



REPUBLIC OF THE PHILIPPINES  
MINISTRY OF PUBLIC WORKS AND HIGHWAYS  
OFFICE OF THE MINISTER  
MANILA

097.13-MPWH  
10/18 of Dec 10/18

October 9, 1985

MINISTRY ORDER )  
NO. **35** )  
Series of 1985 )  
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TO ALL : Deputy Ministers  
Assistant Ministers  
Bureau Directors/Regional Directors  
Project Managers  
Chief of Services  
District/City Engineers  
Regional Equipment Engineers  
And all others concerned  
This Ministry

SUBJECT : PROHIBITING MPWH EMPLOYEES AND OUTSIDERS FROM USING OFFICE TELEPHONES FOR PERSONAL LONG DISTANCE CALLS AND DIRECTING IMMEDIATE SETTLEMENT OF OUTSTANDING PERSONAL ACCOUNTS RELATIVE THERETO.

It has been observed that the monthly Statement of Accounts billed by the Philippine Long Distance Telephone Company for telephone service fees on PLDT telephones consigned to the various Offices of the Ministry show several unofficial long distance calls charged for payment to the Ministry. This practice by some of our employees, and in certain instances by outsiders sanctioned by MPWH personnel, is not only illegal per se because it violates accounting and auditing rules and regulations, but also unnecessarily deplete our maintenance and operating expenses allocation. Moreover, such unofficial and unauthorized calls complicate the early settlement of our obligations and delay the remittance of payments thereof to PLDT because verification by the Facilities Maintenance Division of these calls entail a long and tedious process.

In view thereof, it is hereby declared a Ministry Policy to limit the use of government telephones for official business transactions only and that domestic or foreign long distance calls by any MPWH employee or outsider is strictly prohibited. The Division Chief or Head of Office concerned shall be responsible for the implementation of this Order.

Henceforth, to realize timely and accurate remittance of telephone service fees, all Statement of Accounts in the Central Office shall be closely examined by the Facilities Maintenance Division, Administrative Service, and in the case of Regional/District/City Offices, by the Administrative Officer concerned, in coordination with the Collection Department, Government Accounts, PLDT or the private telephone company with franchise to operate within the area, with particular reference to the transaction details, e.g., the names of parties that used the telephone, telephone numbers, duration of call, amount and mode of tolls, and station or place of telephone instruments. Thereafter, a joint notation by the representatives of the aforementioned offices shall be made on all Statement of Accounts prior to the preparation of vouchers to effect remittance of payments.

filed - 10-24-85



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In this connection, it is directed that all previous personal long distance calls which are outstanding to the credit of the Ministry must be immediately settled by the employee concerned, through the Liaison Officer/Representative of the Facilities Maintenance Division in the Central Office or the Administrative Officer of field offices, as the case maybe.

A list of unofficial long distance telephone calls complete with transaction details as stated in the third paragraph hereof and as verified with the telephone company concerned shall be submitted monthly to the Assistant Minister for Administration or the Regional Director, for proper action.

Violation of this order shall subject the employee concerned to appropriate administrative disciplinary action as the circumstances may warrant.

Strict compliance herewith is enjoined.



JESUS S. HIPOLITO  
Minister