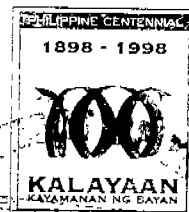




REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Francisco Gold Condominium II EDSA cor. Mapagmahal St.,
Diliman, Quezon City



October 29, 2003

MEMORANDUM CIRCULAR
NO: 2003-213

**TO : ALL PROVINCIAL GOVERNORS, CITY MAYORS, MUNICIPAL MAYORS,
PUNONG BARANGAYS, REGIONAL DIRECTORS, PROVINCIAL
DIRECTORS, AND OTHERS CONCERNED**

SUBJECT: SUBSCRIPTION TO THE OFFICIAL GAZETTE

Section 3 of Commonwealth Act No. 638 provides:

*Section 3. Each department, bureau, office, and agency or instrumentality of the National Government, as well as each provincial, city, and municipal government, shall subscribe to the **Official Gazette** and pay for the same out of their respective funds. The Official Gazette shall be filed and properly kept with the public records of the department, bureau, office, agency or instrumentality, province, city, or municipality concerned for reference.*

The law aims to keep all local officials, in the performance of their official functions, updated on laws and issuances with the public interest as their paramount concern.

Relative to this, all local authorities are hereby encouraged to subscribe to the **Official Gazette**, published weekly by the National Printing Office, Office of the Press Secretary, as a vital and yet less expensive source of information. The laws that are published in the **Official Gazette**, as provided in Section 1 of Commonwealth Act No. 638 are, but not limited to, the following:

- Republic Acts;
- Presidential Issuances (Executive Order, Proclamation, Administrative Order, Memorandum Order, etc.);
- Issuances by the various National Government Agencies;
- Decisions by the Supreme Court and the Court of Appeals; and
- Legal and Official Notices.

Subscription rates amount to P4,056.00 for one (1) year; P2,028.00 for six (6) months; P1,014.00 for three (3) months payable in advance by Cashier's Check, Manager's Check, Postal Money Order (PMO) or Cash. All money orders and checks should be addressed to the National Printing Office. Editorial Office is at EDSA corner NIA Northside Road, Diliman, Quezon City.

All DILG Regional Directors are hereby directed to cause the immediate and widest dissemination of this Memorandum Circular in their areas of assignments.

For compliance.

JOSE D. LINA, JR.
Secretary

Attested by:

ATTY. ALAN ROWELLO YAP
Head Executive Assistant

Handwritten notes and initials at the bottom right corner.