



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

097.13 DPWH  
11-12-2009

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DEPARTMENT ORDER )  
No. **56** )  
Series of 2009 )

SUBJECT : **GUIDELINES ON THE STAFFING  
AND OPERATIONALIZATION OF  
NEWLY - CREATED DISTRICT  
ENGINEERING OFFICES**

In line with the provisions of Special Order No. 124, s. 2009 and in order to facilitate the staffing and operationalization of newly-created District Engineering Offices (DEOs) in the different Congressional Districts, the following guidelines are hereby prescribed:

**I. STAFFING**

1. The Regional Director concerned shall initiate the request for the creation of positions to man the newly-created DEOs. The request shall be made consistent with the "scrap and build" policy of the DBM. The DBM has required in the past that before they authorize the creation of new positions, the DPWH has to offer, for abolition, certain number of vacant positions which funding requirements are enough to cover the Personal Services (PS) requirements of the positions to be created.
2. In view of the significant amount involved for the staffing of these DEOs and considering that many of the Regional Offices either do not have sufficient or no funded vacant positions at all to offer, only three (3) key positions shall be initially proposed for creation for each newly-legislated DEO, namely: District Engineer, Assistant District Engineer and Accountant III. The additional personnel for the initial operation of these DEOs, aside from the hiring of casual or job-order employees, shall be sourced from the concerned Regional Offices and mother District Engineering Offices, either through reassignment or transfer.
3. Regional Offices that have sufficient funded vacant positions to offer for "scrap and build" are not precluded from requesting creation of additional new positions on top of the three (3) key positions provided such creation and number of positions are within the standard of, and consistent with, the proposed DPWH Rationalization Plan, and provided further that the requests for creation of additional positions are subject to review of the Personnel Division, Administrative and Manpower Management Service.

4. The Regional Directors of the affected Regional Offices are directed to identify the funded vacant positions in their respective PSIPOPs that they could offer for abolition which PS requirements are sufficient to fund the creation of the said three (3) key positions, and other positions as the case may be, in each new DEO. The identified positions shall be submitted, thru the Chief of the Personnel Division, AMMS, to the Chairman of the Task Force on the Staffing and Operationalization of Newly-Created District Engineering Offices, not later than 06 November 2009.
5. The Task Force, with the assistance of its Technical Working Group (TWG), shall review and evaluate the proposal of each concerned Regional Office for eventual referral, on a macro level or on a holistic approach, to the DBM for possible approval and/or issuance of the corresponding Notice of Organization, Staffing and Compensation Action (NOSCA).
6. The revised classification of all DEOs shall be issued under a separate Department Order.

## **II. OPERATIONALIZATION**

1. The Regional Directors concerned, in consultation with the Directors of the Comptrollership and Financial Management Service (CFMS), Bureau of Equipment (BOE) and Administrative and Manpower Management Service (AMMS), are also directed to include in their plans and programs the corresponding allocation of equitable and proportionate budget, including the provision of office, asset and equipment for the initial operation of each new DEO under their respective jurisdiction.
2. Personnel from the concerned mother District Engineering Offices shall be given preferential right for reassignment or transfer to the newly-established DEOs, and for appointment or promotional appointment in the event that new positions are created for the said DEOs.

This Department Order supersedes previous issuances to the contrary and shall take effect immediately.

  
**VICTOR A. DOMINGO**  
Acting Secretary



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