



**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES**  
**KAGAWARAN NG KAPALIGIRAN AT LIKAS YAMAN**

**MEMORANDUM**

**FOR : All Undersecretaries**

**FROM : The Undersecretary and Chief of Staff**

**SUBJECT : DIRECTING THE STRICT OBSERVANCE OF THE GUIDELINES ON THE USE OF CELLULAR PHONES, MOBILE PHONES AND OTHER COMMUNICATION DEVICES WITHIN THE MALACAÑANG PALACE COMPLEX**

**DATE : SEP 19 2023**

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In the interest of service and pursuant to the Memorandum from the Executive Secretary dated 15 September 2023, all Executive departments and agencies are hereby enjoined to strictly observe the guidelines on the use of cellular phones, mobile phones, laptop computers, tablets and other communications within the Malacañang Palace Complex, under Standard Operating Procedures (SOP) No. 14 dated 23 August 2023.

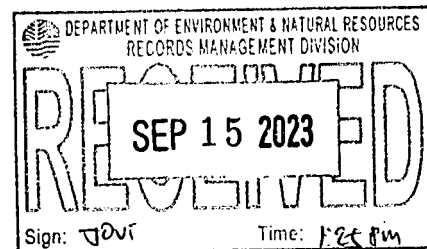
For this purpose, all Undersecretaries are hereby requested to facilitate the strict implementation and widest dissemination of the said SOP.

For consideration.

  
MARILOU G. ERNI

MEMO NO. 2023 - 812

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



**MEMORANDUM FROM THE EXECUTIVE SECRETARY**

**TO : ALL HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES**

**SUBJECT : DIRECTING THE STRICT OBSERVANCE OF THE GUIDELINES ON THE USE OF CELLULAR PHONES, MOBILE PHONES AND OTHER COMMUNICATION DEVICES WITHIN THE MALACAÑANG PALACE COMPLEX**

**DATE : SEP 13 2023**

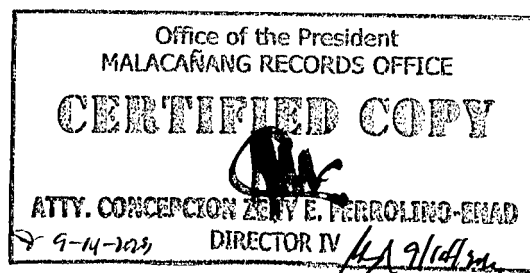
To effectively implement internal control measures on the use of communication devices within the Malacañang Palace Complex, all Executive departments and agencies are hereby enjoined to strictly observe the guidelines on the use of cellular phones, mobile phones, laptop computers, tablets, and other communication devices under Standing Operating Procedure (SOP) No. 14 dated 23 August 2023 of the Presidential Security Group, a copy of which is attached hereto, subject to applicable laws, rules and regulations.

All heads of departments, agencies, and instrumentalities are further directed to cascade SOP No. 14 to the respective offices attached to or under them, especially those whose officials/personnel regularly visit the Malacañang Palace and *Bahay Pangulo*.

For information and strict compliance.

By authority of the President:

  
LUCAS P. BERSAMIN



HEADQUARTERS  
PRESIDENTIAL SECURITY GROUP  
Malacañang Park, Manila

PSGA

23 August 2023

STANDING OPERATING PROCEDURE  
NUMBER 14 - 2023

SUBJECT: Guidelines on the use of Cellular Phones, Mobile Phones, and other Communication Devices within Malacañang Complex.

TO: All Concerned

**1. References:**

- a. Commander-in-Chief Guidance
- b. Memorandum from Defense Intelligence and Security Group, DND; Subject: Restriction on the use of Cellular Phones / Mobile Phones during SND Activities;
- c. Standard Operating Procedure (SOP) Nr 001-2020 from Office of the Deputy Chief of Staff for Intelligence, J2, GHQ dated 18 June 2020; Subject: OJ2 Guidelines on bring your own device (BYOD); and
- d. STL from Army Adjutant Subject: Utilization of Mobile Phones in the Philippine Army Officers and Units.

**2. General:**

The Presidential Security Group recognizes the advent of technology and its parallel importance to each and everyone's life transactions or activity, day-in and day-out. Significant to this is the use of communication devices such as: cellular phones, smart phones, laptops, tablets, and the like that brings ease and significant life advancement.

