

AUG 10 2015

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

097.13 DPWH  
08-11-2015

DEPARTMENT ORDER )  
NO. **126** )  
Series of 2015 )

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 District Office (Annex A)  
Referral/Action Slip (Annex B)

	Republic of the Philippines Department of Public Works and Highways	Issue Date :	AUG 10 2015
		Doc. Code :	DPWH-QMSP-01
		Revision No. :	0
	Control of Documents Procedure	Page No. :	1 of 3

## 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.

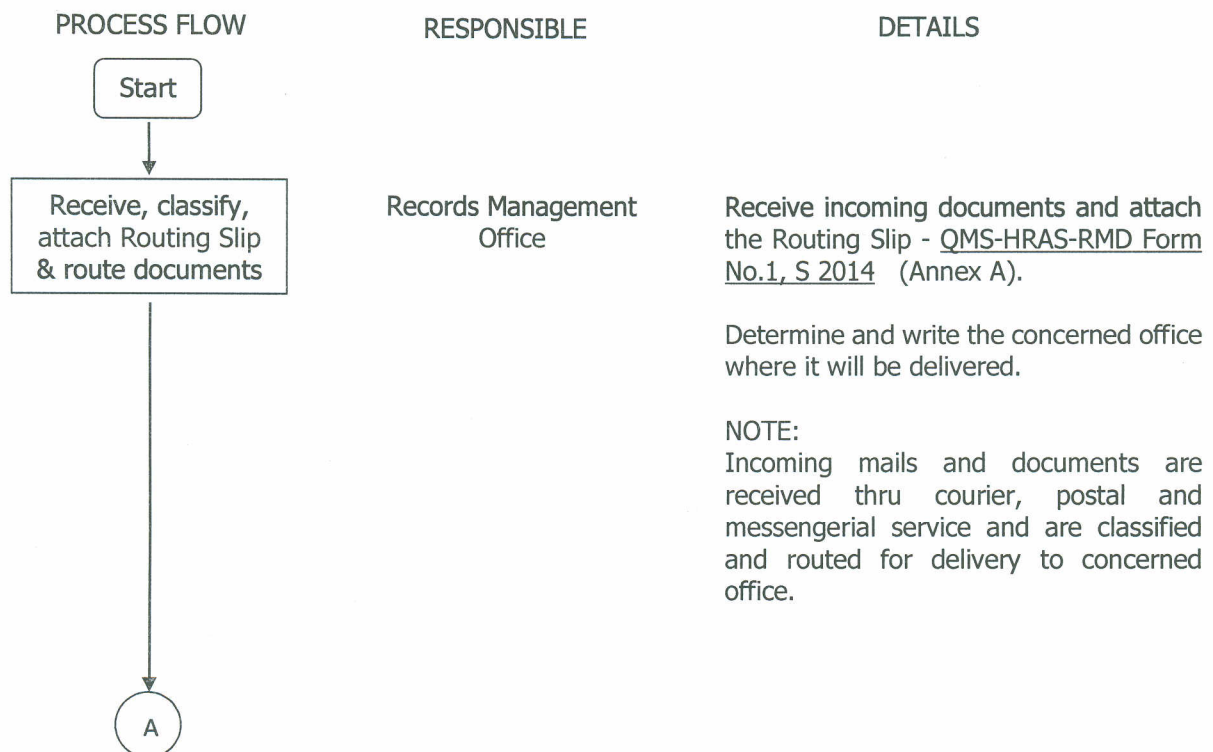
**Referral/Action Slip** – a tool to notify someone to perform a specific task or to put idea into action.


**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

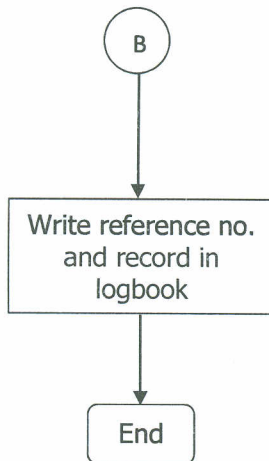


	Republic of the Philippines Department of Public Works and Highways	Issue Date :	<b>AUG 10 2015</b>
		Doc. Code :	DPWH-QMSP-01
		Revision No. :	0
	Control of Documents Procedure	Page No. :	2 of 3

