



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
Bonifacio Drive, Port Area Manila



097.13 DPWH
12-27-2024

DEC 20 2024

DEPARTMENT ORDER)
NO. 240)
Series of 2024 MJ 12-27-24

SUBJECT: Policy Issuance and Correspondence Manual

Consistent with the requirements of the ISO 9001:2015 standard, particularly on Clause 7.5, which requires that when organizations create and update documented information, the appropriate requirements shall be established;

- a. identification and description (e.g., title, date, author, or reference number);
- b. format (e.g., language, software version, graphics) and media (e.g., paper, electronic);
- c. review and approval for suitability and adequacy.

To ensure that these are standardized in the Department with respect to its Quality Management System (QMS), the Policy Issuances and Correspondence Manual is hereby revised.

This Order shall supersede Department Order No. 94, series of 2021 and shall take effect immediately.

Department of Public Works and Highways
Office of the Secretary



WIN4D01303

MANUEL M. BONOAN
Secretary

Encl.: Policy Issuance and Correspondence Manual (2024 Version)

2.2.1. JGT/MAP