



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
Manila

097.120PWH
01-20-2011

JAN 19 2011

DEPARTMENT ORDER

No. **02**
Series of 2011 *01-20-11*

SUBJECT : **ADDITIONAL REQUIREMENTS FOR
PROMOTIONAL APPOINTMENTS TO
THIRD LEVEL, INCLUDING DIVISION
CHIEF AND ASSISTANT DISTRICT
ENGINEER, POSITIONS**

Consistent with the policy of this Department to strictly adhere to the merit principle of promoting employees on the basis of their relative qualifications, competence and integrity, **clearances from the National Bureau of Investigation, Office of the Ombudsman, Civil Service Commission and Sandiganbayan** shall also be required for promotional appointments to third level positions, including Division Chief and Assistant District Engineer, in addition to the usual requirements prescribed by this Department on appointment to said positions, as follows:

- Four (4) sets of updated Personal Data Sheet (PDS) with pictures (original)
- Duly authenticated copy of updated PRC License
- Duly authenticated copy of PRC Board of Licensure Certificate
- Duly authenticated copy of College Diploma and/or Transcript of Records
- Duly authenticated copy of Masteral/Doctoral Diploma and/or Transcript of Records/Special Order (if applicable)
- Central Office Legal Clearance
- Regional Legal Clearance
- Duly authenticated copy of previous appointment

This Order is supplementary to all issuances consistent herewith and shall take effect immediately.


ROGELIO L. SINGSON
Secretary



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