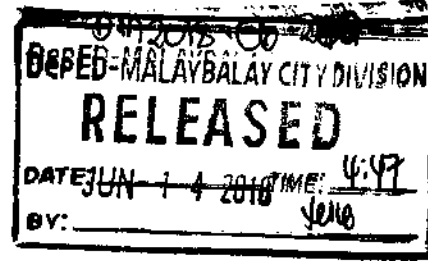




DEPARTMENT OF EDUCATION  
Region X-Northern Mindanao  
DIVISION OF MALAYBALAY CITY  
Sayre Hi-way, Casisang., Malaybalay City  
Website: <http://depedmalaybalay.net>



**DIVISION MEMORANDUM**  
No. 270, s. 2018



**TO :** Chief Education Supervisors and Staff, CID and SGOD  
School Heads (Elementary and Secondary)  
Section/Unit Heads and Staff  
All Others Concerned

**FROM:**   
**REBONFAMIL R. BAGUIO**  
Schools Division Superintendent

**Date:** June 14, 2018

**Re :** **DISSEMINATION OF MEMORANDUM CIRCULAR NO.44**

1. For the information and guidance of all concerned, this Office hereby disseminates the herein DepEd Memo No. 094, s. 2018 re: **Dissemination of 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).**

2. For immediate and widest dissemination.

Encl.: As stated

Copy furnished:  
Records Unit

TO BE POSTED IN THE WEBSITE



Republic of the Philippines  
**Department of Education**

29 MAY 2018

DepEd MEMORANDUM  
No. **094**, s. 2018

**DISSEMINATION OF 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)

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Division Chiefs  
All Others Concerned

1. For the information and guidance of all concerned, enclosed is a copy of Memorandum Circular No. 44 dated May 4, 2018 from the Office of the President 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.**
2. Immediate dissemination of this Memorandum is desired.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

Encl.:

As stated

Reference:

N o n e

To be indicated in the Perpetual Index  
under the following subjects:

BUREAUS AND OFFICES  
LEGISLATION  
OFFICIALS  
POLICY  
REQUESTS

**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 4<sup>th</sup> day of **May**, in the year of Our Lord, Two Thousand and Eighteen.

By authority of the President:

**SALVADOR C. MEDIALDEA**  
Executive Secretary

