MEMORANDUM

TO : DIRECTORATE MEMBERS
     EMPLOYEES
     GUESTS AND CLIENTS

DATE : 23 January 2013

SUBJECT : RULES ON SAFETY AND SECURITY

In the interest of the service and to strengthen the peace and order within the POEA Building and its premises, it is imperative that the following safety and security measures be strictly observed:

1. All POEA officials and employees including the personnel of partner government agencies and concessionaires are required to wear their respective Identification Cards (IDs) upon entry into the building premises.

2. Guests and clients shall be allowed entry through the Center gate only and shall submit themselves to security check at the building’s main entrance.

3. Fire exits shall only be used in case of emergency. These doors shall always be kept locked from the inside, as designed, to avoid any unchecked entry.

4. Basement parking area shall be open only for motor vehicles with valid POEA car stickers.

Security guards shall observe strict implementation of these measures and report any unusual activity or security incident to the undersigned.

For strict compliance.

HANS LEO J. CACDAC
Administrator

CONTROLLED AND DISSEMINATED
BY CRD ON JAN 24 2013