

Memorandum Circular
No. 2
March 7, 1991

TO: All Regional Executive Directors
All Chiefs of Legal Divisions,
Bureaus/Regional Offices

SUBJECT: Transmittal of the Records of Cases
Appealed to the Office of the Secretary,
Together with a Summary of Proceedings
Thereon

Under Memorandum Circular No. 123, dated February 8, 1991, of the Office of the President, all departments, bureaus, agencies, offices, and instrumentalities of the Executive Department are directed "to transmit to the Office of the President the **complete records** of appealed matters with each page consecutively numbered and initialed by the custodian of the records, together with a **summary** of proceedings thereon from the filing of the complaint or petition before the office of origin up to transmittal to the Office of the President in chronological order indicating the action taken, incidents resolved, and listing of all pleadings, motions, manifestations, annexes, exhibits and other papers or documents filed by the contending parties, as well as the corresponding orders, resolutions and decisions".

In accordance with the aforesaid Memorandum Circular No. 123, it is likewise directed that with respect to cases appealed to the Secretary of Environment and Natural Resources, the records pertinent to said cases shall be forwarded to this Office with each page consecutively numbered and initialed by the custodian of the records, together with a summary of proceedings thereon from the filing of the complaint or petition before the Office of origin up to the transmittal to this Office in chronological order indicating the action taken, incidents resolved, and listing of all pleadings, motions, manifestations, annexes, exhibits and other papers or documents filed by the contending parties, as well as the corresponding orders, resolutions and decisions.

For your strict compliance.

FULGENCIO S. FACTORAN, JR.
Secretary