

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

MC No. 3 s. 2004<sup>✓</sup>

**MEMORANDUM CIRCULAR**

**TO : THE DEPUTY ADMINISTRATOR, ASST. ADMINISTRATORS,  
DEPARTMENT/REGIONAL/OPERATIONS/PROJECT  
MANAGERS, PROVINCIAL IRRIGATION OFFICERS,  
IRRIGATION SUPERINTENDENTS, DIVISION MANAGERS AND  
ALL OTHERS CONCERNED**

**SUBJECT : USE OF INTERNATIONAL AND NATIONAL DIRECT DIAL  
(IDD AND NDD) FACILITIES**

Quoted hereunder in full for your information and guidance is the Memorandum from the Office of the President dated November 11, 2004.

**"Office of the President  
of the Philippines  
Malacanang**

**MEMORANDUM**

**FOR : All Cabinet Secretaries**

**SUBJECT : Use of International and National Direct Dial (IDD and NDD)  
Facilities**

**DATE : 11 November 2004**

Pursuant to Section 1 (b) (2) of Administrative Order 103, s. 2004, all departments are hereby advised to monitor and ensure that the cost of IDD and NDD long distance phone calls are proportionate to the official functions of their departments.

We have received reports of departments with very high international long distance costs though they have none or very limited international transactions. In these times of austerity, Department Secretaries are enjoined to adopt measures, such as limiting direct dialing features to a few phones and/or inputting confidential codes, in order to minimize and ensure that telecommunication expenses are used for official purposes only.

These measures must be incorporated in the austerity plan of each department. Furthermore, each department shall submit a report to the Department of Budget and Management within (30) days from receipt of this memorandum detailing the historical costs of its telecommunication expenses, the measure to be adopted, and the estimated savings to be incurred from the adoption of the measures.

For strict compliance.

(Sgd) **EDUARDO R. ERMITA**  
Executive Secretary"

Pursuant to said memorandum, all Chiefs of Offices are hereby instructed to submit to the undersigned, Attention: Assistant Administrator for Administrative Services a Monthly Report of IDD and NDD Long Distance Phone Calls for the period August to December 2004, including measures to be adopted to reduce expenses and generate savings. Henceforth, a Monthly Report of Phone Calls shall be submitted every 15<sup>th</sup> day of the following month to start January 2005.

For compliance.



**JESUS EMMANUEL M. PARAS**  
Administrator

January 14, 2005