

November 14, 1983 184

MEMORANDUM NO. 151  
Series of 1908

T O: All Office Heads, Research Leaders and Others Concerned

R E: Observance of Office and House Rules in VMO

In a meeting conducted recently by the undersigned with the staff of the VisCA Manila Office, some internal problem in the operation of the office were discussed. It appears that one of the major problems usually arises from confusions when requests/orders are received directly by the Manila personnel from VisCA staff, which sometimes include personal matters. As a result, there are times when the personnel are responding to many "bosses".

Please be reminded that in the performance of their duties and responsibilities, the Manila personnel receive instructions and supervision from the Head of the Manila Office and they can not entertain individual requests on routine basis. To minimize if not avoid these problems and hopefully improve the services of VMO, please adhere to the following:

1. All requests for assistance from VMO must be coursed through the Director of External Affairs or his authorized representative only. They shall include office assistance such as typing, xeroxing, and errands outside the office.
2. Direct transaction with office personnel concerning travels and procurements may be done only after the initial requests have been granted by the head and only doing follow up.
3. As a rule, confirmation of plane tickets for VisCA personnel who are in transit is not a responsibility of VMO but may be granted under justifiable circumstances. Traveling VisCA personnel are advised to confirm their own plane tickets to minimize disruption in office operation. Transportation is not a problem in Manila and outlying provinces.
4. Official money matters must be dealt with the VMO Head only for your own protection.
5. Errands when granted by the Head may or may not be given priority under mutual understanding. In all cases, regular office work of personnel and assignments given by their supervisor must be given priority.
6. Baybay personnel going to Manila for procurement purposes should not always depend on the company of VMO personnel, otherwise, make the procurement request with VMO itself.



On other matters, effective immediately:

1. All personnel must observe existing house rules in the VMO. The House Manager is not obligated to respond to calls beyond curfew hours.
2. All personnel should be in proper attire at all times in the public areas of the office. Loitering half-naked in public at anytime is not allowed.
3. Observe austerity measures to save on light and water.

Your full cooperation will be appreciated.

*M. R. Villanueva*  
M. R. VILLANUEVA  
President

cc: VMO