

Office of the President
of the Philippines
Malacañang

MFN 4526

MEMORANDUM ORDER NO. 104

USE OF OFFICE TELEPHONES FOR LONG DISTANCE OR OVERSEAS CALLS.

It has been reported that on several instances telephones in this Office were used by officials and employees or, with their permission or connivance, by outsiders, in long distance and overseas calls for personal purposes. This constitutes misuse of government property or public funds since the bills are charged against the Office of the President, which pays the same unaware that the telephones have been used for personal purposes.

All officials and employees are hereby warned not to use office telephones for personal overseas or long distance calls, nor allow outsiders to do the same. Any official or employee who violates this rule shall not only be made to pay for the corresponding charges but also shall be subject to administrative disciplinary action.

All chiefs of offices/primary units are hereby enjoined to disseminate this order among all employees under them for their information, guidance and strict compliance.

By authority of the President:


CATALINO MACARAIG, JR.
Deputy Executive Secretary

Manila, August 14, 1987
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