



07. 26. 2009

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

JUL 24 2006

DEPARTMENT ORDER

37

NO. _____
Series of 2006 *07-2-06*

**Subject: GUIDELINES ON LIAISON/
MESSENGERIAL WORK**

It has been observed that there are so many designated liaison officers in the Department and some of their claims for transportation expenses for messengerial work may be considered excessive. In view of this, and in order to promote prudent government spending, the following guidelines on liaison/messengerial work in the Central Office are hereby prescribed:

I. Designation of Liaison Officers

1. All existing authority to Liaison Officers in all Bureaus/Services/PMO's are hereby revoked.
2. Any new authority shall be recommended by the Director and duly approved by Assistant Secretary/Undersecretary concerned and shall be renewed annually.
3. Except for the Records Management Division, Administrative and Manpower Management Service (RMD-AMMS), which shall have a maximum of four (4) Liaison Officers, only one (1) Liaison Officer per Service, Bureau and Project Management Office (PMO) may be designated. As far as practicable, all offices within the Head Office (Bonifacio Drive, Port Area, Manila) shall utilize the Liaison Officers of the RMD-AMMS.

11. Manner of Delivery

4. Documents shall be sorted/classified in accordance with office/agency destination where delivery should be made twice a week only after the documents have been sorted/classified according to office/agency of destination except when the delivery is to be made to Land Bank, GSIS, Philhealth, Post Office, DBM, Courts, DND and World Bank wherein only one (1) Liaison Officer is allowed.

5. Documents shall be collated/sorted one day before delivery in order to save time and maximize mobilization cost.
6. The attached form indicating the documents delivered and received/stamped by the office concerned shall be used to serve as supporting document in the reimbursement of traveling expenses.
7. Maximize the use of other means of communication such as Fax, E-mail, rather than the personal delivery.
8. Liaison Officers for PMO's and Bureaus outside the Head Office who are assigned to follow-up documents/papers like salaries, wages, leaves and other benefits in the Head Office are limited to a maximum of two (2) trips to the Head Office per day (one in the morning and another in the afternoon).

III. Modes of Transportation

9. As a general rule, only ordinary public conveyance shall be used. The use of taxis, tricycle and chartered trips or special hires of Public Utility Vehicles (PUVs), garage cars, motor boats and other extraordinary means of transportation shall not be allowed unless justified by prevailing circumstances such as, but not limited to, carrying large amount of cash, bulky equipment or important documents that cannot be transported through ordinary mode of transportation. Any claim for reimbursement for modes of transportation other than ordinary public conveyance shall be accompanied by a written justification approved by the Head of office before it can be processed.
10. Where government vehicles are used in the delivery of voluminous documents, the liaison officer is not entitled to transportation allowance.
11. The amount of transportation expense shall be the actual fare at the prevailing rates of the authorized transportation from the permanent station to the destination and back but not to exceed P2, 000/month.

HERMOGENES E. ERDANE JR.
Acting Secretary



WIN6L00780



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
Port Area, Manila

PERSONNEL LOCATOR SLIP

Name of Employee : _____
Position : _____
Destination : _____
Date : _____
Time : _____
Purpose : _____

Employee's Signature