

[MEMORANDUM CIRCULAR NO. 37, April 30, 2003]

DIRECTING ALL HEADS OF NATIONAL GOVERNMENT OFFICES INCLUDING GOVERNMENT OWNED AND/OR CONTROLLED CORPORATIONS, GOVERNMENT FINANCIAL INSTITUTIONS, AND STATE UNIVERSITIES AND COLLEGES TO SUBMIT AN INVENTORY OF ALL THEIR REAL PROPERTIES LOCATED IN THE PHILIPPINES AND ABROAD

In line with the Administration's continuing thrust to effectively manage the assets of the government and to maximize the use and utilization thereof, all heads of National Government Offices including Government Owned and/or Controlled Corporations, Government Financial Institutions, and State Universities and Colleges are hereby directed to submit to the Department of Finance an updated inventory of all their real properties located in the Philippines and abroad.

A complete listing of the real estate properties indicating all the applicable information in accordance with the attached template, together with a diskette containing aforesaid information, should be submitted to the **Office of the Secretary of Finance, 6th Floor Department of Finance Building BSP Complex, Roxas Boulevard, Manila, Philippines** within thirty (30) days from issuance of this Circular.

For strict compliance.

Done in the City of Manila, this 30th day of April, in the year of Our Lord, two thousand and three.

By Authority of the President:

(Sgd.) ALBERTO G. ROMULO
Executive Secretary



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