

CONDUCT AT CASH SECTION

CID ADMINISTRATIVE INSTRUCTIONS NO. 9, February 02, 1988

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Effective today, Cash Section shall observe strictly the principle of "first come first served", without exception.

The clients shall stand in line. When he pays the teller, he shall remain in line and not leave. If he leaves, even if he deposits the amount of payment, he shall be deemed to have fallen out of line and shall be required to fall in line all over again.

No CID officer shall offer to make any payment for any person with any member of the Cash Section. Such offer shall be considered prima facie proof of the illegal practice of fixing. The Cash Section member to whom the offer was made by a CID officer shall have the duty to inform immediately the Section chief or the Commissioner, so that administrative charges can be filed against the CID officer to make payment.

Cash Section chief shall post visible public notices that the section closes for public transactions at 11:30 a.m. and 4:40 p.m.

The Security Force chief shall arrange that if the line is long, members of the force shall request the public to desist from lining up before the teller's windows starting at 11:00 a.m. and 4:00 p.m.

Since Cash Section participates in processing documentation, the Executive Technical Assistant shall study the possibility of including them as participants of the trust fund to be constituted from the overtime fees.

Adopted: 2 Feb. 1988

(SGD.) MIRIAM DEFENSOR SANTIAGO

Commissioner

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