

Office of the President
of the Philippines
Malacañang

MEMORANDUM CIRCULAR NO. 152

It has been the observation of this Office that numerous requests for the issuance of executive orders, administrative orders, proclamations, memorandum orders and other such issuance were either submitted late or without the necessary complete staff work accomplished by the requesting department, bureau or agency of government. At other times, draft issuances have been submitted directly to the President, also without the required staff work.

Effective immediately, all proposed executive orders, administrative orders and other presidential issuances must be filed and received by the Office of the Executive Secretary not less than one (1) week before the desired issuance date, together with the complete staff work conducted by the requesting office.

Compliance is strictly enjoined.

Manila, 11 December 1996.

By authority of the President:



RUBEN D. TORRES
Executive Secretary