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政務局第二課

普通會第九九號

昭和十九年四月二十八日

附屬物添付

昭和十九年五月拾五日

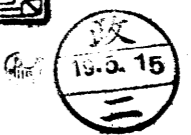
在フイリピン

臨時代理大使

森重千

外務大臣 重光

英殿



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一 圖畫使用ニ關スル大統領令第十八號

一 省用部課等ノ機構改正ニ關スル大統領令第二四號

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本館編先

大東亞大臣、外務大臣

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The Official Month

THE program of reorganizing the Government has been pushed through with the issuance of Executive Orders Nos. 11, 12, and 24 and with the approval of Act No. 10. The first order prescribes new office hours for government officers and employees to attain simplicity and efficiency in the service, and incidentally, partially to solve transportation problems; the second designates the rank of Director and Assistant Directors of the Constab-

water supply purposes"; the latter penalizes any injury on carabaos and cattle, which renders them unfit for work.

ORDER No. 1 of the Minister of Public Works and Communications regulates the schedule of fares for animal- and human-drawn vehicles used for public hire, to enable operators to earn a reasonable income without forcing the public to pay exorbitant rates.

THE roll of appointments includes those of Pedro Sabido as Acting Executive Secretary and Jose G. Sanvictores as Food Administrator; of the members of the Philippine Embassy in Tokyo, Japan; of the directors and assistant directors of the Bureau of Political Affairs and Bureau of General Affairs of the Ministry of Foreign Affairs; and of the Chairman and Member of the newly-created Board of Nutritional Research.

TO attain peace and order, the President, on December 15, appealed to all Filipinos still engaged in guerrilla activities to take advantage of the General Amnesty Proclamation. Said he: "But our faith in these our countrymen who have not yet responded still remains unshaken. We have no quarrel with them. Fundamentally, we have one common cause. We have been separated from one another because we all love our freedom more than anything else. They want to keep that freedom in the way they believe is honorable and patriotic. And so do we. But it is clear now beyond argument that this freedom is here within the pale of law and order, where it is real, tangible, and fruitful, and not where they think it is, for it is only the ghost of liberty and freedom that walks with them in their solitary exile."

PROCLAMATION No. 5 provides for the redemption of notes issued by the Bank of the Philippines still remaining in circulation. Administrative Order No. 11 extends the period of registering emergency notes in Leyte to March 31, 1944.

FOUR celebrations were held this month. December 7 was Kalibapi Day, during which President Laurel said: "Our primordial duty at this time is to unite as a mortal duty at this time is to unite as a people and dedicate our total national strength to the building of a republic capable of fulfilling its obligations as a member of the federation of East Asiatic nations. This presupposes hard work. . . . But, 187

DEEPLY concerned, as he has time and again said, with the national welfare, President Jose P. Laurel has this month created a Flood Control Board "to minimize the danger to life and damage to property caused by floods and the erosive action of rivers and the sea" and a Medicinal Plants Committee to popularize the use and culture of medicinal plants. In Administrative Order No. 9, he ordered the cultivation of all vacant, available lands in the country.

SPeAKING at the Medical Conference held on December 20, 1943, the President expressed the hope that Filipino men of science may discover medicinal plants to protect Filipinos from diseases.

THREE days later, he made happy many poor families and victims of war, when he gave a fete for indigent folk in Malacañan, distributing gifts among the less fortunate of his countrymen. Declared he in that fete, "Salamat mga kababayan, ipagpaumanhin ninyo ang mga maipamumudbód namin sa inyo, kung iyan man ay maliit, ang puso namin ang dala-dala ng mga malilit na bagay na iyan."

THE following day, Malacañan received one million square yards of cotton cloth, a part of the gift of the Imperial Japanese Government to the Republic of the Philippines on the attainment of its independence. Malacañan announced that it intended to "distribute this gift principally in the provinces in order that the agrarian people will obtain a proper share of prime commodities."

AS the official charged to relieve the people of their hardships, the Food Administrator fixed the price of palay at ₱8 per cavan in the Provinces of Bulacan, Nueva Ecija, Pampanga, Pangasinan, and Tarlac. He authorized the manager of the National Rice and Corn Corporation to issue permits to local government officials who need rice for the inhabitants of their respective districts.

PRESIDENT Laurel also signed Acts Nos. 13 and 14. The former prohibits "the cutting of fruit trees in any land, public or private, where there is located a spring which can be used for irrigation or

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whatever hard work we may have to endure and whatever sacrifices we may have to make would be only insignificant compared to the blessings that our country and people would enjoy in the years to come."

December 8 was Greater East Asia Day. President Laurel enumerated the "binding tenets that should govern our life in these days of trial when realities must be met with ideals." He added: "The Government of the Republic has all the vital problems of the people at heart; we suffer with all those who suffer. But while we are determined to ameliorate the present living conditions of our masses with every means at our disposal and to the limit of our powers, our effort would not be completely successful unless the masses themselves cooperate with us, unless all of us respect each other's right to live decently and enjoy the fruits of his labor, unless all of us help each other mutually, unless some of us examine their conscience clearly and stop molesting those engaged in productive enterprise, unless some of us abandon their crass materialism and stop unscrupulously making profits at the expense of their fellowmen."

The appeal for unity embodied in this speech was reiterated in his talk on the propagation of the National Language.

On December 30 he rendered a tribute to the greatest Filipino hero and martyr. In his invocation to Dr. Jose Rizal, he said, "... from the high heavens where you are now, we beseech you to pray for us Filipinos so that through your lessons, we may draw inspiration from your hardships and

sacrifices. We pray you not to abandon us in this our hour of need so that we can, in the midst of hardships, in the midst of hunger, save the poor and needy. Pray for us to God to whom you are so near, to give us courage in heart and spirit so that our Government may be directed according to His wishes, so that it may render service to the Filipino people, and so that your dream of independence may forever be cherished by us because during your lifetime the independence of your country is the same independence for which we have thirsted for many years."

**EXECUTIVE** Order No. 22 prescribes that the biography of the "Great Malayan" by Dr. Rafael Palma be a required textbook in all high schools, colleges, and universities, and that a competition be opened for the best translations of the biography into English and Tagalog.

**OTHER** presidential actions relative to national unity are the approval of Act No. 11, declaring as national cemetery, "Libangang Pambansa," a portion of the Concentration Camp of Filipino Prisoners of War in Barrio O'Donnell, Capas, Tarlac; and Act No. 17, prescribing the Coat-of-Arms of the Republic of the Philippines. A black and white reproduction of the new Coat-of-Arms can be seen on the first page of this issue of the *Official Gazette*. The President also issued Executive Orders Nos. 17 and 18 dealing with the description, specifications, and the proper usage and display of the Filipino flag.

### PROCLAMATIONS, EXECUTIVE ORDERS, AND ADMINISTRATIVE ORDERS BY THE PRESIDENT

REPUBLIC OF THE PHILIPPINES  
OFFICE OF THE PRESIDENT  
MANILA

BY THE PRESIDENT OF THE REPUBLIC  
OF THE PHILIPPINES

PROCLAMATION No. 5

ANNOUNCING THE ASSUMPTION BY THE REPUBLIC OF THE PHILIPPINES OF THE OBLIGATION OF REDEEMING NOTES ISSUED BY THE BANK OF THE PHILIPPINE ISLANDS STILL REMAINING IN CIRCULATION.

WHEREAS, the Bank of the Philippine Islands, in accordance with the authority granted under its charter (Act No. 1790, as amended), issued circulating notes of various denominations;

WHEREAS, under Article XXXI of its charter, the Bank of the Philippine Islands was required to maintain a reserve fund and to pay certain annuities to be available for the redemption of the notes of said Bank;

WHEREAS, for the purposes of the requirements of said Article XXXI of its charter, Executive Order No. 111 was issued on December 14, 1942, by the Chairman of the former Executive Commission, requiring the Bank, among others, to deposit with the National Treasurer certain sums for the redemption of its outstanding circulating notes;

WHEREAS, in compliance with the provisions of said Executive Order No. 111, the Bank of the Philippine Islands has deposited the amounts required therein, which are now held by the National Treasurer to the credit of a special fund denominated "Notes of the Bank of the Philippine Islands Redemption Fund," and are available exclusively for the redemption of said notice; and

WHEREAS, the bulk of the circulating notes issued by the Bank have already been redeemed and the outstanding circulating notes of the Bank of the Philippine Islands at the inception of the present administration amounted only to one million three hundred and fifty thousand pesos;

Now, therefore, I, Jose P. Laurel, President of the Republic of the Philippines, do hereby proclaim that the Republic of the Philippines hereby assumes the obligation of redeeming upon their presentation any notes of the Bank of the Philippine Islands remaining in circulation: *Provided, however,* That the Government

does not assume any obligation with regard to the notes issued by said Bank under the name of "Banco Español-Filipino."

The Minister of Finance is hereby authorized to issue rules and regulations prescribing the manner for the redemption of said circulating notes, and for this purpose, and with a view to avoiding the possibility of having spurious or counterfeit notes redeemed, he may make the necessary arrangements with the Bank of the Philippine Islands or other competent entities, whereby such notes may be redeemed through said Bank or other entities.

Any person holding or keeping in his possession any circulating notes issued by the Bank of the Philippine Islands shall present said notes for redemption in accordance with the procedure to be prescribed by the Minister of Finance, within a period of ninety days from the date of the issuance of this proclamation in the case of residents within the City of Manila, and within one hundred eighty days in the case of residents outside the City of Manila. Failure to present such notes for redemption within the period herein specified shall bar the holder thereof from the benefits of redemption.

In witness whereof, I have hereunto set my hand and caused the seal of the Republic of the Philippines to be affixed.

Done in the City of Manila, this third day of December, in the year of Our Lord, nineteen hundred and forty-three, and of the Republic of the Philippines, the first.

(Sgd.) JOSE P. LAUREL  
President of the Republic  
of the Philippines

By the President:

(Sgd.) JOSE G. SANVICTORES  
Acting Executive Secretary

REPUBLIC OF THE PHILIPPINES  
OFFICE OF THE PRESIDENT  
MANILA

BY THE PRESIDENT OF THE REPUBLIC  
OF THE PHILIPPINES

PROCLAMATION No. 6

DECLARING WEDNESDAY, DECEMBER 8, 1943, A SPECIAL PUBLIC HOLIDAY.

WHEREAS, the eighth day of December, known as the Greater East Asia Day, is of

great significance to the Filipino people as it marked the beginning of the movement to liberate the peoples of East Asia from the domination of foreign powers; and

WHEREAS, it is proper that this day be fittingly observed so that the attention of the people may be drawn to its significance;

Now, therefore, I, Jose P. Laurel, President of the Republic of the Philippines, by virtue of the powers conferred upon me by law, do hereby declare December 8, 1943, a special public holiday in order to give the officials, employees, laborers, and other elements of the community opportunity to join the public celebrations that will be held on that day.

In witness whereof, I have hereunto set my hand and caused the seal of the Republic of the Philippines to be affixed.

Done in the City of Manila, this third day of December, in the year of Our Lord, nineteen hundred and forty-three, and of the Republic of the Philippines, the first.

(Sgd.) JOSE P. LAUREL  
President of the Republic  
of the Philippines

By the President:

(Sgd.) JOSE G. SANVICTORES  
Acting Executive Secretary

REPUBLIC OF THE PHILIPPINES  
OFFICE OF THE PRESIDENT  
MANILA

BY THE PRESIDENT OF THE REPUBLIC  
OF THE PHILIPPINES

PROCLAMATION No. 7

DECLARING THE WEEK FROM DECEMBER TWENTY-FOURTH TO DECEMBER THIRTIETH OF EACH YEAR AS "FILIPINO LANGUAGE WEEK" AND CALLING UPON THE PEOPLE OF THE PHILIPPINES TO OBSERVE IT PROPERLY.

WHEREAS, it is necessary that Tagalog, the national language of the Philippines, be propagated throughout the country in order to help bring about the early realization of a closer national unity amongst our people;

WHEREAS, it is fitting and proper that a period of one week be set aside each year for the purposes of giving special emphasis on the urgent need of having a common tongue among the Filipinos; and

WHEREAS, on such occasion the people of the Philippines will have an opportunity to broaden their outlook on life and to think more in terms of the welfare of the nation rather than that of their respective localities;

Now, therefore, I, Jose P. Laurel, President of the Republic of the Philippines, pursuant to the authority vested in me by law, do hereby proclaim the week from December twenty-fourth to December thirtieth of each year as Filipino Language Week and call upon all people of the Philippines to observe the same properly.

For the purpose of this proclamation, the Ministry of Education, Health, and Public Welfare and the Institute of National Language are hereby directed to make the necessary preparations for, and take charge of, the celebrations throughout the Philippines, and to request the cooperation of all elements of our population in and outside of the Government in the proper observance of the week.

In witness whereof, I have hereunto set my hand and caused the seal of the Republic of the Philippines to be affixed.

Done in the City of Manila, this seventh day of December, in the year of Our Lord, nineteen hundred and forty-three, and of the Republic of the Philippines, the first.

(Sgd.) JOSE P. LAUREL  
President of the Republic  
of the Philippines

By the President:

(Sgd.) JOSE GIL  
Acting Assistant Executive Secretary

REPUBLIC OF THE PHILIPPINES  
OFFICE OF THE PRESIDENT  
MANILA

BY THE PRESIDENT OF THE REPUBLIC  
OF THE PHILIPPINES

PROCLAMATION No. 8

DECLARING THE TWENTY-SECOND DAY OF DECEMBER OF EACH YEAR AS KALIBAPI DAY.

WHEREAS, the *Kapisanan sa Paglilingkod sa Bagong Pilipinas*, otherwise known as KALIBAPI, was organized a little over a year ago as a nonpolitical association for service to the New Philippines;

WHEREAS, during its one year of existence it has aided in a great measure in the rapid reconstruction of the Philippines, in the establishment of peace and order, in the rehabilitation of our people and in the laying of the foundations of the Republic of the Philippines through the selection of delegates that ratified our present Constitution and elected the members of the first National Assembly under the Republic; and

WHEREAS, it is fitting that a day be set aside each year for the purpose of drawing the at-

ention of the Filipino people to the significance of the tasks it is called upon to perform in the unification of our people, and to make them appreciate the contributions it has made and is still making in insuring the strength and stability of the nation by fostering their cultural, moral, spiritual, physical and economic advancement and developing in them such laudable virtues as hard work, faith, self-reliance, loyalty, bravery, discipline and self-sacrifice which make for a vigorous and sturdy race of Filipinos;

Now, therefore, I, Jose P. Laurel, President of the Republic of the Philippines, pursuant to the authority vested in me by law, do hereby proclaim, until otherwise provided by law, the twenty-second day of December of each year as Kalibapi Day.

To carry out the object of this proclamation, the *Kapisanan sa Paglilingkod sa Bagong Pilipinas* (KALIBAPI) which is itself properly organized to assume such responsibility, is hereby directed to make the necessary preparations for, and to take charge of, the celebrations throughout the Philippines and to request all elements of our population in and outside of the government to take part or extend their cooperation in the observance of the Day.

In witness whereof, I have hereunto set my hand and caused the seal of the Republic of the Philippines to be affixed.

Done in the City of Manila, this eighteenth day of December, in the year of Our Lord, nineteen hundred and forty-three, and of the Republic of the Philippines, the first.

(Sgd.) JOSE P. LAUREL  
President of the Republic  
of the Philippines

By the President:

(Sgd.) JOSE GIL  
Acting Assistant Executive Secretary

REPUBLIC OF THE PHILIPPINES  
OFFICE OF THE PRESIDENT  
MANILA

BY THE PRESIDENT OF THE REPUBLIC  
OF THE PHILIPPINES

PROCLAMATION No. 9

DECLARING FRIDAY, DECEMBER 31, 1943, A SPECIAL BANK HOLIDAY

WHEREAS, a petition has been received from and on behalf of the various banks in Manila, requesting that the thirty-first day of December, nineteen hundred and forty-three, be declared a special bank holiday so as to enable the banking houses to deal with the heavy work incidental to the closing of their books at the end of the year; and

WHEREAS, considering that the thirtieth day of December, nineteen hundred and forty-three, and the first and second days of January, nineteen hundred and forty-four, are public holidays, the said thirty-first day of December, nineteen hundred and forty-three, can be declared a special bank holiday for the benefit of the banking houses without causing any disadvantage to the public in general;

Now, therefore, I, Jose P. Laurel, President of the Republic of the Philippines, by virtue of the authority in me vested by law, and there being in my judgment sufficient reasons therefor, do hereby proclaim Friday, December thirty-first, nineteen hundred and forty-three, as a special bank holiday. Negotiable papers which will fall due on the thirty-first day of December, nineteen hundred and forty-three, if the same were not a holiday, shall not be protested until the sunset of the following Monday, January third, nineteen hundred and forty-four. The banking houses shall receive moneys from the business community on the said thirty-first day of December for safe-keeping, provided that such moneys shall not be entered on the bank accounts until the third day of January, nineteen hundred and forty-four.

In witness whereof, I have hereunto set my hand and caused the seal of the Republic of the Philippines to be affixed.

Done in the City of Manila, this 28th day of December, in the year of Our Lord, nineteen hundred and forty-three, and of the Republic of the Philippines, the first.

