



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**

FOR : **ALL USECs AND ASECs  
BUREAU DIRECTORS**

FROM : **The Head Executive Assistant**

SUBJECT : **SUBMISSION OF REPORTS**

DATE : **AUG 09 2005**

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We are providing you a certified copy of the Memorandum from Executive Secretary Eduardo R. Ermita dated July 26, 2005 on submission of quarterly/semi-annual/annual reports, which should be submitted specifically to the Head, Presidential Management Staff instead of being addressed to the "Office of the President".

For your information and guidance.



**ATTY. ZOILO L. ANDIN, JR.**

*Memo 220*

**Office of the President**  
of the Philippines  
Malacañang

**MEMORANDUM FROM THE EXECUTIVE SECRETARY**


**TO : ALL HEADS OF OP OPERATING UNITS, GOVERNMENT DEPARTMENTS AND AGENCIES, GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS, GOVERNMENT FINANCIAL INSTITUTIONS, INCLUDING STATE UNIVERSITIES AND COLLEGES**

**SUBJECT : SUBMISSION OF REPORTS**

**DATE : 26 JULY 2005**

May I request that your quarterly/semi-annual/annual reports be submitted specifically to the Head, Presidential Management Staff (PMS) instead of being addressed to "Office of the President."

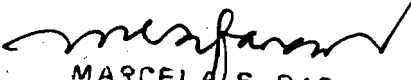
Thank you for your cooperation.

  
**EDUARDO R. ERMITA**  
Executive Secretary



ERE/JTT/jhee/memo-es

CERTIFIED COPY

  
**MARCELA S. RAFANAN**  
DIRECTOR IV  
Malacañang Records Office

2005/7/26