[MEMORANDUM CIRCULAR NO. 68, September 17, 2004]

REQUESTS FOR PRESIDENTIAL ISSUANCES AND/OR APPROVALS

In the interest of efficiency in the processing of requests forPresidential issuances and/or approvals, such as executive orders, proclamations,administrative orders, memorandum orders, memorandum circulars and similar directives, it is hereby reiterated once more that such requests shall be submitted to the Office of the President (OP) only after complete staff work (CSW) has been conducted. The request shall enclose the basic papers and all documents related thereto, and with a covering Memorandum not exceeding two pages containing the following information:

1. Justification – an explanation on the economic, administrative or other justification for the requested issuance of approval.

2. Legal Basis – a statement citing the legal basis for the requested issuance or approval.

3. Agencies Involved – a statement enumerating the epartments, agencies or offices that may be involved n, or affected by, the implementation of the requested ssuance or approval.

4. Coordination with Agencies a statement that the ecessary coordination or consultations were made with the agencies involved or affected, attaching copies for their comments/recommendation thereon duly signed by the Department Secretaries or Heads of Agencies concerned.

5. Potential Problems – a statement on the potential risks, problems, complications, if any, that may arise if the request for Presidential issuance or approval concerned.

6. Fund Availability – a certification from the agency's budget/finance officer that funds for the purpose are available, if necessary.

7. Draft Action Document – a draft of the dispositive action document desired from the OP, subject to adjustment and finalization as appropriate by the OP.

Request for Presidential issuances and/or approval not complying with the forgoing requirements may be returned to the requesting Department/Agency/Official for completion of necessary staff work. For compliance. By Authority of the President:

Manila, September 17, 2004