

DENR Memorandum Circular

No. 22

June 30, 1994

**SUBJECT : Release of Signed Official Documents/Papers
Within 24 Hours.**

In the interest of the service, particularly to expedite and/or facilitate official transactions in the Department, all official documents/papers shall be released within 24 hours after they are signed by the officials concerned.

All DENR personnel involved in records handling, specifically in the releasing thereof, shall see to it that this Memorandum Circular is strictly complied with.

This Circular takes effect immediately and supersedes any instruction inconsistent herewith.

ANGEL C. ALCALA
Secretary