

Republika ng Pilipinas
Department of Agriculture

Pambansang Pangasiwaan ng Patubig

(NATIONAL IRRIGATION ADMINISTRATION)

Lungsod ng Quezon

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M.C. No. 49, series 2011

MEMORANDUM CIRCULAR

TO : THE SENIOR DEPUTY ADMINISTRATOR, DEPUTY ADMINISTRATORS,
DEPARTMENT MANAGERS, PROJECT MANAGERS, DIVISION MANAGERS
AND OTHERS CONCERNED

SUBJECT : ATTACHING A BRIEFER ON ALL DOCUMENTS SUBMITTED FOR ACTION
TO THE DEPARTMENT OF AGRICULTURE (DA) OFFICE OF THE SECRETARY

In connection to the 15 September 2011 Memorandum from the Department of Agriculture (DA), all documents submitted for action to the Office of the DA Secretary should bear a briefer.

This briefer shall contain background information, contemporary facts, coordination aspects, policy basis, available options, and specific reconsiderations about the document. Besides this briefer, any report to the Office of the Secretary like listings of projects, and reports of accomplishment in table form should have a transmittal letter that bears the salient data about the tables in 2-3 paragraphs of 3-4 concise statements each.

Further, narrative and tabular reports for submission to the Office of the DA Secretary and to other offices shall show the full names and signatures of the staff who prepared, reviewed, and endorsed such.

This Office enjoins compliance by everyone.


ANTONIO S. NANGEL
Administrator

Attached: as stated

Date: October 7, 2011



OFFICE OF THE SECRETARY
Elliptical Road, Diliman
Quezon City 1100
Philippines



MEMORANDUM FROM THE SECRETARY

TO : All Chiefs of DA Offices, RFUs, Bureaus/Attached Agencies

DATE : 15 September 2011

SUBJECT : **BRIEFER FOR ACTION DOCUMENTS SUBMITTED TO THE DA SECRETARY**

It has been observed that, except for a few communication, more of the communication/documents submitted to the DA Secretary for dispositive action were **without a briefer** which will explain the nature/status of the matters treated in the said communication/document.


A briefer contains the **background, contemporary facts** bearing on the matter, **coordinations made with the offices concerned** as needed, **law or regulation bearing on the matter**, **options available and recommendations**.

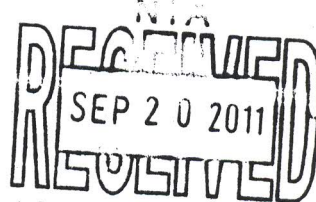
More often than not, **delays** were inevitably incurred because needed information/coordination which could have been made available in the briefer, would still be secured from various sources before it is submitted to the Secretary.

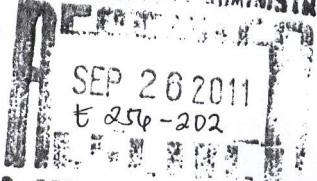
In the interest of good management, orderliness and completeness of information on all matters elevated to the Secretary for dispositive action, all DA subordinate offices are hereby enjoined to see to it that every action document proposed to be submitted to the Secretary shall invariably be accompanied by a briefer.

Documents not accompanied by a briefer will be returned to office of origin without action for compliance of said requirement.


PROCESO J. ALCALA

DEPARTMENT OF AGRICULTURE

In replying pls cite this code :
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Administrator's Office

NATIONAL IRRIGATION ADMINISTRATION

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SR. DEPUTY ADMINISTRATOR