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of the Philippines
Malacañang

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MEMORANDUM CIRCULAR NO. 5

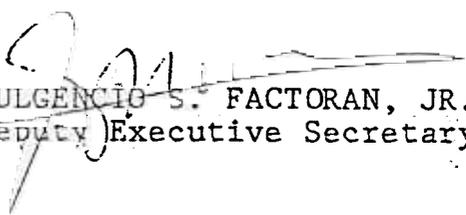
DIRECTING THE SUBMISSION BY ALL HEADS OF OFFICES AND AGENCIES UNDER THE OFFICE OF THE PRESIDENT THEIR RESPECTIVE MANUAL OF OPERATIONS FOR OPERATIONAL INFORMATION

In order to ensure a smooth transfer of executive administration and in line with the pronouncements of the new government on productivity and efficiency, all government agencies directly under the supervision or administratively attached to the Office of the President are directed to submit their respective manual of operations to the Office of the Executive Secretary, Administrative Building, Malacañang, as soon as possible but not later than April 15, 1986, containing the following salient features:

1. legal basis
2. objectives
3. functions/responsibilities
4. operational framework
5. system of linkages with the Office of the President
6. inventory of physical, financial and manpower resources

For immediate compliance.

By authority of the Executive Secretary:


FULGENCIO S. FACTORAN, JR.
Deputy Executive Secretary

March 26, 1986