



## MEMORANDUM

FOR : The Regional Executive Director  
DENR MIMAROPA Region  
1515 Roxas Blvd., Ermita Manila

FROM : The Director

SUBJECT : **SANGGUNANG PANLUNGSOD RESOLUTION NO. 1689-2022  
DATED 25 MAY 2022 OF THE LOCAL GOVERNMENT UNIT OF  
PUERTO PRINCESA CITY**

DATE : **NOV 03 2022**



This has reference to the Sangguniang Panlungsod Resolution No. 1689-2022 entitled, "A RESOLUTION EARNESTLY REQUESTING THE PRESIDENT-ELECT OF THE REPUBLIC OF THE PHILIPPINES, HIS EXCELLENCY FERDINAND ROMUALDEZ MARCOS, JR., TO CONSIDER AMENDING PRESIDENTIAL PROCLAMATION NO. 2174, S. 1982 TO SEGREGATE THE MORE OR LESS THIRTY (30) HECTARES OF LAND, INCLUDED IN THE PROPERTY BEING ADMINISTERED BY THE PROVINCIAL GOVERNMENT OF PALAWAN LOCATED IN BARANGAY IRAWAN, THIS CITY, FOR RESIDENTIAL PURPOSES," which was passed by the 16<sup>th</sup> Sangguniang Panlungsod of the Local Government Unit (LGU) of Puerto Princesa City, Province of Palawan on 16 May 2022.

FMB's review and evaluation of the documents referred to DENR revealed the following information and observations:

1. The subject Resolution aims to request for the amendment of Proclamation No. 2174, Series of 1982 in order to exclude/segregate certain portions from the same and to reserve about thirty (30) hectares of the lands of the public domain located at Barangay Irawan, Puerto Princesa City for residential purposes.
2. The documentary requirement submitted by the proponent is not sufficient to facilitate the issuance of a Presidential Proclamation pursuant to the existing policies and regulations on the matter, particularly Presidential Memorandum Circular No. 28 dated 17 February 1993, DENR Memorandum Circular No. 97-02 dated 08 January 1997, Presidential Memorandum Circular No. 157 dated 15 July 2008 and Presidential Memorandum Circular No. 72 dated 15 November 2019 (copies attached herewith for reference purposes).
3. It is worthy to note that the only document that was furnished to the DENR was the above-mentioned Resolution from the concerned LGU.

In view of the foregoing, and in order to facilitate the above subject request, please coordinate with the proponent in order to obtain/secure the documents necessary for the processing of the request. Likewise, kindly inform the LGU of the above-mentioned policies, rules, and regulations on the matter for their reference and guidance.

FOR FURTHER APPROPRIATE ACTION.



**TIRSO P. PARIAN, JR., CESO IV**

Copy furnished:

The Undersecretary for Policy, Planning, and International Affairs  
The Undersecretary for Field Operations – Luzon, Visayas and Environment  
The Director, Land Management Bureau





Republic of the Philippines  
OFFICE OF THE SANGGUNIANG PANLUNGSOD  
City of Puerto Princesa



EXCERPTS FROM THE JOURNAL OF PROCEEDINGS OF THE 140<sup>TH</sup> REGULAR SESSION OF THE 16<sup>TH</sup> SANGGUNIANG PANLUNGSOD OF THE CITY OF PUERTO PRINCESA HELD ON MAY 16, 2022 AT THE SESSION HALL OF SANGGUNIANG PANLUNGSOD.

**PRESENT:**

Hon. MARIA NANCY M. SOCRATES	City Vice Mayor, Presiding Officer
Hon. MATTHEW K. MENDOZA	City Councilor, Chairman Protempore
Hon. JIMMY L. CARBONELL	City Councilor, Asst. Chairman Protempore
Hon. VICTOR S. OLIVEROS	City Councilor, Majority Floor Leader
Hon. HENRY A. GADIANO	City Councilor, Asst. Majority Floor Leader
Hon. PATRICK ALEX M. HAGEDORN	City Councilor
Hon. ELGIN ROBERT L. DAMASCO	City Councilor
Hon. NESARIO G. AWAT	City Councilor
Hon. ROY GREGORIO G. VENTURA	City Councilor
Hon. HERBERT S. DILIG	City Councilor
Hon. FRANCISCO R. GABUCO	Ex-Officio Member, Pres., Liga ng mga Barangay
Hon. JOHNMART M. SALUNDAY	Ex-Officio Member, Indigenous Peoples' Mandatory Representative
Hon. MYKA MABELLE L. MAGBANUA	Ex-Officio Member, SK Federation President

