SPECIAL ORDER NO.
Series of 445

In the interest of the service, a project team is created to design an efficient Internal Communication System (ICS), to be composed of the following:

Project Leader:

CESAR LEON P. MOSCOSO
Director II, EDP Branch

Members:

ALDA ALFARO
Chief, Central Records Div.

ATTY. SUSAN DE GUZMAN
Chief, Legal Research Division

As such, the project team is expected to develop the POEA-ICS for the consideration of the Directorate. The ICS shall have guidelines covering the following areas of interest:

- Classification and coding
- Document tracking
- Delegation of authority in signing official correspondence
- Central filing and retrieval
- Retention period
- Archival and custodianship
- Corporate style for POEA communication

For guidance and compliance,

ROSALINDA DIMAPILIS-BALDOZ
Administrator

20 December, 2001