(Sgd.) JOSE P. LAUREL  
President of the Republic  
of the Philippines

By the President:

(Sgd.) PEDRO SABIDO  
Acting Executive Secretary

REPUBLIC OF THE PHILIPPINES  
OFFICE OF THE PRESIDENT  
MANILA

BY THE PRESIDENT OF THE REPUBLIC  
OF THE PHILIPPINES

EXECUTIVE ORDER No. 11

PRESCRIBING NEW OFFICE HOURS TO BE OBSERVED IN THE DIFFERENT GOVERNMENT BUREAUS AND OFFICES IN THE CITY OF MANILA, INCLUDING THOSE OF THE CITY OF MANILA.

Whereas, in order to enable the Government to render maximum service to the people by keeping the government bureaus and offices

open to the public for a longer time, it is deemed necessary to modify the prescribed office hours for such bureaus and offices located in the City of Manila, including those of the City of Manila, by properly dividing the government personnel into shifts, each shift working the usual seven hours; and

Whereas, the system of working in shifts will have the effect of relieving to some extent traffic congestion in the City of Manila as the employees will be reporting for work at different hours of the day;

Now, therefore, I, Jose P. Laurel, President of the Republic of the Philippines, by virtue of the powers vested in me by law, do hereby prescribe that the office hours of all government bureaus and offices in the City of Manila, including those of the City of Manila, for the transaction of business shall be from 8 o'clock A. M. to 6 o'clock P. M. without official recess at noon. For this purpose, officials and employees in the different bureaus and offices in the City of Manila, should be properly placed on shifts of duty as follows:

1. 8 A. M. to 12 NOON; 1 to 4 P. M.
2. 9 A. M. to 1 P. M.; 2 to 5 P. M.
3. 10 A. M. to 2 P. M.; 3 to 6 P. M.

*Provided*, That the head of a bureau or office may use his discretion in determining the distribution by shifts of the officials and employees under his jurisdiction in such a manner as would make all units of the service accessible to the public during the prescribed office hours;

*Provided, further*, That on Saturdays there shall be only two shifts, one from 8 a. m. to 1 p. m. and the other from 1 p. m. to 6 p. m.; and

*Provided, finally*, That the provisions of this Order shall not for the present apply to the provinces and cities outside the City of Manila.

Provisions of existing orders which are inconsistent herewith are hereby declared inoperative.

This Order shall take effect on December 13, 1943.

Done in the City of Manila, this first day of December, in the year of Our Lord, nineteen hundred and forty-three, and of the Republic of the Philippines, the first.

(Sgd.) JOSE P. LAUREL  
President of the Republic  
of the Philippines

By the President:

(Sgd.) JOSE G. SANVICTORES  
Acting Executive Secretary

REPUBLIC OF THE PHILIPPINES  
OFFICE OF THE PRESIDENT  
MANILA

BY THE PRESIDENT OF THE REPUBLIC  
OF THE PHILIPPINES

EXECUTIVE ORDER No. 12

DESIGNATING RANK OF THE DIRECTOR  
AND ASSISTANT DIRECTORS OF THE  
BUREAU OF CONSTABULARY

By virtue of the powers vested in me by law, and in order to conform with the change of designations of the commissioned personnel of the Bureau of Constabulary as provided in section 1 (g) of Act No. 8, I, Jose P. Laurel, President of the Republic of the Philippines, do hereby assign the following designations of rank for the Director and Assistant Directors of the Bureau of Constabulary:

1. The Director of the Bureau of Constabulary shall be known and designated as Major General.

2. The First and Second Assistant Directors of the Bureau of Constabulary shall be known and designated as Brigadier Generals, the first taking precedence over the second.

The designations herein made shall be effective as of October 14, 1943, the date of the inauguration of the Republic of the Philippines.

Done in the City of Manila, this third day of December, in the year of Our Lord, nineteen hundred and forty-three, and of the Republic of the Philippines, the first.

(Sgd.) JOSE P. LAUREL  
President of the Republic  
of the Philippines

By the President:

(Sgd.) JOSE G. SANVICTORES  
Acting Executive Secretary

REPUBLIC OF THE PHILIPPINES  
OFFICE OF THE PRESIDENT  
MANILA

BY THE PRESIDENT OF THE REPUBLIC  
OF THE PHILIPPINES

EXECUTIVE ORDER No. 13

CREATING A FLOOD CONTROL BOARD

By virtue of the powers vested in me by law, I, Jose P. Laurel, President of the Republic of the Philippines, do hereby create and constitute a Board, to be known as the Flood Control Board, which shall be composed of the following:

Hon. Sergio Bayan, Vice Minister of Public Works and Communications, Chairman.

Mr. Vicente Fragante, Director of Public Works, Member.

Mr. Ambrosio Magsaysay, Director, Metropolitan Waterworks Office, Member.

Mr. Florencio Tamesis, Director of Forestry and Fishery, Member.

Dr. Vidal A. Tan, Dean, College of Engineering, University of the Philippines, Member.

Mr. Jose Paez, Manager, Philippine Red Cross, Member.

Mr. Angel Martinez, Professor of Civil Engineering, University of the Philippines, Member.

Mr. Gregorio de Leon, Chief Engineer of the Metropolitan Waterworks Office, Secretary.

The Board shall serve in an advisory capacity to the Government, its branches, subdivisions, agencies, and instrumentalities in connection with the investigation, planning, and construction of flood control and sea protection and other related works. In order to accomplish this purpose, the Board shall:

(a) Conduct a thorough survey of the flooded and submerged areas throughout the whole country and devise means for preventing or minimizing danger to life and damage to property caused by floods and the erosive action of rivers and the sea, and for the reclamation of submerged areas in correlation with the program of the Government for agricultural development;

(b) Examine any data and plan that may be submitted by any government entity for river or sea protection and other related work, and make such investigation as may be necessary to determine the feasibility of the projects submitted to its consideration or of such other projects and works as in its opinion should be undertaken by the Government; and

(c) Prepare such measures as may be necessary to put into effect the plans and schemes finally evolved and adopted by it, including a system of financing the effective prosecution thereof.

The Board shall meet at the call of the Chairman at such times and places as may be designated by him and shall submit a report of its activities and recommendations to the President of the Republic of the Philippines from time to time.

The Board is hereby authorized to call upon any Ministry, Bureau, Office, instrumentality, or agency of the Government for such information and assistance as it may need in the conduct of its work entrusted to it by virtue of this Executive Order.

Done in the City of Manila, this third day of December, in the year of Our Lord, nineteen

hundred and forty-three, and of the Republic of the Philippines, the first.

(Sgd.) JOSE P. LAUREL  
President of the Republic  
of the Philippines

By the President:

(Sgd.) JOSE G. SANVICTORES  
Acting Executive Secretary

REPUBLIC OF THE PHILIPPINES  
OFFICE OF THE PRESIDENT  
MANILA

BY THE PRESIDENT OF THE REPUBLIC  
OF THE PHILIPPINES

EXECUTIVE ORDER No. 14

CREATING A MEDICINAL PLANTS  
COMMITTEE

Whereas, it is the announced intention of my administration to make the Philippines self-sufficient as much as possible in the production and manufacture of medicinal drugs and preparations not only as a temporary expedient because of the disruption of our overseas trade but as a permanent national policy;

Whereas, before we indulged in the habit of importing from abroad nearly all our medicinal requirements, our fathers used to avail themselves of indigenous herbs which were perhaps equally efficacious in their tonic or curative possibilities; and

Whereas, Nature has endowed the Philippines with a wealth of flora from which, it is believed, she intended we should obtain the cure or antidote for the diseases and ailments which commonly beset our people;

Now, therefore, I, Jose P. Laurel, President of the Republic of the Philippines, by virtue of the powers vested in me by law, do hereby create a Medicinal Plants Committee which shall be composed of the following:

Dr. J. M. Marañon, Chairman  
Dr. P. Valenzuela, Member  
Dr. P. Tandingan, Member  
Dr. N. Mendiola, Member  
Dr. D. de la Paz, Member  
Dr. Jose E. Jimenez, Member  
Dr. A. B. M. Sison, Member

It shall be the duty of this Committee, with the aid of the ancient lore of our people and the scientific knowledge at their command, to make a survey and study of the medicinal plants actually growing in the Philippines as well as of the methods and processes available for the local production and manufacture of medicinal drugs and preparations, and to submit recommendations with a view to giving

impetus to the popularization of the use and culture of medicinal plants and insuring our self-sufficiency, as far as possible, in the production and manufacture of medicinal drugs and preparations.

The Committee shall meet at the call of the Chairman and at such times and places as may be designated by him, and it is hereby authorized to call upon any Ministry, Bureau, office, instrumentality, or agency of the Government for such information and assistance as it may deem necessary.

The Committee shall submit within fifteen days to the President of the Republic of the Philippines a concrete and workable plan or plans for the realization of the desired objective.

Done in the City of Manila, this sixth day of December, in the year of Our Lord, nineteen hundred and forty-three, and of the Republic of the Philippines, the first.

(Sgd.) JOSE P. LAUREL  
President of the Republic  
of the Philippines

By the President:

(Sgd.) JOSE GIL  
Acting Assistant Executive Secretary

EXECUTIVE ORDER No. 15

(To be published upon issuance by the President.)

REPUBLIC OF THE PHILIPPINES  
OFFICE OF THE PRESIDENT  
MANILA

BY THE PRESIDENT OF THE REPUBLIC  
OF THE PHILIPPINES

EXECUTIVE ORDER No. 16

PROHIBITING OFFICIALS AND EMPLOYEES OF THE GOVERNMENT AND OF GOVERNMENT OWNED OR CONTROLLED CORPORATIONS FROM DIRECTLY OR INDIRECTLY ENGAGING OR HAVING ANY INTEREST IN CERTAIN BUSINESS.

Whereas, section 7, Article IX of the Constitution prohibits public officers and employees from engaging in the practice of any profession during their continuance in office or, directly or indirectly, to intervene in the management or control of any private enterprise which in any way may be affected by the functions of their office, or to be financially interested in any contract with the Philippine Government or any subdivision or instrumentality thereof; and

Whereas, because of the present emergency it becomes necessary to supplement this Constitutional mandate with rules and regulations

in order to make it more effective in line with its evident purpose and manifest spirit;

Now, therefore, I, Jose P. Laurel, President of the Republic of the Philippines, by virtue of the powers vested in me by law, do hereby prohibit all officials and employees not only of the Government but also of Government owned or controlled corporations from directly or indirectly engaging or having interest in any business affected by the function of the Ministry, bureau, office, subdivision, agency or instrumentality of the Government to which they belong.

Violation of this Order will subject the official or employee involved to administrative disciplinary action and render him liable to removal or suspension according to the gravity of the offense as may be proven in a summary investigation: *Provided*, That the fact the wife or children of an official or employee engages or has an interest in any business prescribed by this Order shall be regarded as conclusive evidence that said official or employee is indirectly engaged or has an interest in such business.

Done at the City of Manila, this 10th day of December, in the year of Our Lord, nineteen hundred and forty-three, and of the Republic of the Philippines, the first.

(Sgd.) JOSE P. LAUREL  
President of the Republic  
of the Philippines

By the President:

(Sgd.) JOSE GIL  
Acting Assistant Executive Secretary

REPUBLIC OF THE PHILIPPINES  
OFFICE OF THE PRESIDENT  
MANILA

BY THE PRESIDENT OF THE REPUBLIC  
OF THE PHILIPPINES

EXECUTIVE ORDER No. 17

DESCRIPTION AND SPECIFICATIONS OF  
THE FLAG OF THE REPUBLIC OF THE  
PHILIPPINES.

Whereas, section 1 of Article IX of the Constitution provides that "the Flag of the Republic of the Philippines shall be red, white and blue, with a sun and three stars, as consecrated and honored by the Filipino people";

Whereas, Act Numbered Two thousand nine hundred and twenty-eight of the former Philippine Legislature describes the construction of the Flag but does not prescribe the necessary specifications of its different elements; and

Whereas, for the purpose of securing uniformity in making the Flag, it is necessary to adopt definite rules on the matter, in line with the provisions of the Constitution and Act

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Numbered Two thousand nine hundred and twenty-eight;

Now, therefore, by virtue of the powers conferred upon me by law, I, Jose P. Laurel, President of the Republic of the Philippines, do hereby promulgate and order that the following specifications for the Flag of the Republic of the Philippines be strictly observed:

1. The length of the flag is twice the altitude of the equilateral triangle.

2. Any side of the equilateral triangle is as long as the width of the flag.

3. Solid golden sunburst without any markings—Sun with eight rays, equally spaced; Arc  $\times$  with Sun ray = Free Arc  $y$ ; two opposite rays in horizontal axis and two in vertical axis; Sun's diameter  $D = W/5$ ; each ray has one major beam, twice as broad as the minor beam on either side; length of major beam  $R = 5/9 D$ ; length of minor beam  $r = 4/5 R$ . (See accompanying illustration.)

4. Three five-pointed golden stars of equal size, each star with one point directed to the vertex of the angle enclosing it; diameter of circumscribed circle of each star =  $5/9 D$ ; diameter of inscribed circle of each star =  $2/9 D$ ; distance from each corner =  $D/2$ .

5. Canvas-trimmed edge to the left of the triangle is approximately  $D/5$  wide = not counted in measuring length of flag.

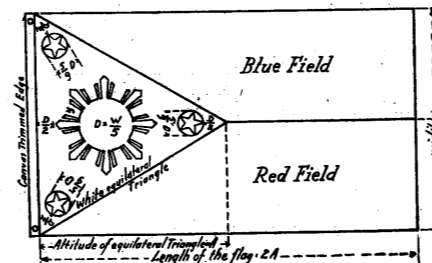
6. Flags made of silk will be trimmed on three edges with a knotted fringe of yellow silk  $D/5$  wide.

Done in the City of Manila, this thirteenth day of December, in the year of Our Lord, nineteen hundred and forty-three, and of the Republic of the Philippines, the first.

(Sgd.) JOSE P. LAUREL  
President of the Republic  
of the Philippines

By the President:

(Sgd.) JOSE GIL  
Acting Assistant Executive Secretary



The flag of the Republic of the Philippines showing the different elements in their proper relative proportions.

REPUBLIC OF THE PHILIPPINES  
OFFICE OF THE PRESIDENT  
MANILA

BY THE PRESIDENT OF THE REPUBLIC  
OF THE PHILIPPINES

EXECUTIVE ORDER No. 18

PROMULGATING RULES AND REGULATIONS GOVERNING THE USE OF THE FLAG OF THE REPUBLIC OF THE PHILIPPINES.

By virtue of the powers vested in me by law, I, Jose P. Laurel, President of the Republic of the Philippines, do hereby prescribe the following rules and regulations governing the use of the Flag of the Republic of the Philippines:

1. The flag shall be displayed in public office buildings, official residences, public squares, and institutions of learning every day throughout the year, and shall be raised at sunrise and lowered at sundown. It should be on the mast at the break of day and should not remain flying after the sun has actually set except when specially prescribed. The flagstaff must be straight, slightly and gently tapering at the end.

2. In peace time, the flag shall be displayed with the blue field above and the red field below when flown from a pike or staff or hung horizontally, and with the blue field on the right and the red field on the left of the observer, when hung vertically; and in time of war, the flag shall be flown with the red field above and the blue field below, when flown or hung horizontally, and with the red field on the right and the blue field on the left of the observer, when hung vertically.

Inclining the flag to the right or left is incorrect, except when displayed from a pike or staff.

3. The flag must not be displayed upside down.

4. The flag should never be displayed for decorative purposes. It should never be used for a curtain, for decorating a post or for covering a chair, table, or bench.

5. The flag must not be displayed in a dancing pavillion, cockpit or other places of hilarious or vicious amusement.

6. When used in connection with the unveiling of a statue or monument, the flag should form a distinct feature during the ceremony, but the flag itself should never be used as the covering for the statue.

7. The flag shall be displayed on Independence Day, October 14th of every year, and on all national holidays and other historic or special occasions not only in all public office buildings, official residences, public squares, and institutions of learning, but also in private buildings and homes, from sunrise to sundown.

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8. When flag ceremonies are held, all persons designated to take part in such ceremonies should assemble promptly and face the flag standing at attention. While the flag is being raised, the participants shall salute the flag: (a) those belonging to the armed service, by rendering the usual military salute; and (b) the civilians, by placing their right hands over their hearts and if wearing hats, by uncovering and holding the hats over their hearts. Complete silence shall be observed, and no person should be allowed to walk around while the ceremony is going on.

9. The national flags of friendly nations may be displayed with that of the Philippines, with the flag of the Republic of the Philippines in the center and the flags of the Greater East Asiatic nations to the right and left thereof in the order of precedence as may be determined by the dates of recognition of the Republic of the Philippines by such nations, or as may be established by usage. The flags of other nations shall occupy positions after those of the Greater East Asiatic nations in the order of precedence fixed by international convention, protocol, or usage, and in the absence of these, in the alphabetical order as determined by the names in French of the respective countries. When the national flag of a guest of state is displayed with the flag of the Republic of the Philippines, the former shall be placed at the right of the latter.

10. When the flag of the Republic of the Philippines is carried in a procession with other flags, the display of the flags shall be in the order given in paragraph 9 above. However, when there is more than one line of other flags, the flag of the Republic of the Philippines should be in front of the center of those lines.

11. Uncased national colors and flags passing in parade, review, or other ceremony should be saluted by all persons present who should face the flags, stand at attention and render an appropriate salute, as prescribed in paragraph 8 hereof.

12. The flag should never be dipped by way of salute or compliment.

13. On the national holidays of his country and other historic or special occasions, any alien whose country is at peace with the Philippines, may display the flag of his nation on any building or property owned or rented by him, without simultaneously displaying the flag of the Republic of the Philippines.