However, the significant development of communication technology also poses certain challenges in the field of security. This is highly associated to the dynamically evolving security environment characterized by its hybrid characteristics that is rooted in technology. The advancement of communications technology has revolutionized the way how things are being undertaken for whatever purposes. Moreover, the increased volume, velocity, and sophistication of cyber threats and attacks, mobile phones and other communication devices have become a vital source of information that can compromise security.

Relatively, the Command espouses internal control measure in the use of communication devices in conjunction with the objective of protecting the President against any form of threat.



### 3. Purpose:

This LOI sets forth the guidelines to external stakeholders in the utilization and possession of cellular phones, smartphones, and other communication devices in the Malacañang Palace and Bahay Pangulo.

### 4. Definition of Terms:

a. Mobile Phone – also known as cellular phone, cell phone, and a hand phone that can make and receive telephone calls over a radio link while moving around a wide geographic area.

b. Smart Phone – a mobile phone with more advanced computing capability. It typically combines the features of a mobile phone with those of other popular consumer devices such as personal digital assistant (PDA), media player, digital camera, or global positioning system (GPS) navigation unit. It also includes touchscreen computer, web browsing, Wi-Fi, and third-party application features.

c. Tablet computer - a mobile computing device that has a flat, rectangular form like that of a magazine or pad of paper, that is usually controlled by means of a touch screen, and that is typically used for accessing the Internet, watching videos, playing games, reading electronic books, etc.

d. Laptop - a portable microcomputer having its main components (such as processor, keyboard, and display screen) integrated into a single unit capable of battery-powered operation

e. Visitors Management System (VMS)- digital guestlist system use to track and monitor Employees, Guests and Visitors entering the Malacañang Palace premises.

f. Government Official- any officer or employee of the Governmental Authority or any department, agency or instrument of a government, including state-owned entities, or of a public organization.

g. Foreign Dignitaries- Visiting dignitaries from foreign countries (Ambassadors, Diplomats, Foreign Minister, Foreign Secretary).

h. OP Officials – Head of Office of the President Offices with the rank of Director IV and up.

i. Guests – persons who have confirmed appointments and are included in the published Guestlist/VMS approved by the Head of Offices.

j. Regular Meeting- meetings held regularly (Cabinet Meeting, Communication Center Core, Sectoral Meeting, Joint AFP-PNP Command Conference) according to the schedule of meetings presided by the President.

k. Private Meetings- meetings that involve the President and external parties that are not open in public and confidential in nature.

l. Ceremonial Events- pertains to formal gatherings presided by the President such as Awarding Ceremony, Oath-taking, Launching/Signing of MOA, Courtesy Call, Official Visit, Presentation of Credentials, Vin d' Honneur and other related activities.

m. Private Office- the official Office of the President inside the Malacañang Palace.

n. Support Staff- performs a range of basic office support activities of a department/agency identified by the event organizer.

o. Resource Person- person with expertise in a certain area who may be called upon as necessary to perform a task or provide information invited by the President on a certain event identified by the event organizer.

p. Presenter- person who presents a form of information, usually together with or may be a resource person himself identified by the event organizer.



## 5. Policies:

### a. General Policy

In the Malacañang Palace and Bahay Pangulo (Presidential Residence), the use of mobile phones, laptop computers, tablets, and other communication devices shall be governed by policies that outline the extent of the limitations in the utilization and possession of such devices.

### b. Specific Policies

#### 1) Bahay Pangulo (BP)

- a) Visitors are not permitted to possess or bring communication devices inside the BP;
- b) All communication devices shall be subjected for inspection and deposited in the Technical Inspection Center (TIC);
- c) Phone calls or text messaging can be made outside the place of engagement;
- d) Conversations should be in low or quite voice mode; and
- e) Communication devices should be put into silent mode.

#### 2) Malacañang Palace

- a) All communication devices shall be subjected for inspection;
- b) Mobile phone, gadget and electronic devices of Visitors and Guests not authorized to bring inside the Palace must be deposited in the Technical Inspection Center (TIC) at the gate of entry;
- c) Mobile phones, gadgets and other electronic devices must be turned off or put on silent mode prior deposit at the designated areas as specified;
- d) Deposited items will be put in a Cellphone rack (security bag (ziplock) secured with a security seal/tape) labelled with the claim tag number;
- e) Claim tag will be given by the duty personnel to Visitors and Guests in exchange of the deposited items at TICs at the gate of entry;
- f) Deposited items will be claimed at the same TICs where it was deposited in exchange of the claim tag;
- g) During inclement weather, deposited items at TICs will be claimed at the Palace Front Door;
- h) Deposited items may be claimed to make emergency phone calls or text messages at the TIC and at the Palace Front Door during inclement weather and must be turned over to the duty personnel upon re-entry;
- i) Taking of photos and videos is authorized and limited only at the venue of the event; and
- j) Using of mobile phones, gadgets and other electronic devices to take pictures and record videos during event proper is strictly prohibited.



