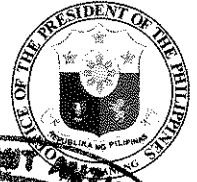


REPUBLIC OF THE PHILIPPINES  
OFFICE OF THE PRESIDENTIAL ASSISTANT  
FOR FOOD SECURITY AND AGRICULTURAL MODERNIZATION  
**PHILIPPINE COCONUT AUTHORITY**

Elliptical Road, Diliman, Quezon City Tel. Nos. 928-4501 to 09  
P.O. Box 3386, Manila TIN: 000724616  
www.pca.da.gov.ph



25 January 2016


02

OFFICE ORDER No. \_\_\_\_\_  
Series of 2016

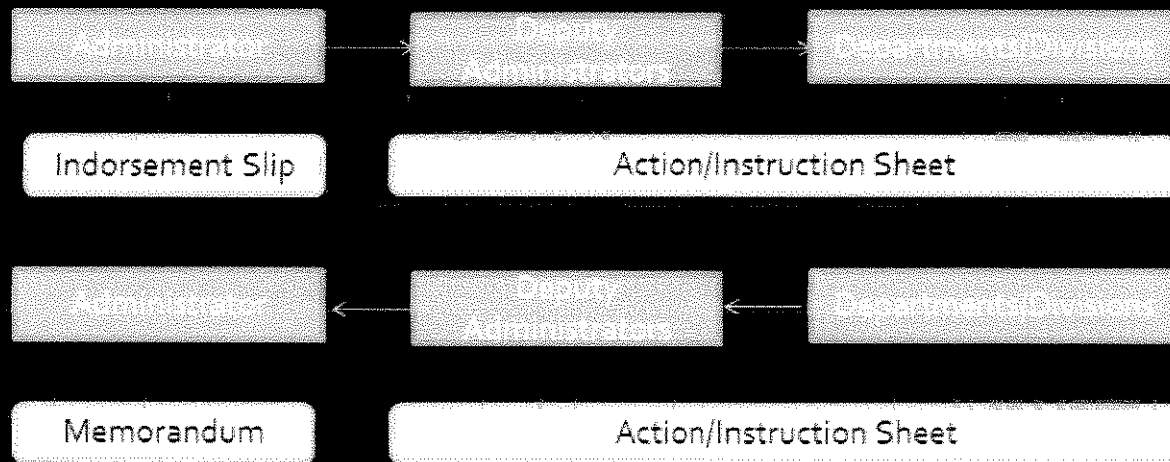
To ensure the smooth flow of internal communications and in adherence to a proper protocol system, all are enjoined to observe the following:

- a. All communications, such as but not limited to, signing of documents, approval of requests, for indorsement to the Board, for information, and/or further instruction by the Administrator should be coursed through the Deputy Administrator concerned for proper clearance and recommendation;
- b. Upon receipt of such recommendation, the Administrator, fully guided on the matter, shall act accordingly;
- c. However, if there is a need to secure additional information to be able to come up with a sound decision, the Administrator can refer the matter to the Branch concerned through the respective Deputy Administrator/Regional Manager;
- d. All Branches/Regional Offices are encouraged to use an action sheet for proper documentation of the complete staff work;
- e. All recommendation for consideration of the Administrator or the Board should be through a memorandum;
- f. All reports should be directly submitted to the Deputy Administrator concerned;
- g. The Deputy Administrators are expected to submit a monthly consolidated report to the Administrator; and,
- h. The Head Executive Assistant is hereby authorized to indorse, in behalf of the Administrator, matters for information/dissemination/reiteration/general instruction to concerned Branches/Regional Offices.

Please be guided accordingly.

  
**GLENN B. SANTOS, CESE**  
Officer-In-Charge/Administrator

# POLICY/SYSTEM on Actionable Documents, Protocol, and Communications



**MEMORANDUM**

FOR:

THRU:

FROM:

SUBJECT:

DATE:

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**ACTION REQUESTED**

For signature

For approval

For indorsement to the Board

For consideration of the recommendation

**BACKGROUND**

Rationale

Justification

Briefer

Approved/Disapproved:

GLENN B. SANTOS, CESE  
Officer-in-Charge

PHILIPPINE COCONUT AUTHORITY  
**OFFICE OF THE ADMINISTRATOR**

**ACTION SHEET**

**SUBJECT:** \_\_\_\_\_

DATE	ORIGINATING UNIT	ACTION TAKEN/INSTRUCTION	ENDORSED TO	SIGNATURE