



Republika ng Pilipinas
KAGAWARAN NG KATARUNGAN
Department of Justice
Manila

DEPARTMENT CIRCULAR NO. 035

**TO : ALL UNDERSECRETARIES AND ASSISTANT SECRETARIES
HEADS OF OFFICES/SERVICES IN THE DOJ PROPER
HEADS OF DOJ PROSECUTION OFFICES NATIONWIDE
HEADS OF CONSTITUENT/ATTACHED AGENCIES**

**SUBJECT : REENGINEERING OF SYSTEMS AND PROCEDURES
PURSUANT TO REPUBLIC ACT NO. 11032 OR THE EASE OF
DOING BUSINESS AND EFFICIENT GOVERNMENT SERVICE
DELIVERY ACT OF 2018**

DATE : SEP 06 2018

1. Pursuant to Republic Act (RA) No. 11032 or "The Ease of Doing Business and Efficient Government Service Delivery Act of 2018," all DOJ offices and agencies concerned are hereby directed: (i) to conduct a review of existing policies and operations, and (ii) to commence with the reengineering of their respective systems and procedures, in accordance with the provisions of the said law which was earlier disseminated through Department Circular No. 016 (s. 2018).
2. Furthermore, such reengineering should be in consonance with the following, as may be applicable at the agency and/or office levels, pending the issuance of the implementing rules and regulation of RA 11032 and other applicable issuances by the relevant agencies:
 - 2.1. AO 25 Task Force Memorandum Circular No. 2018-1 on the streamlining and process improvement of critical services as among the requirements for 2018 Performance Based Bonus (PBB);
 - 2.2. Development/enhancement of systems, procedures, and manuals of the Department and constituent/attached agencies pursuant to Department Circular No. 024 (s. 2018) and the 2017-2022 DOJ Development Plan; and
 - 2.3. Executive Order No. 605 (s. 2007) on Government Quality Management System and ISO 9001 certification.
3. Management/support offices concerned shall facilitate the establishment of appropriate internal controls for the foregoing, including operations planning and performance management, as well as provision of necessary financial, administrative and information technology requirements.

For strict and immediate compliance.

MENARDO I. GUEVARRA

Secretary

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