



MEMORANDUM

FOR : ALL UNDERSECRETARIES
FROM : THE UNDERSECRETARY AND CHIEF OF STAFF
SUBJECT : REMINDERS ON REQUIREMENTS RE SIGNATURES ON DOCUMENTS SUBMITTED FOR THE OFFICE OF THE SECRETARY
DATE : JUN 13 2023

In the interest of service, this Memorandum is hereby issued to respectfully remind all Undersecretaries on the following requirements regarding the affixing of signatures and initials on documents submitted to the Office of the Secretary (OSEC):

OFFICES	REQUIREMENTS FOR UNDERSECRETARIES
Originating Office of the Undersecretary	<ol style="list-style-type: none">1. Provide written comments and recommendations on the OSEC Routing and Action Slip. Indicate the date of signing.2. Provide second/duplicate copy of the signed Memorandum for the Secretary and the Action Document/s (Letters, Special Orders, etc.). Affix initials on the second/duplicate copy of the Action Document/s.
Concurring Office of the Undersecretary	<ol style="list-style-type: none">1. Provide written comments and recommendations on the OSEC Routing and Action Slip. Indicate the date of signing.2. Affix initials on the second/duplicate copy of the Memorandum for the Secretary and Action Document/s (Letters, Special Orders, etc.)

Adherence to the above requirements will facilitate the review process.

For consideration.


MARILOU G. ERNI

MEMO NO. 2023 - 499

**DOCUMENTS HAND-CARRIED
FOR APPROVAL OF SENR**

PARTICULARS	REMARKS
DESIGNATION OF DENR AND CCC OFFICIALS AS PROJECT TEAM LEADERS	c/o Usec Teh, per note of Dir Basug
SBF8 DOCUMENTS <ul style="list-style-type: none"> • LIST OF NOMINEES • SUPPLEMENTAL LIST • TA FOR USEC TEH 	c/o Usec Teh, per note of Dir Basug
DAO RE EXPLORATION STAGE OF A MINING PROJECT <i>initial inputs doc</i>	Usec Natus on leave and Usec Malu in Tagaytay, but have relayed via Viber
ECC FOR MAKILALA MINING COMPANY <i>initial inputs doc</i>	Per message of Usec CP to Ms Laila, he will explain this to SENR

- All who recommended approval should initial the copy of the compliance document.

- any viber/printouts should be attached to the file submitted for signature

J 5/13/22