However, if the alien is located in a building or on other property owned or rented by the Republic of the Philippines, or by any of its branches, agencies or instrumentalities, the flag of the Republic of the Philippines should always be displayed when that of his own country is displayed. When so displayed, the

flag of the Republic of the Philippines should at least be of the same size as the flag of the alien's country and placed on the right of the latter (left of the observer facing the flags).

14. The flag, flying from a fixed pole at full or half-mast, should never be draped in black, but one carried in a funeral or in a necrological service indoor or outdoor, may, in sign of mourning, be draped by tying a double knot of black crepe at the head of the pike and hanging at a convenient length. It should not be so draped except when specifically ordered by the proper authorities.

15. The flag may be hoisted at half-mast in sign of mourning. To display the flag at half-mast, it must first be hoisted to full-mast, allowing it to fly there for a short moment before bringing it to the position of half-mast. From this position it may be raised but not lowered. To lower the flag at sunset or at any other time when ordered, it must again be hoisted to full-mast before bringing it down. The flag shall be displayed at half-mast only on the following occasions:

(a) On National Heroes Day, November 30th of every year, the flag should be flown at half-mast at sunrise until sundown; and

(b) On the death of a distinguished official or citizen, and on the anniversary of the death of a national hero or a martyr, the flag on all public office buildings, official residences, public squares, and institutions of learning throughout the Philippines may be ordered flown at half-mast by express authority of the President of the Republic of the Philippines or by a resolution approved by the National Assembly.

16. The flag shall not be used to wrap a casket, except of men in the air, military or naval forces of the nation; men who have rendered patriotic service for the people; and men whose lives, by reason of exemplary citizenship, devotion and loyalty to the public service, merit public recognition. When used to enshroud a casket in proper cases, the flag should be neatly and evenly spread lengthwise over the full length of the casket. The white triangle of the sun and stars will cover the head end, the blue field to the left, the red field to the right of the deceased with both colors evenly divided on each side of the casket. The flag should not be lowered into the grave or allowed to touch the ground. Wreaths of flowers should not be placed over a flag-shrouded casket. A little cross with a few flowers strewn here and there, or a small cross made of flowers, may be allowed over the red and blue fields of the flag. A small cross as a symbol of Christian faith may be permitted to rest anywhere on the flag.

17. The use of the flag of the Republic of the Philippines as trade-marks, or for adver-

tisement, placards, or labels for commercial, industrial or agricultural purposes by private persons, corporations or associations, and the printing or stamping of the same on articles or commodities intended for sale, barter, or exchange, or on personal, professional, Christmas or greeting cards, is hereby prohibited and penalized as provided by law.

Done in the City of Manila, this thirteenth day of December, in the year of Our Lord, nineteen hundred and forty-three, and of the Republic of the Philippines, the first.

(Sgd.) JOSE P. LAUREL  
President of the Republic  
of the Philippines

By the President:

(Sgd.) JOSE GIL  
Acting Assistant Executive Secretary

REPUBLIC OF THE PHILIPPINES  
OFFICE OF THE PRESIDENT  
MANILA

BY THE PRESIDENT OF THE REPUBLIC  
OF THE PHILIPPINES

EXECUTIVE ORDER No. 19

CREATING A RELIEF COMMITTEE

For the purpose of carrying out the provisions of Act No. 2 of the Republic of the Philippines which appropriates the sum of two million pesos for the relief and rehabilitation of communities and/or invalids, widows, orphans and other indigent persons suffering from the effects of the war, I, Jose P. Laurel, President of the Republic of the Philippines, by virtue of the powers vested in me by law, do hereby create a committee which shall be known as the Relief Committee and composed of the following:

Hon. Quintin Paredes, Minister of Public Works and Communications, Chairman  
Hon. Arsenio Bonifacio, Acting Minister of the Interior, Member  
Hon. Gabriel Mañalac, Acting Minister of Education, Health and Public Welfare, Member  
Hon. Francisco Zulueta, Floor Leader of the National Assembly, Member  
Hon. Santiago U. Estrada, Chairman, Committee on Relief of the National Assembly, Member

The duties of the Relief Committee shall be:

(1) To ascertain the nature and extent of damages suffered by the people from the effects of the war, particularly the pressing needs and requirements of war invalids, widows and orphans, and other persons left indigent as a result of war in the different provinces, cities and municipalities;

(2) To determine the nature and amount of relief and rehabilitation that should be given, the number of persons that should be given the benefits of Act No. 2 and the priorities, if any, that should be observed in apportioning the benefits of the Act to the end that those who need help most shall receive them first. In the performance of this duty, the Committee shall take into account all the various forms of relief now undertaken by the National Government, provincial governments, chartered cities, municipalities and also those being undertaken by private relief organizations;

(3) To devise and carry out such adequate measures as may be necessary to immediately and effectively fulfill the purposes of said Act No. 2; and

(4) To study the advisability of, and recommend plans for the creation of a permanent relief fund from sources other than a direct appropriation by the Government, as well as ways and means of integrating all relief work and eventually absorbing all public and private relief organizations into one single agency.

The Relief Committee shall meet at the call of the Chairman at such times and places as may be designated by him and shall submit a report of its activities and recommendations to the President of the Republic of the Philippines from time to time.

The Relief Committee is hereby authorized to call upon any Ministry, bureau, office, instrumentality or agency of the Government for such information and assistance as it may need in the conduct of the work entrusted to it by virtue of this Order.

Done in the City of Manila, this 13th day of December, in the year of Our Lord, nineteen hundred and forty-three, and of the Republic of the Philippines, the first.

(Sgd.) JOSE P. LAUREL  
President of the Republic  
of the Philippines

By the President:

(Sgd.) JOSE GIL  
Acting Assistant Executive Secretary

REPUBLIC OF THE PHILIPPINES  
OFFICE OF THE PRESIDENT  
MANILA

BY THE PRESIDENT OF THE REPUBLIC  
OF THE PHILIPPINES

EXECUTIVE ORDER No. 20

CREATING A GOVERNMENT QUARTERS  
COMMITTEE

In order to facilitate and coordinate the use and occupancy of the National Government buildings, the construction of new quarters,



and the rental of privately-owned property for such purposes, I, Jose P. Laurel, President of the Republic of the Philippines, by virtue of the powers in me vested by law, do hereby create a Government Quarters Committee to be composed of the Vice-Minister of Public Works and Communications, as Chairman, and the Auditor General and Director of the Budget and the Director of Public Works, as members.

The powers and duties of this Committee shall be as follows:

1. To investigate and look into the matter of assignment of quarters in public buildings to the different branches of the government, ministries, bureaus, offices, agencies, and instrumentalities of the National Government, and to recommend such changes in the assignment of quarters as may be deemed advisable in the interests of public service and efficiency;

2. To study and consider the advisability of renting privately-owned property for use as offices or storehouses by the National Government; and

3. To submit to the President of the Republic of the Philippines such recommendations as may be deemed convenient in view of the present emergency with respect to the construction, acquisition, use or occupancy of additional quarters that might be needed by the National Government in the City of Manila or in localities outside of the City of Manila.

Executive Order Numbered Three hundred eighty-seven, series of nineteen hundred and thirty-two, Executive Order Numbered One hundred and twenty-one, series of nineteen hundred and thirty-seven, and all other orders and regulations in conflict herewith are hereby revoked.

Done in the City of Manila, this thirteenth day of December, in the year of Our Lord, nineteen hundred and forty-three, and of the Republic of the Philippines, the first.

(Sgd.) JOSE P. LAUREL  
President of the Republic  
of the Philippines

By the President:

(Sgd.) JOSE GIL  
Acting Assistant Executive Secretary

REPUBLIC OF THE PHILIPPINES  
OFFICE OF THE PRESIDENT  
MANILA

BY THE PRESIDENT OF THE REPUBLIC  
OF THE PHILIPPINES

EXECUTIVE ORDER No. 21

AMENDING EXECUTIVE ORDER No. 19

Executive Order No. 19, entitled "Creating a Relief Committee," dated December thirteenth, nineteen hundred and forty-three, is hereby

amended by including as Members of the Relief Committee the following, as well as such other persons as may be designated by the President of the Republic of the Philippines from time to time:

Hon. Teofilo Sison, Minister of Justice  
Hon. Rafael Alunan, Minister of Agriculture and Commerce

Done in the City of Manila, this twentieth day of December, in the year of Our Lord, nineteen hundred and forty-three, and of the Republic of the Philippines, the first.

(Sgd.) JOSE P. LAUREL  
President of the Republic  
of the Philippines

By the President:

(Sgd.) PEDRO SABIDO  
Acting Executive Secretary

REPUBLIC OF THE PHILIPPINES  
OFFICE OF THE PRESIDENT  
MANILA

BY THE PRESIDENT OF THE REPUBLIC  
OF THE PHILIPPINES

EXECUTIVE ORDER No. 22

PRESCRIBING THE BIOGRAPHY OF DR. JOSE RIZAL BY DR. RAFAEL PALMA AS A REQUIRED TEXTBOOK IN ALL HIGH SCHOOLS, COLLEGES AND UNIVERSITIES, AND OPENING COMPETITIONS FOR THE BEST TRANSLATIONS THEREOF FROM SPANISH INTO TAGALOG AND ENGLISH.

Whereas, the public and private institutions of learning have not heretofore given sufficient emphasis on the teaching of the inspiring examples of Dr. Jose Rizal;

Whereas, it is imperative that the biography of Dr. Jose Rizal be thoroughly studied by the Filipino youth; and

Whereas, Dr. Rafael Palma won the first prize in a competition some years ago for the best biography of our national hero which is admittedly without peer in the presentation of the life of Dr. Jose Rizal;

Now, therefore, I, Jose P. Laurel, President of the Republic of the Philippines, pursuant to the authority vested in me by law, and upon recommendation of the National Education Board, do hereby declare the biography of Dr. Jose Rizal written by Dr. Rafael Palma to be a required textbook in all public and private high schools, colleges and universities effective at the beginning of the school year 1944-1945.

In order to effectively carry out this directive, the Minister of Education, Health and Public Welfare is hereby ordered to promulgate rules and regulations for the immediate

opening of two nation-wide competitions, with cash prizes, for the best translations of Dr. Rafael Palma's biography of Dr. Jose Rizal from Spanish into Tagalog and English, respectively.

Done in the City of Manila, this twenty-ninth day of December, in the year of Our Lord nineteen hundred and forty-three, and of the Republic of the Philippines, the first.

(Sgd.) JOSE P. LAUREL  
President of the Republic  
of the Philippines

By the President:

(Sgd.) PEDRO SABIDO  
Acting Executive Secretary

REPUBLIC OF THE PHILIPPINES  
OFFICE OF THE PRESIDENT  
MANILA

BY THE PRESIDENT OF THE REPUBLIC  
OF THE PHILIPPINES

EXECUTIVE ORDER No. 23

ORDERING THE DIRECT APPOINTMENT OR FREE ENLISTMENT OF QUALIFIED PERSONS INTO THE COMMISSIONED AND NON-COMMISSIONED SERVICE OF THE CONSTABULARY AND CREATING BOARDS OF SELECTION TO PASS UPON THE QUALIFICATIONS OF ALL APPLICANTS FOR COMMISSION.

In order to facilitate the prompt organization of the Philippine Constabulary into the required strength and thus effectively accelerate the pacification campaign now being undertaken by the Government, I, Jose P. Laurel, President of the Republic of the Philippines, by virtue of the powers in me vested by law, do hereby order that for the present and as an emergency measure, it shall be sufficient preparation for commissioned officers that they have had thorough training adequate to the grade or rank to which they are to be appointed, in an authorized school or institution conducted for the purpose under the former Philippine Constabulary or the former Philippine Army; and in the case of non-commissioned personnel, that they have had substantial training or experience under the former Philippine Constabulary or the former Philippine Army.

There are hereby created boards of selection, the members of which are to be appointed by the President of the Republic of the Philippines from time to time, to pass upon the qualifications of all applicants for commission in the Constabulary. The boards of selection shall recommend for commission, and the recruiting officers shall accept for enlistment, only such applicants who, in addition to their training and experience, are loyal to the Republic of the Philippines and possess such

physical qualifications as may be required by existing laws, rules and regulations.

Done in the City of Manila, this twenty-ninth day of December, in the year of Our Lord, nineteen hundred and forty-three, and of the Republic of the Philippines, the first.

(Sgd.) JOSE P. LAUREL  
President of the Republic  
of the Philippines

By the President:

(Sgd.) PEDRO SABIDO  
Acting Executive Secretary

REPUBLIC OF THE PHILIPPINES  
OFFICE OF THE PRESIDENT  
MANILA

BY THE PRESIDENT OF THE REPUBLIC  
OF THE PHILIPPINES

EXECUTIVE ORDER No. 24

REORGANIZING THE MINISTRIES, BUREAUS, OFFICES, AGENCIES AND INSTRUMENTALITIES OF THE GOVERNMENT OF THE REPUBLIC OF THE PHILIPPINES.

Pursuant to the powers vested in me by Act No. 10 to effect changes in the different ministries, bureaus, offices, agencies, and instrumentalities of the Government, including government-owned or controlled corporations, and to create new ones or abolish those existing, I, Jose P. Laurel, President of the Republic of the Philippines, do hereby order—

SECTION 1. *Ministries.*—There shall be nine Ministries in the Government of the Republic of the Philippines, to wit: the Ministry of Foreign Affairs, the Ministry of Home Affairs, the Ministry of Finance, the Ministry of Justice, the Ministry of Agriculture and Natural Resources, the Ministry of Education, the Ministry of Public Works and Communications, the Ministry of Economic Affairs and the Ministry of Health, Labor, and Public Welfare. Each Ministry shall be under the direct control of its corresponding Minister of State. In addition to the Ministries herein enumerated, there shall be an Office of the President under the direct control of the Executive Secretary, who shall have the rank of Minister of State. Each Ministry shall, subject to the supervision and control of the President, and under the executive authority of the Minister concerned, be responsible for the proper and effective performance of the functions and activities of the Government falling within its jurisdiction as the same are now or may hereafter be defined by law.

SEC. 2. *Bureaus and Offices under the Office of the President.*—The Office of the President shall have executive supervision over the Executive Bureau, the General Auditing Office,

the Bureau of Civil Service, including the Boards of Examiners, the Bureau of Information, and the Bureau of Printing.

**SEC. 3. Bureaus and Offices under the Ministry of Foreign Affairs.**—The Ministry of Foreign Affairs shall have executive supervision over the Bureau of General Affairs, the Bureau of Political Affairs, the Bureau of International Trade Relations, the Press and International Cultural Relations Bureau, and the Embassies, Legations, and Consulates of the Republic of the Philippines in foreign countries.

**SEC. 4. Bureaus and Offices under the Ministry of Home Affairs.**—The Ministry of Home Affairs shall have executive supervision over the administration of provinces, municipalities, chartered cities and other local political subdivisions, the Philippine Constabulary, the Bureau of Religious Affairs, and the Board of Review.

**SEC. 5. Bureaus under the Ministry of Finance.**—The Ministry of Finance shall have executive supervision over the Bureau of Budget and Accounts, the Bureau of Customs and Internal Revenue, the Bureau of the Treasury, the Bureau of Credits and Investments, the Public Employees' Life Insurance Bureau, and the Philippine Charity Sweepstakes Bureau.

**SEC. 6. Bureaus and Offices under the Ministry of Justice.**—The Ministry of Justice shall have executive supervision over the Code Committee, the Court of Appeals, the Courts of First Instance, the Bureau of Public Prosecution, the Bureau of Prisons, the Bureau of Property Registration, the Offices of the Provincial and City Sheriffs, the Municipal Courts, and the Justice of the Peace Courts.

**SEC. 7. Bureaus under the Ministry of Agriculture and Natural Resources.**—The Ministry of Agriculture and Natural Resources shall have executive supervision over the Bureau of Plant Industry, the Bureau of Animal Industry, the Bureau of Lands, the Bureau of Forestry, the Bureau of Fisheries, the Bureau of Science, and the Bureau of Mines.

**SEC. 8. Bureaus and Offices under the Ministry of Education.**—The Ministry of Education shall have executive supervision over the Bureau of Public Instruction, the University of the Philippines, the Bureau of Private Education, the Bureau of Physical Education, the National Library, the Institute of National Language, and the Bureau of Oriental Culture.

**SEC. 9. Bureaus under the Ministry of Public Works and Communications.**—The Ministry of Public Works and Communications shall have executive supervision over the Bureau of Public Works, the Bureau of Communications, the Bureau of Public Services, the Weather, Geodetic and Hydrographic Bureau, and the Metropolitan Waterworks Bureau.

**SEC. 10. Bureaus and Offices under the Ministry of Economic Affairs.**—The Ministry of Economic Affairs shall have executive super-

vision over the Bureau of Commerce and Industries, the Food Administration, the Bureau of the Census and Statistics, and the various government-owned or controlled corporations, and also over purchases of equipment and supplies for the various offices, officials, and branches of the Government and other persons entitled to make purchases through the Government.

**SEC. 11. Bureaus and Offices under the Ministry of Health, Labor, and Public Welfare.**—The Ministry of Health, Labor, and Public Welfare shall have executive supervision over the Bureau of Health, the Bureau of Labor, the Bureau of Public Welfare, and the Philippine General Hospital.

