



**Tanggapan ng Kalihim**  
Office of the Secretary

JAN 07 2005

DepED MEMORANDUM  
No. **1** s. 2005

**AUSTERE MEASURES ON THE USE OF INTERNATIONAL AND NATIONAL DIRECT DIAL (IDD and NDD) LONG DISTANCE FACILITIES**

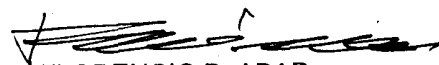
To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Regional Directors  
Directors of Services/Centers and Heads of Units  
Schools Division/City Superintendents  
All Others Concerned

1. For the information and guidance of all concerned, enclosed is a copy of the Memorandum dated November 11, 2004 from the Honorable Executive Secretary Eduardo R. Ermita, Office of the President, Malacanang, Manila, advising all Cabinet Secretaries to monitor and ensure that the cost of International and National Direct Dial (IDD and NDD) long distance phone calls are proportionate to the official functions of their departments.

2. As such, this Department shall adopt the following austerity measures on the use of IDD and NDD Facilities:

- a. Heads of Offices shall be responsible for limiting direct dialing features to a few phones and or inputting confidential codes to landline phones to ensure that telecommunication expenses are used for official purposes only;
- b. Only authorized officials shall be issued post-paid or prepaid mobile cellular phones;
- c. For reference purposes, each Office shall maintain a logbook to record all **IDD/NDD** calls made by the staff/personnel. Unless official, personal calls shall be charged to the account of the person making the long distance calls. Payment shall be made either by paying cash or thru salary deductions; and
- d. Reports on the historical cost and savings incurred on the telecommunication expenses shall be submitted monthly to the Office of Dir. Maximo C. Aljibe, Director III, Administrative Service, DepED Central Office, Meralco Avenue, Pasig City, through mails or fax to 633-7223, for consolidation and submission to Malacanang.

3. Immediate dissemination of this Memorandum is desired.

  
FLORENCIO B. ABAD  
Secretary

Encl.: As stated

Reference: N o n e

Allotment: 1—(D.O. 50-97)

To be indicated in the Perpetual Index  
under the following subjects:

EMPLOYEES  
OFFICIALS  
POLICY

Reformatted by: Sally-(NDD & IDD)  
January 3, 2005