MEMORANDUM

FOR : ALL OFFICIALS AND PERSONNEL

RE : Reduction of Red Tape through 50% Reduction of Signatures in POEA Transactions

DATE : 10 September 2001

In line with the commitment of President Gloria Macapagal-Arroyo in her State of the Nation Address (SONA) to cut in half the signatures needed in government transactions, all officials and personnel concerned are directed to take into consideration said requirement in designing and documenting POEA processes.

Relative to the ISO Project to prepare for target certification in ISO 9001:2000 by December 15, the Continuous Process Improvement and the Bilis-Dokumento, the process standards earlier committed to the Secretary as performance targets in terms of process cycle time and documentary requirements shall likewise include reduction of signatures to the barest minimum as an added concern.

Planning Branch shall route the expanded matrix of process standards. The respective process owners shall indicate in the matrix the additional information required on reduction of signatures on or before 17 September 2001.

For guidance and implementation.

ROSALINDA DIMAPILIS BALDOZ
Administrator