

MEMORANDUM CIRCULAR

NO. 22
Series of 1997

SUBJECT: *Strict Enforcement of Memorandum Circular No. 2, Series of 1996*

Memorandum Circular No. 2, Series of 1996 provided the implementation of the sectoral activity accomplishment monitoring in lieu of the existing M & R System. It aims to cope up with accurate and timely information on the activities performed by the Department at all levels of offices. Under this scheme, each bureau/office/unit of the Central Office shall be responsible in monitoring their related functions/activities at the field level and submit to the Planning Service their sector's accomplishment report.

In its one year of implementation, principal problems encountered in the implementation of said MC pertain to the quality and timeliness of reports received by the Planning Service from the different bureaus/offices/units of the Central Office, thus, defeating the purpose of generating timely and accurate information.


Thus, in order to address the problems encountered in the implementation of MC # 2, Series of 1996, and to improve reports generated from sectoral activity accomplishment monitoring, the following shall be observed:

1. The RDs and PAROs shall certify the accuracy of the report to address the problem of inaccuracy. All reports submitted under MC # 2, S. of 1996 shall contain the certification: "I hereby certify the accuracy of the report," followed by the signature of the PARO and RD.
2. To address the problem of late reporting, Civil Service sanctions on insubordination shall be imposed to PAROs and RDs who shall fail to submit reports on time. The offender/s shall be subjected to the following disciplinary action, to wit:
 - a. First Offense - 1st warning
 - b. Second Offense - 2nd warning, copy of which shall be sent to the 201 file
 - c. Third Offense - Administrative charge of insubordination

3. Reports submitted after the deadline shall be included in the succeeding month's report.

This circular takes effect immediately. Any circular, order and/or issuance inconsistent herewith is hereby modified and superseded accordingly.

Diliman, Quezon City 27 MAY 1997.


ERNESTO B. GARILAO
Secretary *vi*