



Republika ng Pilipinas  
**KAGAWARAN NG KATARUNGAN**  
*Department of Justice*  
*Manila*

ELC-DC-15B16 005

**DEPARTMENT CIRCULAR NO. 007**

**TO**            **Undersecretaries/Assistant Secretaries**  
**The Chief State Counsel, Assistant Chief State Counsels**  
**and State Counsels in the Legal Staff/Technical Staff**  
**The Prosecutor General, Senior Deputy State Prosecutors**  
**Assistant Prosecutors and Prosecution Attorneys**  
**in the Department**  
**Chiefs of Service/Staff in the Office of the Secretary**  
**All Concerned**

**SUBJECT**    **Mandatory Use of Official DOJ Email**


**DATE**        **15 February 2016**

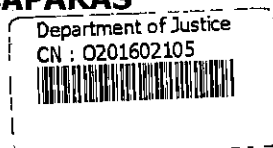
In the interest of the service and to ensure a "secure and effective access" to your email, you are hereby enjoined to use your official e-mail account provided by the Management and Information System Division (MISD) for official communications.

Likewise, you are advised to check your emails regularly on recent Department-related communications disseminated by the Records Management Section (RMS).

Any concern regarding your email account, please address to the Management and Information System (MISD) at 523-1581 or email at [misd@doj.gov.ph](mailto:misd@doj.gov.ph).

Please be guided accordingly.

  
**EMMANUEL L. CAPARAS**  
Secretary *MLC*



DEPARTMENT OF JUSTICE  
RECEIVED  
19 FEB 2013  
RECORDS MANAGEMENT SECTION

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