



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

097. 13 DPWH  
06.01.2011

**MAY 30 2011**

DEPARTMENT ORDER )  
NO. **33** )  
Series of 2011 *06-01-11* )

**SUBJECT : POLICY ISSUANCE GUIDELINES**

To improve DPWH issuances, the following policies are hereby prescribed:

1. Department Orders shall, as far as possible, address changes to internal procedures in reference to laws, executive orders, administrative orders, and/or to update existing Department Orders;
2. Department Orders shall be subject to comprehensive Review and Impact Analysis prior to issuance;
3. Issuance procedures for Department Orders, Special Orders and Department Memorandum Circulars are fully described in the attached DPWH Issuance Policy Guidelines, Volume 1 of the Policies and Procedures Manual;
4. The Records Management Division (RMD) of the Administrative and Manpower Management Service (AMMS) shall be responsible for hardcopy filing, disseminating, and posting of issuances in the intranet and internet; and,
5. Heads of Services, Bureaus, Regional Offices, and PMOs and District Offices shall be responsible for the distribution/dissemination of issuances to their respective units.

This Order shall take effect immediately.

  
**ROGELIO L. SINGSON**  
Secretary



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**DPWH Policies and Procedures Manual  
Volume I - Guidelines on Policy Issuances**

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## **A. Introduction**

The Policy Issuances Guidelines describe the procedures for preparing Orders in the Department of Public Works and Highways (DPWH). This effort was started during NRIMP1 as part of the Policies and Procedures Business Improvement Implementation Project (BIIP). Its initial output is the issuance of Department Order No. 52 S 2005 standardizing the nomenclature of issuances in the Department as guide on what Orders should be properly used for each policy and procedure. These Guidelines form Volume I of the Policies and Procedures Manual. Volume II shall prescribe the guidelines for updating/consolidating existing issuances covering the bureaus and services in the Department.

Volume 1 documents the processes on how orders (Department Orders, Special Orders, Department Memorandum Circulars, Office Orders, and Memoranda) should be issued. Issuance of a new policy involves not only the proponent but also the whole Department as well through an Impact Analysis in order to avoid an overload of issuances that overlap or duplicate previously published ones.

## **B. Definition of Terms**

Department Order	This issues policies, rules, regulations, standards promulgated by the Office of the Secretary for implementation, compliance, and enforcement in all the offices of the Department and where applicable in the agencies attached to it. It is signed by the Secretary.
Department Memorandum Circular	This serves to implement all directives, policies and procedures promulgated by the Office of the President or other staff agencies such as the Department of Budget, Commission on Audit, Civil Service Commission and other offices. It is signed by the Undersecretary or Assistant Secretary for the Administrative Manpower and Management Service (AMMS).
Memorandum Order	This includes directives of a temporary character or of temporary interest to personnel or which concern matters internal to the Office of the Department Proper. It shall include orders addressed to a specific person or persons to call attention to the necessary implementation of particular orders, remind compliance with assignments previously made and other related actions as well as authority for local travel and for participation in training conducted by other offices or professional associations and other related matters. It is signed by the Secretary.

Office Order	This embodies policies, directives or standards for implementation by the personnel of the Department proper. It is signed by the Head of the Office concerned.
Policy	A definite course or method of action selected to guide and determine present and future decisions.
Procedure	A series of steps followed in a regular order.
Special Order	This is used to cover special assignment of personnel, including designation and re-assignment of Regional Directors, Assistant Regional Directors, District Engineers, Division Chiefs and Assistant District Engineers, members of task forces or <i>ad hoc</i> committees, representatives to other government bodies and other related matters. It is signed by the Secretary.

### **C. The Policy Issuance Process in DPWH**

Historically in the Department, issuances have often been piecemeal, for example covering only part of a business function. These have been unclear as to what their impact is or what is expected from individual offices and sometimes inconsistent with each other. Also, as issuances build up over time, it has become difficult to research and review which ones are still in effect, or which have been superseded by recent issuances.

