Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN
Kalibo, Aklan

May 24, 2018

To: **Chief Education Supervisors**
Education Program Supervisors
Public Schools District Supervisors
Principals/Head Teacher In-Charge of the District
Senior/Education Program Specialist
Heads of Public Elementary/Secondary and Integrated Schools

Dear Sirs/Mesdames:

Please find attached ***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*** which contents are self-explanatory.

For your information, guidance and compliance.

Thank you.

Very truly yours,

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

PATROCENIA Y. MAMBURAM
Administrative Officer V
Administrative Services
In-Charge of the Division

DIVISION LETTER
No. 91, s. 2018

PYM/KDL/cdb

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

Office of the President
MALACAÑANG RECORDS OFFICE
CERTIFIED COPY
ATTY. CONCEPCION [illegible] PEDROLITO-ENAE
DIRECTOR IV
5-7-2018