c. Procedures:

i. Private Meetings

1) All **Visitors and Guests** attending private meeting with the President are **not allowed** to bring their mobile phones, gadgets and other electronic devices inside the Palace. Mobile phones, gadgets and other electronic devices must be deposited at the **Technical Inspection Centers (TICs)** at the gate of entry;

2) Mobile phones, gadgets and other electronic devices of **OP Officials, High-Ranking Government Officials and Support Staff** attending private meeting with the President in any Halls/Rooms in the Palace will be left **outside** of the meeting room; and

3) **OP Officials, High-Ranking Government Officials, Support Staff, Foreign Dignitaries, VIPs, selected guest/s and visitor/s** attending private meeting at the Private Office will deposit their mobile phones, gadgets and other electronic devices at the **Office of Appointment Secretary (OAS)**.

ii. Regular Meetings

1) All **Visitors and Guests** except **OP Officials and High-Ranking Government Officials and Support Staff** are **not allowed** to bring their mobile phones, gadgets and other electronic devices;

2) Mobile phones, gadgets and other electronic devices of **Visitors and Guests** must be deposited at the **Technical Inspection Centers (TICs)** at the gate of entry;

3) **OP Officials, High-Ranking Government Officials and Support Staff** or their representatives attending regular meetings are **allowed** to bring their mobile phones, gadgets and other electronic devices **except** on the regular meetings that will be held at the **Private Office**. Items must be **deposited** at the **OAS**;

4) **Resource persons** attending regular meeting are **not allowed** to bring their mobile phones, gadgets and other electronic devices and must be deposited at the **TICs** at the gate of entry; and

5) **Event Organizers and their Support Staffs** covering the regular meeting are **allowed** to bring their mobile phones.

iii. Ceremonial Events

1) **OP Officials, High-Ranking Government Officials, Support Staff, Guests and Visitors** attending ceremonial events are **allowed** to use their mobile phones, gadgets and other electronic devices during ceremonial events; and

2) In any case that **OP Officials, High-Ranking Government Officials, Support Staff, Guests and Visitors** will be attending a private meeting with the President after ceremonial events, policy on provision of mobile phones, gadgets and other electronic devices for Private Meeting shall take effect.



d. Sanctions

i. Mobile phones of violators will be confiscated by the duty personnel. Claim tag will be given in lieu of the confiscated mobile phones to be claimed at the TIC.

ii. Non-observance of this policy shall be governed by applicable laws that shall be applied depending on the gravity and extent of damage it would cause.

**6. Responsibilities:**

a. Presidential Guards Battalion (PGBn)

- 1) Unit Primary Responsible (UPR) in the implementation of this directive within Malacañang Palace area;
- 2) Provide inputs and recommendations in the enhancement of the processes and procedures relative to this directive; and
- 3) Perform other tasks as necessary.

b. Presidential Communications Electronics, and Information Systems Bn

- 1) UPR in the monitoring in the implementation of this directive;
- 2) Provide the necessary support in the implementation of communication security mechanisms related to this directive; and
- 3) Perform other tasks as necessary.

c. Presidential Intelligence Company

- 1) UPR in the conduct of Technical Intelligence counter-measures; and
- 2) Perform other tasks as necessary.

d. Presidential Escorts Bn

- 1) Unit Primary Responsible (UPR) in the implementation of this directive within BP;
- 2) Provide inputs and recommendations in the enhancement of the processes and procedures relative to this directive; and
- 3) Perform other tasks as necessary.

**7. RECISSION:**

All instructions, policies, or publications inconsistent with the provisions of this policy are hereby rescinded.



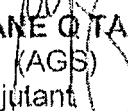
8. EFFECTIVITY:

This directive shall take effect upon publication:

**BY COMMAND OF BRIGADIER GENERAL ZAGALA:**

OFFICIAL:

CIRIACO A LOMAS-E JR  
Colonel GSC (INF) PA  
Chief of Staff

  
MARY JANE O. TALOSIG  
CPT (AGS) PA  
Group Adjutant

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