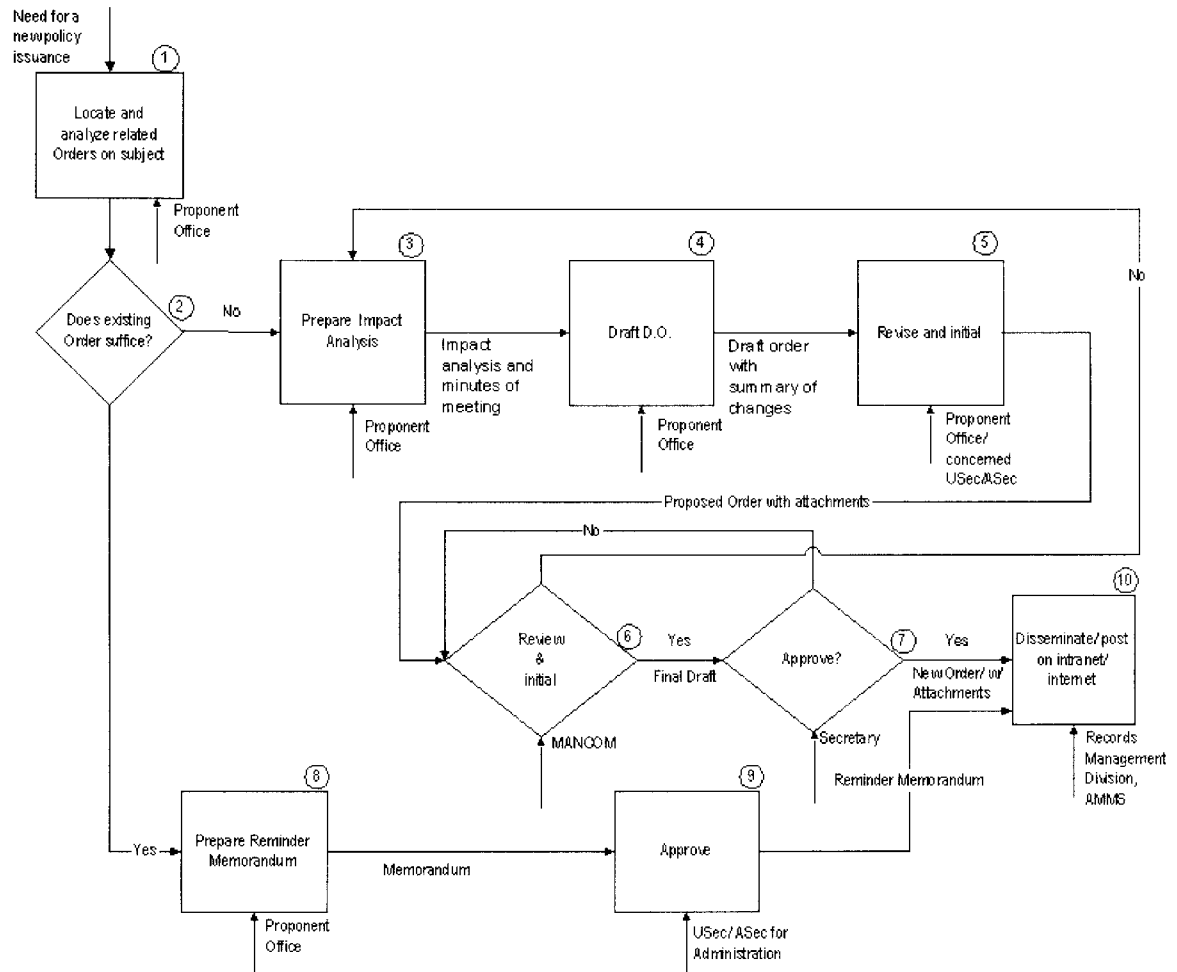
In the new process, as described in this manual, issuances should be:

- ☐ Comprehensive, i.e. cover an entire business function
- ☐ Accompanied by an Impact Analysis, e.g. impact to existing operations in terms of its nature and risk assessment, etc.
- ☐ Clear as to which existing issuances are superseded

In drafting a new issuance, the proponent shall prepare an Impact Analysis. The Impact Analysis Form (see attached Annex A) shall focus on issues and concerns that will result in a revised issuance. In addition, the proponent shall define its Category, i.e., Planning, Design, etc and relevant keywords. This shall be used by the Records Management Division (RMD), AMMS when posting the issuance in the DPWH intranet and internet.

