

MEMORANDUM

TO : ALL EMPLOYEES AND PERSONNEL AND ALL OTHERS CONCERNED

FROM : Senior Vice President and Acting Secretary General

SUBJECT : **COST CUTTING MEASURES**

DATE : 12 September 2013

In line with our cost cutting measures, all employees and personnel are directed to be out of their respective offices not later than six o'clock in the evening except the Directors, Drivers and Utility Workers whose works require them to stay longer; those who are involved in meeting/s that go beyond 6:00 pm as well as those who have prior authority to render overtime services duly approved by the Office of the Senior Vice President and Acting Secretary General.

All employees and personnel regardless of their position (no exception) are prohibited from using their office or any part of the BSP National Office as their sleeping quarters nor are they allowed to sleep in any part of the BSP National Office without prior written authority from the Office of the Senior Vice President and Acting Secretary General.

The Director for Administration and Finance shall see to it that this Memorandum is strictly enforced and the Security Guards are hereby directed to report any violation hereof directly to the Office of the Senior Vice President and Acting Secretary General for his information and appropriate action.

Any employee or personnel found to have violated this Memorandum shall be subject to administrative action and applicable penalty in accordance with existing laws, policies and government rules and regulations.

This Memorandum takes effect immediately.

For information, guidance and strict compliance.


WENDEL E. AVISADO

Cc: Office of the President
Office of the Directors
Office of the COA Auditor
All Security Guards
File