



University of the Philippines Manila
The Health Sciences Center

Office of the Chancellor
8/F Philippine General Hospital Complex, Taft Avenue, Manila 1000, Philippines
Tel. (632)526-8419 • Telefax (632)521-0184 | Email: upm-oc@up.edu.ph



OVCA10001268

09 March 2018

Memorandum Order CCDP-2018-047

TO : Deans, Directors and Heads of Offices

SUBJECT : UP MANILA SATELLITE PHONES

Please be informed that three (3) Satellite Phones are now available and assigned to the following:

1. UP Manila- +882 166 450 3368
2. UP SHS- +882 166 450 4036
3. UP PGH- +882 166 450 4339

These Satellite Phones will serve as the hotlines of UP Manila and PGH for continuous communication in the aftermath of a disaster.

The Satellite Phones are installed in docking ports so that there will be a direct line-of-sight with the said phones to the orbiting satellite giving it network signal. Being the hotline of UPM and PGH, the respective phones should not leave the vicinity of its identified locations.

- UP Manila Satellite Phone should be within access of the highest ranking University Official if ever it is not in its docking port at the 8th floor guard station.
- PGH Satellite Phone should be within access of the highest ranking PGH official if ever it is not in its docking port.
- UP SHS Satellite Phone should be within access of the Dean of UP SHS or any highest ranking UP SHS staff in the event that the Dean is not available.

The satellite phones can be borrowed/leave its docking port or can be brought outside the respective locations ONLY on the following conditions:

1. Ugnayan ng Pahinungod can borrow either one of the Satellite Phones of PGH or UP Manila during:
 - An Away Mission, in locations wherein communications are difficult; or
 - To respond to a disaster-stricken community anywhere in the Philippines.

When one of the above satellite phones is being borrowed/used by Pahinungod in their mission, the phone that will be left behind should be in a better docking port to ensure that communication is available both for UP Manila and PGH.

Leonora Paras
OVCA, UP Manila
4:25
14 MAR 2018



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2. The Dean of UP SHS may bring the Satellite Phone to either of the 3 SHS locations: Baler, Palo, or Koronadal as the need arises.

These Satellite Phones should only be used as needed and considered only as hotlines of the above institutions. They should never be used for non-official calls or SMS.

For information and strict compliance.

for: [Signature] *[Signature]*
CARMENCITA D. PADILLA, MD, MAHPS
Chancellor *[Signature]*