



Republic of the Philippines
MINISTRY OF PUBLIC WORKS
OFFICE of the MINISTER
MPW Building, Bonifacio Drive, Port Area, Manila

8 January 1981

MINISTRY ORDER)

NO. 81-1)
-x-x-x-x-x-x-x)

SUBJECT: FACILITATION OF RELEASE
OF DOCUMENTS

In order to facilitate release of documents relative to action taken by the Ministry on matters brought to it for consideration, as well as to insure the genuineness of records and reproduced documents, the following procedures relative to paperwork management are hereby prescribed:

I. Dispatch of Documents

1. The Bureau, Service or Office concerned shall indicate by what means-other than through the mail-documents shall be released.
2. The General Services Division Chief shall see to it that the motor pool supervisor coordinates with the chief of the Records Section so that messenger services are attended to within the day. When the Bureau, Service or Office has requisitioned a vehicle for its own delivery of important papers for the day, the requisitioner shall require the personnel authorized in the trip ticket to pick up from the Records Section any documents requested to be delivered by messenger by that Bureau, Service or Office.
3. If any documents have not been released within two (2) days for any reason whatsoever, the matter shall be brought to the attention of the Chief, Administrative Services who shall act appropriately on the problem. If any documents have not been released within three (3) days, the matter shall be brought by the Chief of the Records Section to the attention of Assistant Secretary for Personnel Management and Development.

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II. Number of Copies and Authentication of Documents

4. All documents originating/created in the Ministry Proper, the Bureaus and attached Agencies shall be in triplicate and the second and third copies thereof shall be initialed on every page by the respective creator (who shall be an employee with the rank level of at least section chief).
5. For correspondence acted upon in the Ministry Proper and Bureaus, a copy of the whole set of documents shall be provided for the Records Section and, every page thereof shall be initialed by the first action employee (an employee with rank level of at least section chief) and specifically marked with the phrase "For File-MPW Central Records Section".

III. Reproduction of Documents

6. Final authentication of reproduced documents for issuance as certified true copies shall be made by the Chiefs of Records Units in the attached Agencies and by the Chief of the MPW Central Records Section for the Ministry Proper and Staff Bureaus.

This order shall take effect immediately.


ALFREDO L. JUNIO
Minister