## D. Creating Policies

### 1. Issue a Department Order



**Fig 1.0 Issue a DO workflow**

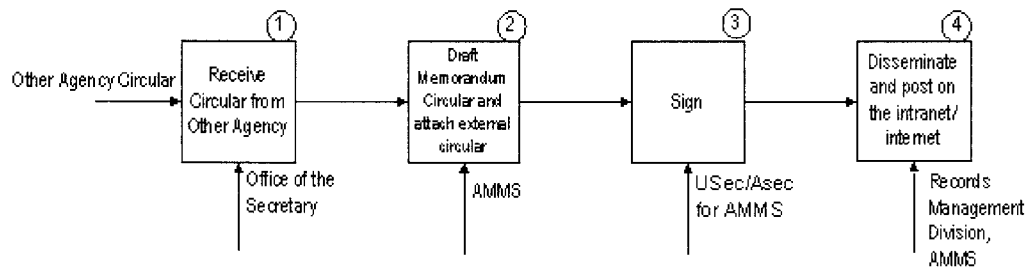
#### Steps: Issue a Department Order

1. *Locate and Analyze Related Issuances on Subject.* The need for a Department Order (DO) can be identified from anywhere in the Department. Wherever a need is identified or arises, the first step is for the proponent to locate and analyze related issuances on the subject. This can be done through the Department's Intranet/ Internet, or by making a request to the RMD, AMMS for copies of relevant Department Orders, Department Circulars etc.

2. *Does Existing Department Order Suffice?* If the proponent finds that the issue at hand is covered by existing department orders, issue a memorandum reminding compliance (go to step 8). Otherwise, go to step 3.
3. *Prepare Impact Analysis.* Department orders shall be comprehensive. Care shall be taken to ensure that they cover an entire business function and not only a small portion of a policy or procedure. When there is a need to revise a policy or procedure, the proponent office shall analyze the effect on existing policies and procedures. An Impact Analysis shall be carried out (e.g. impact to operations in terms of its nature and risk assessment, etc.) and shall outline any necessary internal control mechanism. The Impact Analysis Form given in Annex A shall be used for this purpose. A comprehensive new DO that covers the entire subject matter should result. All affected DOs shall be identified as "To Be Superseded". An Executive Summary or Aide Memoir to convey to the Management Committee the essence of changes that are being proposed shall be prepared.
4. *Draft D.O.* Draft DO along with the Summary of Changes, list of keywords for searching this DO and its document Category. Schedule a meeting with concerned stakeholders. Representatives of all offices that might be impacted by the change should be invited to the meeting. Regional and District Offices shall be represented. All recommended changes to the draft should be recorded in the minutes. The following should result from the meeting:
  - a. Draft Department Order
  - b. Impact Analysis Form
  - c. Minutes of meeting
  - d. List of proposed changes
  - e. Keywords to facilitate searching in the intranet and internet
  - f. List of issuances superseded by this DO
5. *Revise and Initial.* The proponent shall present to the concerned Assistant Secretary/ Undersecretary the adjusted DO with the documents resulting from the meeting. Depending on the extent of changes, further meetings may be held to finalize the DO. The proponent shall attach an electronic copy of the document (either on CD or floppy disk, or by e-mail) to facilitate storage and retrieval on the Department's intranet and internet. Go to step 6.
6. *Review and initial.* The MANCOM shall review and initial the proposed DO (from 5 above). Assuming favorable review, all documentation described in step 5 shall be sent to the Secretary for approval. Otherwise go back to Step 3.
7. *Approve/ Disapprove.* The Secretary shall review and approve the DO. Go to step 10. Otherwise go back to step 6.
8. *Prepare Reminder Memorandum.* If the existing DO is sufficient (see step 2 above) prepare a memorandum to remind compliance to existing DO.

9. *Approve.* Memoranda are signed by the concerned Undersecretary/ Assistant Secretary for Administration and therefore shall go through the formal approval process (step 9 and onwards).
10. *Disseminate.* The RMD, AMMS shall disseminate and post the approved issuance in the intranet and internet. All documentation as listed in step 5 above shall be forwarded to RMD, AMMS for filing.