**SEC. 12. Powers, functions and duties, of Ministries.**—The Ministries enumerated in section 1 hereof, with the exception of the Ministry of Economic Affairs and the Ministry of Health, Labor, and Public Welfare, shall continue to exercise the powers and perform the functions and duties vested in them by existing laws and regulations except as the same may be modified or enlarged by the provisions of this Order. The Ministry of Home Affairs and the Ministry of Agriculture and Natural Resources shall exercise the powers and perform the functions and duties of the former Ministry of the Interior and the Ministry of Agriculture and Commerce, respectively, except as also modified or enlarged in this Order.

**SEC. 13. Powers, functions, and duties of the Ministry of Economic Affairs.**—The Ministry of Economic Affairs shall be charged with the promotion and development of the national economy; the formulation, direction, coordination, and enforcement of the economic policies and activities of the different governmental entities, agencies and instrumentalities; and with such other functions and duties as may hereafter be entrusted to it by law.

**SEC. 14. Powers, functions and duties of the Ministry of Health, Labor, and Public Welfare.**—The Ministry of Health, Labor, and Public Welfare shall be charged with the protection of the health of the people, the maintenance of sanitary conditions, the proper enforcement of the laws relative to health, sanitation and social services and over all matters concerning labor or labor in its relation to capital and those related to the welfare of laborers in this country and abroad, as well as the proper enforcement of the laws relative to labor and capital in the Philippines.

**SEC. 15. Powers, functions and duties of Bureaus and Offices.**—The Bureaus and Offices enumerated in the next preceding sections, with the exception of those originally created by this Order and except as herein modified or enlarged, shall continue to exercise the powers and perform the functions and duties vested in them by existing laws and regulations.

The Executive Bureau shall assist the Executive Secretary in the performance of the administrative functions of the Office of the President.

The authority and powers of the General Auditing Office shall extend to and comprehend all matters falling under the jurisdiction of the former Budget and Auditing Office relative to the examination and inspection of the books, records, and papers relating to the accounts of the Government, the preservation of vouchers, and the audit and settlement of the accounts of all persons respecting funds or property received or held by them in an accountable capacity, as well as to the examination and audit of debts and claims of any sort due from or owing to the Government of the Republic of the Philippines or any of its branches. This jurisdiction shall extend to all corporations established and organized in accordance with the laws of the Republic of the Philippines wherein the Government of the said Republic or any of its branches owns the majority of the stock or shares.

The Bureau of Information shall exercise the powers and perform the functions and duties of the former Bureau of Information and Public Security.

The Bureau of International Trade Relations shall exercise the powers and perform the functions and duties of the former Bureau of Economic Affairs in the Ministry of Foreign Affairs.

The Press and International Cultural Relations Bureau shall be the medium of relations of the Ministry of Foreign Affairs with the domestic and foreign press, with the radio, and with the news reels. It shall issue press releases and arrange press conferences in connection with the foreign relations of the Government of the Republic of the Philippines.

It shall prepare and distribute regularly to all officials of the Government press bulletins and summaries and general information bearing upon diplomatic developments abroad. It shall have general charge of official international activities of the Ministry of Foreign Affairs with respect to cultural relations; and generally, of the dissemination abroad of representative intellectual and cultural works of the Philippines and the improvement and broadening of the scope of the cultural relations of the Philippines with other countries. It shall prepare and distribute publications of the Ministry of Foreign Affairs and disseminate information concerning them.

The Bureau of Political Affairs shall enforce and administer the laws relating to the immigration of aliens into the Philippines and shall exercise the powers and perform the functions and duties of the Alien Registration and Legalization Division of the former Ministry of the Interior.

The Philippine Constabulary and the Bureau of Labor shall exercise the powers and perform the functions and duties of the former Bureau of the Constabulary and the former Bureau of Employment, respectively.

The Board of Review shall enforce and administer the law on censorship of moving pictures, shall censor stage shows and similar entertainments, and shall exercise and perform such other functions and duties as may hereafter be entrusted to it by law.

The Bureau of the Budget and Accounts shall exercise the powers and perform the functions and duties of the former Budget and Auditing Office insofar as they pertain or relate to the preparation of the budget and any proposal of supplementary, special or deficiency appropriations; to the investigation, revision, examination, assembly, coordination and reduction or increase of the estimates of the various ministries, bureaus, offices and dependencies of the government; to the release of funds and the expenditure of appropriations and allotments; and to all accounting procedure, including the keeping of the accounts of the Government. The Bureau of the Budget and Accounts shall also have technical supervision over accounting matters in all corporations established and organized in accordance with the laws of the Republic of the Philippines wherein the Government of the said Republic or any of its branches owns the majority of the stock or shares.

The Bureau of Credits and Investments shall exercise the powers and perform the functions and duties of the former Bureau of Financing.

The Bureau of Public Prosecution shall exercise the powers and perform the functions and duties of the former Bureau of Justice and shall, in addition, have executive supervision over the offices of the provincial and city fiscals.

The Bureau of Property Registration shall exercise the powers and perform the functions and duties of the former General Land Registration Office and the existing Judicial Land Titles Division in the Ministry of Justice.

The Bureau of Fisheries shall exercise the powers and perform the functions and duties of the former Bureau of Forestry and Fishery insofar as they pertain or relate to the protection, management, and development of all national and municipal fisheries and fishery reservations, the granting of licenses for aquatic products and, in general, the promotion of the fishing industry in the Philippines.

The Bureau of Oriental Culture shall have immediate charge of the work pertaining to the preparation, adoption or approval of textbooks for use in all the schools. It shall undertake researches, studies and investigations on Oriental culture and coordinate and make available the results thereof, and disseminate and propagate the same.

The Weather, Geodetic and Hydrographic Bureau shall exercise the powers and perform the functions and duties of the former Weather Bureau and the Geodetic and Hydrographic Section in the Ministry of Public Works and Communications.

The Public Employees' Life Insurance Bureau, the Philippine Charity Sweepstakes Bureau, and the Metropolitan Waterworks Bureau shall exercise the powers and perform the functions and duties of the former Public Employees' Life Insurance, the Philippine Charity Sweepstakes Office, and the Metropolitan Waterworks Office, respectively.

**Sec. 16. Heads and Assistant Heads of Bureaus and Offices.**—All bureaus and offices under the different Ministries shall each have one director or chief and as many assistant directors or assistant chiefs as the appropriation acts may provide.

**Sec. 17. Ministerial authority to create, suppress, or reduce activities and transfer services, with the corresponding personnel and appropriation.**—For the purpose of effecting simplicity and economy and promoting efficiency in the service, the proper Minister of State is hereby authorized, subject to the approval of the President, to suppress or reduce any activity under his ministry, transfer any activity from one division to another, add a new activity to any division, or consolidate into one or more divisions all activities and functions of a similar nature of the different bureaus and offices of a Ministry. He is, likewise, hereby authorized; subject to the same approval, to transfer, reduce, abolish, increase or create any item of appropriation for salaries and wages in order to carry into effect the reorganization herein authorized: *Provided*, That the net result of such transfers, reductions, abolitions, increases or creation of new items shall not exceed the total of the corresponding appropriations affected as authorized in the 1944 Appropriation Act.

**Sec. 18. Implied ministerial powers and duties.**—Whenever a specific power, authority, duty, function, or activity is entrusted to a chief of bureau, office, division or service, the same shall be understood as also conferred upon the proper Minister of State who shall have authority to act directly in pursuance thereof, or to review, modify or revoke any decision or action of said chief of bureau, office, division or service.

**Sec. 19. Reversion of unexpended fund balances of Bureaus and Offices.**—The unexpended balances of funds or appropriations pertaining to bureaus, offices, divisions or activities abolished or otherwise terminated in accordance with the provisions of this Order shall revert to the unappropriated surplus of the National Government and all the equipment, materials, records and other properties pertaining to said bureaus, offices, divisions,

or activities shall be disposed of as may be directed by the President.

**Sec. 20. Transfer of unexpended balances of Bureaus and Offices.**—The unexpended balances of funds or appropriations and the personnel, equipment, materials, records and other properties pertaining to bureaus, offices, divisions or activities transferred to a Ministry, bureau or office, in accordance with the provisions of this Order, shall be merged with the funds or appropriations, personnel, equipment, materials, records, and other properties pertaining to the Ministry, bureau, office or division concerned, to be used for the same purpose or purposes for which they were originally intended. The transfer of personnel, funds or appropriations, equipment, materials, records and other properties herein authorized shall be made by the Ministers of State concerned and the Auditor General.

**Sec. 21. Vacancies and new appointments.**—All officers and employees of the Government on the date this Order takes effect whose positions are not abolished by virtue of this reorganization shall continue in office and those whose positions are abolished shall be given preference in appointment to positions created pursuant to this reorganization; but all Ministers of State, Vice-Ministers, the chiefs and assistant chiefs of bureaus and offices, and the other officers whose appointments are by the Constitution vested in the President shall vacate their respective positions on the expiration of ninety days from the date of effectivity of this Order, unless reappointed by the President.

**Sec. 22. Retirements.**—Officers and employees whose positions are abolished or who may be separated from the service as a consequence of the reorganization provided in this Order shall be entitled to such gratuity as may be fixed by appropriate legislation on the basis of the actual salary received and under such terms and conditions as may be fixed by law. They shall not lose their civil service eligibility for a period of ten years from the date of their separation from the service, and in case an office needs the services of additional personnel, preference in the appointment shall be given to them.

**Sec. 23. Effectivity.**—This Order shall take effect on January first, nineteen hundred and forty-four: *Provided*, That whenever necessary in the interest of economy and orderly procedure in the reorganization, the President may postpone the effectivity of any provision or provisions of this Order to a subsequent date not later than December thirty-first, nineteen hundred and forty-four: *And provided, further*, That until the creation of the Ministry of Economic Affairs and the Ministry of Health, Labor, and Public Welfare shall have been approved by the National Assembly, the Ministries, bureaus and offices that may be affected

thereby shall continue as constituted under existing laws with the same power, authority, functions and duties as heretofore.

Done in the City of Manila, this thirty-first day of December, in the year of Our Lord nineteen hundred and forty-three, and of the Republic of the Philippines, the first.

(Sgd.) JOSE P. LAUREL  
President of the Republic  
of the Philippines

By the President:

(Sgd.) PEDRO SABIDO  
Acting Executive Secretary

REPUBLIC OF THE PHILIPPINES  
OFFICE OF THE PRESIDENT  
MANILA

BY THE PRESIDENT OF THE REPUBLIC  
OF THE PHILIPPINES  
ADMINISTRATIVE ORDER No. 9

**PROVIDING FOR THE CULTIVATION OF PUBLIC PLAZAS, GROUNDS, YARDS AND SIDEWALK PARKING FOR THE PRODUCTION OF VEGETABLES AND OTHER FOOD CROPS.**

For the purpose of supplementing the provisions of Ordinance No. 2 entitled "Providing for the Cultivation of all Available Lands for the Production of Food Crops" promulgated by the President of the Republic of the Philippines on November 20, 1943, it is hereby ordered that—

1. All public plazas, yards, grounds and sidewalk parking shall be planted or caused to be planted by the government office or entity in charge thereof with vegetables and other food crops: *Provided*, That no building, tree, monument or other public work or improvement shall be destroyed; *And provided, further*, That the Food Administrator may exempt portion or portions of a public plaza, yard, ground or sidewalk parking from the operation of this Administrative Order.

2. If for any reason, the government office or entity in charge of a public plaza, yard, ground or sidewalk parking is not in a position to put it into cultivation, the chief or head of such office or entity may allow the same to be cultivated by private persons as community or individual gardens for the same purpose and under the same condition prescribed in paragraph 1 of this Order.

3. The crops produced under the provisions of paragraph 1 hereof may, in the discretion of the chief or head of the office or entity in charge of the public plaza, ground, yard or sidewalk parking be turned over to any government hospital, prison, asylum, or any similar public institution, for the use of the inmates of such institution, or may be disposed of and

the proceeds therefrom used for charity or relief in such manner as may be determined by the Director of Public Welfare, with the approval of the Minister concerned.

The crops produced under paragraph 2 hereof shall belong to the grower and no rent for the use of the land shall be collected.

Done in the City of Manila, this third day of December, in the year of Our Lord, nineteen hundred and forty-three, and of the Republic of the Philippines, the first.

(Sgd.) JOSE P. LAUREL  
President of the Republic  
of the Philippines

By the President:

(Sgd.) JOSE G. SANVICTORES  
Acting Executive Secretary

REPUBLIC OF THE PHILIPPINES  
OFFICE OF THE PRESIDENT  
MANILA

BY THE PRESIDENT OF THE REPUBLIC  
OF THE PHILIPPINES  
ADMINISTRATIVE ORDER No. 10

**DIRECTING THE COUNCIL OF STATE TO TAKE CHARGE OF THE CELEBRATION OF RIZAL DAY FOR THE YEAR 1943.**

In order to fittingly and properly observe the 30th day of December of this year, the anniversary of the martyrdom of Dr. Jose Rizal, our national hero, the Council of State is hereby designated and directed to make all the necessary arrangements for the most appropriate way of celebrating the occasion and to take charge of the celebration.

The ceremonies to be held in the City of Manila shall include:

(a) Pilgrimage to the Rizal Monument and to Fort Santiago by groups in the following order:

1. The President of the Republic of the Philippines, and the members of his Cabinet.
2. The Speaker and the members of the National Assembly.
3. The Chief Justice and Associate Justices of the Supreme Court.
4. The officials and employees of the ministries, bureaus and offices headed by their respective Vice-Ministers.
5. Schools and colleges.
6. Civic organizations and private firms.

(b) One minute silent meditation and prayer by each group in honor of our national hero and for the success of the Republic of the Philippines.

The Council of State shall receive the applications of those desiring to participate in this celebration and assign a definite hour for

each group of participants: *Provided*, That the time to be assigned to the participants be so arranged that there will be a continuous flow of people at the places of pilgrimage. The Council of State may allow the placing of floral offerings to Dr. Jose Rizal at his monument at the Luneta. No music, floats or display of any gaiety shall be allowed.

In the provinces, municipalities and cities other than Manila, a local committee to take charge of the Rizal Day celebration in those communities with ceremonies similar to those to be held in Manila, shall be created with the Provincial Governor, the City Mayor or the Municipal Mayor, as the case may be, as chairman, and such persons as he may appoint as members. The spirit and form of celebration prescribed for the City of Manila shall be observed in provincial, city and municipal celebrations.

Done in the City of Manila, this third day of December, in the year of Our Lord, nineteen hundred and forty-three, and of the Republic of the Philippines, the first.

(Sgd.) JOSE P. LAUREL  
President of the Republic  
of the Philippines

By the President:

(Sgd.) JOSE G. SANVICTORES  
Acting Executive Secretary

REPUBLIC OF THE PHILIPPINES  
OFFICE OF THE PRESIDENT  
MANILA

BY THE PRESIDENT OF THE REPUBLIC  
OF THE PHILIPPINES

ADMINISTRATIVE ORDER No. 11

**FURTHER EXTENDING THE PERIOD FOR  
THE REGISTRATION OF EMERGENCY  
NOTES IN THE PROVINCE OF LEYTE.**

By virtue of the powers vested in me by law, I, Jose P. Laurel, President of the Republic of the Philippines, do hereby extend, upon the recommendation of the Minister of Finance, the period for the registration of emergency notes in the Province of Leyte to March 31, 1944.

Done in the City of Manila, this twenty-second day of December, in the year of Our Lord, nineteen hundred and forty-three, and of the Republic of the Philippines, the first.

(Sgd.) JOSE P. LAUREL  
President of the Republic  
of the Philippines

By the President:

(Sgd.) JOSE GIL  
Acting Assistant Executive Secretary

REPUBLIC OF THE PHILIPPINES  
OFFICE OF THE PRESIDENT  
MANILA

BY THE PRESIDENT OF THE REPUBLIC  
OF THE PHILIPPINES

ADMINISTRATIVE ORDER No. 12

**REORGANIZING THE TEXTBOOK  
EXAMINING COMMITTEE**

Whereas, Instruction No. 2 of the Director General of the Japanese Military Administration, dated January 18, 1942, created a Textbook Examining Committee consisting of Japanese and Filipino experts, for the purpose of examining textbooks for use in the schools and eliminating therefrom improper and unsuitable parts; and

Whereas, a re-orientation of its purposes as well as a change in its membership has become necessary in view of the change of sovereignty;

Now, therefore, I, Jose P. Laurel, President of the Republic of the Philippines, by virtue of the powers vested in me by law, do hereby reconstitute the Textbook Examining Committee to be composed of the following members:

Hon. Jorge Bocobo, Chairman  
Hon. Gabriel Mañalac, Member  
Dr. Francisco Benitez, Member  
Dr. Mariano V. de los Santos, Member  
Hon. Pedro Aunario, Member  
Mr. Segundo Infantado, Member  
Mrs. Pura Villanueva-Kalaw, Member

The Committee shall have charge of the selection and approval of textbooks to be used in all schools, colleges, and universities, whether public or private, and shall have the power to prohibit the use of any textbook which it may find to be against the law, not conducive to the fomentation of the basic educational policies of the State, or offensive to the dignity and honor of the Government and people of the Republic of the Philippines.

The members of the Committee are hereby prohibited to consider for adoption or to adopt any treatise, textbook or manuscript in whose authorship, editorship, or preparation a member of the Committee may have direct or indirect interest.

Done in the City of Manila, this twenty-third day of December, in the year of Our Lord, nineteen hundred and forty-three, and of the Republic of the Philippines, the first.

