



Republika ng Pilipinas
KAGAWARAN NG KATARUNGAN
Department of Justice
Manila

VNAII-DC-_____

JAN 10 2017

DEPARTMENT CIRCULAR NO. 013

SUBJECT : SUBMISSION OF MONTHLY ASSESSMENT AND ACCOMPLISHMENT REPORT FROM THE OFFICE OF THE SOLICITOR GENERAL AND THE PUBLIC ATTORNEY'S OFFICE

In the interest of the service, pursuant to existing laws, and considering that the abovementioned agencies are attached to the Department for purposes of policy and program coordination, the Solicitor General and the Chief Public Attorney are **ENJOINED** to submit a **MONTHLY ASSESSMENT AND ACCOMPLISHMENT REPORT**.

The **Monthly Report** shall be brief and contain only the following:

1. Accomplishment
 - a. Monthly progress on annual projects;
 - b. Actual accomplishment/s (% of performance targets);
 - c. Explanation on variance between targets and outputs, if any.
2. Assessment
 - a. Problems and issues in their respective offices, with identified responsibility/responsible officer, if any;
 - b. Actions taken or recommended solutions;
 - c. Proposals to take a matter on the agenda.

The Monthly Report shall be submitted to the Planning and Management Service, Department of Justice, **not later than three (3) working days** after the close of every month. The PMS shall compile the same and provide copies thereof for the Office of the Secretary and the Undersecretary-in-charge of the office concerned **within one (1) working day** from receipt thereof.

All previous issuance are hereby amended or repealed as far as these are inconsistent herewith.

This Circular shall take effect immediately.

For the Department's information and guidance.

VITALIANO N. AGUIRRE II
Secretary

Department of Justice
CN : 0201701058



Copy furnished:

All concerned.

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