## 2. Issue a Department Memorandum Circular



**Fig 2.0 Issue a DMC workflow**

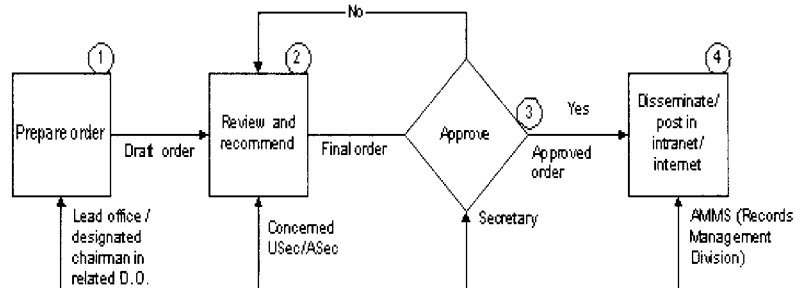
Steps: Issue a D.M.C.

1. *Receive Circular from Other Agency.* Circulars may be delivered from Other Agencies to the Office of the Secretary at any time. The Office of the Secretary shall manually log receipt of these Circulars, and forward it to AMMS. Note that the date of effectivity of the Circulars may be urgent, and it may be necessary to expedite review and implementation.
2. *Draft the Department Memorandum Circular (DMC).* The AMMS shall draft the DMC that implements a circular from another agency. The DMC shall explicitly reference the Circular of the external agency. Also, categories and keywords should be determined to facilitate searching of the DMC on the Department's intranet and internet.
3. *Sign.* The Undersecretary/ Assistant Secretary for AMMS shall sign the DMC.
4. *Disseminate.* The RMD, AMMS shall disseminate and post the approved DMC in the intranet and internet, and shall file the DMC.



