



MEMORANDUM

Office Order No. 089

Series of 2016

TO : DSWD-ARMM SECURITY PERSONNEL

FROM : THE REGIONAL SECRETARY

SUBJECT : SECURITY MEASURES

DATE : April 12, 2016

**DSWD-ARMM
RELEASED**
Signature: _____
Date/Time: 12 APR 2016

As a security measure, you are hereby directed to:

1. Conduct a proper and thorough search of all vehicles entering and exiting the premises of the office compound;
2. List the names of the drivers and the corresponding plate numbers of all vehicles entering and exiting the premises of the office compound;
3. List all office equipment that is bought outside the premises of the office; and
4. Provide regular updates to the office of the undersigned.

For your immediate and strict compliance.

RAHIMA DATUMANONG ALBA

Cc:

HJA. POMBAEN K. KADER, MPS
Assistant Secretary for Administration

HJA. SAMBAY S. SUWAIB, MPA
Chief, Administrative Division

Handwritten:
MAR 10
AD-II
ADMIN DIV.
04-12-16
1:29 PM

Handwritten:
Convergence Strategy
Albaron
443-16