MEMORANDUM

FOR: ALL EMPLOYEES
P O E A

SUBJECT: REQUESTING/REQUIRING JANITORIAL STAFF TO RUN ERRANDS WHICH ARE UNOFFICIAL IN NATURE

It has been a common observation that there are some office personnel who are sending our janitors to run personal errands for them.

As stipulated in the contract entered into between POEA and the EXECUTIVE CARE, among others, janitors are to maintain cleanliness and the upkeep of the office premises. They are assigned specific areas to clean and attend to. Assigned to the offices of the Administrator and the Deputy Administrator are two janitresses who attend to the needs of these particular offices.

During peak hours, particularly between 9:00 A.M. to 12 H.N., there is a need for janitors to be roving and cleaning up their respective areas. More often than not, it is observed that during these hours, they are nowhere in their places of work. They are, instead, running errands which could hardly be called official in nature for some personnel. As a consequence, their main work is relegated to the background so that we see dirty corridors and corners, overflowing trash containers and washrooms in dire need of cleaning up.

Office personnel concerned, therefore, are enjoined from utilizing janitors to do personal errand for them. Janitors/tresses are likewise enjoined to refrain from doing personal errand for office personnel.

OLIVIA A. CABADING
OIC, General Services & Property Division

NOTED:

PROSPERO M. DELA TORRE
Chief, Administrative Services

March 29, 1983.