Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
Bonifacio Drive, Port Area, Manila

SER #777
C97-13 DPWH (P)
4-26-94

05 April 1994

DEPARTMENT ORDER)
)
No. 80)
Series of 1994)

SUBJECT : PROHIBITING THE EXPENSIVE PRINTING OF REGIONAL OFFICE ANNUAL REPORTS AND OTHER RELATED MATTERS

It was brought to the attention of this office that many of the DPWH Regional Offices are preparing their respective Annual Reports in printed format that are unnecessarily expensive. This is unwarranted expense on the part of the government and therefore must be stopped immediately.

Pursuant to the policy of the Department to minimize expenditures in its operations, particularly in the preparation and submission of annual reports of the DPWH Regional Offices, the practice of using glossy bookpaper is hereby prohibited. A mimeographed or machine-reproduced report, whichever is more cost-effective, using ordinary paper shall be used for this purpose.

The printing of annual reports shall be limited only to government corporations attached to this Department and the overall annual report of the DPWH, which shall include the regional reports.

Henceforth, the Monitoring and Information Service shall develop, implement and monitor a standardized reporting format taking into consideration efficiency and economy.

This order shall take effect immediately.

GREGORIO R. VIGILAR
Secretary

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