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November 28, 1986

Memorandum No. 126
Series of 1986

T O: Ms. Delia Silao
Ms. Grace Arsenio

R E: Opening of Sealed Letters

On or about October 30, 1986, Ms. Grace Arsenio of the Manila Office opened a sealed letter read over the phone to Ms. Delia Silao and then photocopied a letter on instruction of the latter claiming that all these were done to enable the Manila Office to have a file copy of the letter for monitoring purposes. Considering that the letter was in a sealed envelope, addressed to a specific individual and the sender acted in a capacity as a non-VISCA staff, some people have reacted to the act of these two employees with strong suspicion. In the first place, Ms. Silao did not have the authority of the head of the office to give such instruction to any of the VMO employee, particularly under her present assignment to attend specifically to Cornell University business while on contract with the FSDP project.

From hereon, there shall be no opening of sealed letters for any reason except when specifically authorized by the sender or by the head of the Manila Office who shall take all the responsibilities. However, the head of the Manila Office is authorized to open official letters/documents addressed to government offices such as NEDA, OBM, Bureau of the Treasury, etc. if in his judgment the office needs to be concerned about their contents for monitoring purposes.

For strict compliance.

M. R. Villanueva
M. R. VILLANUEVA
Officer-in-Charge

cc: Dr. Leonardo L. Manalo
Dr. Eliseo R. Ponce
Dr. G. R. Gerona
Records