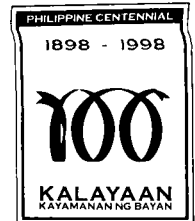




DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES



January 08, 1997

MEMORANDUM CIRCULAR
NO. 97-02

TO : All Regional Executive Directors,
Bureau Directors and Heads of Attached Agencies

SUBJECT : **REQUIREMENTS IN THE ISSUANCE OF PROCLAMATIONS/
RESERVATIONS**

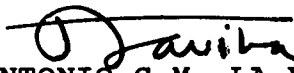
In order to expedite the processing of requests for Presidential Proclamations pursuant to Presidential Memorandum Circular No. 28 dated 19 January 1993, which provides for a checklist on request for Presidential Issuances, the following documents/requirements must be complied with for the information and guidance of all concerned:

1. Request for reservation by the reservee;
2. Comments/Recommendations of the following:
 - a.) Provincial Health Officer duly concurred or recommended by the Regional Health Director and Secretary of Health in case of settlement, school, hospital and other reservation when it may affect the health of the people;
 - b.) District Engineer of DPWH, duly concurred or recommended by the Regional Director and Secretary of DPWH;
 - c.) District/City Superintendent of the school in case of school site reservation duly concurred or recommended by the Secretary of DECS;
 - d.) Provincial Commander or the Chief of Staff of the Armed Forces of the Philippines in case of military reservation duly concurred or recommended by the Secretary of DND.
 - e.) Philippine Ports Authority in case the land abuts *on* ✓
the sea, lake or navigable river duly concurred or recommended by the Secretary of DOTC.

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3. Survey of the land to be reserved duly approved by the Regional Technical Director for Lands concerned and Approved Plan;
4. Verified and certified correct Technical Descriptions;
5. Certified photographs (or visual documentation) showing panoramic view of the area subject of the proposed proclamation as well as adjacent areas/vicinities, improvements introduced, landmarks, identifying features, settlements, if any, etc.;
6. Land Classification or Municipal Index Map projecting the area covered by the proposed proclamation and land uses of the area and surrounding vicinities within two-kilometer radius;
7. Report pursuant to M.C. No. 28 dated January 19, 1993 following the tenets of Completed Staff Work (CSW). Draft memorandum should incorporate the justification, legal basis, coordination with concerned agencies and their comments and potential problem, if any. In the case of watershed reservation, the setting up of Watershed Management Councils is a requisite.
8. Narrative Report of Investigation with recommendation officially endorsed to the Secretary by the Regional Executive Director through the Undersecretary for Field Operations.

For strict compliance.


ANTONIO G.M. LA VIÑA
Acting Secretary

cl/cbr

Attachments:

M.C. No. 28 series of 1993

Memo from HEA on CSW and format - released last July 29, 1996

nary cases, in case of properties owned by foreign governments

ANNEX "A"

9. Current use of the property

CHECKLIST ON REQUESTS FOR EOs, AOs AND OTHER PRESIDENTIAL ISSUANCES OR APPROVALS

10. Improvements presently constructed over the property (e.g. building, warehouse, etc.)

11. Prospects for the maximum utilization of the property (lease, development, sale)

1. Justification

[An explanation on the economic, administrative or other justifications for the requested issuance or 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.]

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.]

Please submit all replies to this directive on or before 15 February 1993. Please send your replies to the Office of the Head of the Presidential Management Staff, Room I-B, New Executive Building, Malacañang (Fax No. 712-54-06).

By authority of the President:

(Sgd.) ANTONIO T. CARPIO Chief Presidential Legal Counsel

Manila, January 25, 1993

MALACAÑANG MANILA

MEMORANDUM CIRCULAR NO. 28

To: All Department Secretaries, Heads of Agencies, Bureaus and Offices

In order to expedite the processing of requests for Presidential issuances, such as executive orders, proclamations, administrative orders and similar directives, as well as requests for Presidential approval of contracts or other transactions, the requesting agency shall submit, together with the basic papers, a Brief not exceeding two pages containing the information specified in Annex "A".