**OFFICIAL BUSINESS:** None

**ABSENT:**

Hon. PETER Q. MARISTELA	City Councilor, Minority Floor Leader
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**RESOLUTION NO. 1689-2022**

**Authored by:** Hon. Elgin Robert L. Damasco, City Councilor

**Co-Authored by:** Hon. Maria Nancy M. Socrates, City Vice Mayor, Hon. Matthew K. Mendoza, Hon. Jimmy L. Carbonell, Hon. Victor S. Oliveros, Hon. Henry A. Gadiano, Hon. Patrick Alex M. Hagedorn, Hon. Nesario G. Awat, Hon. Roy Gregorio G. Ventura, Hon. Herbert S. Dilig, Hon. Francisco R. Gabuco, Hon. Johnmart M. Salunday, and Hon. Myka Mabelle L. Magbanua, City Councilors

**A RESOLUTION EARNESTLY REQUESTING THE PRESIDENT-ELECT OF THE REPUBLIC OF THE PHILIPPINES, HIS EXCELLENCY FERDINAND ROMUALDEZ MARCOS, JR., TO CONSIDER AMENDING PRESIDENTIAL PROCLAMATION NO. 2174, S. 1982 TO SEGREGATE THE MORE OR LESS THIRTY (30) HECTARES OF LAND, INCLUDED IN THE PROPERTY BEING ADMINISTERED BY THE PROVINCIAL GOVERNMENT OF PALAWAN LOCATED IN BARANGAY IRAWAN, THIS CITY, FOR RESIDENTIAL PURPOSES.**

**WHEREAS**, Article II, Section 9 of the 1987 Philippine Constitution declares, that: "The State shall promote a just and dynamic social order that will ensure the prosperity and independence of the nation and free the people from poverty through policies that provide adequate social services, promote full employment, a rising standard of living, and an improved quality of life for all;

**WHEREAS**, Article XIII, Section 9 of the same Constitution provides, that: "The State shall, by law, and for the common good, undertake, in cooperation with the public sector, a continuing program of urban land reform and housing which will make available at affordable cost decent housing and basic services to underprivileged and homeless citizens in urban centers and resettlements areas xxxx";

**WHEREAS**, Section 16 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, mandates the local government units to exercise the powers which are essential to the promotion of the general welfare as a means to preserve the comfort and convenience of their inhabitants;

**WHEREAS**, on March 30, 1982, Proclamation No. 2174 was signed into Law by then President Ferdinand E. Marcos, "Excluding from the operation of Executive Order No. 67, dated October 15, 1912, which established the Iwahig Penal Colony situated in the City of Puerto Princesa, island of Palawan, a portion of the land embraced therein and reserving the same for Provincial Agriculture Center Site purposes";

ATTY. PHILIP JEROME J. HILARIO  
Secretary to the Sangguniang Panlungsod



**WHEREAS**, under Executive Order No. 67 dated October 15, 1912, an area of Five Hundred (500) hectares within the Iwahig Penal Colony in the City of Puerto Princesa, was identified as suitable for the establishment of the Provincial Agriculture Center;

**WHEREAS**, currently, a portion of the said 500 hectares, more or less Thirty (30) hectares, has already been occupied by the residents of Puerto Princesa City;

**WHEREAS**, Mr. Reynaldo Macula, Mathematical Aide, Department of Environment and Natural Resources – Community Environment and Natural Resources Office, manifested during one of the committee meetings that the said 30 hectares of land being occupied by the residents therein is an unclassified forest land that could be classified into alienable and disposable land;

**WHEREAS**, this August Body, after judicious deliberation, finds this measure beneficial to the interest of the City and its constituents, hence, the passage of this measure.

