

DENR Memorandum Circular
No. 2001 – 13
July 09, 2001

TO : All Undersecretaries
and Assistant Secretaries
All Regional Executive Directors
Bureau Directors and Heads of
Attached Agencies
All Service Chiefs
All Central-Based Project Leaders

SUBJECT : Submission Of CSW Reports.

To expedite the decision-making process and prevent unnecessary delays caused by insufficient information and supporting documents, all documents to be submitted to the Office of the Secretary and Undersecretaries for their signature or approval must be accompanied with a brief containing the following information:

1. *Factual Background*
[Chronological statements of facts]
2. *Justification*
[An explanation on the economic, administrative or other justifications for the requested issuance or approval.]
3. *Legal Basis*
[A statement citing the legal basis for the requested issuance or approval]
4. *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.]

5. *Coordination With Agencies*

[A statement that the necessary coordination or consultations were made with the agencies involved or affected.]

6. *Potential Problems*

[A statement on the Potential risks, probes or complications, if any, that may arise if the request for Presidential issuance or approval is granted or denied.]

7. *Recommendation*

For strict compliance.

(Sgd.) HEHERSON T. ALVAREZ
Secretary