MEMORANDUM ORDER NO. 11
Series of 1997

SUBJECT: SUSTAINABLE DEVELOPMENT IN POEA as a basis for 1997 POEA MODEL OFFICE AWARD

DATE: 24 MARCH 1997

BACKGROUND:

Sustainable development has been defined in official government documents as that situation of economic growth that can serve the needs of the current and future generations. Most of these are found in the environment, and therefore it concerns about environmental stability. As stated by Prof. Rolando Metin of the Development Academy of the Philippines: “It means reconciling economic growth and environmental protection to promote the general welfare of the society.”

The workplace - be it in government or other places - can be the locus of operationalizing sustainable development. Inasmuch as the government is the single biggest employer, the government as a world of work can be a model for environment-friendly policies and practices. If this is pursued, it will not only be environment-friendly but employee and customer-friendly environment as well.

To maximize the opportunity of making one’s government office an ideal place of work, the proposed project will likewise incorporate sustaining the positive corporate image of the organization.

In this connection, the POEA Model Office Award shall be launched. After the series of MRP sessions and Corporate Building seminars, it is now necessary to provide a mechanism to sustain the ideals of previous seminars/workshops conducted for POEA officials and employees.
1. To institute mechanisms for the promotion of sustainable development in POEA;
2. To sustain POEA’s positive corporate image;
3. To instill a healthy and employee-friendly environment;
4. To enhance customer-driven policies and practices;
5. To develop professionalism as a way of life.
6. To promote cost-effective and cost-efficient practices

MECHANICS

In order to carry out this award, the following procedures shall be adopted:

1. Qualifications

The five (5) offices under POEA are qualified to join in the program.

2. Criteria for selection

2.1 Clean and Green Environment

2.1.1 Offices are generally clean most of the time.
2.1.2 Waste segregation (wet & dry) is strictly observed.
2.1.3 Waste reduction or minimization is adopted.
2.1.4 Practice of eating in offices is discouraged. If this is not practical, food wastes are sealed properly and disposed separately.
2.1.5 There is wide use of live green plants as office ornaments.
2.1.6 Smoking areas are designated and followed by everyone.

2.2 Customer-friendly environment

2.2.1 Employees are generally courteous and friendly.
2.2.2 Employees are generally on time in reporting to work.
2.2.3 Office procedures are simple, clear, effective & efficient.
2.2.4 Office facilities for the publics such as comfort rooms, lobby and counters are clean and accessible.
2.2.5 Customer complaints are attended to properly and efficiently.
2.2.6 Suggestion boxes are readily available.

2.3 Employee-friendly environment

2.3.1 Employees are generally in harmony with each other.
2.3.2 Office furniture and fixtures are well-arranged.
2.3.3 Employees' accomplishments are recognized or appreciated.
2.3.4 Office facilities like comfort rooms, employees' lounge, lobby, library and recreational facilities are accessible.

2.4 Positive Corporate Image

2.4.1 Employees are generally in uniform from Monday to Thursday.
2.4.2 Employees are wearing their IDs while at the POEA premises.
2.4.3 Employees observe telephone manners.
2.4.4 Work areas are free from obstruction.
2.4.5 No obscene pictures or posters pasted on the walls including pictures/posters that are gender-incriminating.

2.5 Cost efficiency

2.5.1 Minimal wastage on the use of resources such as bond paper, carbon paper, water, electricity and other office supplies and materials.
2.5.2 Employees practice resource recycling such that scratch papers are used in drafting letters and other written communications.

Above suggested indicators for each criterion are not exhaustive. Each office is encouraged to devise its own indicators of success for each item for selection. Moreover, inputs of the middle managers who are members of the Integrity Circles can be incorporated in the list of indicators.

AWARDS

In order to give proper motivation to employees and to ensure the implementation of this project, cash awards shall be granted to deserving
offices which shall be given during the Annual Year-End Assessment activities in December 1997.

INSPECTION AND ASSESSMENT

There shall be a quarterly inspection and assessment to be conducted by representatives from DENR, DAP, CSC, DOLE and one from the private sector. Date of inspection and evaluation shall not be announced. However, results of quarterly evaluation shall be made known to officials and employees.

Active participation of members of the POEA Directorate, middle managers and employees are enjoined to ensure the success of this program.

ADMINISTRATIVE SUPPORT

The Office shall provide the necessary supplies and materials needed to carry out this program. Maintenance personnel shall likewise be directed to co-operate in maintaining cleanliness of the surroundings.

PERIOD OF CONTEST

The contest shall commence in April 1997.

For compliance.

FELICISIMO O. JOSON, JR.
Administrator