### 3. Issue a Special Order

#### 3.a) SO naming members of a Committee or Task Force and its Technical Working Group created by a DO

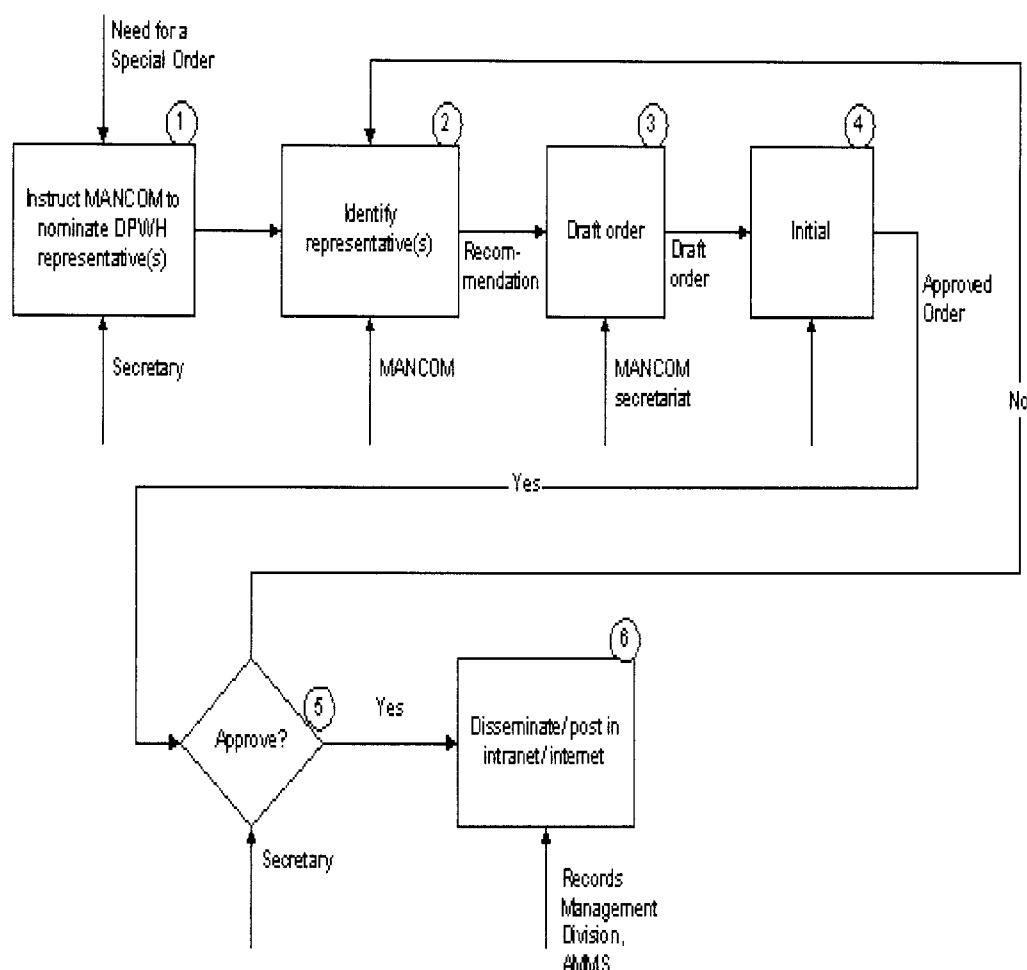


**Fig 3.a Issue a Special Order naming members or task force and its technical working group created by a DO workflow**

Steps: Issue a Special Order naming members of a committee or task force and its technical working group created by a DO

1. *Prepare order.* After receiving the approved DO creating the committee or task force, the lead office or the designated chairman shall prepare the draft special order (SO) naming the committee and TWG members. The TWG members shall correspond to the offices of the committee members, unless in non-office specific order.
2. *Review and recommend.* The concerned Undersecretary and/or the Assistant Secretary shall review the draft order and recommend it to the Secretary for approval.
3. *Approve?* The Secretary shall approve the SO if acceptable. Otherwise, go back to step 2, wherein the concerned USec/ASec shall review and revise accordingly. The corrected SO shall then follow the same steps until step 4.
4. *Disseminate.* The Office of the Secretary shall forward the approved SO to AMMS. The RMD, AMMS shall disseminate and post the approved SO in the intranet and internet, and shall file the SO.

### 3.b) SO for assignment of DPWH representative(s) to another government body



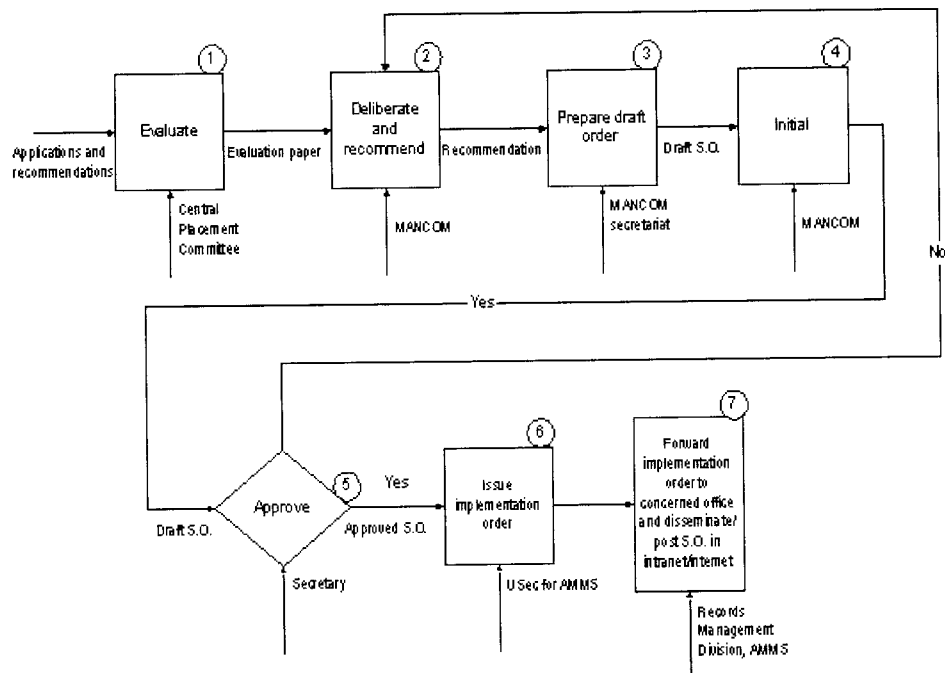
**Fig 3.b Issue a Special Order for assignment of DPWH representative(s) to another government body workflow**

Steps: Issue a SO for assignment of DPWH representative(s) to another government body

1. *Instruct MANCOM to nominate DPWH representative(s).* The Secretary shall instruct the MANCOM to nominate the DPWH representative/s to another government body.
2. *Identify representative(s).* The MANCOM shall identify the appropriate DPWH representative(s).

