MEMORANDUM

TO : ALL EMPLOYEES

RE : GUIDELINES IN THE PROPER USE OF THE POEA MEDICAL/DENTAL CLINIC

DATE : 04 September 1997

In order to maintain cleanliness, orderliness and professionalism at the Medical/Dental Clinic, the following guidelines are hereby promulgated:

1. Non-patient employees and other personnel are not allowed to stand-by at the clinic.

2. The area must be kept clean and orderly at all times.

3. Smoking is strictly prohibited.

4. Employees and other personnel for treatment and/or check-up must register their names at the clinic logbook.

5. Medical personnel must be in their proper clinic attire especially when attending to patients.

6. Medical personnel must submit a monthly report of their patients to Administrative Branch every 5th week of the ensuing month.

The Administrative Branch and medical personnel are directed to implement above rules.

Please be guided accordingly:

DANilo M. Coronacion
Deputy Administrator
Management Services