



Republic of the Philippines
MINISTRY OF PUBLIC WORKS, TRANSPORTATION AND COMMUNICATIONS
NIA Building, E. de los Santos Ave., Quezon City
OFFICE of the MINISTER

March 8, 1979

MINISTRY ORDER

No. 6

X - - - - - X

SUBJECT: DESIGNATION OF A LIAISON
OFFICER FOR ALL BUREAUS/
AGENCIES/ATTACHED CORPORATIONS
UNDER THE MINISTRY.

In order to facilitate and effect the immediate delivery of important communications intended for all bureaus/Agencies/Attached Corporations under this Ministry, and in view of the inability of our limited Messengerial Staff to cope with the delivery of said communications everyday, it is directed that, effective immediately, each Bureau/Agency/Attached Corporation shall designate a Liaison Officer to this Ministry.

Within one week from receipt of this Order, each Bureau, Agency or Attached Corporation shall submit to the Chief, Administrative Service, this Ministry, the official designation of such liaison officer and attach to such designation at least two passport size identification pictures.

The designated Liaison Officer shall always carry with him his I.D. whenever he transacts business with the Ministry.

It shall be the responsibility of the designated Liaison Officer to pick up from this Ministry all communications intended for each Bureau/Agency/Attached Corporation between 2:00 to 3:00 p.m. every day.

To facilitate pick up, the Ministry has provided pigeon holes for each Bureau/Agency/Attached Corporation in the Records Section, General Services Division, 3rd Floor, NIA Building B, EDSA, Quezon City, where communications are stored.

The Liaison Officer shall sign for all communications taken from the Ministry. Communications picked up shall be delivered to the Central Records of the Bureau/Agency/Attached Corporation concerned within the same day.

For compliance.


ALFREDO L. JUENIO
Minister

Ask
3/14

010-Liaison Officers
3/14/79