

OFFICE OF THE PRESIDENT

June 5, 1990

MEMORANDUM NO. 104  
Series of 1990

T O: The Center Directors, Department/Office/Unit Heads  
and All Concerned

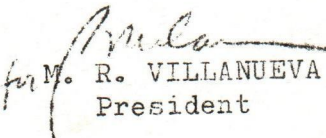
R E: Reminders in Submitting/Sending Documents/Letters  
Thru VMO

As per experience of the Office of the Director of External Affairs at ViSCA Manila Office (VMO) in sending documents or letters to different offices in Manila and suburbs, some documents or letters had been returned for lack of necessary transmittal letter and sometimes disregarding protocol practices.

In this connection, please be reminded again and see to it that the following be observed:

1. A transmittal letter should be included when sending or submitting documents;
2. Enough copies of transmittal/request should be prepared/sent especially those for DBM, and include one (1) copy for VMO for follow-up purposes; and
3. All official letters/requests/proposals and other papers addressed to the President of the Philippines, Cabinet Secretaries and to other Cabinet level positions should be signed by the ViSCA President for protocol purposes.

For compliance.

  
for M. R. VILLANUEVA  
President