

**Memorandum Order**

**No. 98 - 12**

**August 11, 1998**

**SUBJECT : Use/Distribution of Landline Phones, Cellular Phones and Pager Units in the DENR Central Office.**

Pursuant to the government's economy measures aimed at reducing operational expenditures, the following guidelines are hereby prescribed to rationalize the use/distribution of land line phones, cellular phones and pager units in the Department Proper:

**1. Land Line Phones**

All offices, divisions and operating units of the Department shall be entitled to the use of land line phones, subject to the following limitations:

- 1.1 National Direct Dialing (**NDD**). Access to NDD shall be limited to only Directors up to the Secretary level;
- 1.2 International Direct Dialing (**IDD**). Access to IDD shall be limited to Assistant Secretaries up to the Secretary level;
- 1.3 All officials granted access to NDD and/or IDD facilities shall see to it that all calls are official in nature. They shall establish internal guidelines to screen and restrict personal calls and transmission of fax messages not official in nature;
- 1.4 All IDD and NDD lines shall be barred from accessing 108 and 109 PLDT services;

1.5 All personal long distance calls shall be coursed through the DENR operator. The operator shall process request duly approved by their respective heads of offices. An authority to deduct from their salary the cost of said calls shall accompany said request. Deductions shall be reflected upon receipt of billing from the PLDT.

## 2. Cellular Phones/Pager Units

### 2.1 Authorized Official/Personnel

2.1.1 The Undersecretaries and the Assistant Secretaries are limited to one (1) unit cellular phone and one (1) unit pager. All units issued to the abovementioned officials are entitled to an executive plan with access to International Direct Dialing (IDD) service facility. Their staff shall be allowed one cellular phone and two pagers for dispatch purposes (subject to availability of funds). These units shall be assigned to staffs who are on an errand, attending a meeting or on travel, giving them opportunity to receive instructions or carrying real time reports;

2.1.2 Office/Service Directors, Assistant Directors, HEA and Program/Project Directors/Managers are limited to one cellphone and one pager unit each. Said officials are required to share their cellphone and pager units to their staff. All cellphones issued to the abovementioned officials shall be limited to the Zero (0) Plan;

2.1.3 For other personnel, the Secretary may allow the use of cellphone/pager for security, intelligence and other purposes. They shall be entitled to such unit as deemed necessary but shall be limited to the Zero (0) Plan;

## **2.2 Distribution/Assignment/Control**

2.2.1 The Director, Administrative Service is hereby directed to distribute/redistribute available cell-phones/pagers to the above authorized officials/ personnel;

He is likewise authorized to collect and cancel MRs of cellphones issued to officials/personnel not allowed by this Order or those officials who have exceeded the allowed number of cellular and pager units;

2.2.2 For purposes of control, all distributed/redistributed cellphone/pager units shall be properly covered by a Memorandum Receipt;

2.2.3 All cellphones/pager units presently used by unauthorized personnel shall be turned over to the Director for Administrative Service within three (3) days from the date of issuance of this Order, for redistribution. Failure to comply with this directive shall subject the said official to administrative sanctions;

2.2.4 The Finance Management Service, the General Services Division and the Assistance Secretary for Management and International Affairs shall be furnished with the redistribution list and a copy of all Memorandum Receipt for control purposes, except those which the Secretary may withhold for security purposes;

## **2.3 Billing/Payments**

The Financial Management Service shall see to it that only bills of authorized users shall be processed and paid. Charges over

and above the credit limit of authorized cellphones/pagers shall be charged against their respective users;

#### **2.4 Purchase of Cellular/Pager Units**

The program/projects and other offices, which may not be covered by the available cellphone/pager units after this distribution/redistribution, are hereby authorized to purchase/lease these respective units, subject to existing rules and regulations. Thereafter, no purchase/lease shall be allowed unless authorized by the Secretary.

For strict compliance.

**(Sgd.) ANTONIO H. CERILLES**  
Secretary