Republika ng Pilipinas
KAGAWARAN NG KATARUNGAN
Department of Justice
Manila

VNA-DC10K16 _____

10 November 2016

DEPARTMENT CIRCULAR NO. 054

TO **Undersecretaries/Assistant Secretaries**
All Heads of Bureaus, Commissions and Offices attached to the Department
Chiefs of Service/Staff in the Office of the Secretary

SUBJECT **Reiteration for the Submission of Monthly Notable Accomplishments and Indicative Calendar of Activities**

DATE **10 November 2016**

This is to reiterate compliance with the directive of the Presidential Communications Operations Office (PCOO) requiring the monthly submission of **notable accomplishments** and **calendar of activities**, if any, of your respective offices.

The accomplishments herein shall refer to any of the following:

1. Launching, adoption or implementation of high-impact reform programs for the general public;
2. Programs, opinions and policies that address the priority issues in the President's 16-point agenda; and
3. Operational accomplishments that impact on the efficiency and effectiveness of the agency's services.

Likewise, the calendar of activities, should reflect only the most important events or activities, to wit:

1. Those where the President is invited;
2. Nationwide celebrations/activities;
3. Regular and annual activities; and
4. Meetings and conferences of national significance.

Please submit to the Communications Division, this Department your notable accomplishments **not later than the 5th day of the succeeding month** and your calendar of activities **not later than the 10th day of the preceding month** for submission to the Office of the Cabinet Secretary, Malacañang, Manila.

Department of Justice
CN : O201611076

For strict compliance.

VITALIANO N. AGUIRRE II
Secretary