



Republic of the Philippines
MINISTRY OF PUBLIC WORKS

OFFICE of the MINISTER

April 16, 1980

MINISTRY ORDER) SUBJECT: Policy Guidelines Regarding
) Allocation of Existing
) Telephone Lines in the
NO. 80-28) Ministry.


Inasmuch as there are limited telephone lines now available for our use, the following guidelines and priorities are hereby issued in the installation thereof in the various offices under the Ministry:

1. The Minister and the Deputy Minister, shall have at least three telephone lines each with necessary extensions;
2. The Assistant Secretaries, Staff Bureau Directors and Service Chiefs shall have one telephone line each and such necessary extensions as needed;
3. The Head Executive Assistant, Public Assistance Unit, the Communications Center, the Public Affairs and Information Division, the CSU and the Medical Clinic shall have one telephone line each; and
4. When all the above needs shall have been met, the Division Chiefs maybe allocated lines depending upon the availability of such additional lines, pro-rated by Service/Bureau.

The Communications Center, which is now under the operational control of the PMISS, shall be responsible for the implementation of this order.

Likewise, no telephone shall be transferred from one place to another without written approval by appropriate authority.

This order takes effect immediately and strict compliance hereto is hereby enjoined.


ABER P. CANLAS
Acting Minister

4/23/80