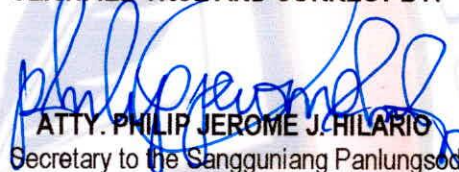
**NOW THEREFORE**, on motion of Hon. Victor S. Oliveros, City Councilor, Majority Floor Leader,

**BE IT RESOLVED**, as it is hereby resolved, to earnestly request the President-Elect of the Republic of the Philippines, His Excellency Ferdinand Romualdez Marcos, Jr., to consider amending Presidential Proclamation No. 2174, s. 1982 to segregate the more or less thirty (30) hectares of land, included in the property being administered by the Provincial Government of Palawan located in Barangay Irawan, this City, for residential purposes.

**RESOLVED further**, that copies of this Resolution be furnished to Honorable City Mayor Lucilo R. Bayron, the City Administrator, the City Legal Officer, the City Information Officer, all of this City, and His Excellency Ferdinand Romualdez Marcos, Jr., President-Elect of the Republic of the Philippines, for their information and appropriate action.

**UNANIMOUSLY APPROVED.**

**CERTIFIED TRUE AND CORRECT BY:**

  
**ATTY. PHILIP JEROME J. HILARIO**  
Secretary to the Sangguniang Panlungsod

**ATTESTED AND CERTIFIED  
TO BE DULY ADOPTED:**

  
**MARIA NANCY M. SOCRATES**  
City Vice Mayor  
Presiding Officer  
P.J.H/RAR/JAA/Don

APPROVED: Resolution No. 1689-2022 on

**MAY 25 2022**

  
**LUCILO R. BAYRON**  
City Mayor

**ATTESTED:**

  
**ATTY. ARNEL M. PEDROSA**  
City Administrator

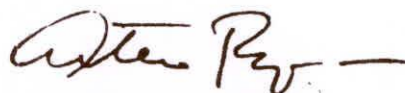
Office of the President  
of the Philippines  
Malacañang

MFN 353

MEMORANDUM CIRCULAR NO. 28

To All Department Secretaries, Heads of Agencies,  
Bureaus and Offices

order to expedite the processing of requests for Presidential issuances, such as executive orders, proclamations, administrative orders and similar directives as well as requests for Presidential approval of contracts or other transactions, the requesting agency shall submit together with the basic papers, a Brief not exceeding two pages containing the information specified in Annex "A"



ANTONIO T. CARPIO  
Chief Presidential Legal Counsel

Manila 19 January 1993.

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**DENR Memorandum Circular**

**No. 97-02**

**January 8, 1997**

**TO : All Regional Executive Directors, Bureau  
Directors and Heads of Attached Agencies**

**SUBJECT: Requirements in the Issuance  
of Proclamations/Reservations**

In order to expedite the processing of requests for Presidential Proclamations pursuant to Presidential Memorandum Circular No. 28 dated 19 January 1993, which provides for a checklist on request for Presidential Issuances, the following documents/requirements must be complied with for the information and guidance of all concerned:

1. Request for reservation by the reservee;
2. Comments/Recommendations of the following:
  - a.) Provincial Health Officer duly concurred or recommended by the Regional Health Director and Secretary of Health in case of Settlement, school, hospital and other reservation when it may affect the health of the people;
  - b.) District Engineer of DPWH, duly concurred or recommended by the Regional Director and Secretary of DPWH;
  - c.) District/City Superintendent of the school in case of school site reservation duly concurred or recommended by the Secretary of DECS;
  - e.) Provincial Commander or the Chief of Staff of the Armed Forces of the Philippines in case of military reservation duly concurred or recommended by the Secretary of DND.

- f.) Philippine Ports Authority in case the land abuts on the sea, lake or navigable river duly concurred or recommended by the Secretary of DOTC.
- 3. Survey of the land to be reserved duly approved by the Regional Technical Director for Lands concerned and Approved Plan;
- 4. Verified and certified correct Technical Descriptions;
- 5. Certified photographs (or visual documentation) showing panoramic view of the area subject of the proposed proclamation as well as adjacent areas/vicinities, improvements introduced, landmarks, identifying features, settlements, if any, etc.;
- 6. Land Classification or Municipal Index Map projecting the area covered by the proposed proclamation and land uses of the area and surrounding vicinities within two-kilometer radius;
- 7. Report pursuant to M.C. No. 28 dated January 19, 1993 following the tenets of Completed Staff Work (CSW). Draft memorandum should incorporate the justification, legal basis, coordination with concerned agencies and their comments and potential problem, if any. In the case of watershed reservation, the setting up of Watershed Management Councils is a requisite.
- 8. Narrative Report of Investigation with recommendation officially endorsed to the Secretary by the Regional Executive Director through the Undersecretary for Field Operations.

