MEMORANDUM

TO : ALL POEA OFFICIALS AND EMPLOYEES

SUBJECT : USE OF YAK / LOCAL AREA NETWORK (LAN) COMMUNICATION

DATE : 23 JULY 2004

In line with the Administration's effort of scaling-down much paper-ink consumption in transmitting/relaying messages within the Office, the use of YAK is enforced with the provision of the following guidelines:

- The use of YAK as a local area network tool of communication is limited for messages of official significance. Personal messages could be sent provided they are forwarded only to the concerned recipient.

- YAK codenames shall be of the Division-Official Responsible-User Name format. Personal coding is strictly not allowed.

- Concerns on the use of YAK may be coursed through Planning Branch and/or the ICT Branch.

As YAK is an economical and practical means of communication, all PC's with the LAN connection will be installed with the YAK system to make its use reach the maximum.

For compliance.

CARMELITA S. DIMZON
Deputy Administrator