



Republika ng Pilipinas
Hambansang Pangasiwaan ng Patubig
(NATIONAL IRRIGATION ADMINISTRATION)
Lungsod ng Quezon

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MC # 60 OUR REFERENCE:
s. 2001

MEMORANDUM CIRCULAR

**TO : THE DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS,
DEPARTMENT MANAGERS, REGIONAL MANAGERS, OPERATION/
PROJECT MANAGERS, PROVINCIAL IRRIGATION OFFICERS,
IRRIGATION SUPERINTENDENTS AND ALL OTHERS CONCERNED**

SUBJECT: ANTI-GRAFT AND ANTI-RED TAPE PROGRAMS

Quoted hereunder in full is a Memorandum dated 5 October 2001 from the Office of the President for your information and guidance.

“Office of the President
of the Philippines
Malacanang

MEMORANDUM

TO : All Cabinet Secretaries and Agency Heads
**FROM : The Head, Presidential Management Staff, and
Secretary to the Cabinet**
SUBJECT : ANTI-GRAFT AND ANTI-RED TAPE PROGRAMS
DATE : 5 October 2001

In her State of the Nation Address in July, the President instructed all government departments and agencies to draw up programs for two objectives: a) to reduce corruption in the Executive Branch with tangible results within 12 months (by July 2002), and b) to cut the number of signatures required to obtain key services and/or permits. To facilitate program formulation toward these objectives, may we respectfully suggest the following guidelines:

1. **INVOLVE AGENCY CONSTITUENTS.** The best partners in waging war on graft and red tape are your agency's clientele. They can tell you which processes and offices are ridden with corruption, and which procedures would benefit the public most if signatures are cut in half. And they are among the best indicators of how well you are doing in reducing corruption and red tape. So it is advisable to consult and involve your clientele from the start in assessing where urgent anti-graft and anti-red tape action is needed, how best to attack the problems, and whether the programs adopted are working. You may also need to undertake communications campaigns to drum up public involvement in your programs, so people know what you are doing and may even help out. This approach will ensure that when your agency programs and achievements are publicized online or in the media, they are likely to win approval from your clientele.

2. **AIM FOR VERIFIABLE SHORT-, MEDIUM- AND LONG-TERM TARGETS.** It is suggested that agency programs aim for a combination of short-, medium- and long-term targets. This will help ensure that the President's call for "tangible results" is met. One example of the short-term measure is to ban "fixers" from offices; it can be implemented immediately with quick results. Medium-term measures are those that yield results within a year, i.e., until the next SONA. Certain complex procedural changes could take that long; so might the installation of new computer equipment and programs. Long-term measures take longer than a year to yield full results, but even these programs should include intermediate results measurable within months after implementation begins. The overriding requirement is for results to be tangible and measurable, even something like a higher score in a survey of clientele asked to rate honesty at the agency.
3. **CUT SIGNATURES BY HALF.** A number of agencies have submitted anti-red tape programs, which promise to speed up processing, but make no mention of signatures being reduced. Please make sure to comply with the President's instruction to cut signatures by half. If you can speed up processing time and lessen corruption so much the better. But the halving of signatures must be done as well.

We will conduct another two days of workshops later this month where departments and agencies will be asked to present their anti-graft and anti-red tape programs. All are requested to submit one set of Basic Data and Project Status forms for the anti-corruption programs, and another set for the programs to cut signatures by half and reduce red tape. These two sets of forms should be emailed to sonafeedback@pms.gov.ph by Oct. 19.

In addition, starting Oct. 9, departments and agencies presenting SONA pledges to the Cabinet will be required to detail at least one commonly accessed procedure for which signatures will be cut in half.

For copies of SONA reporting forms in Excel format, and for any questions or clarifications, please contact Usec. Ricardo Saludo, Head, Policy Units, PMS; tel. 734-2091.

For your guidance. Thank you.

(Sgd.) **VICTORIA P. GARCHITORENA**
Head, Presidential Management Staff
and Secretary to the Cabinet"

Regional Managers and Project Managers are hereby directed to submit to the undersigned their anti-graft and anti-red tape programs on or before Oct. 31, 2001.

Be guided accordingly.


JESUS EMMANUEL M. PARAS
Administrator

15 October, 2001