

**[ BOT TREASURY OFFICE ORDER NO. 6-90, March 23, 1990 ]**

**MTS TO SERVE AS MESSAGE CENTER**

In line with the provisions of RA No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees) and to provide better service to those who transact business with this Bureau, the Management and Technical Staff (MTS), in addition to its regular functions, shall serve as the Message Center for all communications (letters, telegrams and indorsements) posted through the mails addressed to the Treasurer of the Philippines, and shall acknowledge receipt of the same to the sender, with a statement that the communication has been forwarded to the appropriate Treasury official for action/information. A form for this purpose is attached, which shall also be used by other addressee-officials in the Bureau.

Reports routinely sent to the Treasurer of the Philippines and communications not directly addressed to, but copies of which are furnished, the Treasurer, as well as those not requiring action, need not be acknowledged.

The Message Center as constituted herein and other addressee-officials shall keep and maintain a record of the date of receipt and acknowledgment of each communication and its transmission to the proper Treasury official who, in turn, should be ready with information about its status should the sender follow it up or inquire about the matter.

As much as possible, and whenever action is called for, the official to whom the communication is referred, shall see to it that proper action is taken within fifteen (15) days as prescribed under RA No. 6713, or earlier, in order to give time for the signing authority in the Bureau to review the action. In all cases, the sender must be notified of the action taken.

All concerned are instructed to comply with this Order.

Adopted: 23 Mar. 1990

(SGD.) ROSALINA S. CAJUCOM  
Treasurer of the Philippines



Source: Supreme Court E-Library

This page was dynamically generated by the E-Library Content Management System (E-LibCMS)