MEMORANDUM

PLEASE ROUTE WITHIN YOUR BRANCH

FOR : ALL POEA OFFICIALS AND EMPLOYEES

SUBJECT : COURTESY IN PUBLIC SERVICE

DATE : 02 February 2011

Pursuant to Republic Act No. 9485 dated 19 February 2007 or Anti-Red Tape Act of 2007 which provides for the improved efficiency in the delivery of government service to the public by reducing bureaucratic red tape, preventing graft and corruption, all officials and employees are reminded to extend prompt and courteous service to our transacting publics. Everyone needs to serve clients courteously and efficiently at the time they come for assistance and to complete the service they need at the earliest time possible with the least burden on their part.

Please be also advised that at representatives from the Civil Service Commission (CSC) may at any time conduct a surprise visit to the different service units.

Please be guided accordingly.

CARLOS S. CAO, JR.
Administrator

CONTROLLED AND DISSEMINATED
BY CRD ON FEB 08 2011