

MEMORANDUM NO. 003  
Series of 2016

DEPARTMENT OF AGRICULTURE  
AND FISHERIES

RELEASED

Date 7-25-16 Time 4:12  
By: [Signature] Records Section

TO : **ALL CONCERNED**  
This Department

FROM : **THE REGIONAL SECRETARY**  
This Department

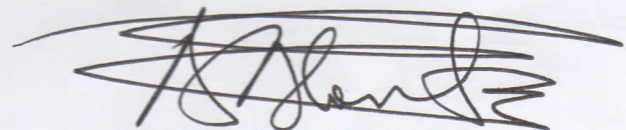
DATE : July 25, 2016

SUBJECT : Releasing of Signed Documents.

In view of the limited number of staff-personnel in the Office of the undersigned, the following procedures should be followed in the entry and exit of documents at the OSEC which are due for signature by the Regional Secretary:

- 1) Every office/division/section/sector of this Department should assign a staff to transmit to the OSEC documents sought to be signed by the Regional Secretary;
- 2) The subject documents should be received and recorded by the assigned staff of the OSEC;
- 3) After signing of the documents, the latter will be forwarded to the releasing staff of the OSEC where the assigned staff of every office/division/section/sector should receive the documents from; and
- 4) The assigned staff of the concerned office/division/section/sector will be the one to receive the documents at the OSEC.

For the guidance and strict compliance of everybody.

  
ALEXANDER G. ALONTO, JR.