

REPUBLIC OF THE PHILIPPINES  
MINISTRY OF PUBLIC WORKS AND HIGHWAYS  
OFFICE OF THE MINISTER  
MANILA

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18 March 1983

1897  
MINISTRY ORDER )  
NO **22** )  
Series of 1983 )  
X - - - - -X

SUBJECT: Creation of the Suggestions  
and Incentive Awards Commit-  
tees in the Ministry of Public  
Works and Highways.

Pursuant to the provisions of Section 33, Article VIII of Presidential Decree No. 807, as implemented by Memorandum Circular No. 10, dated 8 September 1976 of the Civil Service Commission, Suggestions and Incentive Awards Committees are hereby created in the Ministry of Public Works and Highways, to be composed of the following officials:

CENTRAL OFFICE

|   |                    |
|---|--------------------|
| Assistant Minister for Administration   | - Chairman         |
| Chief, Legal Service  | - Member           |
| Bureau Director/Chief of Service/<br>Office (or authorized representative)<br>where the proposed awardee/beneficiary<br>belongs | - Member           |
| Ministry Personnel Officer  | - Member-Secretary |

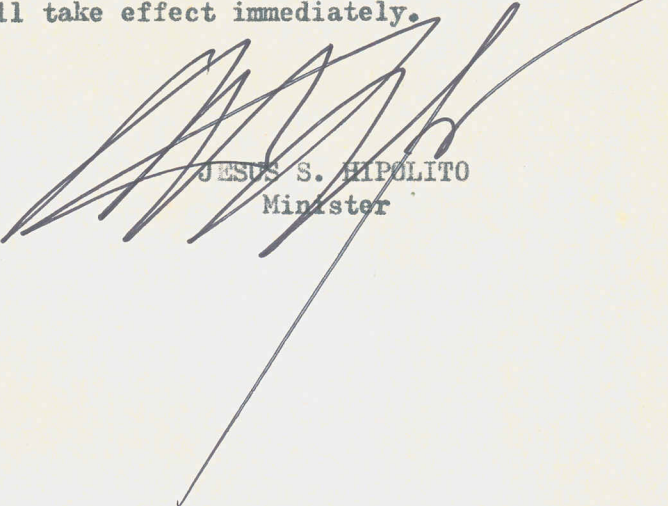
REGIONAL OFFICE

|   |                    |
|---|--------------------|
| Chief, Administrative Division  | - Chairman         |
| Senior Legal Officer  | - Member           |
| Division Chief/District/City/<br>Equipment Engineer (or authorized<br>representative) concerned | - Member           |
| Regional Personnel Officer  | - Member-Secretary |

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Within their respective jurisdiction, the Committees shall be responsible for the functions provided in the Rules, Regulations and Standards on Employee Suggestions and Incentive Awards established by the Civil Service Commission. The Committees shall also be responsible for the determination and selection of deserving employees for merit increase in accordance with the guidelines and standards prescribed under CSC MC No. I, series of 1981, and National Budget Circular No. 340 dated 27 February 1981, issued in implementation of Letter of Instructions No. 562, as amended by Letter of Instructions No. 1019.

This Administrative Order shall take effect immediately.



JESUS S. HIPOLITO  
Minister

ALE/lcr