

**Office of the President
of the Philippines
Malacañang**

MEMORANDUM CIRCULAR NO. 2

**MANDATING STRICT COMPLIANCE WITH THE REQUIREMENT OF
A STRENGTHENED COMPLETE STAFF WORK FOR THE
PROCESSING AND EVALUATION OF REQUESTS FOR
PRESIDENTIAL ISSUANCES, AUTHORIZATIONS AND OTHER
APPROVALS**

In the exigency of the service, strict compliance with the strengthened standards of Complete Staff Work (CSW) as prescribed in Memorandum Circular (MC) No. 72 dated 15 November 2019 is hereby mandated. The CSW is to be undertaken for the processing and evaluation of requests for Presidential issuances, authorizations and other approvals, to ensure compliance with such form and substance as will enable the Office of the President to adequately assess and indicate approval or disapproval thereof.

Any such request that fails to comply with the strengthened CSW requirements and standards under MC No. 72 shall be received without action or returned to the proponent.

For strict compliance.

This Memorandum Circular shall take effect immediately.

Done in the City of Manila, this 30th day of June 2022.

By authority of the President.


VICTOR D. RODRIGUEZ
Executive Secretary

