



Republic of the Philippines  
Department of Environment and Natural Resources  
Visayas Avenue, Diliman, Quezon City  
Tel. Nos. (632) 920-4301 \* (632) 928-0691 to 93  
924-2540 \* 928-8592  
929-6626 loc. 2012 - 2014

**MEMORANDUM FROM THE SECRETARY**

TO : **All Undersecretaries and Assistant Secretaries  
Heads of Attached Agencies  
All Regional Executive Directors  
Bureau Directors  
All Service Directors**

SUBJECT : COMPLETE STAFF WORK/ SUBMISSION OF  
DOCUMENTS FOR THE SECRETARY

DATE : NOV 03 2004

To expedite the decision-making process and prevent unnecessary delays caused by insufficient information and supporting documents, all documents to be submitted to the Office of the Secretary for approval and signature must be accompanied by a **cover memorandum duly signed and endorsed by the concerned Undersecretary/Head of Agency/Regional Executive Director**, as the case maybe, with the action documents attached thereto.

The cover memorandum must contain a certification that the document has undergone the complete staff work and that all the procedural requirements have been complied with. Attached herewith, for your reference and guidance, is a copy of DENR Memorandum Circular No. 2001-13 dated July 09, 2001 prescribing the format and certification required.

You are instructed to affix your initials below the name of the undersigned on the original copy of the document, memorandum, directive/order submitted for approval/consideration.

Further, you are directed to submit legible copies of your standard checklist and procedure to the Head Executive Assistant, who shall ensure compliance with this Memorandum.

Documents/requests not complying with the foregoing shall be returned for completion of the necessary staff work.

For strict compliance.

  
SEC. MICHAEL T. DEFENSOR

MEMO  
576