



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

097.13 DPWH

06.01.2022

MAY 30 2022

DEPARTMENT ORDER)

NO. 96)

Series of 2022 da 4/1/2022

SUBJECT: Assignment of Permanent Employee Identification Number

In line with the interest of the service and to reiterate the assignments of permanent Employee Identification Number to personnel of the Department, all employees shall be assigned a permanent Employee Identification Number regardless of their employment status, in accordance with the provisions of this Order.

The Employee Identification Numbering Scheme shall be as follows:

YYA9999, wherein:

- YY - first year of DPWH service
- A - office code where the Employee ID Number was assigned
- 9999 - running number

The following outline the offices involved and their responsibilities in the assignment of the Employee Identification Number:

A. Administrative Division of the Regional Office:

1. Assign Employee ID Number to personnel from the Regional Office and their respective District Engineering Offices.
2. Encode the employee information including the assigned Employee ID Number into the Personnel Information System (PIS).
3. Submit the list of employees with corresponding Employee ID Number, in an electronic format, to the Chief, Human Resource Management Division (HRMD), Human Resource and Administrative Service (HRAS).

B. Human Resource Management Division, Human Resource and Administrative Service

1. Assign Employee ID Number to personnel from the Central Office.
2. Encode the employee information including the assigned Employee ID Number into the Personnel Information System (PIS).

Likewise, new Employee ID cards consistent with the aforementioned Employee Identification Number Scheme shall be issued.

This Order shall take effect immediately and shall supersede D.O. No. 114 Series of 2014.


ROGER G. MERCADO
Acting Secretary

Department of Public Works and Highways
Office of the Secretary



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Encl: Office Codes for the Permanent Employee Identification Number

10.1.1 HML/RAG/ZFF

Office Codes for the Permanent Employee Identification Number

Region	Code
National Capital Region (NRC)	A
Cordillera Administrative Region (CAR)	B
Region I	C
Region II	D
Region III	E
Region IV-A	F
Region IV-B	G
Region V	H
Region VI	I
Region VII	J
Region VIII	K
Region IX	L
Region X	M
Region XI	N
Region XII	O
Region XIII	P
BARMM	R
Central Office including the Unified Project Management Office (UPMO)	Z

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