



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
OFFICE OF THE SECRETARY  
MANILA

097.13 DPWH  
01-24-2000

24 January 2000

DEPARTMENT ORDER)

No. 17  
Series of 2000

SUBJECT: Approval of Applications for  
Leave of Employees of Project  
Management Offices

Pursuant to CSC Memorandum No. 14, s. 1999 amending, among others, Section 4 of CSC MC No. 41, s. 1998 and Section 2.1.3 of CSC-DBM Joint Circular No. 99-7, s. 1999, contractual employees are entitled to vacation and sick leave credits as well as special leave privileges effective January 1, 2000. This is in addition to the maternity/paternity leave to which contractual employees are already entitled, subject to conditions specified in CSC MC 41, s. 1998.

To implement these provisions, the following guidelines are prescribed.

1. Applications for all types of leave of absence of PMO's employees, including commutation of payments thereof, shall be approved by the DPWH Officials listed hereunder:

Position	Approving Authority	
	180 days and below	Exceeding 180 days
1. Project Mgt. Office Head	Secretary	Secretary
2. Other Project Managers	U/Sec. for Administration	Secretary
3. Division Chief or its equivalent rank and below	Project Mgt. Office Head	U/Sec. for Administration

2. The Administrative Officers of the PMOs shall be responsible for daily timekeeping and submission to the Personnel Division of applications for leave and Monthly Report on Attendance, Undertime and Tardiness (RAUT) not later than the 7<sup>th</sup> day of the following month.
3. To avoid accumulation of vacation leave credits, contractual employees shall use their vacation leave benefits within the year. The Administrative Officer, in consultation with the PMO Head, shall schedule the vacation leave of employees in a manner that will not adversely affect the operations of the office concerned. The Schedule of Vacation Leave for the entire office shall be submitted to the Administrative and Manpower Management Service for monitoring.
4. The following PMOs shall detail one employee each in the Personnel Division to assist in processing, establishing and maintaining the leave records of their respective offices: URPO, PJHL, ADB, IBRD and Major Flood Control, effective February 01, 2000.
5. The Personnel Division is authorized to conduct personnel audit in PMOs to ensure compliance with rules and regulations on leave and attendance.

This Order shall take effect immediately.

  
GREGORIO R. VIGILAR  
Secretary