



Republic of the Philippines
DEPARTMENT OF ENERGY

DEPARTMENT ORDER NO. DD 2011-07-0005

**PRIORITIZATION OF MATTERS REQUIRING THE IMMEDIATE ACTION OF THE
DEPARTMENT OF ENERGY**

To facilitate action on matters requiring the immediate attention of the Department and to ensure that the Department's responses to these matters are timely, the following prioritization shall be observed and complied with:

Priority 1-immediate action is required within the day

Priority 2-action is required within three (3) days

Priority 3-action is required within one (1) week

This prioritization shall be applicable to all matters from the Office of the Secretary requiring action of the DOE Undersecretaries and Assistant Secretaries offices, Bureaus and Services Offices and vice versa.

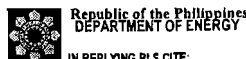
The priority level required shall be indicated at the upper right hand corner of the documents containing the instructions on matters for action.

This Department Order shall effect immediately.

JOSE RENE D. ALMENDRAS

Secretary

JUL 06 2011



Republic of the Philippines
DEPARTMENT OF ENERGY

IN REPLYING PLS CITE:
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