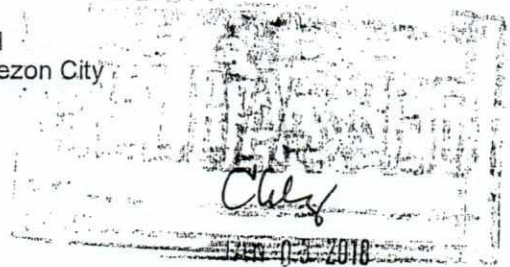




Republic of the Philippines
Department of Agriculture
SUGAR REGULATORY ADMINISTRATION
Sugar Center Bldg., North Ave., Diliman, Quezon City
Philippines 1101
TIN 000-784-336



Memo-ADM-2018-Jan-___

03 January 2018

MEMORANDUM ORDER No. 1
Series of 2018

To : ALL SRA PERSONNEL

From : ENGR. HERMENEGILDO R. SERAFICA
Administrator

SUBJECT : PROTOCOL FOR DOCUMENTS ADDRESSED TO THE
ADMINISTRATOR AND FOR SIGNATURE OF THE
ADMINISTRATOR

As a matter of protocol, all internal and external communications and documents addressed to the Administrator must be forwarded to the Office of the Administrator.

Further, all documents that bear the name of the Administrator as signatory must also pass thru the Office of the Administrator for review and approval, except those requests for clearances covered by Administrative Order No. 1, series of 2017. The authority to sign in behalf of the Administrator for all such documents must first be secured from the Administrator prior to signing.

For proper tracking and accountability, all those who were authorized to sign for the Administrator must keep an electronic database of documents signed for the Administrator and must record the following details:

- a. Date Received
- b. Origin
- c. Subject Matter
- d. Action Taken
- e. Date of Action

The Management Information System (MIS) will facilitate the connection of all departments' electronic database to the Office of the Administrator so these can be accessed anytime.

This Memorandum Order shall take effect immediately.

For strict compliance.