



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

097.13 DPWH

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DEPARTMENT ORDER)

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SUBJECT: AUSTERITY PLAN IMPLEMENTING
ADMINISTRATIVE ORDER NO. 103,
S. 2004, IN THE DPWH

Pursuant to the provisions of Administrative Order No. 103, issued on 31 August 2004, directing the continued adoption of austerity measures in the government, a DPWH Austerity Plan is hereby prescribed, as follows:

I. Travels

A. Local Travels

1. All local travels are suspended, except those that are urgently necessary, as follows:
 - a. Inspection of projects as required prior to initial, progress and final payments;
 - b. Project assessments by the Quality Assurance Units and Contractors Performance Evaluation System (CPES) Teams;
 - c. Scaled down internal audit engagements with smaller sample of offices to be audited;
 - d. Project Advisory Monitoring System (PAMS) meetings, which shall be made quarterly instead of monthly and with only one meeting per island group (Luzon, Visayas or Mindanao);
 - e. Staff meetings of the Secretary with Regional Directors (RDs) on a quarterly basis, and staff meetings of the RDs with the District Engineers (DEs) on a monthly basis, subject to the condition that travels shall be allowed only for the officials (RDs and DEs) or their representatives who are expected to be conversant with the agenda and no travel shall be allowed for assistants or other companions during staff meetings;
 - f. Investigation of administrative cases; and
 - g. Other travels as may be authorized by the Secretary.
2. Travel authorities for paragraphs (a) to (f) above shall be approved in accordance with the existing delegation of authorities.

3. As far as practicable, the number of days and the number of employees authorized to travel shall be reduced to the barest minimum.
4. For work for which travel is suspended, employees in the Central Office shall coordinate by e-mail or local telephone with their counterpart personnel in the field offices to do the required work and submit necessary documents.

B. Foreign Travels

1. Only foreign travels for scholarship/training that are grant-funded or undertaken at no cost to the government shall be allowed. The grant of pre-travel expenses, travel clothing allowance and other miscellaneous expenses to be incurred for allowed foreign travels is hereby suspended in the Department. Local travel in relation to the authorized foreign travel shall be allowed.

II. Training, Seminars and Workshops

1. The conduct of training, seminars and workshops, whether programmed or unprogrammed, including travel of participants and resource persons, shall be suspended, except if fully funded by foreign grants, or if it will not involve expenses for travel, honoraria or resource person/s and travel of participants.
2. While training and seminars are suspended, the employees of the training offices (Human Resource Training and Materials Development Division and part of Human Resource Planning Division, AMMS in the Central Office, and Manpower Development Section, Administrative Division in the Regional Offices) shall be tapped to build up the data base of the computerized Personnel Information System, which is crucial in the current study on the rationalization of allocation of permanent positions.

III. Personnel Services

A. Permanent Employees

1. The reduction in the cost of services of permanent employees shall be undertaken in accordance with the guidelines prescribed under Republic Act No. 7430, or the Attrition Law, as reiterated in the Memorandum of the undersigned dated 19 August 2004 on the subject "Guidelines on Filling Up" of Vacant Permanent Positions."

B. Non-Permanent Employees

1. There shall be no hiring of additional contractual and casual employees. Should additional personnel be required in the implementation of a new infrastructure project, the implementing office may hire on a job-order basis. In no instance should a job-order employee be hired to do office work.
2. The existing number of casual employees in every office shall be reduced by at least 10% by 31 October 2004. In selecting casual employees to be terminated, priority for retention shall be given to (a) civil engineers assigned to projects, and (b) personnel assigned to 24-hour shift duty such as security guards and

electricians. Casual employees who do not fall under either of these categories shall be evaluated based on work performance as reflected in their MORE Performance Appraisal Reports. If work performances are comparable, length of service shall be considered.

3. Consultants and technical assistants shall be limited to those whose expertise is lacking in the Department and are performing functions that cannot be performed by regular employees. Effective 31 October 2004, consultants who do not fall under this category, including those doing staff or administrative work that does not require distinct expertise, shall be terminated.

