



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**CENTRAL OFFICE**  
Manila

097.7 DPWH

09.21.2022

September 20, 2022

**DEPARTMENT MEMORANDUM** )

**CIRCULAR NO.** 46 )  
**Series of 2022** )  
d 9/21/2022 )

**FOR / TO:** **Undersecretaries**  
**Assistant Secretaries**  
**Service Directors**  
**Bureau Directors**  
**Regional Directors**  
**Head of UPMOs**  
**District Engineers**  
This Department

For information and guidance, attached is copy of Memorandum dated August 30, 2022, from the Office of the President, Presidential Management Staff with the Subject **"IMPLEMENTATION OF A CUT-OFF TIME FOR RECEIVING INCOMING DOCUMENTS."**

A copy of the said Memorandum may also be downloaded from the DPWH Website: <http://dpwhweb>. If an office cannot access the DPWH website, a hard copy may be obtained from the Records Management Division, HRAS, upon request.

For dissemination to all concerned.

**MARICHU A. PALAFOX, CESO II**  
Assistant Secretary for Support Services

Encl: Memorandum, dated August 30, 2022

cc: Office of the Secretary

10.1.4 JSC/RGA/VGV/MSV



Office of the President of the Philippines  
PRESIDENTIAL MANAGEMENT STAFF  
Malacañang

**MEMORANDUM**

FOR : All Government Offices and Agencies in the Executive Department, Including Local Government Units, Government-Owned-Or-Controlled Corporations, and Other Government Instrumentalities

FROM : The Secretary, Presidential Management Staff

SUBJECT : **IMPLEMENTATION OF A CUT-OFF TIME FOR RECEIVING INCOMING DOCUMENTS**

DATE : 30 August 2022

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The Presidential Management Staff continuously aims to improve its processes to more effectively and efficiently provide dedicated service to the Presidency. This includes implementing measures to better manage all incoming documents received from the general public, government offices and agencies in the Executive Department, local government units, Government-Owned-Or-Controlled Corporations, and other government instrumentalities and stakeholders.

In this regard, please be informed that the PMS shall implement a cut-off time of no later than 5:00 PM, from Monday to Friday, in receiving all communications addressed to the PMS and/or the President, which require PMS action. Documents/requests received beyond the cut-off time will be considered received on the next working day.

This shall be implemented effective 01 September 2022.

For information.

MARIA ZENAIDA B. ANGPING