MEMORANDUM

TO : ALL Director Ils

RE : Designation of Officer-of-the-Day per Branch

DATE : 08 January 1998

This is to reiterate memorandum dated 16 July 1997 regarding the posting of Officer-of-the-Day to be assigned at your respective Branch/Department. Please refer to the attached copy of the said memorandum.

Those who have not yet complied with the above are directed to submit their respective list of Branch ODs from February 2 to June 30, 1998 to the HRD Division not later than January 15, 1998.

FELICISIMO G. JOSON, JR.
Administrator
MEMORANDUM TO ALL DIRECTOR IIs

RE: Designation of Officer-of-the-Day per Branch

DATE: 16 July 1997

In line with our thrust to give our customers the most efficient service, the POEA Front Desk is further strengthened by designating Officer-of-the-Day (OD) in your respective work assignment. The POEA Officer-of-the-Day posted at the Front Desk must refer the customer to the designated Branch OD. The Branch OD in return shall have the following duties:

1. Personally assist the customer. Otherwise, he/she accompanies the customer directly to the right person/employee or officer;
2. Ensures that the customer is at least, satisfactorily attended to after leaving the unit where he/she sought assistance;
3. Prepares report of assistance and action taken at the end of his/her tour of duty;
4. Reports to the office not later than 8:00 in the morning during his/her scheduled assignment.

Division Chiefs and Branch Managers shall be assigned as POEA OD while those occupying below Division Chief up to the level of LEO II post shall be assigned as Branch OD.

In this connection, you are directed to submit the list of your Branch OD from August 1 to December 27, 1997 to HRDD not later than Friday, 24 July 1997.

For compliance.

FELICISIMO O. JOSON JR.
Administrator