



31 March 1987

DEPARTMENT ORDER) SUBJECT: Guidelines for Preparing the New
No. 9) Position Structure and Staffing
Series of 1987) Pattern of the Reorganized DPWH

TO: All Concerned

Pursuant to the provisions of Section 31 of Executive Order No. 124, dated 30 January 1987, reorganizing the Department of Public Works and Highways (DPWH), the following guidelines for the preparation of a new position structure and staffing pattern for the Department are hereby prescribed:

1. Creation of a Coordinating Committee. An ad hoc Coordinating Committee for Staffing (CCS) composed of the four Undersecretaries is hereby created with the tasks of initiating, coordinating, and supervising the preparation by the officers concerned of the recommended position structures and staffing patterns for the different organizational units of the reorganized DPWH, and of developing an overall position structure and staffing pattern for the entire Department. The CCS is hereby authorized to form a Secretariat to assist the Committee in the performance of its duties.

2. Submission of Proposals. Each of the officers stated in item 3 below is hereby directed to prepare and submit to the CCS, not later than 23 April 1987, five copies of his proposal for the position structure and staffing pattern of the organizational unit assigned to him, together with relevant supporting information, as follows:

- a. Proposed position structure and staffing pattern for the organizational unit.
- b. Structural chart of the unit down to Section level.
- c. Functional statements of the unit down to Section level.
- d. Work flow process charts for major activities of the unit down to Section level.
- e. Justifications for the above.

3. Assignments in Preparing Proposals. For the purpose of preparing the proposals stated in item 2, the following assignments are hereby made:

<u>Organizational Unit</u>	<u>Responsible Officer</u>
a. Internal Audit Service	Asst. Sec. for Comptrollership
b. Monitoring & Information Service	Asst. Sec. for Comptrollership & Asst. Sec. for Administration
c. Planning Service	Asst. Sec. for Planning
d. Comptrollership & Financial Management Service	Asst. Sec. for Comptrollership & Asst. Sec. for Financial Management

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<u>Organizational Unit</u>	<u>Responsible Officer</u>
e. Legal Service	Asst. Sec. for Legal Affairs
f. Administrative & Manpower Management Service	Asst. Sec. for Administration & Asst. Sec. for Manpower Development
g. Bureau of Research & Standards	Director, Bureau of Materials & Quality Control & Exec. Director National Water Resources Council
h. Bureau of Design	Director, Bureau of Design
i. Bureau of Construction	Director, Bureau of Construction
j. Bureau of Maintenance	Director, Bureau of Maintenance
k. Bureau of Equipment	Director, Bureau of Equipment
l. Typical Regional Office, including 3 typical District Offices	Regional Directors of Regions IV-A, VI, & IX, & NCR (in coordination with other RDs and DEs)
m. Typical Regional Equipment Service, including 3 Area Shops	Regional Equipment Engineers of Regions IV-A, VI, & IX, & NCR (in coordination with RDs & BOE)
n. Typical Project Management Offices	Project Managers of PMO-IBRD assisted Highways, PMO-Rural Water Supply, & PMO-Samar (in coordination w/ other PMs & RDs)

4. Guideposts in Preparing the New Structure and Pattern. In preparing the recommended position structure and staffing pattern, each of the officers stated in item 3 shall observe the following guideposts:

a. The recommended position structure and staffing pattern for the organizational unit shall be consistent with the policies, organizational structures, powers, and functions of the Department and its component units as prescribed under Executive Order No. 124.

b. The recommended position structure and staffing pattern shall conform to the basic reorganization principles of promoting: (i) efficiency of frontline services, (ii) cost-effectiveness, (iii) accountability, (iv) decentralization, and (v) public participation and private initiative.

c. The recommended position structure and staffing pattern shall not entail a personnel expenditures budget which would exceed the fiscal year 1987 level.

d. The recommended position structure and staffing pattern shall preferably adopt the standard position titles, classes, and compensation set by the Office of Compensation and Position Classification.

e. In preparing the recommended structure and pattern, the officer concerned shall consult, coordinate, and conduct hearings with the affected groups, including Division Chiefs.

b. The recommended position structure and staffing pattern shall conform to the basic reorganization principles of promoting: (i) efficiency of frontline services, (ii) cost-effectiveness, (iii) accountability, (iv) decentralization, and (v) public participation and private initiative.

c. The recommended position structure and staffing pattern shall not entail a personnel expenditures budget which would exceed the fiscal year 1987 level.

d. The recommended position structure and staffing pattern shall preferably adopt the standard position titles, classes, and compensation set by the Office of Compensation and Position Classification.

e. In preparing the recommended structure and pattern, the officer concerned shall consult, coordinate, and conduct hearings with the affected groups, including Division Chiefs.

5. Program of Activities. The following schedule is hereby prescribed in preparing the proposed position structure and staffing pattern:

<u>Activity</u>	<u>Responsibility</u>	<u>Timetable</u>
a. Preparation of position structures & staffing patterns per item 2	Officers stated in item 3 above	15 - 30 April
b. Hearings & consultations with concerned officers	Coordinating Committee on Staffing	30 April - 11 May
c. Evaluation, adjustments, & integration of position structures & staffing patterns	Coordinating Committee on Staffing	12 - 22 May
d. Submission of the overall DPWH position structure & staffing pattern	Coordinating Committee on Staffing	25 May

This Order takes effect immediately.

VICENTE R. JAYME
Secretary