



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

097.13DPWH
12.28.2011

DEC 27 2011

DEPARTMENT ORDER)
No. 70)
Series of 2011 12.28.11)

**SUBJECT: Adoption of eNGAS and eBUDGET
Systems in the entire Department.**

In line with the Department's thrust on good governance, with the aim of promoting transparency in financial transactions, timeliness and accuracy in financial reporting of all implementing offices within the agency, each implementing unit having a separate set of books of account, and where the Electronic New Government System (eNGAS) and Electronic Budget System (eBudget) developed by the Commission on Audit (COA) has already been installed/rolled-out, are hereby directed to adopt and implement properly eNGAS and eBudget systems. The eNGAS and eBudget shall be the official source of Financial Data and Reporting.

In line with this, all eNGAS and eBudget users must adhere to the following:

1. Maintain timeliness in entry, review, approval and reporting. All financial transactions of each implementing office shall always be kept current and updated in eNGAS and eBudget;
2. Proper use of the eNGAS and eBudget System:
 - a. All masterfiles in eNGAS (i.e. Debtor/Creditor, Employee, PPE and Projects) must be properly setup using the prescribed codes;
 - b. The use of templates in eNGAS that is appropriate to the transaction must be carefully observed. All transactions are required to utilize the proper template;
 - c. Maintain complete and accurate Subsidiary Ledgers in the eNGAS to properly support the General ledger balances;
 - d. Transfer of Completed Projects to the Registry of Public Infrastructure (RPI) or to the source agency, in case of Trust Projects, must be properly done anytime during the accounting period as the project is completed, using the proper eNGAS menu;
 - e. The Legal Basis, Program Project Activity (PPA) Codes, Responsibility Center, and Object Codes must be carefully used in eBudget system.

3. The preparation/utilization of Journal Entry Voucher (JEV) and manual Obligation Request (OBr) shall only be from the system. There shall be no Manual JEV or OBRs prepared to avoid redundancy or duplication of work.
4. The use of Tax Identification Number, Project ID/No. (from Project Monitoring System) and the Employee Number (from Personnel Information System) which is required to be utilized in eNGAS and eBudget as specified under Department Order No. 61 series of 2011, is hereby reiterated.

Any violation of this policy shall subject the erring employee or official to immediate sanctions that shall include relief, suspension and/or dismissal in accordance with the Civil Service rules and regulations and other pertinent laws.

This order shall take effect immediately and supersedes all previous Department Orders and other issuances or any provision thereof that are inconsistent herewith.


ROGELIO L. SINGSON
Secretary



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