(Sgd.) ANTONIO T. CARPIO Chief Presidential Legal Counsel Manila, 19 January 1993.

MALACAÑANG MANILA

ADMINISTRATIVE ORDER NO. 30

DISMISSING ASSISTANT CITY PROSECUTOR ROMULO T. TORRES WITH FORFEITURE OF ALL BENEFITS

This refers to the administrative complaint, dated April 19, 1991, against Assistant City Prosecutor Romulo T. Torres of the Office of the City Prosecutor of Cebu for grave misconduct.

Antecedent facts show that Natividad C. Aglipa executed an Affidavit, dated February

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DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

MEMORANDUM

FOR : ALL UNDERSECRETARIES AND ASSISTANT SECRETARIES
✓ ALL BUREAU DIRECTORS
✓ ALL REGIONAL EXECUTIVE DIRECTORS
✓ HEADS OF ATTACHED AGENCIES
(NAMRIA, LLDA, NRDC)
SCO, PAO DIRECTORS
ALL SERVICE CHIEFS
ALL CENTRAL-BASED PROJECT LEADERS

FROM : The Office of the Secretary

SUBJECT : SUBMISSION OF CSW REPORTS TO THE SECRETARY

DATE : JUL 27 1996

To expedite the decision-making process and prevent unnecessary delays caused by insufficient information and or supporting documents, we reiterate the need for your strict adherence to the Doctrine of Completed Staff Work (CSW) standards of the President.

Also, please take note of our memorandum dated 17 June 1996 which contains the sample formats for the following:

1. Memorandum for the Office of the President;
2. Proposed Proclamation; and
3. Draft Executive Order.

May we also request that matters to be taken up during consultations with the Secretary should have undergone CSW and that the necessary CSW documents are ready for the Secretary's consideration.

For information and guidance.


MA. CLARISSA C. MAGDARAOG
Head Executive Assistant

attachment: CSW Doctrine

cc. The Secretary

csw.ca
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THE DOCTRINE OF COMPLETED STAFF WORK

The President has repeatedly emphasized the importance of Completed Staff Work or "CSW" in the conduct of day-to-day affairs of Government. CSW is necessary not only for communications to the President but within all levels in the bureaucracy. It is also important to do CSW for any activity which will require the presence of the President. The "hands-on" style and fast pace of the Presidency makes completed staff work critical in the decision-making process.

It is the purpose of this Paper, therefore, to apprise the reader on the concept and practice of Completed Staff Work.

CONCEPT OF COMPLETED STAFF WORK

A. Definition

Completed Staff Work is a situation where all pertinent information and documents, as basis for decision-making and implementation of decisions, are made available to the President.

B. Objectives:

Providing Completed Staff Work facilitates the work of the President as follows:

1. Decisiveness in decision-making;
2. Effective management of the issues or situation; and
3. Responsiveness to the public/clients or key players affected by the issue or participants in the activity;

In general, Completed Staff Work is designed to facilitate decision-making in that it is:

1. **Timely.** Decision is immediately made and implemented, as soon as the problem area or issue is identified and coordinated.
2. **Well-Informed.** Decision is based on all available information that is accurate, processed/evaluated and coordinated.

Decisions, in this context, encompass all areas, whether at the policy or program/project level or decisions at the personal level of the President (e.g. conduct during meetings or fora).

It may be stressed that the important result of Completed Staff Work is that a decision is immediately made, and not whether a decision is made for or against various proponents.

C. PARAMETERS OF COMPLETED STAFF WORK

Completed Staff Work covers all aspects of staff work: from research, analysis and evaluation, to coordination, formulation of options/recommendations, communication up to follow-up actions. Communications requiring Presidential attention should first undergo the process of completed staff work. In essence, it must be:

1. **Well-researched.** Data must be accurate and updated. All information should be well-research, validated and up-to-date, especially the statistics. The issue should be clearly defined and its effects specified.

