

Office of the President  
of the Philippines  
Malacañang

MFR 214

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MEMORANDUM ORDER NO. 65

**ENJOINING STRICT OBSERVANCE OF MEMORANDUM ORDER NO. 350 DATED MARCH 11, 1996, 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 come to my attention that despite existing policies and 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 under Memorandum Order Nos. 350 and 429 dated May 7, 1992 and March 11, 1996, respectively.

These personal/unauthorized long distance domestic or overseas telephone calls constitute misuse of government property or public funds since the accounts therefor are charged against and paid for by the Office of the President.

In view thereof, 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 heads of offices/primary units in the Office of the President Proper shall be responsible for the strict enforcement of the provisions of this Order in their respective offices/units. The Director of Finance shall submit to the undersigned the names of those who disregard the foregoing order for proper disciplinary action.

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By authority of the President:

Received  
JUN 18 1999



**RONALDO B. ZAMORA**

Executive Secretary

Date

Manila, June 11, 1999  
EPM/Iba



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