

**Office of the President  
of the Philippines  
Malacañang**

**MEMORANDUM FROM THE EXECUTIVE SECRETARY**

TO : HEADS OF EXECUTIVE DEPARTMENTS, AGENCIES, INSTRUMENTALITIES, GOVERNMENT-OWNED OR -CONTROLLED CORPORATIONS (GOCCs), AND GOVERNMENT FINANCIAL INSTITUTIONS (GFIs)

SUBJECT : SUBMISSION OF REPORT TO CONGRESS PURSUANT TO REPUBLIC ACT (RA) NO. 11469 OR THE "BAYANIHAN TO HEAL AS ONE ACT"

DATE : 31 March 2020

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Pursuant to Section 5 of RA No. 11469 and the Memorandum of this Office dated 28 March 2020, all heads of executive departments, agencies, instrumentalities, GOCCs, and GFIs, to whom specific powers have been delegated, are **DIRECTED** to submit to this Office not later than **12:00 noon of 03 April 2020 (Friday), and of every Friday thereafter**, a report on the specific accomplishments and programs or activities undertaken in accordance with the authority respectively delegated.

To facilitate uniformity on the data reported and compliance with the reportorial requirement under RA No. 11469, the report must:

- 1) contain the following:
  - a) An executive summary containing the highlight of the report, which must not exceed one (1) page (see Annex A for reference);
  - b) Summary of accomplishments in terms of programs or activities undertaken in compliance with and categorized based on the temporary emergency measures provided under Section 4 of RA No. 11469 or as delegated under the above-mentioned 28 March 2020 Memorandum. Said summary of accomplishments must provide the number of target beneficiaries and actual number of beneficiaries served, budget allocation and actual amount utilized (see Table A for reference);
  - c) As may be applicable, account of specific program/activity which contains a description of target beneficiaries, areas covered, number of target beneficiaries and actual number of beneficiaries served, budget allocation and actual amount utilized (see Table B for reference);
  - d) Issues encountered per program/activity, if any (see Annex B for reference);
  - e) As may be applicable, funds augmented, reprogrammed, reallocated and realigned with corresponding justifications and deliverables; and
  - f) Such other crucial information that would ensure that members of Congress and the public in general are kept abreast of the Government's response to the COVID-19 pandemic; and
- 2) be similarly sent electronically, in Portable Document Format (PDF), to [bayanihanreports@gmail.com](mailto:bayanihanreports@gmail.com).

For strict compliance.

By authority of the President:

  
SALVADOR C. MEDIALDEA



Name of Department or Agency  
**SUMMARY OF ACCOMPLISHMENTS**  
 Pursuant to Republic Act (RA) No. 11469 or the "Bayanihan to Heal as One Act"

<b>Applicable power/authority<sup>1</sup></b>	<b>Program/Activity</b>	<b>Number of Target Beneficiaries*</b>	<b>Number of Target Beneficiaries Served*</b>	<b>Budget Allocation*</b>	<b>Budget utilized*</b>
	A				
	B				
	C				
	D				
	E				

<sup>1</sup> Please cite the specific emergency measure provided under Section 4 of RA No. 11469 or the power/authority delegated through Memorandum dated 28 March 2020.

\* Only if applicable.

Name of Department or Agency

**Account of Specific Program/Activity\***

Pursuant to Republic Act (RA) No. 11469 or the "Bayanihan to Heal as One Act"

Description of Target Beneficiaries	Areas Covered (Cities/Provinces, /Municipalities)	Number of Target Beneficiary Per Area	Number of Target Beneficiary Served	%	Budget Allocation	Budget utilized	%

Name of Program/Activity: (e.g., Program A) \_\_\_\_\_

*(NOTE: description to include objectives of the program, mode of distribution or manner of implementation, and geographical areas covered. (not to exceed two (2) par.)*

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\* Only if applicable.

**Issues Encountered\***

Name of Program/Activity: (e.g., Program A) \_\_\_\_\_

*(NOTE: Maximum of three (3) par. not to exceed 1 page Font: Arial, size:12)*

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\* Only if applicable.