For strict compliance.

**(Sgd.) ANTONIO G. M. LA VIÑA**  
Acting Secretary

**BY THE PRESIDENT OF THE PHILIPPINES**

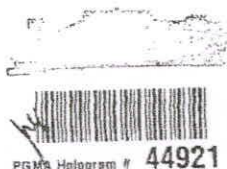
**MEMORANDUM CIRCULAR NO. 157**

**PRESCRIBING GUIDELINES, PROCEDURES AND TIMEFRAMES IN THE  
CONDUCT OF EVALUATION, COMPLETE STAFF WORK (CSW) AND  
APPROVAL OF PROPOSED PROCLAMATIONS FOR HOUSING  
PURPOSES**

Pursuant to Memorandum Circular No. 68 s. 2006, as amended by Memorandum Circular No. 147 s. 2007, the following guidelines are hereby issued to facilitate the evaluation, conduct of complete staff work (CSW), and approval of proposed proclamation for housing purposes.

**SECTION 1: Objectives**

- 1.1 Facilitate the issuance of proclamations for housing purposes by specifying the requirements, processes and timeframe for the evaluation and CSW by concerned agencies;
- 1.2 Harmonize the roles and collaboration of concerned agencies, particularly the *Housing and Urban Development Coordinating Council (HUDCC)* and the *Department of Environment and Natural Resources (DENR)* in the processing of proposed proclamations for housing sites;
- 1.3 Rationalize the issuance of housing proclamations pursuant to national and local development plans and the land disposition schemes stipulated in the Urban Development and Housing Act (UDHA), which shall not be limited to transfer of ownership, but to include lease, with option to purchase, usufruct or such other variations as deemed most expedient;
- 1.4 Encourage the LGUs to be the primary actor in the identification of areas for proclamation as socialized housing sites and in curtailing new occupation and invasion of public and government lands by informal settlers in accordance with the provisions of the UDHA and related policies.





## **SECTION 2: Scope**

This guideline shall apply to all requests for the issuance of a Presidential Proclamation or Executive Order to reserve or designate public land and/or government-owned land for housing purposes.

## **SECTION 3: General Principles**

- 3.1 HUDCC shall be the clearing agency of all requests for proclamation for housing purposes. All requesting parties, including government agencies shall coordinate with the HUDCC regarding proposed housing proclamations to be endorsed to the DENR and the Office of the President.
- 3.2 Pursuant to the Urban Development and Housing Act, the LGU is responsible for identifying lands for socialized housing and resettlement areas for the immediate and future needs of the underprivileged and homeless in the urban areas. As such, as much as possible, requests for proclamation for socialized housing purposes should be proposed or endorsed by the LGU concerned.
- 3.3 For purposes of proposals for housing proclamation, the proponent shall be required to submit a sketch map and boundary description identifying the proposed area for proclamation. The said sketch map is only indicative and shall be subject to actual and final survey upon signing of the Proclamation by the President. The area and technical descriptions covered by the proclamation may change based on actual ground survey.
- 3.4 Other requirements by concerned government agencies with respect to proposed proclamation shall still apply.

## **SECTION 4: Creation of a Pre-Proclamation Committee**

- 4.1 A Pre-Proclamation Committee (PPC) shall be created in areas with public lands or government lands identified for possible proclamation as housing site in order to facilitate the review and evaluation of the same by concerned agencies.
- 4.2 The PPC shall be composed of representatives from the following offices:

*HUDCC Regional Office  
DENR- PENRO/CENRO*





DENR Mines and Geosciences Bureau Regional Office  
NHA Regional Office/Project Office  
DPWH Regional/District Engineering Office  
DOH Regional Office  
Provincial Health Office  
City/Municipal Planning Office  
PCUP-FOD  
Land Owner/Administrator

HUDCC and DENR-PENRO/CENRO shall sit as Chairperson and Vice Chairperson, respectively. The concerned agencies shall designate focal persons to be members of the PPC. Other agencies may also be invited by HUDCC to become members of the PPC as maybe deemed necessary.

