



Republic of the Philippines  
 Department of Health  
**BUREAU OF QUARANTINE**  
 25<sup>th</sup> and A.C. Delgado Streets  
 Port Area, Manila



112 Years of  
*Ensuring Health Security  
 at Points of Entry*

Memorandum Circular - No. 2013 - 02

**TO** : All Retirees/Separated Employees Covered by E. O. 366 as per Attached List

**FROM** : The DIRECTOR

**SUBJECT** : Guidelines on the Implementation of E. O. 366 or the "Rationalization Program of the Government" for Retirees/Separated Employees Covered Under E. O. 366

**DATE** : 23 October 2013

Attached for your information and guidance is Department Personnel Order No. 2013-4686 dated October 17, 2013 re: **Guidelines on the Implementation of Executive Order 366 or the "Rationalization Program of the Government" for Retirees/Separated Employees Covered Under E. O. 366.**

Please take note of the minimum documentary requirements and rules to facilitate payment of your salaries under extended service.

For any clarification, you may call Tess G. Cristobal, Chief, Human Resource Management Section @ 320-9106.

**EDGARDO C. SABITSANA., MD, MPH**  
 Director IV, CESO III

For Dr. Rasol -

10/24/13 & Sherry Pa...  
 2 copies

Dea Villa & Ms. Faust  
 10/24/13  
 W. REYES  
 23 Oct 13  
 10/24/13  
 10/24/13  
 10/24/13