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Republika ng Pilipinas
PAMBANSANG PANGASIWAAN NG PATUBIG
(National Irrigation Administration)
Lungsod ng Quezon

MC # 19, s. 1983

MEMORANDUM CIRCULAR

TO : THE ASSISTANT ADMINISTRATORS, HEADS OF DEPARTMENTS
AND STAFFS, REGIONAL DIRECTORS, PROJECT MANAGERS
AND ALL OTHERS CONCERNED

SUBJECT : VISITORS AND EMPLOYEE'S I.D.

It has been observed that our Agency receives many visitors during office hours and that in spite of prohibition on follow-ups, there are still many people including small children roaming around the buildings. The constant movement and noise distract the attention of our employees. Follow-ups delay work. Likewise, it has been noted that loss of small office and personal properties is on the rise. While it is impossible to prohibit all visitors from coming inside the buildings, this issuance seeks to regulate visitors during office hours and to minimize distractions. For this purpose, the following instructions are hereby issued.

1. VENDORS AND SOLICITORS

Vendors and solicitors are absolutely not allowed to transact their business inside the office. The security guards on duty at the gates shall strictly enforce this prohibition.

2. CHILDREN

Children below 10 years of age are not allowed inside the offices, except in the cases mentioned below and at all times they should not be allowed to roam around:

- a) When a child is brought for treatment. In this case, the parent/guardian shall see to it that the child is brought immediately to the doctor's/dentist's clinic and brought home at once after the treatment.
- b) During special affairs in the NIA where children are specifically invited, such as Christmas program, sport fest, Foundation Day and the like.

3. WEARING OF EMPLOYEE'S I.D.

NIA employees should present their ID to the Security Guard on duty, otherwise, they shall not be allowed to enter the building unless another NIA employee would properly identify them.

Employees without ID shall be listed in a logbook, and reported to Personnel & Records Management Department for appropriate disciplinary action. They may be penalized with reprimand, or fine/suspension depending on the number of times of violation.

Field personnel coming to the central office shall also present to the guard their official ID and if applicable, a copy of the communication calling them to central office.

4. VISITORS/GUESTS

As a rule, all visitors shall be entertained at the lobby. All employees are enjoined to discourage personal visitors during office hours and to limit visits to a maximum of five minutes.

All visitors shall be attended to promptly and with dispatch. The business representatives should not be allowed to occupy the employees' tables and chairs nor loiter and engage the employees in unnecessary conversation.

5. LIAISON MEN

Only one person per region/project shall be recognized as liaison man to central office who shall be allowed to follow up papers. He shall wear an appropriate ID to identify him as such. All other persons shall be treated as visitors/guests. In no case shall outsiders be allowed to handcarry/follow up official papers.

6. PROCEDURE

The security guard on duty at the gate shall ask the visitor the purpose of his visit. Then he shall ask for and get the Visitor's ID and issue a Visitor's Pass to the person before allowing him to enter the building. The guard at every floor shall see to it that visitors wear Visitor's pass before they are allowed to enter the rooms on the floor.

THIS MEMORANDUM CIRCULAR TAKES EFFECT IMMEDIATELY. The chiefs of divisions and department heads shall be responsible for overseeing the implementation of this circular in their respective units. The Chief, Civil Security Services shall be responsible for the overall implementation of this circular. This memo shall also apply to field offices.

This Memorandum shall not affect visitors of PNB and other Non-NIA offices in the NIA Complex.

Please be guided accordingly.

(SGD.) CESAR L. TECH
Administrator

August 8, 1983

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