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(Administrative)

Republika ng Pilipinas
KAGAWARAN NG REFORMANG PANSAKAHAN
(DEPARTMENT OF AGRARIAN REFORM)
Tanggapin ng Kalihim
Diliman, Lungsod ng Quezon
D-505

In reply, please address:

THE SECRETARY
Department of Agrarian Reform
P.O. Box No. 2993
Manila

RB 11/15/72

DEPARTMENT MEMORANDUM CIRCULAR NO. 1
Series of 1972. RB

Re: Implementation of General Order No. 13 of the President.

Hereunder is quoted in full the provisions of General Order No. 13, of the President of the Philippines which are self-explanatory:

"WHEREAS, martial law has been declared under Proclamation No. 1081, dated September 21, 1972, and is now in effect throughout the entire country;

"WHEREAS, one of the objectives of the proclamation of martial law is to effect social, economic and political reforms, and thus bring about the transformation of a new Society in our country, a Society infused with a profound sense of discipline and order;

"WHEREAS, every citizen and resident of the Philippines should participate in bringing about these changes;

"WHEREAS, it is also the duty of every citizen and resident of the Philippines to keep his environment or surroundings clean and wholesome;

"NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, by virtue of the powers in me vested by the Constitution as Commander-in-Chief of all the Armed Forces of the Philippines, and pursuant to Proclamation No. 1081, dated September 21, 1972, do hereby call upon every resident and citizen of the Philippines, all universities, colleges and schools and other similar institutions, private as well as public; all commercial and industrial establishments, hotels, restaurants, hospitals, cinemahouses, public markets, transportation companies, and all establishments of any kind, to undertake the cleaning of their own surroundings, their yards and gardens, as well as the canals, roads or streets in their immediate premises.

"Towards this end, it is hereby prohibited for anyone to throw garbage in public places, such as roads, canals, esteros or parks.

"I expect everyone to cooperate in this project to clean our surroundings.

"I hold everyone responsible for his own surroundings, and should anybody fail to comply with his obligations under this General Order,

"Hindi na matatalikuran pa ang pagbabagong-ayos ng pananakahan. Higit kong pangarap na makita ang ating mga magsasaka na pag-aari ang lupang kanilang binubungkal." - Pangulong MARCOS

the Government will undertake the cleaning of his premises at his own expense.

"The owners of idle lots in the Greater Manila Area are expected to keep these idle lots clean. In the event of their failure or inability to comply with this obligations, the Government will undertake the cleaning of the lot at the owner's expense, and the Government may further utilize the land for its food production program.

"I order the Secretary of Public Works, Transportation and Communications to supervise the implementation of this campaign.

"Done in the City of Manila this 30th day of September, in the year of our Lord nineteen hundred and seventy-two.

(SGD.) "FERDINAND E. MARCOS"

With meekness and obedience, all officials and employees shall unconditionally observe and adhere to, the letter, to the aforesaid provisions. The Regional Directors, District Officers, Chiefs of Services, Divisions, Sections or Units, shall initiate and be responsible for keeping their respective offices clean, hygienic, comfortable, sightly and beautiful to live and work in. Get rid of unsightly corners, tops of cabinets dumped with loose or unnecessary records or junks. Unusable equipment, furniture, etc., should not be kept to gather dust in any corner. They must be recommended for condemnation and disposition without delay. All waste papers, cigar and cigarette stubs and ashes, used match sticks and all other waste materials should not be littered on the floor or in any corner of the Office, lobbies, office premises, comfort rooms, urine bowls, lavatories, office compound and etc. They should be properly placed in the waste basket or garbage container, which should be sufficiently provided for by the General Services Division, including sanitary spitting boxes with sand and cover. Likewise, spitting and blowing mucus on the floor, walls or sidings, and corners should be avoided.

Each employee shall imbibe in himself a deep sense of self-discipline, positive attitude, and unstinted cooperation in keeping the office clean, neat, orderly, and pleasantly looking by fixing and cleaning his own desk, drawers, and surroundings. As much as possible all pending papers for action should be kept orderly in a safe place and not be left on the desk after office hours. This is essential to generate a sense of bouyancy and a freshly *Vivid* thinking ushered in by a beautiful look, orderliness, sanitation and comfort, all of which contribute to making the office highly presentable and to the efficiency of service.

The Chief of the General Services Division in the Central Office, shall be responsible for the general up-keep of the office buildings, the improvement and beautification therein, especially of the office premises and/or compound; shall supervise closely the performance of the janitors and make frequent inspections of the different offices, comfort rooms and

other office premises, to see to it that the janitorial work is being done efficiently and in accordance with the requirements and/or existing contract. He should instruct the Security Guards to cooperate and call the attention of any employee-violator of these regulations, jot down his name, office, time and place, and render a brief report to the Undersecretary or the Agrarian Reform Service Chief (Administrative).

The functions of the Chief of the General Services in the preceding paragraph, shall be discharged by the Administrative Officer and Administrative Assistant in the Regional, District, and Team Offices, except those provisions which do not apply to them.

The Chief, General Services Division, shall designate suitable spaces in the office compound for the parking of vehicles: (1) for office use; (2) for officials and employees (private cars) and (3) office clientele, instructing the Security Guards to see to it that all cars as classified herein are parked properly and orderly in their assigned places.

He should look for the best place (preferably a space not prominently within the public sight) to stock broken-down vehicles which may still be repaired. Vehicles beyond economical repair and all other vehicle junks should be recommended for condemnation without delay. Grasses and shrubs growing tall within the office compound and/or around the buildings should be cut and burned.

Non-cooperative employees or violators of this circular, shall be dealt with administratively.

Done this 8th ^{November, 1975} ~~instant~~, in Diliman, Quezon City.

CONRAZO F. ESTRELLA
Secretary

OGI:ESC/lvp