



MINISTRY OF PUBLIC WORKS AND HIGHWAYS  
OFFICE OF THE MINISTER  
MANILA

May 3, 1982

MINISTRY ORDER  
NO. **32**  
Series of 1982)  
-x-x-x-x-x-x-x-

SUBJECT: Establishment of a Computer-Based  
MPWH Personnel Information System

To: All Assistant Ministers/Bureau Directors/Regional Directors/  
Service Chiefs/Project Managers/District/City Engineers  
This Ministry

In line with the government's objectives of promoting professionalism, merit and careerism in the public service and in support to the effort of realizing more systematized, economical and meaningful manpower planning and development programs for the Ministry, there is hereby established a computer-based MPWH Personnel Information System (PIS) of this Ministry.

1.0 Purpose

The MPWH Personnel Information System shall continually provide the necessary personnel data for responsive, effective personnel management and development in the Ministry. More specifically, the System aims to provide:

- 1.1 Sufficient up-to-date information for judicious decision-making on personnel selection, training, promotion, merit increase and other personnel actions;
- 1.2 Empirical data for more systematized manpower and career planning within the MPWH System; and
- 1.3 Statistical base for integrated personnel management and development efforts within the Ministry and to establish, through a personnel data bank, comparability and standardization of terms and information.

2.0 Scope

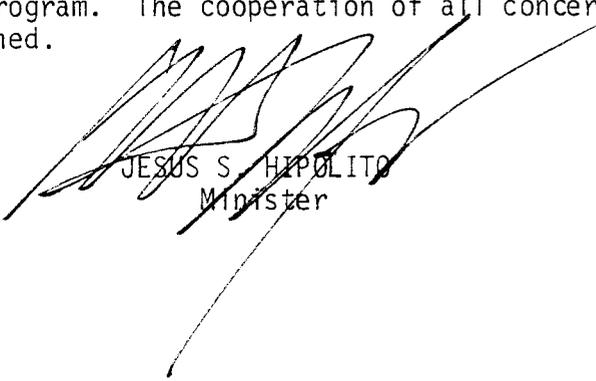
- 2.1 The MPWH-PIS shall apply to all personnel of the Ministry regardless of employment status, whether permanent, temporary, contractual or emergency/casual.
- 2.2 Initial data shall be as of June 30, 1982.
- 2.3 Personnel accessions into the MPWH after June 30, 1982 shall be required to accomplish PIS Form No. 001 within fifteen (15) days from the first day of service.

### 3.0 Responsibilities

- 3.1 The Personnel Division, Administrative Service of the Ministry Proper, the Personnel Sections in the Regional Offices and the Personnel Officers in the District Offices shall be responsible for distributing the forms and collecting them after accomplishment. Personnel Officers shall see to it that entries made are complete, accurate and up-to-date. All accomplished forms, together with an alphabetical listing of all employees who have actually accomplished the forms shall be submitted to the Manpower Development Service, Ministry Proper not later than July 30, 1982.
- 3.2 All employees actually in the service on June 30, 1982, regardless of employment status, whether permanent, temporary, contractual or emergency shall accomplish PIS Form No. 001. Employees of the former MPW who have previously accomplished PIS Form No. 001 shall only provide additional or updated data on the printed-out employee profile produced out of their stored information items.
- 3.3 All personnel employed after June 30, 1982 shall be required by the Personnel Officer concerned to accomplish the form which shall be transmitted to the Personnel Division, Administrative Services, Ministry Proper within thirty (30) days from the first day of actual service of the new employee.
- 3.4 The Infrastructure Computer Center of the Ministry shall be responsible for all software and hardware components of the program and, in coordination with the Manpower Development Service, for continuing improvement of the System
- 3.5 To maintain the information system, all concerned shall periodically furnish whatever necessary additional or updated data on Forms which shall be prescribed by the Ministry.
- 3.6 The Manpower Development Service shall be responsible for overall coordination and monitoring of this program.

### 4.0 Management Support

- 4.1 In view of the significance of this undertaking in contributing to the promotion of professionalism, merit and careerism in the MPWH System, all available management support shall be extended to the program. The cooperation of all concerned is likewise enjoined.

  
JESUS S. HIPOLITO  
Minister