



Republika ng Pilipinas
MINISTRI NG REFORMANG PANSAKAHAN
(Ministry of Agrarian Reform)
Tanggapan ng Minister
Diliman, Lungsod ng Quezon
Pilipinas, D-505

In reply, please address:
THE MINISTER
Ministry of Agrarian Reform
P.O. Box No. 2993
Manila

February 8, 1983

MINISTRY MEMORANDUM CIRCULAR No. 1
Series of 1983

To: all assistant secretaries, regional directors, bureau directors, service chiefs, project managers, division chiefs, unit heads and all concerned

Subject: SUBMISSION OF WEEKLY ACTIVITY REPORTS TO THE MINISTER

For purposes of monitoring the activities and projects of all offices within the Ministry, to keep the Minister abreast with developments relevant to program implementation, and to provide a readily available source of information for circulation to interested parties or dissemination to mass media, all concerned are hereby directed to submit, at the beginning of each working week, their respective activity reports to the Minister.

In all cases, the reports must be brief but comprehensive and shall contain facts and figures on any or all of the following (whether individual or group activities):


1. Highlights of the most important activity for the preceding, current, or succeeding week
2. Status report on special/ongoing projects or activities
3. Situationer on problems or projects requiring the Minister's action
4. Advance information on planned projects or activities
5. Other information of interest to the Minister and to the general public.

The reports shall be addressed to the Minister through the Chief, Public Information Division who shall be responsible in collating, analyzing, capsulizing and reproducing the reports for circulation to the Minister, Deputy Minister, Assistant Secretaries, Head Executive Assistant and all concerned or, whenever necessary and upon clearance by the Minister, cause the publication of the same in newspapers and magazines.

Activities and projects already covered by monthly, quarterly or other periodic reports are not included in this Memo Circular.

This memorandum circular takes effect immediately.

For strict compliance.


CONRADO F. ESTRELLA
Minister

922-3/10/83

PROPOSED FORM
FOR DISCUSSION

MINISTRY OF AGRARIAN REFORM

WEEKLY ACTIVITY/ACCOMPLISHMENT REPORT FOR THE PERIOD COVERING _____ 19____

[illegible]

IN ADDITION TO, OR IF REPORT CANNOT BE REFLECTED ON TABLE ABOVE, PREPARE BRIEF NARRATIVE OF HIGHLIGHTS OF ACTIVITIES AND/OR ACCOMPLISHMENTS FOR THE WEEK ON SPACE BELOW:

INDICATE PROBLEMS AND/OR RECOMMENDATIONS REQUIRING THE MINISTER'S ACTION ON SPACE BELOW:

SUBMITTED BY: _____

Received/reviewed by : _____

Date : _____

Date : _____