PROCESS FLOW	RESPONSIBLE	DETAILS
<p>(A)</p> <p>Write reference no. and record in logbook</p>	Records Management Office	<p>Write reference number and record in the logbook then forward to "Releasing".</p> <p>NOTE: For reference numbering, follow this document coding system:</p> <p>xxxxx - nnn - nnnn</p> <ul style="list-style-type: none"> <li>Transaction No. (Sequential)</li> <li>Logbook Page</li> <li>Office Code (at most 5 chars, per D.O. 77 S. 2014)</li> </ul>
<p>Release document</p>	Records Management Office	<p>Check completeness of document to be released and hand carry the documents to the concerned office.</p>
<p>Receive document</p>	Receiving Clerk Concerned Office	<p>Write name on the logbook entry, initial and put the date.</p>
<p>Write required action</p> <p>(B)</p>	Head Concerned Office	<p>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.</p>

	Republic of the Philippines Department of Public Works and Highways	Issue Date :	<b>AUG 10 2015</b>
		Doc. Code :	DPWH-QMSP-01
		Revision No. :	0
	Control of Documents Procedure	Page No. :	3 of 3

#### PROCESS FLOW



#### RESPONSIBLE

Clerk  
Concerned Office

#### DETAILS

Affix reference number to the original reference no. and record in the logbook.

Note: For reference numbering, follow this document coding system.

xxxxx-nnn-nnnn \ xxxxx - nnn - nnnn

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. ABIQUI**

Director IV, HRAS

**Annex A****QMS-HRAS-RMD Form 1**

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

**ROUTING SLIP**

Reference No.: \_\_\_\_\_

FROM :	DATE:
TO:	
SECRETARY	
UNDERSECRETARY	
ASST. SECRETARY	
BUREAU	
SERVICE	
UPMO	
OTHERS	

N.B. Action must be taken within 15 days from receipt of correspondence pursuant to the Provision of Sec 5(s). RA 6713

**QMS-HRAS-RMD Form 1**

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

**ROUTING SLIP**

Reference No.: \_\_\_\_\_

FROM :	DATE:
TO:	
SECRETARY	
UNDERSECRETARY	
ASST. SECRETARY	
BUREAU	
SERVICE	
UPMO	
OTHERS	

N.B. Action must be taken within 15 days from receipt of correspondence pursuant to the Provision of Sec 5(s). RA 6713

**QMS-HRAS-RMD Form 2**

Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**<OFFICE OF THE REGIONAL DIRECTOR>**

**ROUTING SLIP**

Reference No.: \_\_\_\_\_

FROM :	DATE:
TO:	
REGIONAL DIRECTOR	
ASST REGIONAL DIRECTOR	
ADMINISTRATIVE OFFICER	
DIVISION	
OTHERS	

N.B. Action must be taken within 15 days from receipt of correspondence pursuant to the Provision of Sec 5(s). RA 6713

**QMS-HRAS-RMD Form 3**

Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**<OFFICE OF THE DISTRICT ENGINEER>**

**ROUTING SLIP**

Reference No.: \_\_\_\_\_

FROM :	DATE:
TO:	
DISTRICT ENGINEER	
ASST DISTRICT ENGINEER	
ADMINISTRATIVE OFFICER	
SECTION	
OTHERS	

N.B. Action must be taken within 15 days from receipt of correspondence pursuant to the Provision of Sec 5(s). RA 6713

REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS

&lt;Name of Office&gt;

&lt;Address of Office&gt;

## REFERRAL / ACTION SLIP

FOR/TO : \_\_\_\_\_ REFERENCE NO : \_\_\_\_\_  
DATE : \_\_\_\_\_SUBJECT : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- ☐ URGENT, PLEASE RUSH !  
☐ See me / Let's discuss  
☐ Draft reply  
☐ For review / Initial  
☐ For compliance  
☐ For comment / recommendation  
☐ For review / evaluation  
☐ For appropriate action  
☐ For information / reference  
☐ For dissemination  
☐ For file  
☐ Return document/s to me

REMARKS : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_<Name of Official Concern>  
Designation

DEADLINE : \_\_\_\_\_

REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS

&lt;Name of Office&gt;

&lt;Address of Office&gt;

## REFERRAL / ACTION SLIP

FOR/TO : \_\_\_\_\_ REFERENCE NO : \_\_\_\_\_  
DATE : \_\_\_\_\_SUBJECT : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- ☐ URGENT, PLEASE RUSH !  
☐ See me / Let's discuss  
☐ Draft reply  
☐ For review / Initial  
☐ For compliance  
☐ For comment / recommendation  
☐ For review / evaluation  
☐ For appropriate action  
☐ For information / reference  
☐ For dissemination  
☐ For file  
☐ Return document/s to me

REMARKS : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_<Name of Official Concern>  
Designation

DEADLINE : \_\_\_\_\_