(Sgd.) JOSE P. LAUREL  
President of the Republic  
of the Philippines

By the President:

(Sgd.) PEDRO SABIDO  
Acting Executive Secretary

**APPOINTMENTS AND DESIGNATIONS BY THE PRESIDENT**

**OFFICE OF THE PRESIDENT**

Pedro Sabido, Acting Executive Secretary, December 13, 1943.

**FOOD ADMINISTRATION**

Jose G. Sanvictores as Food Administrator effective December 4, 1943, appointment issued December 3, 1943.

**EMBASSY OF THE REPUBLIC OF THE PHILIPPINES  
IN TOKYO**

Francisco Lavides, Counsellor in the Embassy of the Republic of the Philippines in Tokyo, effective on the date of his departure from the Philippines, December 16, 1943.

Faustino Sy-Changco, Second Secretary of the Embassy of the Republic of the Philippines in Tokyo, December 16, 1943.

Leon Ma. Guerrero, Second Secretary of the Embassy of the Republic of the Philippines in Tokyo, December 16, 1943.

Jose Carmona, Third Secretary and Financial Officer of the Embassy of the Republic in the Philippines, effective on the date of his departure from the Philippines, December 16, 1943.

**BUREAU OF POLITICAL AFFAIRS**

Teodoro Evangelista, Director of the Bureau of Political Affairs, December 16, 1943.

Jesus P. Morfe, Assistant Director of the Bureau of Political Affairs, December 16, 1943.

**BUREAU OF GENERAL AFFAIRS**

Querube O. Makalintal, Director of the Bureau of General Affairs, December 16, 1943.

Mauro Calingo, Assistant Director of the Bureau of General Affairs, December 16, 1943.

**KAPISANAN SA PAGLILINGKOD SA BAGONG PILIPINAS  
(Association for Service to the New Philippines)**

Dr. Jose A. de Jesus, Secretary Treasurer of the Kapisanan sa Paglilingkod sa Bagong Pilipinas, December 9, 1943.

**BOARD OF NUTRITIONAL RESEARCH**

Dr. Antonio G. Sison, Chairman of the Board of Nutritional Research, December 28, 1943.

Dr. Eusebio D. Aguilar, Member of the Board of Nutritional Research, December 28, 1943.

**BOARD OF EXAMINERS FOR ELECTRICAL ENGINEERS**

For the electrical engineer examination to be held beginning Monday, January 10, 1944:

Justo N. Lopez, Chairman of the Board of Examiners for Electrical Engineers, December 9, 1943.

Antonio A. Lota, Member of the Board of Examiners for Electrical Engineers, December 9, 1943.

Agapito S. Pineda, Member of the Board of Examiners for Electrical Engineers, December 9, 1943.

**BOARD OF EXAMINERS FOR CHEMICAL ENGINEERS**

For the chemical engineer examination to be held beginning Monday, January 10, 1944:

Felix V. Espino, Chairman of the Board of Examiners for Chemical Engineers, December 9, 1943.

Dr. Ramon Feliciano, Member of the Board of Chemical Engineers, December 9, 1943.

Dr. Jose I. del Rosario, Member of the Board of Chemical Engineers, December 9, 1943.

**BOARD OF EXAMINERS FOR ARCHITECTS**

For the architect examination to be held beginning Monday, January 10, 1944:

Nicanor M. Bautista, Member of the Board of Examiners for Architects, December 9, 1943.

Alejandro M. Arellano, Member of the Board of Examiners for Architects, December 9, 1943.

Gregorio P. Gutierrez, Member of the Board of Examiners for Architects, December 9, 1943.

**BOARD OF PHARMACEUTICAL EXAMINERS**

For the pharmacist examination to be held beginning Tuesday, January 4, 1944:

Dr. Jose E. Jimenez, Chairman of the Board of Pharmaceutical Examiners, December 9, 1943.

Pedro Batallones, Member of the Board of Pharmaceutical Examiners, December 9, 1943.

Vicente D. Limson, Member of the Board of Pharmaceutical Examiners, December 9, 1943.

**BOARD OF EXAMINERS FOR MARINE ENGINEERS**

For the marine engineer examinations to be held beginning Monday, January 31, 1944:

Alberto Muscat, Chairman of the Board of Examiners for Marine Engineers, December 9, 1943.

Jose Reyes, Member of the Board of Examiners for Marine Engineers, December 9, 1943.

Manuel Fernandez, Member of the Board of Examiners for Marine Engineers, December 9, 1943.

**BOARD OF EXAMINERS FOR MARINE OFFICERS**

For the examination for master, mates, and patrons to be held beginning January 31, 1944:

Capt. Ramon de Altonaga, Chairman of the Board of Examiners for Marine Officers, December 9, 1943.

Capt. Jose A. Amoyo, Member of the Board of Examiners for Marine Officers, December 9, 1943.

Capt. Engracio Losa, Member of the Board of Examiners for Marine Officers, December 9, 1943.

**BOARD OF EXAMINERS FOR CIVIL ENGINEERS**

For the civil engineer examination to be held beginning Monday, January 10, 1944:

Romarico Agcaoli, Chairman of the Board of Examiners for Civil Engineers, December 16, 1943.

Fernando E. V. Sison, Member of the Board of Examiners for Civil Engineers, December 16, 1943.

Tomas Zita, Member of the Board of Examiners for Civil Engineers, December 16, 1943.

**BOARD OF EXAMINERS FOR MINING ENGINEERS**

For the Mining Engineer examination to be held beginning Monday, January 10, 1944:

Leopoldo F. Abad, Chairman of the Board of Examiners for Mining Engineers, December 16, 1943.

Arsenio Luz, Jr., Member of the Board of Examiners for Mining Engineers, December 16, 1943.

Pedro Garcia, Member of the Board of Examiners for Mining Engineers, December 16, 1943.

**PROVINCIAL OFFICIALS**

Valeriano Quintanar, Member of the Provincial Board of Cebu, December 3, 1943.

Blah Sinsuat, Member of the Provincial Board of Cotabato, December 3, 1943.

Pendillang Piang, Member of the Provincial Board of Cotabato, December 3, 1943.

Marcial O. Rañola, Provincial Fiscal of Albay, December 9, 1943.

Felix Rampola, Provincial Fiscal of Iloilo, December 9, 1943.

Osmundo L. Oppus, Provincial Fiscal of Bohol, December 9, 1943.

Cipriano V. Lauzon, Provincial Fiscal of Zamboanga, December 9, 1943.

Norberto Curay, Member of the Provincial Board of La Union, December 9, 1943.

Angel Salanga, Member of the Provincial Board of La Union, December 9, 1943.

Ambrosio V. Umali, Provincial Fiscal of Leyte, December 16, 1943.

Tomas Basco, Provincial Fiscal of Cotabato, December 16, 1943.

Lorenzo C. Garlitos, Provincial Fiscal of Isabela, December 16, 1943.

**CHARTERED CITIES**

Exequiel Dajoyag, City Treasurer of the City of San Pablo, December 3, 1943.

Ciriaco Lopez, Member of the City Board of Baguio, December 9, 1943.

**RESIGNATIONS**

Isidro Vamenta, resignation as Member of the Advisory Board on Labor, accepted December 1, 1943, effective as of September 23, 1943.

**MUNICIPAL OFFICIALS**

Juan Zamora, Mayor of Carmona, Cavite, December 3, 1943.

Guillermo R. Alorro, Acting Mayor of Zarraga, Iloilo, designation issued December 3, 1943, effective as of September 22, 1943.

Dr. Isaac Austria, Acting Mayor of Lumban, Laguna, designation issued December 3, 1943, effective as of November 1, 1943.

Dr. Elias Corvite, Mayor of Magdalena, Laguna, December 3, 1943.

Dr. Isidro Hynson, Acting Mayor of Misamis, Misamis Occidental, designation issued December 3, 1943, to continue only until the assumption of office by the permanent incumbent.

Silvestre Dionisio, Acting Mayor of Orani, Bataan, designation issued December 9, 1943.

Juan Casten, Acting Mayor of Jordan, Iloilo, designation issued December 9, 1943.

Vicente Belisario, Acting Mayor of Biñan, Laguna, designation issued December 9, 1943.

Alejo S. Seño, Mayor of Gasan, Tayabas, December 9, 1943.

Jose Rosales, Acting Mayor of Torrijos, Tayabas, designation issued December 9, 1943.

Felipe Operiano, Acting Mayor of San Jose, Antique, designation issued December 16, 1943.

## MINISTRY AND BUREAU ADMINISTRATIVE ORDERS AND REGULATIONS

**Ministry of the Interior****Ministry Order No. 13**

December 17, 1943

### DECLARING THE ENFORCEMENT OF THE PROVISIONS OF EXECUTIVE ORDER No. 77, AS AMENDED, IN CERTAIN MUNICIPALITIES IN THE PROVINCE OF SAMAR.

Pursuant to the authority conferred upon me as Acting Minister of the Interior and upon the recommendation of the Director of the Bureau of Local Governments, I hereby declare the provisions of Executive Order No. 77, as amended, to be in force, effective upon the issuance of this Order, in the municipalities of Basey, Santo Niño, Almagro, and Zumaraga, Province of Samar, in addition to those municipalities in this province where the provisions of said Order are now enforced, it appearing that the conditions of peace and order in said municipalities would now permit the organization therein of district and neighborhood associations.

The authorities concerned are hereby enjoined to proceed immediately to the organization of district and neighborhood associations in the municipalities aforementioned and to otherwise enforce the provisions of Executive Order No. 77, as amended, in said municipalities.

ARSENIO BONIFACIO  
Acting Minister of the Interior

**BUREAU OF LOCAL GOVERNMENTS****Provincial Circular No. 1**

### INSTRUCTIONS ON PREPARATION AND APPROVAL OF BUDGETS OF LOCAL GOVERNMENTS BEGINNING WITH THE FISCAL YEAR 1944.

December 2, 1943

The following regulations and instructions, in addition to the provisions of existing law on the matter, shall govern the preparation and approval of provincial, city and municipal budgets beginning with the fiscal year 1944:

1. *Duration of budget, and budget form.*—Under the provisions of Act No. 3 of the Republic of the Philippines, the fiscal year of all branches of the government shall be the period beginning with the first day of January and ending with the thirty-first day of December of

each calendar year. In pursuance of these provisions of law, the budgets of the local governments beginning with the fiscal year 1944 shall cover the period from January 1 to December 31.

The budget shall be prepared in conformity with the form prescribed in the unnumbered Provincial Circular dated July 12, 1943 of this Bureau. It has been observed that in certain provinces and cities, the form prescribed in Provincial Circular No. 49 is still followed. In view of the changes made in the original form, it is desired that, hereafter, provincial governors, city mayors, and municipal mayors, prepare their budgets in conformity with the form prescribed in our unnumbered Provincial Circular dated July 12, 1943, and that all data therein required are supplied.

2. The general principle and other instructions contained in Provincial Circular No. 49, and unnumbered Provincial Circulars dated July 12 and September 3, 1943, of this Bureau, which are not in conflict herewith are hereby continued and should be strictly observed.

**3. Estimated income:**

(a) *Unappropriated balance.*—If the budget is adopted before the balance on December 31 could be determined, an estimate of the unencumbered surplus, exclusive of the surplus pertaining to the old government, at the close of business on December 31, may be made and included in the budget as available for appropriation during the ensuing fiscal year, subject to correction as soon as the trial balance for the last month of the current fiscal year shall have been drawn.

(b) *Revenue and other receipts.*—Estimates of collections from local revenues and other receipts should be made after a careful study of local conditions affecting collection in order to avoid unnecessary correction thereof during the year, which, more often than not, disturbs the equilibrium of the budget. It has been observed in the past that, because of the fact that estimates of income were hastily and haphazardly made without due regard to existing conditions, corrections were proposed oftener than necessary, which completely changed the aspect of the budget as originally presented; and where the correction involved a substantial reduction in the original estimate of income, requests for the extension of national aid to offset such reduction followed. While it is true that in most cases the correction, through the extension of national aid, could be allowed, yet, it was done after overcoming certain difficulties. In order, therefore, to save the local governments from any possible financial embarrassments, compliance with the instructions herein promulgated is enjoined. Where an estimate from a certain source is reduced or in-

creased, compared with the actual collection during the current fiscal year, the same should be supported with explanation of the treasurer concerned justifying the reduction or increase, as the case may be.

(c) No estimate from national aid should be included in the budget unless the provincial governor, city mayor, or municipal mayor concerned, shall have received notice from the authorities concerned that the allotment of said aid to his province, city, or municipality has been approved.

(d) *Encouraging fees paid by the National Rice and Corn Corporation.*—It has come to the attention of this Office that in consideration of the services rendered by provincial governors and municipal mayors in the establishment and supervision of rice growers' cooperative associations in connection with the control of the rice industry, the National Rice and Corn Corporation pays a fee of P0.05 for every cavan of palay gathered and sold to it through the rice growers' cooperative associations of which P0.01 goes to the province, P0.02 to the municipality, and P0.02 to the rice growers' cooperative association. This fee, it has been held, partakes of the nature of payment for services rendered by provinces or municipalities, through their respective officials, in connection with the supervision and control of the rice industry, for which reason it should be treated as income of the province or municipality concerned and made available for expenditures for the specific purposes for which they are intended. Receipts from this source should therefore be included in the budget of the province or municipality.

(e) *Profits derived from the sale of rice.*—The income from this source should be disposed of in conformity with the instructions contained in the unnumbered Provincial Circular dated September 3, 1943 of this Bureau. No portion of the profits derived from the sale of rice should be appropriated for general purposes, except upon prior approval of the use thereof for said purposes by the authorities concerned. Proposals to use the same or a portion thereof in a budget should invariably be supported by such authority, to avoid unnecessary waste of time in making such proposals which after all would be disapproved for lack of authority.

#### 4. Appropriations:

(a) *Salaries and wages.*—Appropriations to cover the salary or wage of a position should not exceed the rate allowable under the allocation given to it, which should invariably be shown in the budget opposite the designation of the position. Where no allocation has yet been given to a position, information to that effect should be given in the budget and written opposite the position involved.

(b) The effectivity of the creation of new positions and/or grant of salary increases should not be made prior to the date of adoption of the budget. If by force of circumstances, the services of additional personnel will become absolutely necessary before a budget providing therefor could be adopted, telegraphic request for advance authority to employ such additional personnel should invariably be secured. Only in cases where advance authority has been granted,

may the creation of new positions be approved with effective date prior to the adoption of the budget.

(c) *Public works personnel.*—In conformity with the circular dated March 1, 1943 of the Director of Public Works, all positions in the prosecution of provincial, city or municipal public works with rates of compensation of P1.60 a day, or P40 a month, or P480 per annum, or more, shall be authorized in the budget and provided for under the project against which their salaries are intended to be charged. With respect, however, to the office personnel in the engineer's office, their positions, irrespective of rate of compensation, shall be authorized and provided in the budget. This requirement also applies to floating personnel whose wages are chargeable against the lump-sum appropriation authorized under the office of the Engineer for the reason that it is difficult to apportion their salaries for one reason or another against the appropriation for specific national, provincial, city, or municipal projects.

(d) *Compensation on daily basis.*—It has been noted in the past that compensations of positions authorized in the budget on daily basis have been fixed at such amounts that do not correspond to standard rates if converted into annual compensation. In order to obviate difficulty in extending equitably to said positions privileges, such as salary differentials and bonus, that may be granted, and in applying emergency measures, like salary reductions, that may be adopted from time to time, the daily wage of a position authorized in the budget should be fixed in such a way that by multiplying the same by 300 (average working days in a year) it would correspond to a standard rate on annual basis as provided in the new salary scale. All existing rates of compensation on daily basis which do not represent standard rates if converted into annual compensation following the rule prescribed above, should be so adjusted as to come within the requirements herein provided. Subject to the availability of funds, the adjustment may be made upward to the next higher rate.

(e) *Discretionary funds.*—The purposes for which the appropriations for the discretionary funds of the provincial governor or city mayor are intended to be spent, should be specifically stated in the budget in accordance with the requirements of existing accounting regulations. In many provinces, this requirement has been in the past overlooked resulting in the re-submittal of the matter to the Ministry of the Interior to meet the requirements of audits of vouchers involving expenditures chargeable thereto which entailed unnecessary waste of effort and material. It is therefore requested that the requirements of the regulations on this matter be strictly adhered to hereafter. It has been observed that in certain provinces, the expenditures incurred in the discretion of the governor or city mayor have mounted to such an extent as to represent a substantial percentage of the income of the province or city. While the expenses so incurred could find justification under the conditions then existing, yet, it would not be amiss and superfluous to call attention to the fact that the local governments are at present suffering from financial stringency which ne-

cessitates the exercise of prodigious economy in order to pave the way for a successful financial operation. For this reason, it is requested that provincial governors and city mayors restrict their expenses chargeable against their discretionary funds to what is absolutely necessary, especially in connection with entertainment purposes. With respect to municipal mayors, attention is invited to the unnumbered Provincial Circular dated November 10, 1943 of this Bureau, under which municipalities are authorized to appropriate funds in accordance with the scale therein prescribed, for the entertainment of appropriate guests in the discretion of municipal mayors. Under no circumstance should the authorized amount be exceeded during any one year. Expenditures for the entertainment of appropriate guests should be treated in conformity with the provisions of Executive Order No. 193 of the Chairman of the former Executive Commission.

