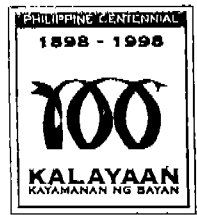




REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Francisco Gold Condominium II EDSA cor. Mapagmahal St.,
Diliman, Quezon City



September 26, 2003

MEMORANDUM CIRCULAR
NO. 2003-198

TO : **PROVINCIAL GOVERNORS, DILG REGIONAL DIRECTORS**
AND OTHERS CONCERNED

SUBJECT : **PALP 1ST ORGANIZATIONAL MEETING**

The Union of Local Authorities of the Philippines (ULAP) and the League of Provinces of the Philippines (LPP), will jointly convene the 1st Organizational Meeting of the Provincial Administrators League of the Philippines, Inc. on September 27-28, 2003 at the EDSA Shangri-La Hotel, Mandaluyong City.

In this connection, all Provincial Governors are hereby encouraged to allow their Provincial Administrators to attend the above-mentioned meeting on official business. The payment of applicable traveling expenses, and a registration fee in the amount of Three Thousand Five Hundred Pesos (PhP3,500.00) to defray the costs of hotel accommodation, meals and meeting materials, per participant, may be authorized, chargeable against local funds, subject to the availability thereof, to the usual accounting and auditing requirements and to all pertinent laws, rules and regulations.

The ULAP and LPP National President shall present a Post-Activity Report, in power point, on the highlights of the said meeting to include potential areas of partnership with the DILG, to concerned officials of this Department in the afternoon of October 20, 2003, at the DILG OSEC Conference Room. Likewise, a written report shall be submitted to, through the Director of the Bureau of Local Government Supervision, the Secretary of Interior and local Government, within fifteen (15) days after the end of the above-stated undertaking, with the following suggested format:

- I. Executive Brief;
- II. List of Participants;
- III. Agenda;
- IV. Outputs of the Meeting;
- V. Issues and Agreements or Recommendations;
- VI. Total Fees and Disbursements; and
- VII. Appendices, if any.

For the information and guidance of all concerned.

Attested by:

ATTY. ALAN R. DULLO YAP
Head Executive Assistant

Jose D. Lina Jr.
JOSE D. LINA JR.
Secretary