

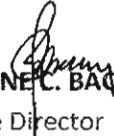


Republic of the Philippines
DEPARTMENT OF AGRICULTURE
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MEMORANDUM ORDER

No. 10-2011-113

TO : All concerned units and personnel

FROM :  **ATTY. JANE C. BAAYO, DVM, MPA**
Executive Director

SUBJECT : **BRIEFER FOR ACTION DOCUMENTS SUBMITTED TO THE DA SECRETARY**

DATE : 06 October 2011

In the interest of providing complete information and to facilitate prompt response, all communications/documents and matters elevated to the Office of the Secretary for dispositive action shall be accompanied by a briefer which will explain the nature/status of the matters contained in the said communication/document. A briefer contains the background, contemporary facts bearing on the matter, coordination made with the offices concerned as needed, law or regulation bearing on the matter, options available and recommendations.

Documents not accompanied by a briefer will be returned to the source or origin without action for compliance of said requirement.





OFFICE OF THE SECRETARY

Elliptical Road, Diliman
Quezon City 1100
Philippines

MEMORANDUM FROM THE SECRETARY

TO : All Chiefs of DA Offices, RFUs, Bureaus/Attached Agencies

DATE : 15 September 2011

SUBJECT : **BRIEFER FOR ACTION DOCUMENTS SUBMITTED TO THE DA SECRETARY**

It has been observed that, except for a few communication, more of the communication/documents submitted to the DA Secretary for dispositive action were **without a briefer** which will explain the nature/status of the matters treated in the said communication/document.

A briefer contains the **background, contemporary facts** bearing on the matter, **coordinations made with the offices concerned** as needed, **law or regulation bearing on the matter**, **options available and recommendations**.

More often than not, **delays** were inevitably incurred because needed information/coordination which could have been made available in the briefer, would still be secured from various sources before it is submitted to the Secretary.

In the interest of good management, orderliness and completeness of information on all matters elevated to the Secretary for dispositive action, all DA subordinate offices are hereby enjoined to see to it that every action document proposed to be submitted to the Secretary shall invariably be accompanied by a briefer.

Documents not accompanied by a briefer will be returned to office of origin without action for compliance of said requirement.


PROCESO J. ALCALA

DEPARTMENT OF AGRICULTURE
In replying pls cite this code
For Signature: S-09-11-0229
Received : 09/16/2011 01:19 PM



Republic of the Philippines
Department of Agriculture
OFFICE OF THE SECRETARY
Elliptical Road, Diliman
Quezon City 1100, Philippines

MEMORANDUM

FOR : All Undersecretaries and Assistant Secretaries
All Service and Program Directors
All Heads of Attached Agencies and Bureau Directors

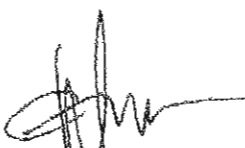
FROM : The Office of the Secretary

SUBJECT : Briefer Template for Action Documents

DATE : 30 September 2011

Relative to the Memorandum from the Secretary dated 15 September 2011 on the briefer for action documents, may we provide you with the attached template for your reference.

Thank you.


CLARON R. ALCANTARA
Undersecretary and Chief of Staff



(TEMPLATE; BRIEFER FOR ACTION DOCUMENTS SUBMITTED TO OSEC)

BRIEF FOR THE SECRETARY

FROM :
SUBJECT :
DATE :

- I. BACKGROUND
- II. STATUS/LATEST DEVELOPMENT(S)
- III. COMMENT(S)/OPTION(S)
- IV. RECOMMENDATION(S)

ATTACHMENTS: ACTION MEMO/DOCUMENT FOR SPJA'S APPROVAL, SOURCE
DOCUMENT(S), SUPPORTING DOCUMENT(S)

OCT 03 2011

