



23 NOV 2018

PMO MOC MEMORANDUM CIRCULAR  
No. 012 -2018

TO : All Division/Terminal Managers  
All PMO Personnel

SUBJECT : **Strict Prohibition on the Consumption of Alcoholic Beverages in the Workplace**

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To promote a high standard of ethics in public service, promulgated herein are the CSC Memorandum Circular No. 4, series of 2011, "Policy Guidelines on the Prohibition on the Consumption of Alcoholic Beverages among Government Officials and Employees," and the DOTr Memorandum dated 17 October 2018 reiterating the previous directive of strictly prohibiting the consumption of alcoholic beverages in the workplace.

As a rule, all PMO employees, including outsourced personnel, are hereby prohibited to consume alcoholic beverages in the workplace (offices, PPA premises/worksites, training venues, and places visited for work assignments) during and even beyond office hours.

It should be highlighted that the mere consumption of alcoholic beverages such as but not limited to, malt beverages, wine, and intoxicating liquor in the workplace during office hours as well as reporting for work while under the influence of alcohol, is considered as an administrative offense. **Violators shall be penalized to the fullest extent of the law.**

However, consumption of alcoholic beverages but limited only to malt beverages and wine, may be allowed during programs and rituals such as ceremonial toasts and observance of local customs and traditions, provided there is a prior permission from the head of office. Consumption must not to such extent that the officials or employees will be intoxicated (impaired mental faculties resulting to uncontrolled behavior and/or actions). In the even that an untoward incident happens as a result of such consumption, both the head of office and the concerned official or employee may be held liable.

For your guidance and strict compliance.

  
ISIDRO V. BUTASLAC, JR.  
Port Manager