

**Office of the President
of the Philippines
Malacañang**

MEMORANDUM ORDER NO. 350

**REQUIRING STRICT OBSERVANCE OF MEMORANDUM ORDER NO. 429
DATED 7 MAY 1992, PRESCRIBING GUIDELINES ON THE USE OF OFFICE
TELEPHONES FOR LONG DISTANCE DOMESTIC OR OVERSEAS CALL.**

It has been observed that despite the issuance of **Memorandum Order No. 429 dated May 7, 1992**, prescribing guidelines on the use of office telephones for long distance domestic or overseas call, some employees are still using office telephones in violation of the prescribed guidelines as reported by the Director of Finance Office.

In this connection, all officials and employees in this Office are hereby enjoined to strictly observe the following pertinent provisions of M.O. No. 429:

“All officials and employees are hereby sternly warned not to use office telephones for personal/unauthorized long distance domestic or overseas calls or to allow outsiders to do the same. Any official or employee who disregards or fails to strictly observe this rule shall be (1) required to pay the corresponding toll charges; and (2) subject to the appropriate administrative disciplinary action.

“All chiefs of offices/primary units in the Office of the President Proper shall be responsible for (1) the dissemination of this Memorandum Order among their personnel; and (2) the strict enforcement of its provisions in their respective offices/units.”

The Director of Finance Office shall submit to the undersigned the names of those who disregard the foregoing order for proper disciplinary action.

By authority of the President:


RUBEN D. TORRES
Executive Secretary

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Received

MAR 26 1996 *fdm*

Date

Manila, March 11, 1996