(f) *Disposition of encouraging fees.*—PD Memo. No. 105-2289, dated April 19, 1943, of the Manager of the National Rice and Corn Corporation, contains instructions governing the disposition of the so-called encouraging fees. Under said instructions, the encouraging fees should be spent for the repair of roads and bridges and for such other expenses as may be considered by the provincial governor or municipal mayor as necessary for the gathering and selling of palay to the Naric. Therefore, the amount received by a province or municipality corresponding to the encouraging fees paid to it by the Naric should not be spent except for said purposes. The budget of a province or a city providing for an estimate of income from encouraging fees and its appropriation for the purposes stated above should be submitted, through this Bureau, to the Ministry of the Interior, for approval in accordance with existing law and regulations. The accounting of the encouraging fees herein referred to and its expenditure for the purposes stated above should be made in conformity with the following excerpt from the 3rd indorsement dated November 22, 1943 of the Auditor General and Director of the Budget:

"The income derived from these fees and the expenditures chargeable thereto may be taken up under income classification 'Ca-66-I, Encouraging fee from the Naric,' and under functional classification 'C-32-I, Control of rice industry,' respectively, and should be segregated under a separate caption of the General Fund of the province or municipality concerned which may be denominated as 'Rice Control Fund.'"

(g) *Revolving fund for the sale of rice and disposition of profits derived therefrom.*—Under the present policy, the local governments are made to undertake the sale of Naric rice to the public. For this purpose, it becomes necessary for them to have revolving funds to meet the cost of the rice they acquire from the Naric and/or the adjustment of possible losses in handling. Provincial governors, city mayors, and municipal mayors, whose governments undertake the sale of rice, are requested to appropriate funds (revolving

funds) for the purchase of Naric rice for resale to the public. The difference between the income realized from the sale of rice and the expenses in connection with the handling of said cereal should invariably be used for this purpose in accordance with the provisions of the unnumbered Provincial Circular dated September 3, 1943 of this Bureau. If the amount of said difference is not enough, the same may be supplemented or augmented from the income of the province, city or municipality concerned from other sources. The practice heretofore followed in certain provinces of using any funds in the possession of the Treasurer to meet the cost of the rice purchased by them must be discontinued.

(h) *Appropriation for equipment.*—Under the provisions of our unnumbered Provincial Circular dated July 12, 1943, it is required that appropriations for equipment should specify the kind of equipment contemplated to be acquired. It has been observed that this requirement has been overlooked in certain provinces. In order to avoid delay of action on the budgets of local governments, it is requested that said instructions be complied with strictly.

4. *Public utilities and other operations.*—Public utilities should, as much as possible, be operated in such a way that a slight margin of gain shall be realized. The necessary depreciation reserve or replacement fund for public utilities the operation of which comes under the jurisdiction of the Bureau of Public Utilities should be set aside in accordance with the provisions of existing law. If information as to the amount to be set aside during any one year is not supplied by the Bureau of Public Utilities before the adoption of the budget, appropriation therefor should be provided after consultation with the provincial or city engineer as the case may be. With respect to other operations, except the operation of land transportation, which do not come under the jurisdiction of the Bureau of Public Utilities, their operating expenses during any one year should not exceed 80 per cent of the operating income, the remaining 20 per cent to be set up as replacement fund. Appropriations in the budget should, therefore, be made on the basis of this requirement. In the case of the operation of land transportation, only 75 per cent of the income should be set aside to meet the operating expenses, the 25 per cent to be set aside as replacement fund. All appropriations set aside as depreciation, reserve, or replacement fund, should not be used for any other purpose, except as authorized by existing law and regulations, without the prior approval of the Ministry of the Interior.

Heretofore, the practice of many provinces and cities was to allow the required depreciation or replacement fund to remain in the unappropriated account. This practice has given rise to difficulties in determining the correct amount of the unappropriated account repre-

senting the depreciation or replacement funds pertaining to public utilities and other operations. In order to obviate such difficulties in the future, it is requested that, hereafter, the required depreciation or replacement fund be set aside immediately in the budget as appropriation for the purpose. If in the course of time during the year it becomes necessary to adjust the original estimated income from public utilities and other operations, adjustment in the appropriation for depreciation or reserve fund should simultaneously be made in the same budget where the adjustment in the income is proposed to be made.

5. *Municipal appropriations needing departmental approval.*—While it is true that under the provisions of Executive Order No. 43, the budget of a municipality goes into effect upon approval by the provincial governor, yet, there are cases where appropriations provided in said budget may not be disbursed without departmental approval in accordance with the provisions of existing law. Where such appropriations exist, or are provided in a budget of a municipality, requests for the approval thereof should be made by the municipal mayor and the papers thereon submitted, through the provincial governor and this Bureau, to the Ministry of the Interior for approval. The provincial governor, before submitting the papers to this Bureau, should invariably secure the comment and recommendation of the provincial treasurer in order to facilitate action thereon. The mere sending of a copy of the budget to this Bureau as required in Provincial Circular No. 49 would not suffice for the purpose. As may be noted from the provisions of said circular, the copy of the budget requested to be furnished this Office is for the purpose of reference in the disposition of matters submitted to it for consideration. For the purpose of clarifying this requirement, it is desired to state that appropriations to cover salary increases which are within the grade allocations of the positions involved need not be submitted for further approval by this Bureau.

6. *Municipal district budgets.*—Section 2 of Executive Order No. 43 provides that the municipal districts are abolished and their territories annexed to the municipality to which they are contiguous or constituted into new municipalities as the Chairman of the Executive Commission (now President of the Republic of the Philippines), upon recommendation of the Commissioner (now Minister) of the Interior, may approve. From the point of view of said provisions of law, no municipal district organized under the Commonwealth Government now exists. However, in order to take care of the administration of the affairs of the municipal districts pending their annexation or conversion into municipalities upon approval by the President of the Republic of the Philip-

ines, the administration of their governments has been allowed to be continued under the provisions of Provincial Circular No. 37 of this Bureau. Considering that the present basic law governing the administration of municipal governments is Executive Order No. 43, municipal district budgets should be treated in accordance with the provisions of said Executive Order. Therefore, a municipal district budget becomes effective upon approval by the provincial governor. However, municipal appropriations needing departmental approval before their disbursement should be taken up with the Ministry of the Interior, through this Bureau, for consideration, attention being invited in this connection to paragraph 5 hereof.

7. *Submittal of budgets.*—Provincial and city budgets should be submitted, through this Bureau, to the Ministry of the Interior, and municipal budgets to the provincial governor, for approval, as required by existing laws. The budget for the fiscal year 1944 should be submitted not later than January 1, 1944.

8. Provincial Governors are requested to transmit the contents hereof to all local officials concerned.

RUFINO LUNA  
Director of Local Governments

Approved:

ARSENIO BONIFACIO  
Acting Minister of the Interior

To all PROVINCIAL GOVERNORS AND CITY MAYORS.

#### Provincial Circular No. 2

PERMISSION FOR TRIPS OF LOCAL GOVERNMENT OFFICIALS AND EMPLOYEES.

December 16, 1943

For the information and guidance of, and compliance by, all concerned, there is quoted hereunder the letter dated December 10, 1943, of the Ministry of the Interior to this Bureau:

"On February 16, 1943, we issued Department Circular No. 1, requiring that, when the public interest demands the presence of a provincial, city or municipal official or employee in Manila or elsewhere outside their respective provinces or cities, he should not leave his station until permission to do so has been secured from the Department, now this Ministry. It has been noted that this requirement has not been strictly observed and complied with.

"Please advise all concerned that hereafter, all trips to Manila made without previous written permission of this Office will be disapproved as in violation of the rule and regulation on the matter and will subject the official or employee concerned to disciplinary action. Exception hereto and to the above-mentioned circular may only be authorized under absolutely urgent and compelling reasons personally given by

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the official or employee concerned to this Office at the first business hour after his arrival in this city."

The Provincial Governors and City Mayors are requested to transmit the contents hereof to the local officials and employees concerned.

RUFINO LUNA  
Director of Local Governments

To all PROVINCIAL GOVERNORS AND CITY MAYORS.

#### Provincial Circular No. 3

LOAN PROCEDURE OF FIREARMS AND AMMUNITIONS NEEDED BY CONSTABULARY UNITS.

December 24, 1943

For the information and guidance of all concerned, there is quoted hereunder the communication dated November 29, 1943 of the Chief of Staff of the Imperial Japanese Forces in the Republic of the Philippines to the Director of the Constabulary:

"Hereafter, it was decided that the loan procedures of the firearms and ammunitions loaned or to be loaned to the Constabulary units (including the municipal police units) will be made by the Governor under whose jurisdiction the Constabulary unit belongs. The loan procedure should be made between the Governor and the Chief of the local Japanese garrison concerned. In the case of the Metropolitan Constabulary it should be done between the Mayor of the City of Manila and the Commander of the Manila Defense Army.

"I have the honour, therefore, to request you that proper measures should be taken by your office to inform the mayor and governors about the above-mentioned procedures.

"To certify their rights to possess these firearms and ammunitions which is already loaned to the Constabulary units by the Japanese Army, the chiefs of the Japanese garrison in various provinces are in charge of issuing certificates of loan. In case of the Metropolitan Constabulary it will be issued by the Japanese Headquarters of the Manila Defense Army, so your attention is cordially invited."

RUFINO LUNA  
Director of Local Governments

To all PROVINCIAL GOVERNORS AND THE MAYOR, CITY OF MANILA.

#### Provincial Circular (Unnumbered)

PROVINCIAL AND MUNICIPAL OFFICIALS' COOPERATION WITH FOREST PRODUCTS PRODUCERS' FEDERATION.

December 16, 1943

For the information, guidance and compliance of all provincial governors, municipal mayors and other local officials concerned,

there is quoted hereunder the letter dated November 25, 1943, of the Director of Forestry and Fishery, addressed to this Bureau:

"I have the honor to bring to your attention that by virtue of the provisions of Executive Order No. 190 of the Chairman of the former Philippine Executive Commission, the Minister of Agriculture and Commerce organized the Forest Products Producers' Federation with instrumentalities or affiliates in the provinces for the purposes of cooperating effectively with the government to increase the production of forest products, particularly lumber, to keep the prices of such product at a proper level, and to improve the utilization and conservation of the public forests in consonance with the principles of forest conservation. These purposes could not be achieved, if and when the local authorities in the provinces do not cooperate with this Office in the enforcement of the forest laws and regulations and the law providing for the organization of the federation.

"This Bureau, therefore, will greatly appreciate it, if you could use your good offices in enjoining the municipal and provincial officials to extend their whole-hearted cooperation with the personnel of this Bureau as well as those of the Federation."

In view thereof, provincial governors, city and municipal mayors and other local officials concerned are hereby enjoined to give every cooperation and assistance to the personnel of the Bureau of Forestry and Fishery as well as to those of the Forest Products Producers' Federation in the enforcement of the forest laws and regulations and the law providing for the organization of the federation.

The Provincial Governors and City Mayors are requested to transmit the contents of this circular to all officials concerned.

RUFINO LUNA  
Director of Local Governments

To all PROVINCIAL GOVERNORS AND CITY MAYORS.

#### BUREAU OF EMPLOYMENT

##### Administrative Order No. 1

February 15, 1943

To secure coordination in the work of this Office and of provincial governors and city mayors in relieving unemployment in their respective jurisdictions and to better carry out the other aims and purposes of Executive Order No. 118, the following rules and regulations are hereby promulgated:

1. In discharging the duties enjoined upon them by Executive Order No. 118, governors and city mayors shall act as representatives of the Director of Employment.

2. Provincial governors and city mayors or their authorized representatives shall, as frequently as practicable, inspect shops, factories, industrial and com-

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mercial establishments and all other places or centers of labor to look into the working conditions of the laborers therein, the measures taken with respect to the safety of life and health of such laborers and the means adopted to avoid accidents, and to see to it that they receive just compensation for their services. Said officials shall explain to the masses the provisions of Executive Order No. 118, especially section 8 thereof which prohibits laborers or farm-hands from transferring from one province or city to another without the approval of the governor or mayor concerned. Although this requirement is compulsory, it is important that the workers be made to understand that it is for their own interest and welfare that the government seeks to control or regulate their movement.

3. Each provincial governor shall call the attention of the municipal mayors under him to their duties and functions under the Executive Order and shall require them to adopt such measures as he deems proper to alleviate or relieve unemployment in their respective municipalities and to induce the unemployed to pursue some gainful occupations. It shall be the duty of every municipal mayor to help reduce and solve unemployment in his municipality, taking all such steps as may lead to that end.

4. To enable a provincial governor to complete immediately the census of employees or laborers, including farm-hands, for his province and keep it always up-to-date, all municipal mayors thereof shall at once prepare and submit to him the lists of all the laborers in their respective municipalities and thereafter shall report at once any change in, or addition to, the lists.

The provincial governor or city mayor shall prepare a census for the employed laborers and a separate one for the unemployed. The census of the employed shall show their name, place of birth, age, sex, civil status, citizenship, nature or kind of work, whether skilled or unskilled, length of service, tenure of employment (whether permanent or temporary), salary or wage rates, length of daily working hours and the number of dependents, and the name and business of employer.

The census of the unemployed shall show their name, place of birth, age, sex, civil status, citizenship, educational attainment, training or past experience, criminal record, if any, average monthly salary or wages during last employment, date and length of last employment, name of last employer, preference for work and the number of dependents.

The provincial governor or city mayor, as the case may be, shall furnish this Bureau with a copy of the census for his province or city as soon as possible but not later than two months from the receipt of this Administrative Order. Changes in, or additions to, the census shall be reported to this Bureau without any delay.

The word "employee" or "laborer" refers to all persons working in any capacity for money or other material consideration for another person or for an association, partnership or corporation, including all kinds of employees and manual laborers, whether the

compensation is made in cash or share in an agricultural, industrial or commercial product or its value, whether paid a fixed daily wage or monthly salary, or by piecework, or on commission basis, whether given board and/or lodging or any other material consideration alone or in addition to wage, salary, share or commission. The term "employee" or "laborer," however, shall not include those officials of a concern whose duties are executive, managerial or supervisory in nature, and those occupying technical positions.

An "unemployed" is a person, 14 years of age, or over, who is able-bodied, seeking work but cannot find work.

5. In filing requests for laborers from any employer, the provincial governor shall take the required number from those recommended by the mayor of the municipality where the employment is found, due consideration being given to the requirements of the employer and to the personal circumstances and fitness of those chosen for placement. Should there be no sufficient number of needed laborers in such municipality, recourse may be had to the neighboring municipalities of the same province in the order of their proximity. In every case of placement, and other things being equal, preference should always be given to those who are most in need of employment.

6. At the end of every month, a report of placements made during that month shall be sent to this Bureau, giving the names of the placed laborers, kind of work, salary and tenure of work (whether permanent or temporary).

It shall be the duty of every provincial governor or city mayor to forward to this Bureau, within three days after receipt, a certified copy each of the reports submitted to him by employers concerning dismissals, suspensions and lay-offs of laborers in their employ. The governor or city mayor shall intercede in behalf of a laid-off or dismissed or suspended permanent laborer and shall exert efforts for his reinstatement if such action appears justified under the particular circumstances of each case.

7. Hereafter, no laborer or farm-hand who is not registered in the census of unemployed shall be employed by any person, firm or corporation in need of new men, or in any public works, relief project or any other work undertaken by the government. Laborers should be employed in public works or relief projects of the government on rotation basis if this is necessary to afford work to the greatest number.

8. Every registrant as unemployed laborer or farm-hand shall be provided with a registration card showing his name, age, sex, civil status, residence and occupation, and the number, date and place of issue of his residence certificate, and to which his signature and thumb mark shall be affixed. Such card shall have sufficient space for noting the dates of placement and dismissal or lay-off and shall always be carried by the owner whenever he applies for employment. It shall be the duty of the employer or the person making the placement to note therein the dates when the laborer concerned is employed and laid off.

## Ministry of Finance

### BUREAU OF FINANCING

#### Financing Regulation No. 2

#### PRESCRIBING THE REGULATIONS TO GOVERN THE OPERATION OF SAVINGS AND LOAN ASSOCIATIONS.

December 10, 1943

Under the provisions of section 1 of Executive Order No. 185, dated July 29, 1943, issued by His Excellency, the Chairman of the Executive Commission, the following regulations governing the operation of savings and loan associations are hereby promulgated:

##### SECTION 1. Definitions.—As used in this regulation:

(a) The term "association" shall mean a savings and loan association as defined in section 2 of Executive Order No. 185.

(b) The term "member" shall be understood to refer to a member of a savings and loan association, whether a member of an unincorporated association or a stockholder or member of an incorporated association.

(c) The term "deposit" shall mean the contribution of members to a common fund which constitutes the capital of the association.

Sec. 2. Who may organize.—Fifteen or more natural persons having mutual interest, who are residents of the Philippines, may organize an association under, and in accordance with, the provisions of Executive Order No. 185. Such association may or may not be incorporated under the provisions of the Corporation Law.

Sec. 3. By-laws.—Each association shall adopt a set of by-laws in which the following shall be provided for:

(a) The time, place and manner of calling and conducting its meetings;

(b) The number of members necessary to constitute a quorum for transaction of business at meetings of members;

(c) The conditions upon which the members shall be entitled to vote and the manner of voting: *Provided*, That every member shall be entitled to at least one vote but not more than ten votes irrespective of the amount of deposit of such member: *And provided, further*, That cumulative voting is permitted only in the case of election of directors;

(d) The number of directors constituting a quorum for the transaction of business in a meeting of the Board of Directors;

(e) The qualifications, duties and term of office of directors, time of their election and the mode and manner of giving notice thereof: *Provided, however*, That no member of the board of directors shall receive compensation for services rendered as such director: *And provided, further*, That the directors of associations within a bureau or office of the government or any of its branches and instrumentalities shall be chosen or elected subject to the conditions contained in section 4 of this Regulation.

