

Note for the Sec.
This is also in accord
with Exec Order 284, Office
of the President

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378 523

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

DEPARTMENT
OF
PUBLIC HIGHWAYS
OFFICE
OF THE
SECRETARY

DATE: 8/23/76

August 9, 1976

DEPARTMENT ORDER)
NO. 20-D)
SERIES OF 1976)
X - - - - - X

SUBJECT: Further amendment
to Department Order
No. 20 dated Septem-
ber 12, 1974, as
amended by Depart-
ment Order Nos. 20-A
and B, series of 1975,
and Department Order
No. 20-C, series of
1976, RE: Officials
authorized to sign
correspondence and
other official papers.

Rev. Dir. for stencil
& mimeographing:

9/8/76-76

Gen. Div.

In order to simplify action on personnel matters,
and pursuant to the provisions of Sub-paragraph E,
Section 6 of Presidential Decree No. 458, the follow-
ing functions are hereby delegated to the Bureau Di-
rectors, in addition to their functions mentioned in
Department Order No. 20, as amended, effective imme-
diately:

The Bureau Director (Director, Bureau of Cons-
truction and Maintenance; Director, Bureau of Equip-
ment; Director, Bureau of Barangay Roads, as the case
may be) will act for the Secretary and approve:

1. Applications for leave of absence
filed by officials and employees
of the Bureau (including maternity
leave and terminal leave) and com-
mutations thereof, except leaves
without pay in excess of one (1)
year and extensions thereof, and
leaves of absence for purposes of
travel abroad, which shall be ap-
proved by the Secretary and/or
higher authorities;
2. Applications for permission to
teach or exercise a profession,
subject to existing guidelines
and the following conditions, viz:
 - a. There shall be abso-
lutely no teaching by
government officials
and employees during
office hours even if
the time spent is co-
vered by corresponding
vacation leave.

- b. No officer or employee shall be allowed to teach before 5:30 PM on regular working days (Monday through Friday).
 - c. Permission to teach may be granted only for subjects or courses which are related to the particular field of work of the official or employee concerned or for special fields or subjects where there is a dearth of qualified teachers.
 - d. Teaching load shall be limited to twelve (12) hours a week and in no case shall a government officer or employee be allowed to teach more than three hours a day on regular working days (Monday through Friday).
 - e. No official or employee shall hold in any school, college or university any position or assignment involving management or administrative duties and/or responsibilities.
 - f. No official or employee shall teach in any school or institution over which he directly or indirectly exercise jurisdiction, control, supervision, or influence by reason of his office or position in the government in contemplation of the Anti-Graft and Corrupt Practice Act.
 - g. Those applying for permission to teach must be physically fit in order not to prejudice their physical capacity to perform their official duties, and for this purpose, they shall submit with their applications a record of their physical and medical examination showing such fitness, duly certified by a government physician.
 - h. All applications for permission to teach shall be made on CSC Form No. 305.
- [Handwritten signature in blue ink]*
[Handwritten signature in red ink]

- i. No one whose duties and responsibilities require that his entire time be at the disposal of the government shall engage directly in any private business, vocation, or profession or be connected with any commercial, credit, agricultural or industrial undertaking.
- j. If an employee is granted permission to engage in outside activities, the time so devoted outside of office hours should be fixed by the agency head to the end that it will not impair in any way the efficiency of the officer or employee.
- k. No permission is necessary in the case of investments, made by an officer or employee, which do not involve any real or apparent conflict between his private interests and public duties or in any way influence him in the discharge of his duties, provided that he shall not take part in the management of the enterprises or become an officer or member of the Board of Director of the organization in which investment is made.

In the absence of the Director, the Assistant Director shall sign for him, and in the performance of the above delegated functions, the signature and approval should be as follows:

"By authority of the Secretary:

Director"

In the above cases, the Secretary shall be furnished copies of the approval or action taken by the approving authority, for purposes of review and post audit.

This Department Order modifies and/or amends Department Order No. 20-A, as amended.

No.	Signature	Initial
3	Secretary	
	Commissioner	
	Chief Highway Engr.	
	Head Executive Assistant	
2	Chief Adm. Officer	
	Adm. Officer V	
	Budget Officer V	
1	Personnel & Gen. Serv.	
4	Chief Records Section	

8-9-76

BALTAZAR AQUINO
Secretary