



Republic of the Philippines
Ministry of Natural Resources
OFFICE OF THE MINISTER

October 16, 1981

MEMORANDUM CIRCULAR
NO. 5
Series of 1981

TO : All Employees & Officials
Office of the Minister
Ministry of Natural Resources

FROM : The Deputy Minister

SUBJECT : Loss of Official Documents,
Correspondence and other
written Communications.

It has been observed that important official correspondences, documents and other papers, are being lost or misplaced with alarming frequency during the period of processing. The situation has resulted in undue waste of resources, time and effort in preparing to reconstitute same.

Considering the need to streamline further the Ministry's operation and minimize, if not eliminate unnecessary delays it is hereby directed that, effective immediately, any employee proven beyond any doubt to be directly responsible for the loss of any official correspondence, document or other official papers, shall be dismissed from the service for cause.

In this regard, all Service and Unit Chiefs are hereby enjoined to institute necessary systems and procedures to preclude the occurrence of such losses.

For the information and guidance of all concerned.

By Authority of the Minister:


ARNOLD B. CAOLI
Deputy Minister

FBC:m e