



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**OFFICE OF THE SECRETARY**  
Manila

097.13 DPWH  
03-01-2017

28 FEB 2017

DEPARTMENT ORDER )  
NO. **24** )  
Series of 2017 03.01.17 )

**SUBJECT: Mandating the Use of the  
Department's Official Email for  
Communication**

Email is now widely accepted as one of the primary communication tools in both private and government organizations for official correspondence. Email is not only a fast, economical and convenient medium but it also facilitates the tracking and record-keeping of information, transactions and correspondence for future reference. Aside from these practical benefits, an organization's official email enhances its corporate identity.

Currently, the Department provides its officials and employees with the latest technology in email system to support its business needs in terms of communication. In order to optimize the Department's investment in these resources and to strengthen professionalism and promote the Department's corporate identity, it is hereby mandated that the Department's official email: **@dpwh.gov.ph** be used for official email communications and transactions.

Since it is the Department that is represented when communicating with other entities/parties using the Department's official email address, everyone must ensure that every communication and transaction be done in a professional and ethical manner, to safeguard the Department's integrity.

This Order shall take effect immediately.

  
**RAUL C. ASIS**  
Undersecretary  
Officer-in-Charge

11.1.2 JED/NSP

Department of Public Works and Highways  
Office of the Secretary



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