



Republic of the Philippines
MINISTRY of PUBLIC WORKS
MPW Building, Bonifacio Drive, Port Area, Manila
OFFICE of the MINISTER

April 1, 1980


MINISTRY ORDER)
NO.: 80-21)

SUBJECT: Streamlining the Handling
of Radio, Telegraphic and
Related Messages

In order to expedite the transmission of telegrams, radiograms and telex messages and to facilitate the routing of incoming messages, the following procedures will be observed:

- (1) Telegrams and Radiograms intended for transmission to the regional or field offices and abroad will be forwarded directly by the sending office concerned to the Communications Center.
- (2) Telegrams, radiograms or telex messages received from field offices and from abroad will be routed immediately to the Records Section, Administrative Services, which will likewise immediately forward the message to the organizational unit concerned.
- (3) Messages received after regular office hours and on holidays shall be relayed directly to the Ministry official concerned; copies of the message and the receipt of transmittal shall be furnished the Records Section on the next day or the first working day as the case may be, within the first hour of work.
- (4) All messages received from overseas shall be xeroxed and copies shall be simultaneously furnished the Office of the Minister.

This order takes effect on April 7, 1980.


ALFREDO L. JUINIO
Minister

Handwritten initials and date:
JLH
4/8

Handwritten date:
4/7/80