

[ **MEMORANDUM ORDER NO. 151, October 25, 2004** ]

**GUIDELINES IMPLEMENTING ADMINISTRATIVE ORDER NO. 34, SERIES OF 2002, AS AMENDED**

Pursuant to Section 5 of Administrative Order No. 34, dated 02 May 2002, as amended, providing for the revival of Cabinet Officers for Regional Development (CORD), and authorizing the Executive Secretary to "issue implementing guidelines to ensure and facilitate the submission of reports of CORD activities, findings and recommendations" and to "establish the necessary mechanism for speedy resolution of CORD-identified issues and concerns by national agencies," the following Implementing Guidelines are hereby promulgated and adopted.

**Section 1.** Revival of the CORD System The revival of the CORD System aims to:

- a. Provide for an effective linkage mechanism between regional and sub-regional levels of government and the national leadership;
- b. Assist the President in addressing problems in the regional and sub-regional levels of government;
- c. Provide for mechanism for the speedy resolution of CORD-identified issues and concerns; and
- d. Ensure the proper implementation of the action taken for the resolution of CORD-identified issues and concerns.

**Sec. 2.** Submission of Reports In order that the foregoing objectives are met, it is important that a communications and reporting system be put in place Accordingly:

- a. Reports of the CORDs shall be submitted at the end of each month to the Office of the President, attention the Executive Secretary.
- b. Special Reports may be submitted at any period as the CORD deems necessary to inform the President of issues and concerns that need attention.

**Sec. 3.** Contents of Reports.

- a. Reports shall be brief and concise and include an Executive Summary, Narrative, and Matrix.
- b. Reports shall have the following major contents:
  - (1) Activities i. These shall include regular consultations assessment meetings or any form of participation by the CORD in meetings with the following:
    - Regional institutions, such as, but not limited to, the Regional Development Councils, Regional Peace and Order Councils, National Economic Development Authority-regional offices and other special local bodies; and
    - Other regional stakeholders, such as, but not limited to, local government executives and officials; and