

**DENR Memorandum Order
No. 2000- 04
September 12, 2000**

SUBJECT : Prescribing Guidelines in Complying With The Complete Staff Work (CSW) Process of The Office of The President (OP) As Instructed in OP MC No. 28 Dated January 28,1993, And OP Memorandum Order Dated June 10, 1999, in Relation To The Documentation Requirements of Presidential Proclamations.

It has been observed that proposed Presidential Proclamations (PPs) reserving or releasing from existing proclamations portions of the public domain or patrimonial properties of the government, and submitted to the DENR Secretary for his recommendation to the Office of the President are almost always deficient in documentation requirements to satisfy the Complete Staff Work (CSW) process instructed in MC NO. 28, dated January 28, 1993, and Memorandum dated June 10, 1999, both of the Office of the President.

In view hereof and to avoid such deficiencies the following are instructed:

1. The Certification of Complete Staff Work and Certification of Concurrence shall be prepared in the Regional Office and signed by the Regional Executive Director.
2. The transmittal form by the DENR Secretary to the Office of the President shall contain all the information checklisted in Annex "A" of the OP Memorandum Circular No. 28 and shall be prepared in the Regional Office for the signature of the DENR Secretary.

3. The individual Certification of Concurrence of concerned agencies and officials shall be obtained by the DENR Regional Office from the Regional Directors of stakeholder agencies. The favorable endorsement by the RED of tile proclamation shall be treated as the DENR's Certificate of Concurrence in lieu of his separate Certification of Concurrence.
4. The following are considered stakeholders:

AGENCY/ENTITY	DESCRIPTION OF AREA TO BE PROCLAIMED
DENR	All lands of the public domain and patrimonial properties of the government
DPWH	Ditto
DOH	Ditto
PPA	When the land is adjacent to the sea
DOT	When the land is inside a tourism proclamation
RESERVEE	When the proclamation involved is an amendment proclamation with a reservee
DECS	Optional or is needed
OTHERS	In general, any agency that may be Substantially affected by the proposed reservations

5. If draft proclamation covers more than twenty (20) boundary corners, the diskette containing the draft proclamation and all the other CSW documentations shall be Submitted to the Office of the Secretary.

Attached are copies of the forms to be used.

It is understood that all the foregoing will be compiled with concurrently with the documentation requirements of DENR Memorandum Circular No. 97-02.

FOR INFORMATION AND STRICT COMPLIANCE.

(Sgd.) ANTONIO H. CERILLES
Secretary