IV. Suspension of Payment of Overtime

1. All authorities to render overtime work and to collect overtime pay are hereby revoked. In the exigency of the service, employees may be required to render overtime and be compensated with time/day off. This shall be subject to prior written authority for a specific day, issued by at least an Assistant Secretary level in the Central Office and Regional Director in the Regional Offices.
2. Officials and employees shall maximize their regular work hours and avoid time-wasters such as lining up early at bundy clock to time out, engaging in gossip or idle talk, and going out on personal errands.

V. Use of Water and Electricity

1. Office equipment and facilities shall be operated with the following schedule during working days:
 - a. Air-con units - 9:00 a.m. to 4:00 p.m.
 - b. Elevator - 7:30 a.m. to 5:30 p.m.
 - c. Water pump motor - 7:00 a.m. to 5:30 p.m.
 - d. Lights - 7:00 a.m. to 12:00 nn, 1:00 to 5:00 p.m., except in libraries where lights may be on from 12:00 noon to 1:00 p.m.
 - e. Computers and other office equipment - 7:00 am to 5:00 p.m., except computer servers and network equipment
2. In the Central Office, except in the office of the Secretary, any request to turn on the lights, computer and other office equipment beyond working hours must be accompanied by a memorandum signed by at least an Assistant Secretary requiring employees to render overtime for a particular day.
3. The use of microwave oven in the office is prohibited. Subject to safety and fire-prevention standards, one stove and one airpot (or water dispenser with hot water) per office may be allowed provided they are used for food/drinks for personal consumption in the office premises. They shall not be used for commercial purpose or for preparing food for consumption at home. The airpot and other appliances shall be unplugged by 5:00 p.m. The refrigerator, if any, shall be turned-off during weekends.
4. No DPWH personnel, employees of janitorial service contractor, canteen concessionaires, or other private individuals shall be allowed to stay in or spend

the night in DPWH offices, except for security guards, electricians and communication personnel on night duty.

5. Operation of canteen beyond 5:00 p.m. is strictly prohibited. Any violation shall be a ground for cancellation of permit to operate business.
6. Canteen operators with outstanding balance in electricity, water and other utilities shall settle their obligations on or before 30 September 2004, otherwise their respective permits shall be cancelled and their canteens padlocked. Their assets may be sequestered to recover any loss of the DPWH from their unpaid utility bills.
7. Canteen operators' full payment of bills and compliance with other requirements do not, however, prejudice the right of the DPWH to trim down the number of canteen operators as it may deem fit.
8. Security guards shall assist the Facilities and Maintenance Division in implementing the rules on reducing the cost of utilities. In particular, any excess stove or airpot (more than one per office) shall be confiscated and turned over to Supply and Property Management Division (SPMD), AMMS for inventory and donation to calamity victims or charitable institutions.

VI. Office Supplies, Fuel and Service Providers

1. The SPMD-AMMS, and its counterpart in the Regional and District Engineering Offices shall implement consolidated procurement of common office supplies that do not require compatibility with office equipment, and issue the monthly requirement to offices based on their consumption pattern. For this purpose, a Common Fund for office supplies shall be established from the MOOE of all offices concerned.
2. Officials and employees shall maximize the use of office supplies and adopt cost-saving measures. These shall include but shall not be limited to using coupon bond as scratch paper, setting the print quality of computer to "Fast Draft" when the ink is new or when the document being printed is not final, and using only black ink instead of colored ink for documents to be submitted within the Department.
3. A new/replacement computer cartridge shall be issued by SPMD-AMMS only upon surrender by the requisitioning office of the empty cartridge.
4. The existing policies on the restriction on the use of service vehicles (for official use only), "share-a-ride" (car pooling) among employees, and limitation on the fuel allocation are reiterated.
5. To reduce the cost of courier services, issuances and other documents that do not require original signature shall be disseminated as an Acrobat attachment to e-mail messages to all DPWH offices. Similarly, submission of reports from field offices to the Central Office and coordination between offices shall optimize the use of internet facilities.

VII. Other Austerity Measures

1. The other provisions of A.O. No. 103, series of 2004, not discussed in this Department Order shall also be enforced.

VII. Monitoring

1. Starting 30 September 2004, the Comptrollership and Financial Management Service (CFMS) shall prepare a monthly report indicating the savings of the Department from the implementation of this Austerity Plan.

This Order supersedes previous issuances inconsistent herewith and takes effect immediately.


FLORANTE SORIQUEZ
Acting Secretary