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Office of the President

MPN 4510

of the Philippines
Malacañang

P M S LIBRARY


MEMORANDUM ORDER NO. 86

An extension Unit of the Malacañang Records Office, to be manned by two staff members of said office, is hereby set up at the receiving area at Gate 2. Papers received at the Extension Unit shall be routed to the following offices:

- a) Correspondence Office - communications addressed to the President other than requests for appointment, and petitions from demonstrators;
- b) Appointments Office - requests for appointment with the President; and
- c) Office of the Deputy Executive Secretary - petitions/positions papers of demonstrators; communications addressed to or through the Executive Secretary.

To facilitate action on the concerns of walk-in callers and on petitions of demonstrators, one of those currently assigned at Gate 2 from the Malacañang Assistance Center/ Complaints and Investigation Office shall be detailed to the Extension Unit.

This Order shall take effect immediately.


CATALINO MACARAIG, JR.
Deputy Executive Secretary

Manila, May 19, 1987