



Republic of the Philippines  
**DEPARTMENT OF ENERGY**

DEC 12 2007

**DEPARTMENT ORDER**  
Number D02007-12-0016 *CS*

**SUBJECT: Signing of Outgoing Correspondences**

In line with the exigency of service and to promote transparency in governance and efficient management of time, the following instructions are hereby clarified for strict compliance of all concerned:

1. All communications coming from the DOE intended outside the Department shall be signed only by the Secretary;
2. Usual communications like acknowledgment of letters not addressed to the Secretary and routinary reports required by other government Agencies to be periodically submitted by the DOE may however be signed by the Undersecretary/Assistant Secretary/Director in charge of the subject matter of the communications; provided that such reports that contain sensitive and /or controversial matter/s must immediately be referred to the Secretary for his information and further instructions; and finally
3. In case of doubt, such communications signed by anyone other than the Secretary may be forwarded to his office for clearance to sign and release the same.

This Order shall take effect immediately until revoked.



Republic of the Philippines  
DEPARTMENT OF ENERGY  
IN REPLYING, PLS CITE:  
SE07-001952



*Angelo T. Reyes*  
**ANGELO T. REYES**  
Secretary *ang*