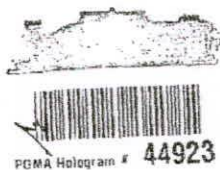
4.3. The PPC shall have the following functions:

- i. Conduct joint site inspection and evaluation of the proposed area;
- ii. Conduct meetings and coordinate with the proponents/beneficiaries to assist them in the completion of requirements for the proclamation;
- iii. Identify issues and concerns regarding the proposed project, facilitate the resolution of said issues and/or submit recommendation to the DENR and HUDCC Central Office for appropriate action;

## SECTION 5: Processing of Proposals

5.1 **SCREENING.** Proponents of housing proclamation shall submit to the HUDCC a letter-request together with a *list of actual occupants or target beneficiaries (certified by the Urban Poor Affairs Office of the concerned city/municipality), sketch map and boundary description* of the area/property requested for proclamation for preliminary screening.

5.1.1 **Initial Screening by HUDCC.** Upon receipt of a request for proclamation for housing purposes, HUDCC shall conduct preliminary screening of the request. HUDCC shall coordinate with the proponent, land owner/administrator and the LGU to evaluate of the feasibility of the proposal within 15 days.



5.1.2 **Land Status Verification.** HUDCC shall also coordinate with the DENR-CENRO for the conduct of land status verification to determine the classification and status of the subject property based on its existing records prior to further evaluation.

- The CENRO shall complete its review of the sketch map and boundary description within 5 days and endorse the same to the DENR-PENRO.
- The DENR-PENRO shall complete its evaluation of the submitted sketch map within 5 days and endorse the same to the Regional Office.
- The DENR Regional Office, through its *Chief Land Surveys Division*, shall review and take final action on the sketch map within 15 days. It shall then submit its report to HUDCC Central Office.

If the land is determined to be not suitable for proclamation (*i.e.*, located within timberland, protected area or with adverse claims, etc.) HUDCC shall advise the proponent of the denial of the request and advise alternative action.

5.2 **EVALUATION OF THE PRE-PROCLAMATION COMMITTEE.** If HUDCC determines that the proposed proclamation merits further evaluation, HUDCC, through its regional office, shall facilitate the convening of a PPC at the local level.

5.2.1 **Site Inspection and Investigation.** The PPC shall conduct site inspection and investigation and prepare an Investigation Report stating whether or not the site is feasible for proclamation as housing site. The PPC shall submit its Investigation Report together with their recommendations to HUDCC and their respective offices within 15 days after the convening of the PPC.

5.2.2 **Resolution of Issues.** In case there are issues or concerns regarding the area proposed for proclamation, the PPC shall facilitate the immediate resolution of aforesaid issues. For issues that cannot be resolved at the level of the PPC and which will require top-level decision or intervention, the PPC shall elevate the matter to HUDCC Central Office. HUDCC shall convene meetings with the offices of the concerned





government agencies as deemed necessary to facilitate the decision;

If the proposed site is found feasible for proclamation as housing site, the PPC members shall facilitate the issuance of endorsement/clearance from their regional and central offices.

**5.3 ENDORSEMENT OF CONCERNED AGENCIES.** The DOH, DPWH and other concerned central agencies, through the designated agency signatories, shall take action on the request for clearance/endorsement within 15 days upon receipt of the report of the PPC and forward the agency endorsement or report to HUDCC Central Office.

**5.4 COMPLETE STAFF WORK BY HUDCC.** Upon receipt of the complete documentary requirements, HUDCC Central Office shall facilitate the submission of the complete requirements together with HUDCC's inputs/recommendations to the DENR Regional Office.

If upon thorough evaluation, and the proposed site is determined not feasible for proclamation as a housing site, HUDCC shall advise the proponent and coordinate with the concerned LGU and agencies for appropriate action.

