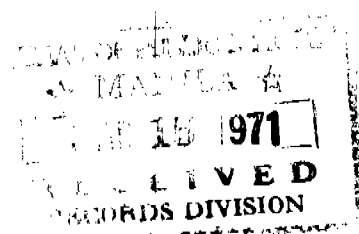


REPUBLIKA NG PILIPINAS
Republic of the Philippines
KAGAWARAN NG EDUKASYON
Department of Education
Manila



TANGGAPAN NG KALIHIM
Office of the Secretary

March 3, 1971

DEPARTMENT ORDER
No. 5 ,s. 1971

RULES & REGULATIONS ON PERSONNEL & VEHICLES

To All Bureau Directors
and Heads of Offices:

The following rules and regulations shall immediately be enforced for the prevention of loss of equipment and other items from various offices in the compound:

A. On Vehicles

1. The following vehicles only shall be allowed entry to the Pasig River Driveway;
 - a) RP Vehicles of the Department and its bureaus
 - b) Vehicles owned by officials and employees with passes
 - c) Vehicles of persons who come to see the Secretary, Undersecretaries and bureau directors by appointment;
2. All other cars, taxicabs, jeeps and trucks (except those delivering or taking supplies and equipment at the Property Offices) shall not be allowed entry beyond the limits of the front driveway;
3. All RP Vehicles with station within the compound shall not be allowed exit without trip ticket issued by authorized officials;
4. All RP Vehicles and private trucks or conveyances shall be inspected thoroughly and any equipment found therein should be checked with invoices or exit authority of officials in charge thereof;
5. Under no circumstances shall any equipment be allowed exit from the compound during Saturdays, Sundays and holidays, with or without authority.

B. On Personnel and Visitors

1. No employee or visitor shall be allowed to stay within the compound after office hours or during Saturdays, Sundays and holidays, except those who are authorized to work overtime or allowed by their Division Chiefs or other higher authorities to be present within the compound after office hours. This rule does not include key officials of the Office of the Secretary and the bureaus within the Department Compound;
2. Effective Monday, March 8, 1971, all employees authorized to render overtime and those not falling under the category in the 2nd sentence of paragraph 1, above, authorized to work beyond office hours or on Saturdays, Sundays and holidays by the division chiefs shall be required to present a certificate duly signed by their division chiefs when requested by any security guard if said employee leaves the compound after office hours during work days and in entering or leaving the compound on Saturdays, Sundays and holidays. For this purpose, the enclosed form shall be issued and should be shown to the security guards and security men upon demand;
3. All bulky objects being brought out through Gates No. 1, 2 and 3 shall undergo rigid inspection by the security guards on duty thereat.

The enforcement of these regulations should be done firmly but in the most courteous and cordial manner.

(SGD.) ONOFRE D. CORPUZ
Secretary

Encl.: A/S

DEPARTMENT OF EDUCATION
Bureau or Office

Date Issued _____

TO WHOM IT MAY CONCERN:

This certifies that _____
(Print Name of Employee)

(Official Designation of Employee) (Place of Assignment)

Is authorized to render overtime service with pay.

Is permitted to work beyond office hours or on Saturdays, Sundays and holidays without pay.

(Signature of Chief of Office or Division)

(Office or Division)

(Signature of Employee)

