



REPUBLIC OF THE PHILIPPINES

DEPARTMENT OF AGRARIAN REFORM

Tunay na Pagbabago sa Repormang Agraryo

MEMORANDUM ORDER No. 02

Series of 2020

TO : All DARCO Offices

FROM : The Office of the Secretary

SUBJECT : OFFICIAL DOCUMENT PROCESSING DURING ECQ/MECQ/GCQ

DATE : 13 May 2020

In light of the COVID 19 pandemic and the directives of the President and the IATF to observe social distancing in the performance of government service, SPECIAL ORDER No. 676, SERIES OF 2018, MEMORANDUM No. 334, SERIES OF 2018 and MEMORANDUM ORDER No. 2, SERIES OF 2019 are being reiterated for the attention and compliance of all DARCO Offices.

All documents for online submission shall henceforth only be considered officially submitted through the File Attachment feature of the Official Document Tracking System (ODTS) via Office 365 Sharepoint.

All other communications and emails may be submitted through the official DAR email addresses, as per MEMORANDUM ORDER No. 01, SERIES OF 2020.

The Head Executive Assistant and the MISS shall coordinate with all DARCO offices regarding inquiries and general assistance with the ODTS File Attachment function.

This Order shall take effect on 18 May 2020.

For your strict compliance.


Atty. JOHN N. CASTRICIONES
Secretary

