

MEMORANDUM FOR THE SECRETARY OF AGRICULTURE
(National Irrigation Administration)
Gusaling APC, Quezon Memorial Circle
Diliman, Lungsod ng Quezon

MC # 73, S. 1973

MEMORANDUM CIRCULAR

TO : ALL CHIEFS OF DEPARTMENTS, STAFFS, DIVISIONS; REGIONAL,
PROVINCIAL AND PROJECT IRRIGATION ENGINEERS, IN-
CHARGE; IRRIGATION SUPERINTENDENTS AND/OR OFFICERS-IN-
CHARGE OF IRRIGATION SYSTEMS/OFFICES; HEADS OF SPECIAL
PROJECTS; AND EMPLOYEES
National Irrigation Administration

SUBJECT : Security of Official Documents

It has come to the attention of the Office that classified documents such as transcribed proceeding of investigation in administrative case finds its way to the hands of unauthorized persons thus, creating a situation that defeats the objective of document security.

To forestall such situation, there is hereby quoted pertinent portions of Memorandum Circular No. 78 dated August 4, 1964 of the Office of the President for your advance and initial information and guidance.

"OFFICE OF THE PRESIDENT
OF THE PHILIPPINES

PROMULGATING RULES GOVERNING SECURITY OF CLASSIFIED MATTER
IN GOVERNMENT OFFICES

The following regulations entitled "SECURITY OF CLASSIFIED MATTER IN GOVERNMENT DEPARTMENTS AND INSTRUMENTALITIES" for safeguarding official matters affecting the national security, to be enforced and observed in all departments, bureaus, offices and agencies of the government in all national, provincial, municipal and city levels, are hereby promulgated:

SECURITY OF CLASSIFIED MATTER IN GOVERNMENT DEPARTMENTS
AND INSTRUMENTALITIES

SECTION I

GENERAL

1. Classification Categories -

(a) Official matter which requires protection in the interest of national security shall be limited to four (4) categories of classification which in descending order of importance shall carry one of the following designations:

- (1) TOP SECRET
- (2) SECRET
- (3) CONFIDENTIAL
- (4) RESTRICTED

SECTION XII

ADMINISTRATIVE LIABILITY

57. Any violation of the provisions of these regulations shall be dealt with administratively by proper authorities. Said administrative proceeding shall be without prejudice to any criminal prosecution if the violation constitutes an offense under the provisions of the Revised Penal Code or any other penal law"

Pending issuance of the complete promulgating rules, it is hereby directed that henceforth, all official documents and communications such as administrative proceedings; minutes of the board meeting; classified communications and other related matters which carry any of the classification categories mentioned above should be safeguarded at all times and should not find its way to the hands of unauthorized person(s).

Compliance herewith is enjoined.


ALFREDO L. JUINIO
Administrator

October 3, 1972