



Republic of the Philippines
Department of Environment and Natural Resources

Visayas Avenue, Diliman, Quezon City

Tel Nos. (632) 929-66-26 to 29 • (632) 929-62-52

929-66-20 • 929-66-33 to 35
929-70-41 to 43

MEMORANDUM FROM THE SECRETARY

FOR : All Undersecretaries, Assistant Secretaries
All Heads of Agencies/Bureaus

SUBJECT : **“COMPLETE STAFF WORK” GUIDELINES, PER
MEMORANDUM CIRCULAR NO. 68 DATED
SEPTEMBER 17, 2004**

DATE : NOV 12 2004

You are hereby directed to observe the guidelines and recommended format in the preparation of “complete staff work” for requests submitted to the Office of the President as specified in the attached Memorandum Circular No. 68 dated September 17, 2004.

For your compliance.


SEC. MICHAEL T. DEFENSOR

MEMO
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Office of the President
of the Philippines
Malacañang

MEMORANDUM CIRCULAR NO. 68

**TO : ALL DEPARTMENT SECRETARIES, HEADS OF AGENCIES,
BUREAUS AND OFFICES**

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.

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

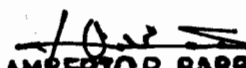
For compliance.

By authority of the President:


EDUARDO R. ERMITA
Acting Executive Secretary

Manila, **September 17, 2004**

CERTIFIED COPY:


LAMBERTO R. BARBIN
Officer-in-Charge
Malacañang Records Office

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JVA