



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

**FEB 22 2006**

DEPARTMENT ORDER )  
NO. 16 )  
Series of 2006 & 23 00 )

**SUBJECT: GUIDELINES ON REASSIGNMENT  
OF PERSONNEL AND DISPOSITION  
OF PROPERTIES/ SUPPLIES AND  
EQUIPMENT ASSIGNED AND  
ISSUED TO OUTGOING DPWH  
OFFICIAL**

[illegible]

In order to ensure effective control, management and utilization of personnel, equipment and supplies/properties assigned and/or allocated to the Office of an outgoing official of this Department, whether due to retirement, resignation, transfer or separation from the service for whatever cause, the following guidelines are hereby prescribed:

**PERSONNEL MANAGEMENT.** The Chief, Personnel Division, AMMS, shall identify the personnel assigned in the office of outgoing official (in case of Assistant Secretary or Undersecretary) at least one month before the actual date of his retirement from the service. In case of separation other than compulsory retirement, this shall be done immediately upon separation. All detailed/reassigned personnel shall be issued a memorandum returning them to their respective mother units effective upon retirement/ separation of the outgoing official. All concerned Heads of mother units shall inform the Personnel Division, in writing, of the actual date of return of these employees for record purposes. On the other hand, organic personnel under plantilla positions of Office of the Secretary shall report to the Chief of Staff, Office of the Secretary, for new assignment or instruction.

In case an official is temporarily unable to report for work for one reason or another, the official who will assume his responsibilities shall also assume supervision of his staff. Assignments or further reassignments of any affected personnel shall be properly coordinated with the Office of the Secretary.

**PROPERTY MANAGEMENT.** It is the responsibility of the Executive Assistant or designated Chief of Staff or ranking officer in the Office of outgoing Assistant Secretary or Undersecretary to coordinate with the SPMD, AMMS, and other concerned offices like the MIS in case of IT equipment, BOE in case of service vehicle, for proper inventory and safekeeping of the properties and equipment allocated/ issued to the office. In no case shall these properties/ equipment be taken out from the office of the official except upon

recommendation by the Chief of SPMD, who, if warranted, may take full custody of the same.

Service vehicles issued to the outgoing official including those issued to reassigned and organic personnel shall be turned over to the BOE for safekeeping purposes.

The Secretary's Chief of Staff, in coordination with the Executive Assistant concerned, shall monitor compliance with this order.

This Department Order supersedes previous issuances to the contrary and shall take effect immediately.

*Feb 06*  
**HERMOGENES E. EBDANE, JR.**  
Acting Secretary *X JPN*



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