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Office of the President

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MEMORANDUM NO. 3

Series of 2015

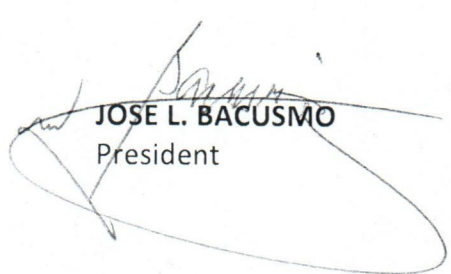
- T O: Office/Department Heads and Center Directors of Offices/Units/Centers Performing Frontline Services**
- R E: Updating and Posting of Citizens' Charter in Conspicuous Places and Reiterating Implementation of No Noon Break Policy**

As provided for in the Inter-Agency Task Force (IATF) Memorandum Circular No. 2014-01 dated April 21, 2014, one of the mandatory requirements to qualify for the 2014 PBB is the updating and posting of Citizens' Charter. A representative of the Inter-Agency Task Force and from the Civil Service Commission are expected to conduct validation of our compliance to this requirement.

In view of this, you are hereby directed to review, update, improve and post your Citizens' Charter in conspicuous place of your unit.

Furthermore, you are also reminded of the adoption of working schedules in order for all clients who are within the premises prior to end of regular working hours to be attended to and served even during lunch break (No Noon Break Policy). Likewise, Public Assistance Desks in all buildings should be manned even during lunch break.

For strict compliance.


JOSE L. BACUSMO
President