

**[DOJ DEPARTMENT CIRCULAR NO. 10, February
15, 1991]**

**COMPLIANCE WITH MEMORANDUM CIRCULAR NO. 123, OFFICE
OF THE PRESIDENT**

For your information and guidance, quoted hereunder is the full text of a Memorandum dated February 8, 1991 issued by the Office of the President:

"Office of the President of the Philippines
Malacañang

"MEMORANDUM CIRCULAR NO. 123

**"Directing All Heads of Departments, Bureaus, Agencies, Offices,
and Instrumentalities of the Executive Department to Transmit
the Complete Records Of Appealed Matters, Together With A
Summary Of Proceeding Thereon, to Office of the President**

To assist the Office of the President in the speedy disposition of appealed matters, as well as orderly decongestion of dockets in the Office of the President, all departments, bureaus, agencies, offices, and instrumentalities of the Executive Department are hereby 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.

Strict compliance herewith is hereby enjoined.

By Authority of the President:

(Sgd.) MARIANO SARMIENTO II
Deputy Executive Secretary

For compliance.

Adopted: 15 Feb. 1991

(Sgd.) RAMON J. LIWAG
Undersecretary
