO A. PINILI
Board Member

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