9. Provincial governors and city mayors shall make a comprehensive quarterly report to the Director of Employment showing the unemployment situation in their respective provinces or cities, and the measures taken to remedy the same. This report shall contain, among other things, facts and figures showing the labor movements, the prevailing wage rates and cost of living in the province or city, the expansion or decay of trades or industries, business booms or depressions and other occurrences or phenomena tending toward either abnormal under-supply or over-supply of labor.

Immediately after the close of every year, they shall submit their annual report covering fully their activities relating to labor and unemployment for the whole year.

10. Complaints and claims arising from non-payment of wages or illegal dismissal or from a personal injury received in the course of employment or sickness contracted as a result of such employment should be disposed of without delay. Appeal from a decision of a provincial or city government may be taken by either party to the Bureau of Employment within fifteen (15) days from the date of receipt of the decision. In Manila, such claims may be taken cognizance of originally by the Bureau of Employment.

11. Every province and city should provide and maintain a force to assist the provincial governor or city mayor, as the case may be, in the discharge of his duties relating to labor and employment, the size of the force to depend upon the size and financial condition of the province or city, the extent of unemployment therein and the number and magnitude of agricultural, industrial, and commercial enterprises operating therein. A province of ordinary size should have at least a labor agent or labor inspector,—the name does not matter,—and a statistical clerk or compiler. The labor agent or labor inspector may be made to visit the municipalities in the province as representative of the provincial governor to see that all the requirements of this Administrative Order and of Executive Order No. 118 are carried out carefully, and to collect the required data regarding employment and labor. The statistical clerk or compiler shall compile the data coming from all the municipalities of the province for submission to the Bureau of Employment.

In big municipalities it may be advisable to have a clerk help the municipal mayor in the fulfillment of his duties under Executive Order No. 118.

12. The solution of labor and unemployment problems is a matter of grave concern to our people and, therefore, it is imperative that the local officials give it utmost attention.

13. All expenses to be incurred by a province, city or municipality in carrying out the provisions of this Administrative Order and of Executive Order No. 118 shall be paid out of its funds.

EMILIANO T. TIRONA  
Director

Approved by the Commissioner of the Interior on March 15, 1943.



(f) The qualification, duties and compensation of the manager and other officers or employees, whose employment may be demanded by the business or welfare of the association and the mode and manner of their appointment: *Provided*, That the manager and other officers and employees shall be appointed from among the members of the association; *And provided, further*, That the manager may not serve for more than four consecutive years;

(g) Penalties for violation of the by-laws;

(h) The amount of entrance, organization, and membership fees, if any, the manner and method of collection of the same and the purposes for which they may be used;

(i) The amount of deposit that each member shall be required to pay periodically to the common fund to carry on the business of the association; *Provided, however*, That no member of the association shall, directly or indirectly, own at any time more than 10 per cent of the total deposits in the association;

(j) The qualification of members; the method, time and manner of permitting the members to withdraw their deposits from the association; the conditions upon which and time when membership of any member shall cease; the mode, manner, and effect of the expulsion of a member; the manner of determining the value of the member's interest upon his death, withdrawal or expulsion or upon the forfeiture of his membership; and

(k) Such other matters that may be necessary to promote the interests of the association.

**Sec. 4. Board of Directors.**—The affairs of the association shall be managed and controlled by a board of not less than five but not more than eleven directors to be chosen or elected from among the members in the manner provided in the by-laws: *Provided*, That in the case of an association within a bureau or office of the government or any of its branches or instrumentalities, such association shall in its by-laws provide that a majority of the directors shall be chosen or elected from among the nominees of the Chief of bureau or office concerned. Existing savings and loan associations within a government bureau or office or any of its branches or instrumentalities are hereby given sixty days from the date this regulation takes effect within which to amend or modify their by-laws to conform with the provisions of this section.

**Sec. 5. Investments.**—The funds of the association may be invested in the following manner:

(a) In loans to members not exceeding one-half of the monthly salary of the borrower but not more than ₱100 for a term not exceeding three months.

(b) In loans to members not exceeding ₱100 for a term not exceeding three months secured by signatures of at least two sureties who are members of the association in good standing.

(c) In loans to members for a term not exceeding one year for an amount not more than ₱500: *Provided*, That the borrower has on deposit with the association an amount equal to at least 20 per cent of the loan and (1) that the amount of the loan does not exceed one month's salary of the borrower; or (2) that the

loan is secured by signatures of at least two sureties who are members of the association in good standing.

(d) In securities and other forms of investments made eligible from time to time by the Director of Financing, with the approval of the Minister of Finance.

All applications for loans shall be consecutively numbered and action thereon shall be taken strictly in the order in which said applications are received.

The term "members of the association in good standing" within the meaning of this section refers to those whose total unencumbered deposits in the association equal at least to the loan in which he acts as surety.

In all cases when the monthly salary of the borrower is made the basis of the loan, the borrower shall be required, before the loan is released, to file with the association a written request or authorization in due form, authorizing the association to collect from the party from whom the salary is expected to come, such portion of the salary due the borrower as may be necessary to pay any or all delinquencies on account of the loan.

All loans whose maturity exceeds fifteen days shall be paid in equal monthly or semi-monthly instalments.

During the time that the loan remains unpaid, the borrower may be allowed to withdraw only such portion of his total deposits which exceeds the balance of his outstanding loans with the association at the time of withdrawal; and any surety on any loan may be allowed to withdraw only such portion of his total deposits which exceeds the amount of his total obligations, direct and indirect, with the association.

When a borrower becomes delinquent in the payment of his loan, the association may apply such portion of the deposits of any or all of the principal borrower and/or surety as may be sufficient to liquidate such past due accounts.

**Sec. 6. Special fund.**—Ten per centum of the aggregate monthly deposits of members shall be set aside as a special fund to be invested, together with its accretions, in any of the following:

- (1) Deposits with banking institutions, and
- (2) In securities and other forms of investments made eligible from time to time by the Director of Financing, with the approval of the Minister of Finance: *Provided*, That such special funds shall not be diminished during the life of the association except only as herein provided.

Whenever an application for a total or partial withdrawal of deposits of any member shall have been approved by the association, an amount equivalent to ten per centum of such withdrawal shall be transferred from the Special Fund to the General Fund and shall be made available for the payment of the corresponding proportion of withdrawal.

**Sec. 7. Withdrawal of deposit.**—Applications for withdrawals of deposit shall be consecutively numbered and payments shall be made strictly in the order in which applications are received or the rights to such withdrawals accrued. In case the total amount

due in any month on account of pending withdrawals of deposit exceeds one-third of the average monthly receipts of the association for the preceding three months, at least one-third of the total receipts of the association for that month shall be made available exclusively for the payment of such withdrawals.

**Sec. 8. Dividends and reserves.**—Five per centum of the net profits realized by the association which the board of directors shall determine at the end of every year after deducting all authorized expenses shall be set aside annually as reserve fund of the association until the total reserve fund thus set aside shall amount to five per centum of the aggregate deposits of all the members. The remainder of such profits shall be declared and distributed among the members as dividend, which shall be based on average deposits during the year. The reserve fund shall be available for meeting losses incurred by the association in excess of current profits. In the event of liquidation, any part of the reserve fund remaining after charging off all losses and defraying all expenses of liquidation shall be credited to the members on records as of the date of the liquidation in the same proportion as their respective deposits at the time may appear.

**Sec. 9. Power to borrow money.**—Whenever the exigencies of the business so demand, the association may borrow money for temporary uses and purposes upon previous authority of the Director of Financing.

**Sec. 10. Dissolution.**—Unless otherwise provided by its by-laws, any association may be dissolved by a vote of at least two-thirds of all the members entitled to vote. It shall also be dissolved upon revocation of its license in accordance with section 4 of Executive Order No. 185.

It shall be the duty of any association declared dissolved by vote of its members to promptly notify the Director of Financing, of such decision furnishing him with a copy of the resolution to dissolve the association, together with a financial statement as of the date of dissolution and a Profit and Loss Statement for the period from the date of the last annual financial report to the date of dissolution.

The Director of Financing may intervene in, or otherwise undertake, the liquidation of any association if he deems it necessary for the protection of the interests of creditors and/or members.

The provisions of the two preceding paragraphs shall be applicable to such associations which were declared dissolved by its members on or before August 1, 1943.

**Sec. 11. Fiscal year.**—The fiscal year of every association shall end at the close of business on the 31st of December.

**Sec. 12. Communications from the Bureau of Financing.**—Each official communication directed by the Director of Financing or one of his deputies to an association, shall be submitted, by the officer receiving it, to the board of directors, at the next meeting of the board and the action taken thereon shall be duly noted in the minutes of the meetings of such board.

**Sec. 13. Books and records.**—Every association shall keep a set of books which shall consist of a Cash Book, Journal, General Ledger, Individual Deposit

Ledger, Loan Ledger and such other subsidiary ledgers and records as may be prescribed by the Director of Financing or the needs of the business of the association may require. It shall be the duty of the officers of the association to preserve all of its records of original and final entry, including cancelled checks, withdrawal slips, and deposit tickets for a period of at least five years from the date of making the same or from the date of the last entry thereon.

All savings and loan associations shall also keep and carefully preserve a record of minutes of all meetings of directors and members in which shall be set forth in detail the time and place of holding the meeting, how authorized, the notice given, whether the meeting was regular or special, if special its object, those present and absent, and every act done or ordered done at the meeting. The protest of any director or member on any action or proposed action must be recorded in full on his demand. The record of all business transactions of the association and the minutes of any meeting shall be opened to inspection of any director or member of the association at reasonable hours.

**Sec. 14. Submission of reports.**—Every association shall, at least four times a year, make a report in writing to the Director of Financing. Such report, which shall be of a past date designated by the Director of Financing, shall show the actual financial condition of the institution making the report, and shall contain such other information as may be required by the Director of Financing. Every association shall also render such other data or information as may be called for by the Director of Financing, from time to time.

**Sec. 15. Final provision.**—All provisions in the constitution and/or by-laws of any savings and loan association which are inconsistent with, or contrary to, any of the provisions of this Regulation shall be without force and effect.

**Sec. 16. Effectivity.**—This regulation supersedes Financing Regulation No. 1 dated July 7, 1942, and shall take effect on the date of its approval by the Honorable, the Minister of Finance.

FELIX DE LA COSTA  
Director

Approved:  
A. DE LAS ALAS  
Minister of Finance

### Ministry of Justice

#### Administrative Order No. 10

December 3, 1943

In the interest of the administration of justice, the Hon. Arsenio Roldan, Judge of the Court of First Instance of Bulacan, is hereby authorized to hold court in Meycauayan, Bulacan, from December 13 to 31, 1943, for the purpose of trying all kinds of cases and to enter final judgments therein.

TEOFILO SISON  
Minister of Justice

**Administrative Order No. 11**

December 13, 1943

In the interest of the administration of justice and upon his request, the Hon. Pedro Magsalin, Judge of the Third Judicial District, is hereby authorized to decide either in Manila or in Pampanga, those cases which have been tried by him while holding court in the Province of Rizal.

TEOFILO SISON  
Minister of Justice

**Administrative Order No. 12**

December 14, 1943

In the interest of the administration of justice, the Hon. Jose Ma. Paredes, Judge-at-large, is hereby authorized to hold court at Pasig, Rizal, beginning December 20, 1943, or as soon thereafter as practicable, for the purpose of trying all kinds of cases, and to enter final judgments therein.

TEOFILO SISON  
Minister of Justice

**Administrative Order No. 13**

December 13, 1943

Pursuant to his request and in the interest of the administration of justice, the Hon. Eulalio Garcia, Judge of the Fifth Judicial District, is hereby authorized to hold court in the City of Cavite, beginning January 3, 1944, or as soon thereafter as practicable, for the purpose of trying all kinds of cases, and to enter final judgments therein.

TEOFILO SISON  
Minister of Justice

**Administrative Order No. 14**

December 13, 1943

Upon petition of the parties, favorably indorsed by Hon. Jose R. Carlos, Judge of the Third Judicial District, and pursuant to the provisions of section 161 of the Administrative Code, last paragraph, as amended, the said judge is hereby authorized to continue the hearing of Registration Case 1489, G. L. R. O. No. 55428, of the Court of First Instance of Rizal, entitled "In the matter of the application for registration of 29 parcels of land in the municipality of Pasig, Rizal," in the City of Manila, and to enter final judgment therein.

TEOFILO SISON  
Minister of Justice

**Administrative Order No. 15**

December 15, 1943

In the interest of the administration of justice, the Hon. Pablo Angeles David, Judge of the Third Judicial District, is hereby authorized to continue the hearing of the case entitled "Testamentaria de la finada Silvestre Baron, Vivencio B. Cuyugan, Administrador," on December 21, 1943, or as soon thereafter as practicable, and to enter final judgment therein.

TEOFILO SISON  
Minister of Justice

**Administrative Order No. 16**

December 20, 1943

In the interest of the administration of justice, the Hon. Jose Ma. Paredes, Judge-at-large, is hereby assigned to try cases involving violations of Act No. 9, otherwise known as the Food Administration Act, and to enter final judgments therein.

TEOFILO SISON  
Minister of Justice

**Ministry of Agriculture and Commerce****Ministry Order No. 36****FIXING THE OFFICIAL PRICE OF FRESH COCONUTS**

December 3, 1943

Pursuant to section 1 of Executive Order No. 137, the maximum selling price of fresh coconuts in the City of Manila is hereby fixed at P0.06 per nut.

This Order shall take effect immediately.

RAFAEL R. ALUNAN  
Minister

**Food Administration****Food Administration Order No. 1****ENTRY OF RICE INTO MANILA**

December 10, 1943

Pursuant to section 3, paragraph (i) of Act No. 9, and with the approval of the President of the Republic of the Philippines, it is hereby ordered that:

1. Effective December 12, 1943 no person except NARIC or its representatives may bring rice into the City of Manila.
2. All rice brought into the City of Manila in violation of this Order shall be seized and delivered to the NARIC.

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3. This Order revokes all previous orders, rules and regulations or permits issued which are inconsistent herewith.

JOSE G. SANVICTORES  
Food Administrator

**Food Administration Order No. 2**  
(To be published upon issuance)**Food Administration Order No. 3**  
(To be published upon issuance)**Food Administration Order No. 4**  
**PRICE OF PALAY PER CAVAN**

December 14, 1943

Pursuant to section 3, paragraph (d) of Act No. 9, and with the approval of the President of the Republic of the Philippines, it is hereby ordered that—

1. The buying price of the National Rice and Corn Corporation for all varieties of palay is hereby fixed at P8 per cavan.
2. The price of palay in paragraph 1, above, shall apply to the following provinces:

Bulacan  
Nueva Ecija  
Pampanga  
Pangasinan  
Tarlac

3. The price of palay herein fixed is effective as of December 1, 1943.

JOSE G. SANVICTORES  
Food Administrator

**COMMUNICATION ON ISSUANCE OF PERMITS TO LOCAL OFFICIALS WHICH NEED RICE FOR THE PEOPLE.**

REPÚBLIKÁ NG PILIPINAS  
PANGASIWAAN NG PAGKAIN  
(FOOD ADMINISTRATION)  
MAYNILÁ

December 13, 1943

The MANAGER  
National Rice and Corn Corporation  
Manila

SIR:

You are hereby authorized to issue permits to provincial and municipal governments which need rice to supply the inhabitants of their respective localities under the following conditions:

1. Until such time as the NARIC or its authorized agency can supply a given municipality, the municipal government or provincial government concerned may be authorized to purchase palay or rice at the official

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price fixed for the place where the purchase is to be made.

2. Whenever possible, such purchases will be made from the NARIC or through its agency.

3. In case there is no NARIC agency in the locality where the rice is to be purchased, then the purchase must be made from the local rice growers' association; and if there is no such rice growers' association, then purchase can be made from a private source but, invariably, at the official price, and through the municipal mayor concerned.

4. The provincial government or municipal government agents will take charge of transporting the rice purchased to their respective places and submit a statement of transportation, handling, and other expenses to the NARIC for determination of the selling price of the rice to the inhabitants.

5. The rice bought by the local government shall be sold at the price fixed to the inhabitants, through neighborhood associations, in such a way that every member of the neighborhood association who needs rice will receive the amount to which he is entitled under the ration system.

6. Attention should be called to the provisions of Act No. 9 providing penalties for violation of this Act.

Respectfully,

JOSE G. SANVICTORES  
Food Administrator

**Ministry of Public Works and Communications****Ministry Order No. 1**

REVISED SCHEDULES OF FARES FOR ANIMAL-DRAWN VEHICLES FOR PUBLIC HIRE, FARES FOR HUMAN-PROPELLED VEHICLES FOR PUBLIC HIRE, AND RULES AND REGULATIONS FOR ANIMAL-DRAWN AND HUMAN-PROPELLED PUBLIC VEHICLES OPERATING WITHIN THE CITY OF MANILA.

