



REPUBLIC OF THE PHILIPPINES  
MINISTRY OF PUBLIC WORKS AND HIGHWAYS  
OFFICE OF THE MINISTER  
MANILA

15 December 1982

MINISTRY ORDER )

NO. **84** )

SUBJECT: Guidelines in the Employment of Additional Personnel to Augment the Regular Workforce

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TO ALL: Deputy Ministers  
Assistant Ministers  
Bureau Directors  
Regional Directors  
District/City Engineers  
And all others concerned

In view of the urgent need to augment the regular personnel of the Construction and Maintenance Divisions/Sections in the various Regional, District and City Engineering Office brought about by the year round activities and prosecution of on-going projects involving construction and maintenance of existing infrastructure facilities which should be given priority attention, the following guidelines are hereunder established in connection with the employment of additional personnel:

1. Organization and Position Structure

- 1.1 Positions to be proposed shall be considered for this purpose as supplement to the regular workforce (budgetary personnel) under the Construction and Maintenance Divisions/Sections in the various Regional, District and City Engineering Offices.
- 1.2 The number and class titles of positions that may be authorized shall be limited to the actual needs (workload) as recommended by the Regional Director for approval of the Deputy Minister concerned.

The positions to be authorized in the Plantilla of Personnel shall be the class titles as indicated in the attached Master List of Positions (Annex "A") and other technical/administrative support positions that may later on be deemed necessary.

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12/29/82  
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- 1.3 Personnel who may be appointed shall be utilized exclusively in field operations. They shall be under the direct control and supervision of the head of the Construction or Maintenance Divisions/Sections, as the case may be, of the Regional, District or City Engineering Office concerned.
- 1.4 The tenure of office of employees involved in construction projects shall be co-terminus with the project engaged. Their appointments shall be contractual in nature. However, upon completion of the project, they may be shifted to another project in the interest of the service, subject to the issuance of a new contract. In the absence of new projects against which their salaries may be charged, the Regional Director shall issue a notice of termination of their services, effective on the date of the completion of the project.

In the case of maintenance personnel, since maintenance work is a continuing activity, their appointments shall be considered permanent.

## 2. Salary and Funding Requirements

- 2.1 Compensation and salary scales for positions in the Plantillas for construction and maintenance personnel shall be in accordance with the OCPC Pay Plan, but in no case shall the salary for construction personnel exceed 120% of the compensation schedules for the position.
- 2.2 For projects or works undertaken by contract, salaries shall be charged against the 3% administrative engineering and overhead expenses of the project funds.
- 2.3 For projects or works undertaken by administration, salaries shall be charged against the construction/maintenance funds involved.

## 3. Supporting Documents and Attachments

The Plantilla of Personnel requested shall be accompanied by the following documents:

- 3.1 Xerox copy of the approved programs of work of the projects involved, indicating the breakdown of the estimates of the total project costs, based on the approved infrastructure program and maintenance budget.

- 3.2 Breakdown by project of the estimated outlays for salaries, travel, supplies and other operating expenses chargeable against the 3% administrative engineering and overhead expenses.
- 3.3 Certification from the Regional Director or the District/City Engineer concerned that the regular staff of Regional/District/City Offices cannot implement the projects involved without the additional personnel requested.

4. Submittal of Requests

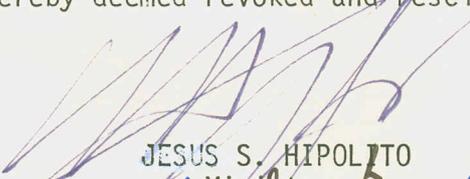
All requests together with supporting documents shall be submitted in two copies to the Office of the Minister, Attention: The Assistant Minister for Finance and Management. There shall be two plantillas to be submitted: one for Construction and another for Maintenance.

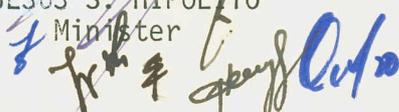
5. Effectivity Date

- 5.1 Implementation of the new staffing lists in all Regional, District and City Engineering Offices shall be on 1 January 1983.
- 5.2 Pending implementation of the new lists, all employees holding appointments under the old Plantillas of Floating Personnel shall be considered under hold-over status during the interim period.

6. Repealing Clause

All previous orders, circulars, memoranda and policy issuances inconsistent herewith are hereby deemed revoked and rescinded.

  
JESUS S. HIPOLITO  
Minister

  
7/11/83