



097.12 DPWH
09-11-2017

**SUBJECT: Guidelines in Implementing
Executive Order No. 38 series of
2017**

Pursuant to the Executive Order No. 38 series of 2017, Revoking Executive Order No. 183 (s. 2015) which created a Negros Island Region and for other Purposes, the following implementation guidelines shall be adopted:

1. All permanent employees of DPWH – Negros Island Regional Office under the Notice of Organization, Staffing and Compensation Action (NOSCA) of DPWH – Central Office shall be assigned to other DPWH Offices and a Special Order (SO) will be issued to that effect.
2. Leave Credit Balance, Personnel Record (201 File) and other personnel related files shall be transmitted to the offices based on the SO that will be issued.
3. The last payment of salaries of and other benefits that will be done in DPWH – Negros Island Regional Office is until the month of September 2017, thereafter, payments shall be done in the new office assignment, likewise, remittances to Government Service Insurance System (GSIS), Home Development Mutual Fund (HDMF) and Philippine Health (PhilHealth) Insurance shall be facilitated.
4. Reimbursements for training and seminars during the transition period shall be paid by the office of their new assignment.

1. The last day for obligation is September 29, 2017 and the disbursements should be done on the first week of October.
2. Unpaid portion of Civil Works released to DPWH – Negros Island Regional Office shall be forwarded to DPWH – Regional Office VI or VII depending where the project is located.
3. Unobligated balances shall be properly turned-over to DPWH – Central Office.
4. The Closing of Modified Disbursement System Account, Local Currency Current Account (Trust Account), Tax Identification Number, GSIS Account, (HDMF) Account and PhilHealth Insurance Accounts shall be the responsibility of Administrative Officer V (Cashier III), Cash Section and Chief of Finance Division.
5. Final Back-up of eNGAS and eBudget System shall be forwarded to DPWH – Regional Office VI, DPWH – Regional Office VII and Central Office.
6. Utility bills shall be turned-over to the DPWH – Negros Oriental 2nd District Engineering Office.

C. Programs/Project Activities

1. All on-going projects implemented by DPWH – Negros Island Regional Office by virtue of Department Order No. 52 and 128 s. 2016 will be turned-over to DPWH – Regional Office VI or VII depending where the project is located. All documents related thereto shall be transmitted to DPWH – Regional Office VI or VII and the cut-off date of accomplishments is as of September 10, 2017. The DPWH – Regional Office VI or VII will now be the primary responsible in implementing all on-going projects and the succeeding billings.
2. Procurement of Civil Works which are under the authority of DPWH – Negros Island Regional Office shall be continued and be turned over to DPWH – Regional Office VI or VII, taking into consideration the one-year validity of appropriations. Provided however, that it will be awarded on or before October 9, 2017.

D. Property

1. The Regional Director of DPWH – Negros Island Regional Office shall create a committee that will be responsible in conducting physical count of properties that includes but not limited to Office Buildings, Furniture, IT Equipment, Survey Equipment, Dump Trucks and Service Vehicles, including those projects base.
2. The physical count should be done on or before September 15, 2017 with invitation to the Resident Auditors of Commission on Audit.
3. Properties shall be turned-over to existing DPWH – Offices which are short of similar resources upon the determination of the management on or before September 30, 2017 except those properties that are still needed in winding up which will be turned-over after.
4. Financial Records of DPWH – Negros Island Regional Office and the receiving office shall be updated upon turn-over of the properties.

E. Documents

1. The Regional Director of DPWH – Negros Island Regional Office shall create a committee that will be responsible in safekeeping the documents.
2. Communications to all stakeholders will be sent informing that DPWH – Negros Island Regional Office will cease its operations on October 9, 2017 and currently winding up its operations, also, concerns will be forwarded to DPWH – Regional Office VI or VII.
3. Incoming Documents should still be received by DPWH – Negros Island Regional Office until September 30, 2017 and action will be taken if it can be done on or before October 9, 2017, and if not, it shall be properly endorsed to DPWH- Regional Office VI or VII as determined by the management.
4. All Legal Documents including Road Right of Way related papers shall be transmitted to DPWH – Regional Office VI or VII.
5. Inventory of records should be evaluated in order to facilitate the turnover of records to respective Regional Offices.

This Order supersedes all issuances in contrary and shall take effect immediately.


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Secretary

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