- a. Concerned Departments/Agencies and concerned private groups/clients for technical matters and policy directions.
- b. O.P. Legal Office - for legal matters.
- c. Presidential Legislative Liaison Office (PLLO) and the Legislative Office -for legislation and matters involving Congress.
- d. Presidential Management Staff - for Cabinet matters.

5. *Provide proper action documents to implement decisions of the President.* Proposed actions to implement the recommendation/decision must be provided including the preparation of corresponding action papers to be issued by the President.

Thus, aside from the main communicating instrument (Memorandum), the following documents are necessary:

- 5.1 Action papers such as Presidential letters, directives or legal issuances to operationalize the President's decision.
 - 5.2 Other relevant documents. These can include a copy of the President's directives which triggered the submission of the paper, legal issuances and positions of proponents relative to the issue, and other pertinent documents. (The agencies can consult with the O.P. Legal, Legislation Office or the PMS for the appropriate formats.)
6. Communication style is simple and well-written. The instrument (e.g. memorandum) must be easy to read and understand, as well as a minimum of technical jargon.
- 6.1 Must be comprehensive, brief, concise and direct to the point, without sacrificing vital information. For long papers, there must be an accompanying 1-2 page Executive Summary.
 - 6.2 Ideas must be chronologically/logically sequenced (easy to understand format).
 - 6.3 Must use simple language and sentence structure.
 - 6.4 Must be devoid to grammatical and typographical errors.
 - 6.5 Must use and include correct communicating instruments (e.g. directive, Executive Order, Proclamation, etc.)
7. *Completed Staff Work does not end with the submission of recommendations to and action of the President.* Concerned entities must also:
- 7.1 Monitor and facilitate implementation of decision/directives.
 - 7.2 Report to the President full, substantial compliance/implementation of decisions.

SUGGESTED GUIDE IN THE PREPARATION OF A MEMORANDUM FOR THE PRESIDENT

The following is a suggested format which may guide the preparation of a memorandum for the President.

1. Reference

- . Cites the directive/issue/letter that needs to be addressed
- . Rationale/Instructions relative to issue

2. Background

- . Brief description of antecedent factors relevant to issue or chronological narration of events which leads to present situation/developments
- . Identification of key layers and their positions
- . Statement of issue (definition and parameters of issue)
- . Status of actions taken or most recent developments

3. Comments

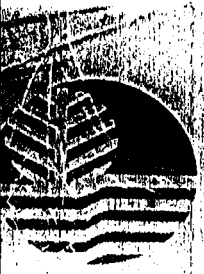
- . Analysis of information
- . Impact of issue
- . Based on background, informed comments are made
- . Consistency with Presidential framework, priorities, policies, etc.
- . Options available

4. Recommendation

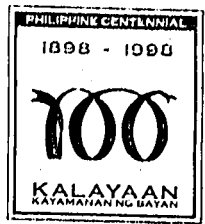
- . Based on comments made and/or options available, recommendation and/or suggested course of action to be taken is made/proposed
- . Measures/steps to operationalize decision/recommended action

5. Attachments

- . Action memos, such as letters, directives or legal issuance for the operationalization of the President's decisions.



