MEMORANDUM ORDER NO. 09
Series of 1996

Subject: Observance of the 90th Anniversary of the Philippine Civil Service from September 13 to 19

In connection with the above subject, the following directives are hereby issued to all concerned unit/office heads:

1. The following public-intensive units are directed to submit their work flowcharts specifying in detail the steps or procedures in completion of a certain transaction:
   
   a. BalikManggagawa Division
   b. Landworkers Processing Division
   c. Seafarers' Processing Division
   d. Landbased Accreditation Division
   e. Seabased Accreditation Division
   f. Docket and Enforcement Division
   g. Recruitment Regulation Branch
   h. Adjudication Branch
   i. Manpower Registry Division
   j. Workers' Education Division
   k. Assistance and Welfare Division
   l. Clients Services Division
   m. Recruitment Documentation Division
   n. Name Hire Processing Unit
   o. Facilitation and Review Office
   p. POEA Action Center
   q. Cash Division (Public transaction only)
   r. Accounting Division (Public transaction only)
   s. Central Records Division (Public transaction)
   t. EDP (Public transaction only)
   u. Artist Record Book Unit
   v. Licensing and Evaluation Division
   w. Legal Assistance Division
   x. Labor Assistance Center
Submit said work flowcharts to the Office of the DA for Management Services not later than 5 September 1996.

2. Assign at least two of your staff to join the Tree-Planting activity on Saturday, September 14 to be held at the POEA grounds at 8:00 in the morning. Submit their names to HRDD not later than Friday, 5 September 1996. Snacks will be served.

3. The General Services and Property Division is tasked to prepare the following:

   3.1 posting of streamer (2 yards by 4 yards) bearing the theme of the celebration
   3.2 secure seedlings, soil and other tree-planting paraphernalias
   3.3 secure bulletin board with stand for the display of POEA services at the lobby
   3.4 set up temporary information booth at the lobby with telephone services/computer from September 16-20

4. Planning Branch is directed to prepare POEA's accomplishment report in still pictures or any visual aids for display at the lobby. It is also tasked to prepare the printing of the POEA Vision and Mission Statement to be displayed at the lobby.

5. Branch Managers and Division Chiefs shall be assigned as Officers of the Day from September 16-19 on half-day schedule.

6. Everyone is enjoined to attend the Flag Ceremony on Monday, September 9 where CSC Chairperson Corazon Alma de Leon is the guest of honor.

7. Employees are encouraged to join the dialogue with the CSC official on Tuesday, September 17.

Office Directors, Branch Managers and Division Chiefs are directed to ensure compliance with this Order.

FELICISIMO O. JOSON, JR.
Administrator