



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
MANILA

MAY 02 2012

DEPARTMENT ORDER) **SUBJECT: RECONSTITUTION OF THE DPWH CENTRAL**
 No. 26) **OFFICE COMMITTEE ON OFFICE UNIFORMS**
 Series of 2012 5/03/12) **AND SOCIAL AFFAIRS**

To ensure continuity and timeliness in (1) the selection and procurement of office uniforms, and (2) the preparation for social affairs and activities in the Department, the Committee on Office Uniforms and Social Affairs is hereby created.

The Committee shall be responsible for the following tasks:

1. Undertake the selection and procurement of office uniforms
2. Planning and preparation for social affairs/activities of the Department
3. Oversee the implementation of these social events and activities
4. Coordinate with external agencies whenever necessary; and
5. See to it that the above activities are subject to approval of proper authorities.

Social affairs shall include cultural and sports events, anniversaries, Christmas, celebrations and other special events of the Department.

The Committee shall be composed of the following:

Chairperson	:	Undersecretary for Support Services
Vice Chairperson	:	Director, Administrative and Manpower Management Service
Members	:	Director, Comptrollership and Financial Management Service Director, Monitoring and Information Service Chief, Public Information Division Chief, Personnel Division Chief, Supply and Property Management Division President, DPWH Employees' Union
Additional members for Office Uniforms only	:	Assistant Regional Director Regional Administrative Officer

The ARD and the Regional AO shall come from different Regional Offices and shall be specifically designated by the Chairman every time the Committee will undertake selection and procurement of office uniforms.

The Technical Working Groups (TWGs) are also formed to provide assistance to the Committee composed of the following members:

a) For Office Uniforms

Team Leader	:	Chief, SPMD, AMMS
Asst. Team Leader	:	Asst. Head, TWG/Secretariat of BAC for Goods, Central Procurement Office
Members	:	Chief, Budget Division, CFMS Chief, Accounting Division, CFMS Chief, Customer Support Division, MIS Representative, DPWH Employees' Union

b) For Social Affairs

Team Leader	:	Chief, Facilities Maintenance Division, AMMS
Asst. Team Leader	:	Chief, Human Resource Training and Materials Development Division, AMMS
Members	:	Chief, Budget Division, CFMS Chief, Customer Support Division, MIS Representative, DPWH Employees' Union

The Chairperson may designate additional members for the two (2) TWGs on a case-to-case basis.

The issuance of this Order is intended to assign all related ad hoc functions to a single committee where most of the members shall be permanently designated.

This Order supersedes all previous issuances inconsistent herewith and shall take effect immediately.


ROGELIO L. SINGSON
Secretary