**5.5 EVALUATION AND COMPLETE STAFF WORK (CSW) REPORT BY THE DENR**

**5.5.1 CSW Report by DENR Regional Office.** Upon receipt of complete requirements for CSW, the DENR Regional Office shall prepare and submit its CSW Report to DENR Central Office within 15 days; copy furnished the HUDCC Central Office.

**5.5.2 Review by DENR Central Office.** The DENR Central Office shall complete its review of the proposed proclamation within 30 days. This period shall be inclusive of the review of the Land Management Bureau (LMB).

**5.6 ENDORSEMENT OF THE OFFICE OF THE PRESIDENT.** The DENR shall submit the proposed housing proclamation to the Office of the President. The DENR shall inform HUDCC of such submission and provide HUDCC of a complete copy of the submitted documents.



All agencies concerned shall observe compliance with the timeframe and all other provisions of this guideline. The concerned agencies, particularly DOH, DPWH and DENR shall include the processing of clearances for housing proclamation in the respective agency targets and key result areas, and designate focal person to monitor and ensure compliance.

**SECTION 6:** This Memorandum Circular shall take effect immediately.

**DONE** in the City of Manila this 15<sup>th</sup> day of JULY in the year of Our Lord, Two Thousand and Eight.

*Gloria M. Araya*



By the President:

*Eduardo R. Ermita*

**EDUARDO R. ERMITA**  
Executive Secretary



PGMA Hologram # 44926



**Office of the President  
of the Philippines  
Malacañang**

**MEMORANDUM CIRCULAR NO. 72**

**STRENGTHENING THE STANDARDS OF COMPLETE STAFF WORK AS A  
REQUIREMENT FOR THE PROCESSING AND EVALUATION OF  
REQUESTS FOR PRESIDENTIAL ISSUANCES, AUTHORIZATIONS AND  
OTHER APPROVALS**

**WHEREAS**, prompt, efficient and effective delivery of services and programs to the Filipino people largely rests on evidence-based, inclusive and holistic government policies which are implemented through issuances, authorizations and approvals of the President;

**WHEREAS**, Memorandum Circular (MC) No. 68 (s. 2004), as amended, directs all heads of government entities to, among others, conduct a complete staff work (CSW) before they submit any request for presidential issuance and/or approval;

**WHEREAS**, it has been observed that numerous requests for presidential issuances, authorizations and approvals are either submitted near the target date of promulgation and/or without the necessary staff work having been accomplished by the requesting department, bureau or office of government; and

**WHEREAS**, there is an urgent need to strengthen the existing standards of CSW and strictly enforce the same with the end view of efficiently and effectively delivering crucial government programs;

**NOW, THEREFORE**, in the interest of efficiency in the processing of requests for presidential issuances, authorizations and other approvals, the following are hereby ordered:

**Section 1. Coverage.** Unless specifically covered by a law or issuance providing appropriate guidelines, this Circular shall apply to all proposed Presidential issuances, whether in the form of Executive Orders, Administrative Orders, Memorandum Orders, Memorandum Circulars, Proclamations or other documents, as well as requests for authorizations and approvals, to be signed by the President or the Executive Secretary "by authority of the President," submitted by government departments, bureaus, agencies and offices, including government-owned or -controlled corporations, government financial institutions, state universities and colleges, and local government units. This Circular shall also cover, to the extent applicable, similar requests from private and non-government entities.

**Section 2. General Principles.** CSW is the recommendation of a single and coordinated best course of action by a proponent in such form and substance that would enable the Office of the President (OP) to adequately assess and indicate its approval or disapproval of the proposal.

For this purpose, all proposals must exhibit the following characteristics:

- a. **Evidence-based.** Proponent must use the best available evidence in making policy recommendations, designing programs and implementing them. Thus, all information, especially statistical data, should be relevant, timely, accurate and validated, and



obtainable from verifiable and credible sources such as the government or reputable and recognized organizations. The issue/s should be clearly defined and effect/s identified, with particular emphasis on operational matter or information that is not sourced from generally accessible literature;

- b. **Inclusive.** Positions of all concerned government agencies and instrumentalities and other stakeholders must be considered and reported, especially when there are contentious issues involved. The proponent shall be responsible for obtaining the concurrence or comments of concerned government entities, including inputs from experts or affected sectors, whenever applicable. The OP may, however, obtain supplementary comments in the evaluation of proposals; and
- c. **Holistic.** The problem must be viewed in a holistic manner, and its proposed solution should adopt a whole-of-government approach. The issue/s must be viewed from a macro-level perspective that takes into account, among others, legal, political, social, economic, technological, security, cultural and environmental standpoints.

