



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Dillman, Quezon City, 1100
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

**TO : All Undersecretaries, Assistant Secretaries
All Regional Executive Directors/Regional Directors
All Bureau Directors
Heads of Attached Agencies**

SUBJECT : DFA Guidelines on Philippine Participation in ASEAN Meetings

DATE : APR 18 2005

This refers to the attached letter of Acting Assistant Secretary Lamberto V. Monsanto of the Department of Foreign Affairs transmitting the approved guidelines on agencies' participation in ASEAN meetings, in relation to Administrative Order No. 103.

The following are the approved guidelines:

1. Ministerial-level and sub-ministerial or SOM-level meetings are "MUST" meetings which should be attended by Department Secretaries and Undersecretaries, as appropriate;
2. Participation in ASEAN meetings below the Senior Officials level or sub-ministerial level, such as Meetings of ASEAN Committees, Sub-Committees, Working Groups and Task Force would be endorsed if the Philippines is the current country coordination, chair or co-chair of the meetings or if the Philippines has important initiatives/proposals to be pursued at the meeting;
3. The number of participants should be limited to two officials, as much as possible, with the Philippine Embassy at the host country providing support to the Philippine delegation;
4. Requests for Philippine Embassy officials to represent agencies in ASEAN meetings should be made in advance and that briefing papers/talking points should be furnished in advance to prepare them for the meeting.

For your information and guidance.



Michael T. Defensor
MICHAEL T. DEFENSOR