

[ADMINISTRATIVE ORDER NO. 18, February 12, 1987]

**PRESCRIBING RULES AND REGULATIONS GOVERNING APPEALS
TO THE OFFICE OF THE PRESIDENT OF THE PHILIPPINES.**

WHEREAS, Executive Order No. 19 was promulgated on April 2, 1966 to govern appeals to the Office of the President;

WHEREAS, most of the provisions of Executive Order No. 19, as amended, have been rendered obsolete by policies adopted and laws enacted since its promulgation on April 2, 1966, and, therefore, needs revision to meet the requirements of such policies and laws, without, however, minimizing the right of the President to refuse to give due course to appeals or petitions for review in cases where there is no express provision of law recognizing the right of the parties to appeal to the Office of the President;

NOW, THEREFORE, I, CORAZON C. AQUINO, President of the Philippines, by virtue of the powers vested in me by law, do hereby promulgate the following rules and regulations to govern appeals to or petitions for review filed with the Office of the President, as follows:

SECTION 1. Unless otherwise governed by special laws, an appeal to the Office of the President shall be taken within thirty (30) days from receipt by the aggrieved party of the decision/resolution/order complained of or appealed from. Said appeal shall be filed with the Office of the President, or with the Ministry/agency concerned, with copies furnished to the affected parties and, if the appeal is filed with the Office of the President, to the Ministry/agency concerned. If the appeal is directly filed with the Ministry/agency concerned, such Ministry/agency shall, within five (5) days from receipt thereof, transmit the appeal to the Office of the President, together with the records of the case.

The time during which a motion for reconsideration has been pending with the Ministry/agency concerned shall be deducted from the period for appeal. But where such a motion for reconsideration has been filed during office hours of the last day of the period herein provided, the appeal must be made within the day following receipt of the denial of said motion by the appealing party.

SEC 2. The appeal shall contain the caption and docket number of the case as presented in the office of origin and the addresses of the parties; shall indicate the specific material dates that it is filed within the period prescribed in SEC 1 hereof; and shall state the grounds relied upon for the appeal, the issues involved, and the reliefs sought. It shall be accompanied with a copy of the decision/resolution/order being appealed.

SEC 3. A fee of One Hundred Pesos (P100.00) shall be charged for every appeal to