



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

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DEPARTMENT ORDER )  
No. 203  
Series Of 1993

*for file*

SUBJECT: AMMENDMENTS TO DEPARTMENT ORDER NO. 10 AND 53, S. 1989, RE-POLICIES AND GUIDELINES ON DPWH SCHOLARSHIPS AND OTHER TRAINING GRANTS, AND COMPOSITION OF THE PERSONNEL DEVELOPMENT COMMITTEE.

In order to make the DPWH scholarship program more consistent with Memorandum Circular No. 10, s. 1989 of the Civil Service Commission, and other pertinent rules and regulations governing the granting of state scholarships for government personnel, and in view of the limited financial resources of the Department, selected provisions of existing Department issuances are hereby amended, as follows:

A. Department Order No. 10, S. 1989

1. Item 4.4 shall read as follows:

4.4 In order to provide wider participation to overseas scholarship/training grants, and in view of the limited financial resources of the Department, grantees of foreign scholarships shall be entitled only to the minimum clothing allowance allowed by pertinent rules and regulations. Transportation, books and other expenses to be incurred in connection with the study in a foreign country shall be borne by the sponsoring government or institution. For local scholarships, transportation and other miscellaneous expenses may be shouldered by the department, if not provided by the sponsoring institution.

2. Item No. 6 shall read as follows:

6. PERSONNEL DEVELOPMENT COMMITTEES

The Personnel Development Committee in the Central Office (CO-PDC) shall evaluate all nominees and recommend the most qualified to the Secretary for approval.

No official/ employee shall be issued an authority to travel abroad for training purposes, whether as part of a counterpart training or directly invited by a sponsoring government, without having been recommended by the CO-PDC.

The Regional Offices shall establish their own Personnel Development Committees (RO-PDC's) to evaluate the nominees at the regional level and recommend the most qualified to the Regional Director who will, in turn, submit the nomination to the CO-PDC Secretariat.

3. Item No. 7 shall read as follows:

**7. NOMINATION PROCEDURE**

7.1 The Bureau of Research and Standards shall identify the offices to be invited for engineering-related courses. The Administrative and Manpower Management Service shall identify the offices to be invited for non-engineering courses.

7.2 The invitation shall be based on the relevance of the course to the office, balanced by equitable distribution of scholarship opportunities to all DPWH offices.

7.3 The HRPD-AMMS shall act as the CO-PDC Secretariat, and shall send out the invitations for both engineering and non-engineering courses, indicating the qualification requirements.

7.4 In the Central Office, the Heads of Services, Bureaus or PMO's invited shall nominate their official candidate to the Committee. In the Regional Offices, the Regional Director shall nominate the candidate recommended by the RO-PDC.

4. Item No. 8.1 and 8.2 shall read as follows:

8.1 The HRPD, AMMS, shall receive all nominations and make initial comparative evaluation of the nominees and select the candidates who meet the basic requirements for evaluation by the CO-PDC.

8.2 The CO-PDC's shall use the following evaluation criteria in determining the most qualified candidates.

Evaluation Criteria	Weight
1. Job Relevance	30%
2. Experience & Outstanding Accomplishments	20%
3. Education and Training	20%
4. Language proficiency & communication skills	20%
5. Personality	10%
TOTAL	100%

**E. Department Order No. 53, S. 1989**

1. The Central Office-Personnel Development Committee is hereby reconstituted as follows:

- 1.1 Chairman - Assistant Secretary for Administrative and Legal Services
- 1.2 Members -
  - Director, Bureau of Research and Standards
  - Director, Administrative and Manpower Management Service
  - Director, any of the Bureau of Construction, Bureau of Maintenance, Bureau of Design, or Bureau of Equipment or from any of the 6 Services which has direct or substantial relation to the study/training under consideration.
  - One representative from the DPWH Employees' Union occupying Division Chief level whose functions are directly and/or substantially related to the field of study/training under consideration if the scholarship grant is for the second level, and an employee representative for the first level personnel if the scholarship grant is for the first level. In the absence of a representative from the Employees' Union, the Chairman may assign the Chief from a Division relevant to the field of study.

2. The Regional Office-Personnel Development Committee shall be composed of the following:

2.1 Chairman - Chief, Administrative Division

2.2 Members - Chief, Personnel Section

- Chief, Manpower Development Section

- One representative from the DPWH Employees' Union as defined under 1.2

The Chairman, in his absence, shall assign any of the senior members of the Committee to act as Chairman.

The HRPD-AMMS and the Manpower Development Section in the Regional Office shall act as the Secretariat of the PDC in the Central Office and in the Regional Office, respectively, to facilitate the documentation and preparation of necessary papers relative thereto.

This Department Order takes effect immediately.

  
GREGORIO R. VIGILAR  
Secretary