

Office of the President
of the Philippines
Malacañang

M#N 10274 1515 15840

MEMORANDUM CIRCULAR NO. 18

T O : All Department Secretaries, Heads of Agencies,
Bureau 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, the requesting agency shall submit, as complete staff work, the basic papers and all documents related thereto and a Brief not exceeding two pages containing the information specified in Annex "A".


ALBERTO G. ROMULO
Executive Secretary

Manila, 23 November 2001

PMS LIBRARY

Received

NOV 28 2001

Date 


PMS LIBRARY BCODE002203

CERTIFIED COPY:


AURORA T. AQUINO
Director IV

9/11/27/01

Malacañang, Pasig

**CHECKLIST ON REQUESTS FOR EOs, AOs AND OTHER PRESIDENTIAL
ISSUANCES OR APPROVALS**

1. **Justification**

[An explanation on the economic, administrative or other justification for the requested issuance or 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 as well as their comments/recommendation thereon.]

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.]