Memorandum ORDER No. 22
Series of 1997

For purposes of facilitating the dispatch of all official communications from the different units in the Administration, please be guided of the cut-off/pick-up time of the following POEA contracted couriers:

- **DHL** - 10:00 AM, 3:00 PM
- **JRS** - 9:00 AM, 3:00 PM
- **FEDEX** - (no definite time)

It is, therefore, requested that concerned units have their communications received at the Central Records Division on or before the above appointed time. However, communications which fail to be received on time for the morning delivery shall be picked up in the following afternoon; those not picked up in the afternoon, shall be made on the following day.

For information and guidance,

FELICISIMO O. JOSON
Administrator