



Republica de Filipinas  
Ciudad de Zamboanga  
**OFICINA DEL ADMINISTRACION  
DEL RECURSO HUMANO**



**MEMORANDUM ORDER**  
No. AS 900, series of 2025

**DATE** : July 09, 2025  
**TO** : ALL DEPARTMENT HEADS  
This City  
**FROM** : CITY HUMAN RESOURCE MANAGEMENT OFFICER  
**SUBJECT** : NEW I.D. , TABLE NAME PLATES, ATTENDANCE TO FLAG CEREMONY AND G.E.T.S.

In line with our continuous efforts to enhance customer service and ensure strict adherence to office rules and regulations, please be informed of the following directives for immediate implementation:

**1. New Employee Identification Card (I.D.)**

A standardized template for the official Employee I.D. is hereby issued (see attached). All departments are requested to disseminate the template to their personnel and ensure uniform and timely reproduction.

**2. Table Name Plates**

In accordance with the directive of the City Mayor, all departments are instructed to place **table name plates** (pro-forma attached) for all officials and employees. This is to assist clients in identifying staff and facilitate smoother transactions. Each name plate must include:

- Employee's full name
- Designation
- Recent photo

**Specifications:**

- **Size:** Half of an A4 bond paper
- **Orientation:** Landscape

**3. Attendance to Flag Ceremony**

In compliance with the City Mayor's instruction, all officials and employees are required to attend the Flag Ceremony every Monday at 8:00 AM. Punctuality is expected. Please avoid causing any disruption during the ceremony, particularly by refraining from passing in front of the City Hall while the program is ongoing.





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Attendance should be monitored/checked by their respective Administrative Officers. Monthly Report of Attendance shall be submitted to the Office of the City Human Resource Management.

**4. G.E.T.S. Tarpaulin (Customer Service Advocacy)**

As part of the City Government's commitment to excellent public service, all departments are reminded to observe the G.E.T.S. protocol:

- G – Greet
- E – Eye Contact
- T – Thank You
- S – Smile


To reinforce this initiative, each office is encouraged to print and display a G.E.T.S. Tarpaulin (pro-forma attached) in a visible area.

**Specifications:**

- **Size:** 2 ft x 3 ft
- **Orientation:** Landscape

Your compliance with the above directives is highly appreciated. Should you require assistance in reproducing the designs, please coordinate with the City Human Resource Management Office.

For your information, guidance, and immediate implementation.

  
**MARINYD R. PINGCANG**

Noted by:

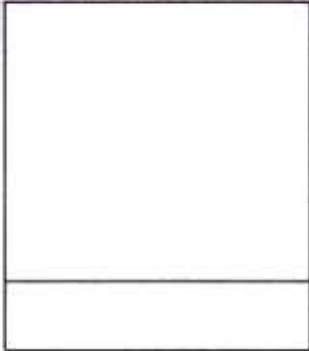
  
**KHYMER ADAN T. OLASO**

*Attached: Pro-forma- New Employee Identification Card (I.D.)  
Pro-forma- Table Name Plates  
Pro-forma- GETS Tarpaulin*

ref



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CITY GOVERNMENT OF ZAMBOANGA  
CITY OF ZAMBOANGA



**RAMONELLE  
FAUSTINO**

KHYMER ADAN T. OLASO  
City Mayor

OFFICE OF THE  
CITY HUMAN RESOURCE  
MANAGEMENT



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**RAMONELLE P. FAUSTINO**

*HRMO III*





# GETS

GREET • EYE CONTACT • THANK YOU • SMILE



*Ta Dale Buen Servicio*