

Office of the President
of the Philippines
Malacañang

MEMORANDUM ORDER NO. 63

**DIRECTING ALL OFFICES AND UNITS UNDER THE OFFICE OF THE
PRESIDENT PROPER TO SUBMIT THEIR RESPECTIVE
ACCOMPLISHMENT REPORT FOR THE FIRST YEAR OF THE ESTRADA
ADMINISTRATION**

As agreed during the staff meeting last May 7, 1999, all heads of operating units and offices of the Office of the President Proper are hereby directed to submit to the undersigned, through the Office of Assistant Executive Secretary Antonio Nery, their respective accomplishment reports for the period July 1, 1998 to May 15, 1999.

Information from said reports may be needed as an input in the preparation of the State of the Nation Address (SONA) of the President before Congress this coming July.

Said accomplishment report shall follow the attached format (Annex A) and shall be submitted not later than May 28, 1999.

For strict compliance.

By Authority of the President:



RONALDO B. ZAMORA
Executive Secretary

Manila, May 18, 1999

ACCOMPLISHMENT REPORT FORMAT

OFFICE : _____

FOR THE PERIOD : _____

<u>Period Covered</u> (Inclusive Date)	<u>General Work Classification</u> (Pursuant to OP Organizational Set-up) (Narrative Outline)	<u>Tasks/Work Done</u> (Narrative Outline)	<u>Achievements</u> (Narrative Outline)	<u>Comments/Remarks</u> (Narrative Outline)
A. Regular Duties/Functions				
B. Special Responsibilities/Concerns				
C. Ad-Hoc Tasks				