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Series of 1988

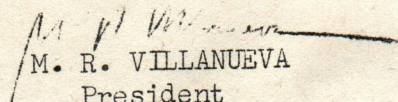
T O: All Office Heads and Employees
R E: Do Away With Red Tape (DART)

The Civil Service Commission has launched recently a program aimed at minimizing, if not eliminating red tape in all government transactions. To give meaning to the program the following steps have been recommended:

1. Eliminate unnecessary steps in the processing of papers and documents.
2. Develop among employees awareness on office attendance and punctuality.
3. Reduce the number of forms to be filled to avoid wastage of time and materials.
4. Eliminate steps that impede productivity and efficiency, without sacrificing accuracy and quality of service.

In this connection, as per request by the Civil Service Commission, Dr. Samuel S. Go is hereby designated as DARTMAN who shall attend or take immediate appropriate action on any complaint or grievance any transacting public might bring forth related to the agency delivery of service.

For your guidance.


M. R. VILLANUEVA
President

cc: Dr. Samuel S. Go