

Republika ng Pilipinas  
PAMBANSANG PANGASIWAAN NG PATUBIG  
(National Irrigation Administration)  
Lungsod ng Quezon

MC No. 51 s, 2002

**MEMORANDUM CIRCULAR**

TO : THE DEPUTY ADMINISTRATOR, ASST.  
ADMINISTRATORS, DEPARTMENT/REGIONAL/  
OPERATIONS/PROJECT MANAGERS, PROVINCIAL  
IRRIGATION ENGINEERS, IRRIGATION  
SUPERINTENDENTS, DIVISION MANAGERS AND ALL  
OTHERS CONCERNED

SUBJECT : **MEMORANDUM CIRCULAR NO. 24 TO EXPEDITE  
THE PROCESSING OF REQUESTS FOR  
PRESIDENTIAL ISSUANCES AND / OR APPROVALS**

Quoted hereunder in full for your information and guidance the  
Memorandum Circular No. 24 dated August 7, 2002.

"MALACAÑANG  
MANILA

**MEMORANDUM CIRCULAR NO. 24**

**TO : ALL DEPARTMENT SECRETARIES, HEADS OF AGENCIES,  
BUREAUS AND OFFICES**

In order to expedite the processing of requests for Presidential issuances and/or approvals, such as executive orders, proclamations, administrative orders, memorandum orders, memorandum circulars and similar directives, it is hereby reiterated that the request shall be submitted with **complete staff work**, enclosing 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 or approval.
2. **Legal Basis** – a statement citing the legal basis for the requested issuance or approval.
3. **Agencies Involved** – a statement enumerating the Departments, agencies or offices that may be involved in, or

affected by, the implementation of the requested issuance or approval.

4. **Coordination with Agencies** - a statement that the necessary coordination or consultations were made with the agencies involved or affected, attaching copies of 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, or complications, if any, that may arise if the request for Presidential issuance or approval is granted or denied.

For compliance.

By authority of the President:

(Sgd.) **ALBERTO G. ROMULO**  
Executive Secretary

August 7, 2002"

Be guided accordingly.



**JESUS EMMANUEL M. PARAS**  
Administrator

21 August, 2002