

DENR Memorandum Circular
No. 99-05
March 08, 1999

SUBJECT : Processing of Documents for Decision-Making.

In order to strengthen Completed Staff Work (CSW) and to promote efficiency and effectiveness in the processing of documents, the following guidelines must be strictly observed:

1. Documents for comments and/or recommendations to reviewing line offices shall not be altered unilaterally. The reviewing line office shall only categorically indicate approval or disapproval of the basic report or of particular items therein. Such indorsement shall be addressed to the Office which sought the review of the document. A basic memorandum report must not be forwarded or returned by another memorandum. Such practice can cause the omission or change of specific comments and/or recommendations. To avoid this, the "indorsement" format shall be used and followed.
2. Necessary alterations shall only be done after most, if not all, of the comments from reviewing line offices shall have been received and taken into consideration by the final approving authority/office.

This system and procedure shall therefore pinpoint credit or responsibility for the final document.

(Sgd.) ANTONIO H. CERILLES
Secretary