FOR THE DIRECTORATE:

Subject: Assignment of Quick Response Desk Officer

In a memorandum dated 18 May 1994, the President is directing all Department Secretaries and Heads of Agencies and Government-Owned and Controlled Corporations to immediately reactivate and/or strengthen their respective "Quick Response Desk" which was previously established pursuant to Presidential Directive dated 15 June 1993 (copy attached).

In this regard, please submit to my office the names of Action Officers and/or contact persons and the assigned telephone numbers for your respective office. This will be submitted to the Head of the Presidential Management Staff and Secretary to the Cabinet, Leonora Vasquez de Jesus. Please note that QRD officer/s should be at their post daily at 7:00 a.m. to respond to queries from workers.

For immediate compliance.

[Signature]
FELICIANO C. JOSON
Administrator

03 June 1994.
MEMORANDUM

TO: All Government Departments/Agencies

SUBJECT: SETTING UP OF "QUICK RESPONSE" DESKS

DATE: 15 June 1993

The Office of the President has established a "quick response" mechanism to provide feedback and action on various issues and concerns emanating from media and monitoring reports on a daily basis.

In line with this, you are hereby directed to establish a "quick response" desk and designate action officers (preferably senior officials) in your offices. The "quick response" desks shall be responsible for the following:

(1) Monitoring issues and concerns in your sector

(2) Preparing your department's positions/actions on critical issues generated out of monitoring reports or referred to you by the Office of the President

(3) Transmitting reports/feedback to the Office of the President (through the PMS)

The "quick response" desks should be operational every day by 700 H and should be able to provide reports to the Office of the President not later than 1000 H daily.

For compliance.

[Signature]

CERTIFIED COPY:

[Signature]

[Date: 4/7/93]

DIRECTOR IV
MEMORANDUM FROM THE PRESIDENT

TO : All Department Secretaries and Heads of Agencies and Government-Owned and Controlled Corporations

SUBJECT : REACTIVATION OF THE "QUICK RESPONSE" DESKS AND SUPPORT TO PRESIDENTIAL ACTIVITIES

DATE : MAY 18, 1994

You are hereby directed to undertake the following:

1. Immediately reactivate and/or strengthen your "Quick Response" desks, pursuant to a previous Presidential Directive dated 15 June 1993, which is hereto attached.

2. Undertake regularly the following actions for meetings, activities and fora involving the President and where your agency/office is the lead entity or the office with the primary responsibility:

   a. Prepare a draft press statement immediately after each activity;

   b. Designate a Media Briefing Officer who will assist the Office of the Press Secretary in reporting the activity to the Malacanang Press Corps.

3. Establish parallel "Quick Reaction" desks to cover your attached offices and agencies, including your regional and field offices.

Submit a report on the status of compliance to the above instructions to my Office, through the Presidential Management Staff, on or before 30 May 1994.

For strict compliance.