**Section 3. Cover Memorandum.** Proposals or requests for presidential issuance, authorization or approval from the OP should be embodied in a memorandum not exceeding three (3) pages. Such cover memorandum shall contain a concise presentation of the following information, with further details and discussions fleshed out in the attachments, as may be necessary.

- a. **Title.** A brief statement of the action requested or issue that needs to be resolved or addressed.
- b. **Antecedent.** A brief background/history of the request, including any previous similar or related requests, issuances or action of all concerned government entities.
- c. **Recommendation.** A brief description of the recommended course of action embodied in the proposed issuance or request for authorization or approval, and an enumeration of its salient features or significant components, if applicable.
- d. **Rationale.** An explanation and discussion of the economic, administrative, technical or other justification for the proposed issuance or action and a discussion of the relevant provisions of law and jurisprudence, as well as executive issuances, providing legal bases for the proposed issuance or action.

The Rationale should include: (i) an enumeration of alternative options weighed according to relevant criteria; (ii) a detailed breakdown of the costs and benefits of each alternative option and the proposed action, as well as their respective strengths and weaknesses; and (iii) an identification of short-term and long-term benefits, outputs and outcomes if the proposal is approved, as well as potential risks, problems and complications, if any.

- e. **Agency Coordination.** An enumeration of the government agencies and instrumentalities that may be involved in or affected by the implementation of the requested issuance or action, by reason of their respective mandates, indicating those which: (i) agreed; (ii) disagreed; or (iii) failed to respond pursuant to Section 4 of this Circular.

Copies of said comments and/or recommendations signed or endorsed by the Department Secretaries or Heads of Agencies concerned must be attached to the proposal together with a statement by the proponent that the necessary coordination or consultations were made with other relevant government entities.



- f. **Funding Requirement.** A certification by the concerned government entity's chief accountant or head of accounting unit that funds for the purpose are available or a discussion of how the necessary funds will be raised, and whenever possible, the comment and recommendation of the Department of Budget and Management on their proposed funding source.

The following shall be attached to the cover memorandum:

- i. **Draft Action Document.** A printed draft of the action document or proposed issuance requested from the OP, along with an editable electronic copy;
- ii. **Implementation Plan.** If applicable, comprehensive plan detailing how and when the proposal will be implemented, including milestones and deliverables by each responsible agency based on their mandates and corresponding budgetary requirement for every component thereof, as well as mechanism for monitoring, review and evaluation; and
- iii. **Other Relevant Documents.** Documents, data, cost-benefit analysis and other information relevant to the subject matter of the proposed issuance or action, properly annexed and referenced in the cover memorandum.

**Section 4. Period to Submit Comments.** Government agencies and instrumentalities, whose comments are requested, either by the proponent or by the OP, shall respond to the request within fifteen (15) working days from receipt thereof. In case of failure to respond within the prescribed period and upon proof of receipt of the request for comment, the government agency or instrumentality whose comment was sought shall be considered as having interposed no objection to the proposal or position of the proponent.

**Section 5. Evaluation of Proposals.** Failure to comply with the requirements and standards of CSW herein provided shall be sufficient basis for the OP not to act on the request or return the same to the proponent.

**Section 6. Repeal.** MC Nos. 152 (s. 1996), 18 (s. 2001), and 68, as amended by 147 (s. 2007) are hereby repealed. All other circulars, rules and regulations or parts thereof, which are inconsistent with the provisions of this Circular are hereby repealed or modified accordingly.

**Section 7. Separability.** If any provision of this Circular is declared invalid or unconstitutional, the other provisions unaffected thereby shall remain valid and subsisting.

**Section 8. Effectivity.** This Circular shall take effect immediately.

**DONE**, in the City of Manila, this 15<sup>th</sup> day of ~~November~~ the year of our Lord Two Thousand Nineteen.

By authority of the President:

  
**SALVADOR C. MEDIALDEA**  
Executive Secretary

