



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

097-13 DPWH
12.27.99

27 December 1999

DEPARTMENT ORDER)
No. **243** *when*)
Series of 1999 *12.27.99*)
X-X-X-X-X-X-X-X-X-X-X-X-X-X-X

SUBJECT: **GUIDELINES ON THE PREPARATION
AND WEARING OF NEW EMPLOYEE
IDENTIFICATION (I. D.) CARDS**

To ensure uniformity and consistency, new employee identification (I.D.) cards (sample attached) are hereby prescribed to replace those issued under D.O. No. 173, s.1989.

The following guidelines shall be strictly followed:

1. Distribution and Preparation

- 1.1 The Personnel Division, AMMS, shall be responsible for the distribution of blank I.D. cards in different DPWH offices, including field offices. The I.D. cards shall have running numbers for control purposes.
- 1.2 The different offices shall be responsible for filling in the blank spaces of the I.D. cards for their respective employees.
- 1.3 For Central Office personnel, the Employee Number shall be the same one used in the computerized payroll system. Employees not included in the computerized payroll system, e.g., casual employees, shall be provided by the Personnel Division with the corresponding Employee Number.
- 1.4 The field offices shall devise their own system of assigning employee numbers.

2. Authorized Signatories

On the space provided for "Head of Office" on the I. D. cards, the following are authorized to sign for employees under their respective jurisdiction:

- 2.1 Secretary - Presidential appointees, PMO
Heads, members of his immediate
Staff
- 2.2 Undersecretaries/
Assistant Secretaries - Members of their immediate Staff

- 2.3 Regional Directors - District Engineers, Asst. District Engineers, Regional Equipment Engineers, Division Chiefs, Section Chiefs in the Regional Offices and equivalent ranks
- 2.4 Bureau/Service Directors - Division/Section Chiefs and equivalent ranks
- 2.5 PMO Heads/District Engineers - All employees under their supervision
- 2.6 Division Chiefs - All employees below the rank of Section Chief under their supervision

3. Other I.D. Cards

In lieu of the employee I.D. cards, the following shall be provided for security reasons:

3.1 Temporary I.D. Cards

These shall be issued to employees on a job-order basis and non-DPWH employees who work within DPWH premises on a regular basis or for a specific period, e.g., employees of canteen concessionaires, photocopier rental services, and aircon maintenance service.

The Central Office (including Bureaus and PMOs) and the Regional Offices (including District Offices, RES and Area Shops) shall prepare their respective Temporary I.D. cards.

3.2 Visitor's I.D. Cards

These shall be issued by guards at DPWH entrances to visitors upon their entry to DPWH offices and upon temporary surrender of a valid I.D. (e.g., passport, driver's license, and student I.D.).

The Civil Security Office or Administrative Office concerned shall be responsible for the preparation and issuance of their respective Visitor's I.D. Cards.

4. Wearing

- 4.1 I.D. cards shall be worn at all times during office hours as long as one is within the DPWH Office premises or on official business outside the DPWH. All DPWH officials and employees are hereby directed to wear their new I.D. cards starting the first quarter of CY 2000.

4.2 The authorized signatories, especially the Division Chiefs/District Engineers/PMO Heads, shall be responsible for monitoring the compliance of employees under their jurisdiction with this Order.

4.3 The Security Guards assigned on the main gates and/or entrances of the various DPWH compound/office buildings are hereby directed to monitor the wearing of I.D. cards. They shall report employees not wearing their I.D.s to the Head of Office concerned who shall take appropriate disciplinary action in accordance with existing rules and regulations.

5. Replacement and Surrender

5.1 An employee who is promoted to a higher position or transferred to another DPWH Office shall be issued another I.D. card, upon surrender of his old I.D. card.

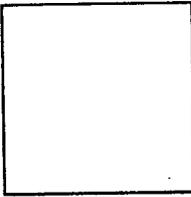
5.2 Employees requesting for a new I.D. card for reasons not covered under 5.1 shall surrender the old I.D. and shall be charged P20.00 per card. Payment shall be made to the Cashier.

5.3 In case an employee loses his I.D. card, he shall execute an Affidavit of Loss before it can be replaced, in addition to paying P20.00.

5.4 If an employee retires or resigns, he shall surrender his I. D. to the Head of Office who will, in turn, submit it to the Personnel Division (for Central Office employees) or Personnel Section (for employees in the Field Offices). The ID card of the former incumbent must be surrendered before a position vacated through retirement or resignation can be filled.

This Order supersedes D.O. No. 173, s.1989, D.O. No. 245, s. 1991 and all other issuances inconsistent herewith, and shall take effect immediately.


GREGORIO R. VIGILAR
Secretary

NAME: _____

OFFICE: _____

DESIGNATION: _____

Head of Office

HOME ADDRESS: _____

OFFICE ADDRESS: _____

IN CASE OF EMERGENCY, NOTIFY: _____

EMPLOYEE No.:	BLOOD TYPE:
TIN No.:	
GSIS POLICY No.:	
DATE OF BIRTH:	
TEL No.:	

(Right thumbmark)

EMPLOYEE'S SIGNATURE