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES



January 08, 1997

MEMORANDUM CIRCULAR
NO. 97-02

TO : *All Regional Executive Directors,
Bureau Directors* and Heads of Attached Agencies

SUBJECT : REQUIREMENTS IN THE ISSUANCE OF PROCLAMATIONS/
RESERVATIONS

In order to expedite the processing of requests for Presidential Proclamations pursuant to Presidential Memorandum Circular No. 28 dated 19 January 1993, which provides for a checklist on request for Presidential Issuances, the following documents/requirements must be complied with for the information and guidance of all concerned:

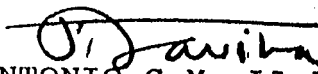
1. Request for reservation by the reservee;
2. Comments/Recommendations of the following:
 - a.) Provincial Health Officer duly concurred or recommended by the Regional Health Director and Secretary of Health in case of settlement, school, hospital and other reservation when it may affect the health of the people;
 - b.) District Engineer of DPWH, duly concurred or recommended by the Regional Director and Secretary of DPWH;
 - c.) District/City Superintendent of the school in case of school site reservation duly concurred or recommended by the Secretary of DECS;
 - d.) Provincial Commander or the Chief of Staff of the Armed Forces of the Philippines in case of military reservation duly concurred or recommended by the Secretary of DND.
 - e.) Philippine Ports Authority in case the land abuts on the sea, lake or navigable river duly concurred or recommended by the Secretary of DOTC.

Visayas Avenue, Diliman, Quezon City, Philippines 1100
Tel. Nos. (332) 929-6626 to 29 • (632) 929-6252

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3. Survey of the land to be reserved duly approved by the Regional Technical Director for Lands concerned and Approved Plan;
4. Verified and certified correct Technical Descriptions;
5. Certified photographs (or visual documentation) showing panoramic view of the area subject of the proposed proclamation as well as adjacent areas/vicinities, improvements introduced, landmarks, identifying features, settlements, if any, etc.;
6. Land Classification or Municipal Index Map projecting the area covered by the proposed proclamation and land uses of the area and surrounding vicinities within two-kilometer radius;
7. Report pursuant to M.C. No. 28 dated January 19, 1993 following the tenets of Completed Staff Work (CSW). Draft memorandum should incorporate the justification, legal basis, coordination with concerned agencies and their comments and potential problem, if any. In the case of watershed reservation, the setting up of Watershed Management Councils is a requisite.
8. Narrative Report of Investigation with recommendation officially endorsed to the Secretary by the Regional Executive Director through the Undersecretary for Field Operations.

For strict compliance.


ANTONIO G.M. LA VIÑA
Acting Secretary

cl/obf

Attachments:

M.C. No. 28 series of 1993

Memo from HEA on CSW and format - released last July 29, 1996



nary cases, in case of properties owned by foreign governments

ANNEX "A"

- 9. Current use of the property
- 10. Improvements presently constructed over the property (e.g. building, warehouse, etc.)
- 11. Prospects for the maximum utilization of the property (lease, development, sale)

CHECKLIST ON REQUESTS FOR EOs, AOs AND OTHER PRESIDENTIAL ISSUANCES OR APPROVALS

- 1. *Justification*
[An explanation on the economic, administrative or other justifications for the requested issuance or approval.]
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[A statement that the necessary coordination or consultations were made with the agencies involved or affected.]
- 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.]

Please submit all replies to this directive on or before 15 February 1993. Please send your replies to the Office of the Head of the Presidential Management Staff, Room 1-B, New Executive Building, Malacañang (Fax No. 712-54-06).

By authority of the President:

(Sgd.) ANTONIO T. CARPIO
Chief Presidential Legal Counsel

Manila, January 25, 1993

MALACAÑANG
MANILA

MEMORANDUM CIRCULAR No. 28

To: All Department Secretaries, Heads of Agencies, Bureaus and Offices

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(Sgd.) ANTONIO T. CARPIO
Chief Presidential Legal Counsel

Manila, 19 January 1993.

MALACAÑANG
MANILA

ADMINISTRATIVE ORDER No. 30

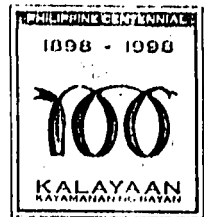
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DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES



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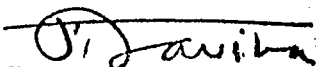
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Tel. Nos. (632) 929-6626 to 29 • (632) 929-6252

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Acting Secretary

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