



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
MANILA

OFF. 13 DPWH
4-10-91

April 4, 1991

DEPARTMENT ORDER)

No. **92** *72*
410

SUBJECT : REFERENCE MANUAL ON
DPWH REPORTS

Series of 1991)

To effect a reporting system that clearly defines the reporting requirements of the Central Office from Field Offices, it is hereby directed that only reports included in the Reference Manual on DPWH Reports be submitted by the Field Offices.

Further, to ensure that additional reporting requirements by the Central Office units do not duplicate already existing reports and that the Reference Manual captures all DPWH reports, a Committee is hereby created to review new reporting requirements and to update accordingly the Reference Manual.

The Committee shall be composed of the following:

Chairman : Undersecretary for Administration and
Financial Management Services

Members : Assistant Secretary for Monitoring and
Information
Assistant Secretary for Internal Audit
Head of Office requiring report

The Internal Audit Service is likewise directed to monitor compliance of the Field Offices to these reporting requirements as part of its performance audit procedure.

This Order shall take effect upon distribution of the Reference Manual.

Jose P. de Jesus
JOSE P. DE JESUS
Secretary