

Republic of the Philippines DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS

OFFICE OF THE SECRETARY

Manila

DEPARTMENT ORDER

SUBJECT:

DPWH-QMS Control

of Documents

The Department's recent accomplishment as an ISO 9001:2008 certified agency is both an achievement and a challenge to continuously improve our service to the public.

To ensure effective implementation of the DPWH Quality Management System and proper management of incoming documents in the Department, the Records Management Division, HRAS and its counterpart in the Regional and District Engineering Offices will be using the revised Routing Slip in sending incoming documents from the Records Management Division and its counterpart to the concerned office and **Referral/Action Slip** in sending documents from one office or person to another.

A copy of the Control of Documents Procedure, Routing Slip for Central Office, Regional Office and District Office (Annex A) and Referral/Action Slip (Annex B) are attached for guidance and compliance of all concerned.

This Order shall take effect immediately.

ROGELIO L. SINGSON

Secretary

Department of Public Works and Highways Office of the Secretary

WIN5L06953

Encl: Control of Documents Procedure

Routing Slip for Central Office, Regional Office and Disctrict Office (Annex A)

Referral/Action Slip (Annex B)

4.3.4 RMB/ABA



Republic of the Philippines Department of Public Works and Highways

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Control of Documents Procedure

1.0 Purpose

Implementation of the policies and guidelines governing records management of incoming and outgoing documents by the Records Management Office.

2.0 Definition of Terms

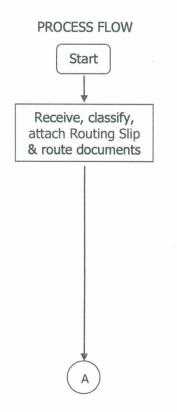
Routing Slip - a tool for sending or releasing specific document from RMD and its counterpart in the Regional Office & District Engineering Office.

Referral/Action Slip – a toll to notify someone to perform a specific task or to put idea into action.

Reference Number- Use to determine where the document was previously acted upon or indication to track the document easily.

Incoming Document- Internal and external documents received from clients. **Internal Documents**- refer to the documents generated within the confines of DPWH.

1.0 Procedure



RESPONSIBLE

DETAILS

Records Management Office Receive incoming documents and attach the Routing Slip - <u>QMS-HRAS-RMD Form No.1, S 2014</u> (Annex A).

Determine and write the concerned office where it will be delivered.

NOTE:

Incoming mails and documents are received thru courier, postal and messengerial service and are classified and routed for delivery to concerned office.



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Control of Documents Procedure

PROCESS FLOW	RESPONSIBLE	DETAILS
A		
Write reference no. and record in	Records Management Office	Write reference number and record in the logbook then forward to "Releasing".
logbook		NOTE: For reference numbering, follow this document coding system:
		Transaction No. (Sequential) Logbook Page Office Code (at most 5 chars, per D.O. 77 S. 2014)
Release document	Records Management Office	Check completeness of document to be released and hand carry the documents to the concerned office.
Receive document	Receiving Clerk Concerned Office	Write name on the logbook entry, initial and put the date.
Write required action	Head Concerned Office	Use Referral Action Slip – <u>QMS-HRAS-RMD Form No. 4 S. 2014</u> (Annex B) to indicate required action from concerned office/ official/personnel.



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Control of Documents Procedure

PROCESS FLOW **RESPONSIBLE DETAILS** Affix reference number to the original Write reference no. Clerk Concerned Office reference no. and record in the logbook. and record in logbook Note: For reference numbering, follow this document coding system. xxxxx-nnn-nnnn \ xxxxx - nnn - nnnn End Transaction No. (Sequential) ► Logbook Page → Office Code* *Office Code for Regions and District should follow their assigned number code ► Original reference number based on "Routing Slip".

4.0 References

DPWH QMS Manual Implementing Rules and Regulations of RA No. 9470 D.O. 77, series of 2014

5.0 Records

Record book File copy

Prepared by:

ROLANDO M. BOÑE
Chief, Records Management Division, HRAS

Approved:

ANGELA B Director I\

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QMS-HRAS-RMD Form 1



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

ROUTING SLIP



QMS-HRAS-RMD Form 1

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

ROUTING SLIP

Reference No.:	Reference No.:	
FROM: DATE:	FROM:	DATE:
TO:	TO:	
SECRETARY	SECRETARY	
UNDERSECRETARY	UNDERSECRETARY	
ASST. SECRETARY	ASST. SECRETARY	
BUREAU	BUREAU	
SERVICE	SERVICE	
UРМО	UРМО	
OTHERS	OTHERS	
N.B. Action must be taken within 15 days from receipt of correspondence pursuant to the Provision of Sec 5(s). RA 6713		ken within 15 days from receipt of ant to the Provision of Sec 5(s). RA 6713
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Annex B	

QMS -HRAS-RMD Form 4

REPUBLIC OF THE PHILIPPINES **DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS**

<Name of Office>
<Address of Office>

FOR/TO	REFERRAL / ACTION SLIP		
•	:	DATE	
SUBJECT	:		
	URGENT, PLEASE RUSH!	REMARKS :	
닏	See me / Let's discuss		
닉	Draft reply		
片	For review / Initial		
ㅂ	For compliance For comment / recommendation		
	For review / evaluation		
	For appropriate action		
	For information / reference		
	For dissemination		
	For file		
	Return document/s to me	<name concern="" of="" official=""></name>	
DEADLINE	:	Designation	
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FOR/TO	:	DATE .	
SUBJECT	:		
⊢	URGENT, PLEASE RUSH!	REMARKS :	
	See me / Let's discuss		
	Draft reply	- LAURENCE CONTROL CON	
	For review / Initial		
	For review / Initial For compliance		
	For review / Initial For compliance For comment / recommendation		
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	For review / Initial For compliance For comment / recommendation For review / evaluation For appropriate action For information / reference For dissemination		
	For review / Initial For compliance For comment / recommendation For review / evaluation For appropriate action For information / reference		
	For review / Initial For compliance For comment / recommendation For review / evaluation For appropriate action For information / reference For dissemination	<name concern="" of="" official=""></name>	
DEADLINE	For review / Initial For compliance For comment / recommendation For review / evaluation For appropriate action For information / reference For dissemination For file	<name concern="" of="" official=""> Designation</name>	