



23.09

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MEMORANDUM CIRCULAR

NO. 09
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SUBJECT : Reproduction and Dissemination of DAR Guidelines and other administrative issuances.

In the best interest of the service, for a more effective and efficient dissemination of DAR guidelines and other administrative issuances, and in addition to copies of issuances presently being disseminated to the offices within the Central Office and the Regional Offices, the Records Division of this Department is hereby authorized and directed to reproduce needed copies of relevant issuances for dissemination and distribution to the different Provincial Offices, including the Municipal Offices in some cases.

For economy however, the following classification shall be adopted:


- I Offices within the Central Office, Regional Offices, and Provincial offices with less than fifteen municipal offices shall be furnished with printed materials by the Records Division, including their municipal offices;
- II Provincial offices with more than fifteen municipal offices shall be furnished with printed materials by the Records Division with direct instructions that the same be reproduced and disseminated to their municipal offices;

It is understood that copies of an administrative issuance will be disseminated only after its publication. A certification will be issued by the Director, Public Affairs Staff, as to the actual date/dates of the publication and the effective date of the subject issuance, which will be appended to the copy to be disseminated.

Likewise, copies of rules, regulations, guidelines, and other issuances issued by other fiscal agencies of the government which are relevant to the functions of the Department shall be disseminated to the different offices upon the request of the Legal Affairs Office.

The Finance, Management and Administration Office, therefore, is hereby directed to provide the Records Division with all logistical support necessary to carry out this order.

This Order takes effect immediately.


ERNESTO D. GARILAO
Secretary

Region I			

Ilocos sur	28	maros	11
Pangasinan	46	"	11
Ilocos norte	15	"	11
La Union	19	"	11
Region II			

Cagayan	24	"	11
Nueva Vizcaya	14	"	1
Isabela	33	"	11
Quirino	4	"	1
Batanes	4	"	1
Region III			

Bataan	11	"	1
Zambales	14	"	1
Pampanga	22	"	11
Bulacan	21	"	11
Nueva Ecija	31	"	11
Tarlac	18	"	11
Region IV			

Aurora	8	"	1
Batangas	28	"	11
Cavite	16	"	11
Laguna	21	"	11
Marinduque	6	"	1
Occ. Mindoro	11	"	1
Or. Mindoro	13	"	1
Palawan	13	"	1
Lucena City (QuezonI)	17	"	11
Gumaca (QuezonII)	17	"	11
Rizal	16	"	11
Romblon	12	"	1
Region V			

Albay	17	"	11
Catanduanes	4	"	1
Camarines norte	11	"	1
Camarines sur	38	"	11
Masbate	20	"	11
Sorsogon	16	"	11
Region VI			

Aklan	14	"	1
Antique	18	"	11
Capiz	17	"	11
Negros occ.	33	"	11
Iloilo	47	"	11

Region VII

Siquijor	2	"	I
Bohol	25	"	II
Negros or.	23	"	II
Cebu	42	"	II

Region VIII

Leyte	49	"	II
Southern Leyte	19	"	II
Western Samar	21	"	II
Eastern Samar	20	"	II
Northern Samar	18	"	II

Region IX

Zamboanga del sur	39	"	II
Zamboanga City	4	"	I
Zamboanga del norte	22	"	II
Sulu	9	"	I
Basilan	6	"	I
Tawi-tawi	5	"	I

Region X

Agusan del sur	14	"	I
Agusan del norte	12	"	I
Bukidnon	22	"	II
Camiguin	5	"	I
Misamis occ.	17	"	II
Misamis or.	22	"	II
Surigao del norte	19	"	II

Region XI

Davao City	9	"	I
Davao or.	10	"	I
Davao del sur	13	"	I
Davao del norte	17	"	II
Surigao del sur	10	"	I
South Cotabato	11	"	I

Region XII

Maguindanao	16	"	II
Sultan Kudarat	15	"	II
Cotabato	17	"	II
Lanao del norte	19	"	II
Lanao del sur	22	"	II

CAR

Ifugao	6	"	I
Kalinga Apayao	13	"	I
Mt. Province	6	"	I
Abra	13	"	I
Benguet	12	"	I

Summary:

Regional offices	-	13
Provincial offices	-	76
Municipal offices	-	1,341
I	-	331
II	-	45