



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

VNAII-09K16-\_\_\_\_

**DEPARTMENT CIRCULAR NO. 050**

**Subject : Authority to Grant and/or Approve Room Assignments**

**Date : 08 November 2016**

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In the interest of the service, pursuant to the provisions of existing laws and in order to rationalize the utilization of available office space in the Department Proper, **all requests for room assignments and transfers of room assignments in the Department Proper shall be addressed to the Secretary of Justice for his approval** through the Office of Undersecretary Raymund L. Mecate, Undersecretary-in-Charge of Administrative Service.

As such, the Administrative Service through its Director is hereby directed to conduct and submit an inventory of existing room assignments in the Department Proper to the Office of Undersecretary Mecate on or before 21 November 2016.

For strict compliance.

  
**VITALIANO N. AGUIRRE II**  
*Secretary*

Department of Justice  
CN : O201611032



Copy furnished:

All concerned.