

MALACAÑANG
MANILA

MEMORANDUM CIRCULAR NO. 12

DIRECTING ALL DEPARTMENT HEADS TO DESIGNATE A SENIOR OFFICIAL AS OVERALL COORDINATOR TO THE OFFICE OF THE PRESIDENT

In order to establish a system of coordination between the Office of the President and various departments, it is hereby directed that:

SECTION 1. All department heads shall designate a Senior Official as Overall Coordinator to the Office of the President.

SEC. 2. The Coordinators shall provide a direct link between the Office of the President and their respective departments. It is therefore expected that each Coordinator has the trust and confidence of his principal and has a good grasp of his department's various programs and concerns. As such, he shall:

- a. serve as the contact person of the Office of the President on matters such as information that may be required from the departments, referrals from the Office of the President, and inter-departmental coordination;
- b. inform the Office of the President of the department's various concerns, i.e., major problems and issues, legislative matters, departmental initiatives, which have significant national implications;
- c. help facilitate, in coordination with the Office of the President, the implementation and monitoring of Presidential decisions; and
- d. represent, whenever necessary, the Secretary in the various fora initiated by the Office of the President that require immediate and high level attention.

These responsibilities shall be performed by the Coordinator in addition to his regular functions in the department. The Department Secretaries shall ensure that these terms-of-reference and responsibilities are understood and appreciated within the Department.

SEC. 3. This Memorandum Circular shall take effect immediately.

DONE in the City of Manila, this 9th day of October, in the year of Our Lord, nineteen hundred and ninety-two.



By the President:



EDELMIRO A. AMANTE, SR.
Executive Secretary

