

Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG KALAHOKAN AT KULTURA
(DEPARTMENT OF LOCAL GOVERNMENT AND CULTURE)
Manila

May 13, 1976

MR. ROBERT MERRILL
No. 137, s. 1976

ENFORCING STRICT COMPLIANCE WITH THE PROHIBITION
AGAINST HANDCARRIING AND FOLLOW-UP
OF OFFICIAL PAPERS

To the: Bureau Directors
Regional Directors
Chiefs of Services and Heads of Units
School Superintendents

1. Attached is Memorandum Circular No. 900 of the Office of the Director, entitled: "Enforcing Strict Compliance with the Prohibition against Handcarrying and Follow-Up of Official Papers." Attention is invited, particularly to its penultimate paragraph, which enjoins all heads of departments, bureaus and offices to see to it that the provisions of said circular are brought to the attention of, and strictly complied with by, all officials and employees.

2. In this connection a register shall be kept by all units of an office that receive visitors and officials. This register, which should be available for inspection at any time, should contain information on the name, place of assignment, position, nature and purpose of visit, time and date of exit of the visitor. A model form of such register is attached.

3. Immediate dissemination of this Department Memorandum is desired.

(SIGNED) JUAN L. RAMOS
Secretary of Education and Culture

Role:
As stated

References:

Department Orders: Nos. 7, s. 1971; 22, s. 1982 and
6, s. 1986

Department Memoranda: Nos. 10, s. 1996 and 15, s. 1995

Attachment: 1-2-3-4--(7.0. 1-76)

To be effected in the Department Files
under the following subject:

SECURITY
OFFICIALS
ROOMS & REGULATIONS

TRANSARAN NG PANGULO NG PILIPINAS
(OFFICE OF THE PRESIDENT OF THE PHILIPPINES)

MEMORANDUM CIRCULAR NO. 900

REJECTING STRICT COMPLIANCE WITH A PROHIBITION AGAINST
HANDCARRYING AND FOLLOW-UP OF OFFICIAL PAPERS.

In a brief span of about 14 years in the recent past, three memorandums circulars were issued by this Office - Memorandum Circular No. 1 on February 12, 1959, Memorandum Circular No. 2 on March 25, 1952, and Memorandum Circular No. 26 on March 29, 1955, against the handcarrying and personal follow-up of official communications. These Circulars all seek to prevent:

1. Infidelity in the custody of official documents
2. Loss of official papers
3. Exercise of improper or undue influence
4. Delay in the disposition of other papers
5. Loss of manhours of work

The handcarrying or personal follow-up of official correspondence would also indicate to a certain extent lack of confidence in the capacity of an officer for expeditious action.

For the foregoing, the prohibition against handcarrying and personal follow-up of official correspondence is hereby reiterated. Any government official or employee violating the prohibition shall be subject to administrative disciplinary action.

All heads of departments, bureaus and offices, including government-owned and/or controlled corporations, are hereby enjoined to see to it that the provisions of this Circular and of the Circulars mentioned above are brought to the attention of, and strictly complied with by, the officials and employees under them, and to strictly enforce the sanction contained herein. For the purposes hereof, all departments, bureaus and offices, including government-owned and/or controlled corporations, are hereby required to keep a register of all persons who come and visit them, which shall show their names and signatures, the positions and offices in which they are employed, whether government or private, the nature or purpose of their visit, and the description of the papers or correspondence they

handlers, or are following up. Such registers should be kept by all units of an office which receive visitors or callers.

As a concomitant hereto, attention is invited to Memorandum Circular No. 11 of this Office dated August 13, 1962, entitled, "Requiring Prompt Action on Official Papers of all Agencies of the Government." Compliance therewith is also hereby enjoined, for there is no reason for the delay in the consideration or dispatch of official papers.

By Authority of the President:

(SGS.) JIM C. ESTALL
Presidential Assistant

Manila, March 28, 1976

* true copy

