GUIDELINES ON THE ISSUANCE OF TEMPORARY PASS / ID TO ALL NON-POEA EMPLOYEES

In the interest of the service and to strengthen the safety program of the Administration, the following safety and security measures shall be strictly observed:

1. All non-POEA employees, which includes among others, the Tenants, Concessionaires, Guests and Media, shall secure a Temporary Pass/ID from the Guard-On-Duty per floor where they intend to process/transact official business. Likewise, Recruitment Agencies' Liaison Officers shall secure ID when transacting business outside their designated area.

2. A Temporary Pass/ID can be secured in exchange of a valid ID. The Guard On-Duty shall also maintain a logbook to record the details (name, temporary Pass/ID No., purpose of visit/transaction, time in and out) of each transacting public per floor;

3. The Temporary Pass/ID shall be valid for transaction only at the building floor where it was secured. It must be returned to Guard On-Duty upon leaving the floor. It follows that a Temporary Pass/ID needs to be secured to transact official business on a per floor basis;

4. Expected POEA guests and participants to meeting and/or seminars may be exempted from these guidelines provided that advance notice is officially given to the General Services and Property Division.

5. Without the Temporary Pass/ID issued by the Guard On-Duty, entry to any area and offices within the building shall not be allowed.

This Order takes effect immediately upon issuance.

For strict implementation

HANS LEO J. CACDAC
Administrator

14 September 2012