Pursuant to the authority conferred upon me as Minister of Public Works and Communications by Executive Order No. 205 dated September 9, 1943, the following revised schedules of fares for animal-drawn vehicles for public hire, fares for human-propelled vehicles for public hire, and rules and regulations for both animal-drawn and human-propelled public vehicles operating within the City of Manila are hereby promulgated:

## CHAPTER I

**REVISED SCHEDULES OF FARES FOR ANIMAL-DRAWN VEHICLES FOR PUBLIC HIRE**

## A. Carromatas or Calesas

SECTION 1. For ordinary trip service, the fare shall be per trip by the most direct route, with any number

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of adult passengers up to 3, computed according to the number of area-zones\* or portions thereof actually traversed, as follows:

For the first area-zone or portion thereof... P0.60
For each succeeding area-zone or portion thereof ..... 40

If the boundary of a zone is a street, any point on both sides of that street shall be considered as inside the zone of origin in case of one zone or the last zone in case two or more zones are traversed; and when the boundary of a zone is a river or railroad line any point on the bridge or railroad crossing shall be considered as inside of the zone of origin in case of one zone or the last zone in case two or more zones are traversed.

The passenger, immediately after boarding the vehicle, shall inform the driver as to the street or place where he desires to go, and the driver shall select the most direct route to reach the designated street or place by traversing the least possible number of zones indicated in the area-zone map.

Sec. 2. At the option of the passenger, service by the hour shall be furnished at the following fares:

For the first 30 minutes or fraction thereof ..... P1.00
For each succeeding half-hour or fraction thereof ..... 80

The passenger, immediately upon hiring the calesa, shall inform the driver of his intention to hire the vehicle on the per hour basis.

B. First-Class Dokars—5 to 6-Passenger Capacity

Sec. 3. When a 5 to 6-passenger first-class dokar is hired or chartered by the hour, the fares shall be:

For the first 30 minutes or fraction thereof ..... P2.00
For each succeeding half-hour or fraction thereof ..... 1.60

A first-class dokar is one that is of first class construction, well-balanced, closed from seats down, neatly painted, with rubber tires, first class harness and trappings, water-proof top, rain apron, curtains, and suitable wheel guards, and provided with comfortable and upholstered seats or benches, and a fast horse capable of making an average speed of twelve (12) kilometers per hour with full load on asphalted or "through streets" or streets with sparse traffic.

\* The boundaries of each area-zone are designated on a map of the City of Manila.

dokar that does not conform to these requirements shall be classified as a carretela for the purpose of computation of fares.

C. Carretelas and Carretela-Buses

Sec. 4. On carretelas or carretela-buses traveling on definite routes, the fare per passenger shall be computed according to the number of route-zones or portions thereof actually traversed, as follows:

For each initial route-zone or portion thereof per passenger per zone ..... P0.20
For each succeeding route-zone or portion thereof per passenger per zone ..... 10

Provided, That a carretela or carretela-bus operating exclusively on one zone only shall charge not more than P0.15 per passenger on that zone.

The zones on each route may be seen on the attached route-zone map of the City of Manila. For routes and zones not shown on the map, reference shall be made (pending zonification of such routes or zones) to the established zones in adjoining territory; or the customary rates shall apply, but in no case to exceed P0.10 per 2 km. distance per passenger.

Sec. 5. When a carretela is hired or chartered by the hour, the fares shall be:

For the first 30 minutes or fraction thereof ..... P1.60
For each succeeding half-hour or fraction thereof ..... 1.20

CHAPTER II

FARES FOR HUMAN-PROPELLED VEHICLES FOR PUBLIC HIRE

Sec. 6. For ordinary trip service, the fare shall be per trip by the most direct route, computed according to the number of area-zones or portions thereof actually traversed, as follows:

For the first area-zone or portion thereof—with one adult passenger..... P0.70
For each succeeding area-zone or portion thereof with one adult passenger ..... 50
For each additional adult passenger in excess of one—per passenger per zone ..... 20
For traversing each of the bridges or crossings listed below, when the passenger remains on the vehicle—per passenger per zone ..... 20

- Banzai Bridge
Santa Cruz Bridge
Mulawen Bridge
Ayala Bridge
Santa Ana Bridge
Dimas Alang Railroad Crossing
Sta. Mesa Railroad Crossing

The boundaries of each area-zone may be seen on the attached area-zone map of the City of Manila. If the boundary of a zone is a street, any point on both sides of that street shall be considered as inside the zone of origin in case of one zone or the last zone in case two or more zones are traversed; and when the boundary of a zone is a river or railroad

line any point on the bridge or railroad crossing shall be considered as inside of the zone of origin in case of one zone or the last zone in case two or more zones are traversed. Starting and stopping points shall be only on a public street or thoroughfare or on a private driveway readily accessible to and passable by human-propelled vehicles.

The passenger, immediately after boarding the vehicle, shall inform the driver as to the street or place where he desires to go, and the driver shall select the most direct route to reach the designated street or place by traversing the least possible number of zones indicated in the area-zone map. If the driver, through his mistake or his own convenience, traverses more than the least possible number of zones required to reach the passenger's destination, no charge shall be collected for the excess zones traversed.

Sec. 7. At the option of the passenger, service by the hour shall be furnished at the following fares:

For the first 30 minutes or fraction thereof with one adult passenger ..... P1.20
For each succeeding half hour or fraction thereof with one adult passenger... 1.00
For each additional passenger in excess of one per half hour ..... 40

The passenger, immediately upon hiring the tricycle, shall inform the driver of his intention to hire the vehicle on the per hour basis.

Sec. 8. When a tricycle, complete and in good operating condition, is hired or chartered by the hour, excluding the services of a driver to operate or drive the same, and whether for personal use or for conveying others for pay, the rates shall be:

1. Single-passenger tricycle
For the first 10 hours or fraction thereof ... P5.00
For each succeeding hour or fraction thereof, but not more than P7.50 for a total continuous period of 15 to 24 hours...per hour ..... 50
2. Two-passenger tricycle
For the first 10 hours or fraction thereof... P6.00
For each succeeding hour or fraction thereof, but not more than P9 for a total continuous period of 15 to 24 hours...per hour ..... 60

CHAPTER III

SPECIFIC PROVISIONS REGARDING FARES

Sec. 9. Every animal-drawn or human-propelled vehicle for which fares are prescribed herein shall be provided with legibly printed, or neatly typewritten extract of the fares and regulations pertinent thereto in Tagalog and English, to be furnished by the Chief

of the Division of Animal and Vehicle Inspection of the City of Manila, as authorized by the City Treasurer, in connection with the licensing of drivers and/or public vehicles and which shall at all times be available to or within the view of the passengers. A clear and neat map or diagram, of the City of Manila showing area-zones or route-zones, as the case may be, shall be likewise furnished by the City Treasurer and displayed in the vehicle.

Sec. 10. The duration of service by any vehicle hired on the per hour basis, shall be counted from the time said vehicle is hired or chartered until it is dismissed by the passenger: Provided, however, That any delay attributable to the fault of the driver, defect of the vehicle or harness, or any unusual interruption of the trip caused by the animal harnessed to the vehicle, shall be deducted from the total time covered by the trip.

Sec. 11. Animal-drawn and human-propelled vehicles shall not carry more than the following maximum number of passengers excluding the driver:

Table with 2 columns: Vehicle type and Adult passengers. (a) Carromata or calesa 3, (b) First-class dokar 6, (c) Carretela 8, (d) Carretela-bus pulled by one horse 8, (e) Carretela-bus pulled by two horses 16, (f) Tricycles 1 or 2 depending on the size of the side-car.

Sec. 12. Children less than 6 years old shall be considered as free passengers, who shall not be counted in the determination of the passenger capacity or in the computation of the fare, when accompanied by an adult. Children between 6 and 12 years old not over 150 centimeters in height shall pay only one-half of the corresponding individual prescribed route-zone fare on carretelas or carretela buses, and excess passenger fare on tricycles.

When freight or cargo is loaded, every 50 kilos of weight shall be equivalent to one adult passenger, either for determining passenger capacity or fares. Each passenger is entitled to load 10 kilos of personal baggage free of charge.

Sec. 13. In case of disagreement on the fares, zones, or interpretation of the provisions of this Order, the nearest policeman, police station or substation office, inspector of public services, the inspectors of the Division of Animal and Vehicle Inspection of the City of Manila, may be consulted. In the event either the driver or the passenger does not conform to the settlement decided upon by such officer, the passenger shall pay to the driver the fare decided upon by the officer and give his name and city address, in return for which the driver shall issue a signed receipt in favor of the passenger; and an appropriate appeal may then be filed by the aggrieved party with the Mayor of the City of Manila, through the Chief of the Division of Animal and Vehicle Inspection of the City of Manila, whose decision shall be final.

## CHAPTER IV

## RULES AND REGULATIONS

Sec. 14. No public vehicle for hire, whether animal-drawn or human-propelled, shall operate in the City of Manila unless the same is duly licensed and in the case of animal-drawn vehicle, unless the horse or horses as well as the driver shall have paid the corresponding registration and license fees required by the City of Manila: Provided, however, that a public vehicle which comes from any municipality carrying passengers to a point within the City may do so if it carries a valid license issued by that municipality and may only accept passengers directly returning to the municipality wherein the vehicle is licensed.

Sec. 15. No owner or driver of a public vehicle for hire shall transfer any license, or use any vehicle not licensed, or transfer the number of a licensed vehicle to another vehicle, or keep, use, drive or employ any vehicle, whether licensed or not, bearing numbers not issued nor affixed by the City Treasurer through the Division of Animal and Vehicle Inspection of the City of Manila.

Sec. 16. The owner or driver of every public vehicle for hire shall always have in his possession the proper license issued by the City of Manila or of the municipality from which the public vehicle is duly licensed in case it comes to Manila and accepts passengers on its return trip, and shall keep about the vehicle at all times when in operation the authorized schedule of fares together with the route-zone or area-zone maps as fixed and prescribed in this Order. Unless he has the proper license of the City of Manila, the schedule of fares and the route-zone or area-zone map as the case may be, in his vehicle or in his possession, it shall be unlawful for him to demand or accept fare for the conveyance of passengers or commodities within the City limits.

Sec. 17. The driver of any vehicle shall produce, upon demand by the officers mentioned in section 13 of this Ministry Order or the passengers, his driver's license, the license of the vehicle and the authorized schedule of fares with the prescribed route-zone or area-zone map.

Sec. 18. No owner or driver of any public vehicle for hire not actually occupied shall refuse to convey any passenger, or to load baggage, goods, merchandise, effects or commodities when solicited for that purpose, except during the authorized hours for "Returning to Station" as provided in section 21 hereof; or having undertaken to do so, shall refuse to proceed to the destination indicated by the passenger, or otherwise neglect to do so; nor shall he demand for such conveyance fares greater than those fixed in this Order. Neither shall such owner or driver refuse to accept or admit to his vehicle all persons forming one group or party soliciting the use of the vehicle if there are seats available within its authorized pas-

senger capacity: Provided, however, That an owner or driver can refuse to admit the following persons:

(a) Any intoxicated person, except by order of a police officer;

(b) Any person known to be afflicted with a contagious or communicable disease, or any disease which, according to law or regulation, should be reported to the authorities;

(c) Any person requesting conveyance away from the regular route of a carretela, or carretela-bus on route-zone fare service, or beyond the new City limits;

(d) Any person who intends to use the vehicle for an unlawful purpose: Provided, further, That if any passenger becomes disorderly or abusive or attempt to occupy the driver's seat by force, or in any way disturbs the peace, the driver may suspend the trip and notify a police officer.

Sec. 19. No passenger or driver of an animal-drawn public vehicle for hire, when only partly occupied to less than full capacity, shall refuse to take additional passengers up to its maximum allowable capacity, if the additional passengers are willing to go strictly in the same direction or within the same route previously indicated to the driver by the original passenger: Provided, however, That if the original passenger is a person of the female sex, she may in her discretion refuse to accept as fellow passenger any person of the male sex; and provided, further, that each additional passenger shall reimburse the original passenger an amount equivalent to one-half of the area-zone fare prescribed for a calesa according to the zones traversed by him, and the original passenger shall be responsible for paying the full fare due to the driver. The provisions of this section shall apply only to vehicles for hire on the area-zone basis or chartered on the per-hour basis, but not to vehicles on route-zone service.

Sec. 20. It shall be the duty of every driver to slow down his vehicle and inform any person calling him as to its destination and route whenever such person desires to be informed of the vehicle's destination or route for the purpose of boarding the same, and no driver shall inquire from any person calling him of the latter's destination and/or route before allowing him to board his vehicle.

Sec. 21. The owner or driver of a public vehicle for hire shall be allowed the following hours for rest or return to station; for changing or feeding horses, or for making such repairs as are necessary to put the vehicle in serviceable condition: Between 9 and 10 o'clock, between 13 and 14 o'clock, between 19 and 20 o'clock, and between 22 and 23 o'clock. Vehicles going to their stables or tricycle stations during these hours shall be considered as "RETURNING TO STATIONS," and the drivers thereof may, when so doing, refuse to convey passengers or load commodities, provided that they display the signboard "Sa Himpilan" as prescribed in section 22 of this Order.

Sec. 22. Every animal-drawn and human-propelled vehicles operating for hire within the City of Manila shall carry with it a signboard of appropriate size of circular shape painted with the words "PAUPAHAN" (HIRE) and a number indicating the maximum allowable number of passengers (as provided in section 11 hereof) in yellow letters on a red background, which shall be attached to the right-hand side of the dashboard where it can be seen plainly by the public, as long as the vehicle is not fully occupied. When the vehicle is fully occupied up to the maximum capacity shown on the signboard, or when the vehicle is returning to station, this signboard shall be turned down so as to be concealed from view. A similar signboard of polygonal shape painted with the words "SA HIMPILAN" (RETURNING TO STATION) in black letters on a white background should be similarly displayed in place of the "PAUPAHAN" sign, when the vehicle is actually returning to its stable or tricycle station during the authorized hours. If there is no dashboard, the signboards shall be attached to the top or roof of the vehicle or at any prominent place on the right-hand side thereof.

Sec. 23. All claims and reports of overcharging, refusal to convey passengers or load merchandise on the part of the driver, or misconduct shall be reported of any person under said age or afflicted with infectious disease, or Inspector of the Division of Animal and Vehicle Inspection of the City of Manila, or to the nearest police station, substation or outpost.

Sec. 24. The driver of any vehicle shall be at least eighteen years of age, of intelligence and good moral character, and free from infectious or contagious disease, and it shall be unlawful for any person owning or having direct control or management of any such vehicle to knowingly employ or engage the services of any person under said age or afflicted with infectious or contagious disease as driver thereof. The driver shall at all times be courteous and respectful to the public and neatly and properly dressed; he shall be familiar with the names and location of the streets, plazas and public places of the City of Manila; he shall not absent himself from his vehicle on the street unless by reason of necessity or business, in which case the vehicle shall be left in charge of a competent person; and he shall not smoke while his vehicle is occupied, or perform such acts as would annoy the passengers.

Sec. 25. Every driver or person in charge of any animal-drawn or human-propelled vehicle shall immediately report to any police officer or inspector of the Bureau of Public Services or inspector of the Division of Animal and Vehicle Inspection of the City of Manila on duty at the place or, in their absence, to the nearest police station, substation or outpost, any accident or damage which the vehicle driven or operated by him may have caused to persons or property, and shall stop and cause his vehicle to remain in the place where any such accident happens until a police officer or any authorized inspector appears at the place and shall have made an investigation thereof.

Sec. 26. Whenever any parcel, baggage or other article of any kind is left in a public vehicle or in the custody of the driver thereof, such driver shall forthwith deliver the same, under receipt, to the commanding officer of the nearest police station, substation or outpost, unless sooner delivered to the owner of such parcel, or to his representative.

Sec. 27. Every owner or driver of any public vehicle for hire should keep the vehicle, harness, trappings, rain apron and curtains, tires and upholstery in proper condition of cleanliness and repair, and, in case of animal-drawn vehicles, to provide, besides suitable horses, a competent and trustworthy driver.

Sec. 28. Whenever any vehicle becomes unserviceable or unfit for public use, or is not provided with a suitable horse or horses, any police officer or inspector of the Bureau of Public Services or Inspector of the Division of Animal and Vehicle Inspection of the City of Manila is authorized to take up its license and submit the same to the City Mayor through the Chief of the Division of Animal and Vehicle Inspection for suspension of the operation until the vehicle and/or its horse or horses are put in condition or the horse replaced by the owner with another for use, after which the license may be returned to the owner of the vehicle.

Sec. 29. For the purpose of giving proper warning to pedestrians or other vehicles and to prevent accidents, the driver of every animal-drawn or human-propelled vehicle may make a signal either by rattling the spokes of the wheel of his vehicle, ringing a bell, or by means of any other similar audible contrivance.

Sec. 30. No driver or person in charge of any animal-drawn vehicle or human-propelled vehicle shall slow down his vehicle or stop in such a manner as to cause unnecessary obstruction and delay in the traffic on any of the streets of Manila, nor shall he park in places other than those designated by the Metropolitan Constabulary.

Sec. 31. No driver or person operating human-propelled vehicles for hire shall hitch or catch on to any truck, automobile or any animal-drawn vehicle while such trucks, automobiles, or animal-drawn vehicles are in action, for the purpose of being dragged along, nor shall they at any time indulge in reckless or fancy driving.

Sec. 32. Any violation of the provisions of this Order shall be punished by a fine not exceeding two hundred pesos, or by imprisonment of not exceeding six months, or both, in the discretion of the court, as provided for in section 3 of Executive Order No. 205 of the Chairman of the Philippine Executive Commission.

Sec. 33. This Order shall take effect on January 1, 1944, and supersede the rates for animal-drawn vehicles for hire previously fixed in Department Order No. 9 dated September 20, 1943.

Done in the City of Manila this 22nd day of December, 1943.

QUINTIN PAREDES  
Minister