

MEMORANDUM CIRCULAR  
NUMBER 89-004

SUBJECT : Motions For Reconsideration of the Board's Decisions and Orders

Parties adversely affected by a decision, order, ruling or resolution of the Board filing their motions for reconsiderations are directed to:

- 1) file their motions within fifteen (15) days from receipt of a copy thereof pursuant to the Rules of Practice before the Board and indicate the date of receipt of the decision, order or resolution sought to be reconsidered;
- 2) furnish copies of the motion on all parties concerned either by personal service or registered mail and indicate in said motion proof of service with a verification under oath of such service, attaching thereto the registry receipts for the mailed copies of the motion to all parties concerned;
- 3) discuss in said motions all the issues and arguments in support of their motions for reconsideration and attach thereto all pertinent annexes deemed necessary for the judicious resolution of the motions.

Motions for reconsiderations of the Board's decisions, orders, rulings and resolutions shall be resolved on the basis of the issues and arguments raised in said motions and the responsive pleadings thereto without the need to hear the motions, which will not be accepted for filing unless proof of service on all parties concerned as herein provided is indicated.

For immediate compliance.

Quezon City, February 8, 1989

*for*  
REMEDIOS A. SALAZAR-FERNANDO  
Chairman

*J*  
JUAN L. KILAYKO  
Board Member

DANTE M. LANTIN  
Board Member