3. *Draft order.* The MANCOM Secretariat shall draft the SO and then forward it to MANCOM for initial.
4. *Initial.* The MANCOM shall initial the SO and forward it to the Secretary.
5. *Approve?* The Secretary shall approve the SO if found acceptable. Otherwise go back to step 2, wherein MANCOM shall review and revise accordingly. It shall then follow the same steps until step 6.
6. *Disseminate/post on the intranet/internet.* The Office of the Secretary shall forward the approved SO to AMMS. The RMD, AMMS shall disseminate and post the approved SO in the intranet and internet, and shall file the SO.

### 3.c) SO for designation/assignment/reassignment of Personnel to the Third Level, Division Chief and ADE Positions



**Fig 3.c Issue a Special Order for designation/ assignment/ reassignment of personnel to the third level, division chief, and ADE positions workflow**

Steps: Issue SO for designation/assignment/reassignment of personnel to the third level, division chief and ADE positions

1. *Evaluate.* The Central Placement Committee shall evaluate the applications submitted by the aspirant(s) and forward the evaluation paper to the MANCOM.

2. *Deliberate and recommend.* MANCOM shall deliberate from the list and recommend the most qualified for the position.
3. *Prepare draft order.* The MANCOM Secretariat shall prepare the draft SO for the recommended applicant and forward it to the MANCOM.
4. *Initial.* MANCOM shall initial the SO and forward it to the Secretary.
5. *Approve?* The Secretary shall approve the SO if acceptable. Otherwise return to step 2, wherein the MANCOM shall review and revise accordingly. The corrected SO shall then follow the same steps until step 7.
6. *Issue implementation paper.* The Undersecretary for AMMS shall issue the implementation order of the SO to the concerned office.
7. *Forward implementation paper to concerned office and disseminate/post SO on intranet/internet.* The RMD, AMMS shall forward the implementation order to the concerned office and disseminate and post the approved SO in the intranet and internet and shall file the implementation order and SO.

## **E. Annex – Policy Impact Analysis Form**



## Department of Public Works and Highways

### POLICY IMPACT ANALYSIS

*This analysis assists policy makers in assessing whether:*

- a) *the risk or value of the proposed policy is sufficient to warrant the dedication of resources needed to implement and maintain compliance with the proposed policy; and,*
- b) *the intended objective and goal will be accomplished more effectively and efficiently through this policy relative to other means.*

a) Proposed Title of Department Order (DO)
b) Rationale and Purpose of the proposed DO

c) Nature of proposed DO	new	modification	elimination
d) If new: State the related laws or executive or administrative orders that trigger the formulation of this policy.			
e) If modification: State the existing policies and the specific section to be modified.			
f) If elimination: State the existing policies to be eliminated.			

Risk Assessment				
g) Is there a law that requires the formulation, modification and elimination of this DO?	yes		no	
h) Does this DO help us implement the law?	yes		no	
i) In the absence of the proposed policy:				
• What is the likelihood that unwanted behavior will occur?	high	medium	low	
• What is the severity of financial consequences?	high	medium	low	
• What is the severity of consequences vis-à-vis gender, environment, social)	high	medium	low	
• What is the severity of health and safety consequences?	high	medium	low	
• What is the severity of management and operational consequences?	high	medium	low	
• What is the overall risk if this policy did not exist?	high	medium	low	
j) If answered high or medium to any of the above questions, please provide explanation supported with analysis such as shadow pricing, Pareto, SWOT, etc.				
k) Other factors driving the need for this policy (cite recent incidents that prompted the request for this proposed policy)				
l) Does the proposed policy (indicate Yes or No)				
a. Comply with related DPWH policies?	yes		no	
b. Comply with related Executive Orders/Administrative Orders?	yes		no	
c. Impact existing policies?	yes		no	
d. Impact other relevant areas/sectors?	yes		no	
m) Keywords:				
n) Category:				

Note: Please use additional sheet(s) if needed.