MEMORANDUM

TO : ALL POEA OFFICIALS AND EMPLOYEES

SUBJECT : USE OF YAK! MESSAGING SYSTEM

DATE : 21 FEBRUARY 2006

For almost three years now, the POEA has adopted yak! as an informal communication medium between officials and employees primarily to facilitate communication among offices and unit, and to save on supplies and photocopying expenses. However, some employees have yet to discover its full potential and still consider yak! a personal messaging system.

We have observed that some employees have not adhered to the required office - user name format where personal coding is not allowed. Personal messages are also still being sent to “everyone” which cause distraction on the part of other users.

For proper identification and uniformity, may we advise you to refrain from using code names which are inappropriate in office setting. Owners of mysterious names such as “kaizer”, “norap@”, “diyosa-ako” and “wed*ubodngganda” are requested to immediately replace them with more appropriate ones. Furthermore, personal messages should be sent to the intended recipient only.

Please be guided properly.

CARMELITA S. DIMZON
Deputy Administrator