



Republika ng Pilipinas
KAGAWARAN NG KATARUNGAN
Department of Justice
Manila

BUREAU OF CORRECTIONS ADMINISTRATIVE DIVISION RECEIVED	
BY:	<i>[Signature]</i>
DATE:	5/29/18
TIME:	3:10 PM

MIG-_____

MEMORANDUM CIRCULAR NO. 006

TO : The Undersecretaries/Assistant Secretaries
Heads of Bureaus, Commissions and
Offices attached to the DOJ
The Prosecutor General/ Prosecution Staff of the Office
Of the Secretary
The Chief State Counsel/State Counsels
Chiefs of Service and Staff
Staff of the Office of the Secretary
Regional/Provincial/City Prosecutors
DOJ Library
All Concerned

SUBJECT: Memorandum Circular No. 44 signed by Executive Secretary
Salvador C. Medialdea

DATE : MAY 21 2018

Attached is a copy of Memorandum Circular No. 44 dated 04 May 2018, signed by Executive Secretary Salvador C. Medialdea entitled "DIRECTING ALL GOVERNMENT AGENCIES AND INSTRUMENTALITIES, INCLUDING GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS, TO RESPOND TO ALL PUBLIC REQUESTS AND CONCERNS WITHIN FIFTEEN DAYS FROM RECEIPT THEREOF".

Let the certified copy thereof be kept in the DOJ Library Section.

For information and guidance.

MENARDO I. GUEVARRA
Secretary

Department of Justice
CN: 0201805227



Encl. As stated

OFFICE OF THE DIRECTOR GENERAL	
RECEIVED	
DATE:	5/23/2018
BY :	44:15pm 2564-18
BUREAU OF CORRECTIONS	

Office of the President
of the Philippines
Malacañang

MEMORANDUM CIRCULAR NO. 44

DIRECTING ALL GOVERNMENT AGENCIES AND INSTRUMENTALITIES, INCLUDING GOVERNMENT-OWNED OR-CONTROLLED CORPORATIONS, TO RESPOND TO ALL PUBLIC REQUESTS AND CONCERNS WITHIN FIFTEEN DAYS FROM RECEIPT THEREOF

WHEREAS, Section 28, Article II of the 1987 Constitution provides that the State adopts and implements a policy of full public disclosure of all its transactions involving public interest, subject to reasonable conditions prescribed by law;

WHEREAS, Republic Act (RA) No. 9485, or the Anti-Red Tape Act of 2007, provides that the State shall take appropriate measures to promote transparency in each agency with regard to the manner of transacting with the public, with the objective of reducing red tape and expediting transactions in government;

WHEREAS, Section 5 (a) of RA No. 6713, or the Code of Conduct and Ethical Standards for Public Officials and Employees, provides that all public officials and employees shall, within fifteen (15) working days from receipt thereof, respond to letters, telegrams or other means of communications sent by the public and that the reply must contain the action taken on the request;

WHEREAS, the State shall provide the means to strengthen the people's channel of communication to the government by promoting and emphasizing the importance of responsive and service-oriented government agencies and instrumentalities, with the objective of fostering transparency and accountability;

NOW, THEREFORE, all government agencies and instrumentalities, including government-owned or- controlled corporations, performing frontline services as defined in RA No. 9485 are hereby directed to respond to all public requests and concerns within fifteen (15) days from receipt thereof, unless a shorter period is provided under applicable laws and issuances.

It is understood that "frontline services" under RA No. 9485 is defined as the process or transaction between clients and government offices or agencies involving applications for any privilege, right, permit, reward, license, concession, or for any modification, renewal or extension of the enumerated applications and/or requests which are acted upon in the ordinary course of business of the agency or office concerned.

This Memorandum Circular shall take effect immediately.

DONE in the City of Manila, this 4th day of **May** in the year of Our Lord, Two Thousand and Eighteen.

By authority of the President:


SALVADOR C. MEDIALDEA
Executive Secretary

