



Republic of the Philippines  
DEPARTMENT OF TRANSPORTATION AND COMMUNICATIONS  
OFFICE FOR TRANSPORTATION SECURITY

**MEMORANDUM**

**TO** : ALL OTS EMPLOYEES  
**FROM** : The Director, Administrative and Finance Service (AFS)  
**SUBJECT** : Internal Management Order No. 1  
**DATE** : 14 July 2016

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Pursuant to the directive issued by Department of Transportation Secretary Arthur P. Tugade, and as discussed during the 1<sup>st</sup> Coordination Meeting held last 11 July 2016 presided by OTS OIC Administrator, Atty Miguel FF. Oraa, all employees regardless of employment status and place of assignments, are hereby directed to:

- 1) Always wear your OTS-issued Identification Card during office hours
- 2) Be punctual in reporting to work/meetings
- 3) Provide service with a smile
- 4) No celebration/s in any form
- 5) No queuing in the delivery of public service
- 6) Singing of the Philippine National Anthem must be sung in acapella

The Guard on duty at the OTS Central Office and OTS Supervisors assigned in each airport shall ensure compliance by all personnel on the wearing of office ID.

Strict compliance by all employees is hereby enjoined.

  
**MARIA DELIA S. PRESQUITO**