

MFN 44242

Office of the President  
of the Philippines  
Malacañang

MEMORANDUM ORDER NO. 7

Atty. RICARDO S. GALING, Presidential Staff Director, Legislative Secretariat, in addition to his duties and responsibilities as such, is hereby designated Administrator of the Administration Building and its Annexes. As Administrator he shall assume full responsibility for directing and supervising the following functions:

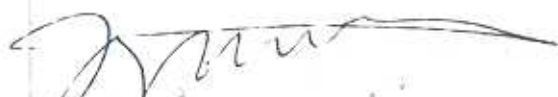
- a) Maintenance, cleanliness, sanitation and beautification.
- b) Instituting safeguards against fire, theft and robbery.
- c) Conservation of energy and water.
- d) Receipt and processing of requests for office space.

For this purpose, all janitorial and maintenance personnel including contractual janitorial services, shall be transferred from the Personnel Office and placed directly under the supervision and control of the Building Administrator. To insure adoption of similar measures in their respective areas, he shall coordinate with the Office of Budget and Management and the Ministry of Information.

All offices, officials and employees are hereby enjoined to render their fullest cooperation on this matter.

Memorandum Order No. 795 dated October 5, 1983 and other issuances inconsistent herewith are hereby revoked or modified accordingly.

This Order shall take effect immediately.

  
FULGENCIO S. FACTORAN, Jr.  
Deputy Executive Secretary

Manila, April 10, 1986