

MALACAÑANG
Manila

MFN 10517

MEMORANDUM CIRCULAR NO. 24

T O : ALL DEPARTMENT SECRETARIES, HEADS OF AGENCIES, BUREAUS AND OFFICES

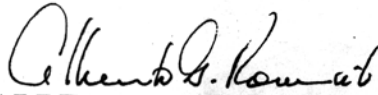
In order to expedite the processing of requests for Presidential issuances and/or approvals, such as executive orders, proclamations, administrative orders, memorandum orders, memorandum circulars and similar directives, it is hereby reiterated that the request shall be submitted with **complete staff work**, enclosing the basic papers and all documents related thereto, and with a covering Memorandum not exceeding two pages containing the following information:

1. **Justification** – an explanation on the economic, administrative or other justification for the requested issuance of approval.
2. **Legal Basis** – a statement citing the legal basis for the requested issuance or approval.
3. **Agencies Involved** – a statement enumerating the Departments, agencies or offices that may be involved in, or affected by, the implementation of the requested issuance or approval.
4. **Coordination with Agencies** – a statement that the necessary coordination or consultations were made with the agencies involved or affected, attaching copies of their comments/recommendation thereon duly signed by the Department Secretaries or Heads of Agencies concerned.
5. **Potential Problems** – a statement on the potential risks, problems, or complications, if any, that may arise if the request for Presidential issuance or approval is granted or denied.

For compliance.

07 AUG 2002

By authority of the President:


ALBERTO G. ROMULO
Executive Secretary

