



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

097.13 DPHH  
 06-14 2012

JUN 13 2012

DEPARTMENT ORDER )  
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 No. 39 )  
 Series of 2012 06-14-12 )

SUBJECT : **AMENDMENTS TO THE EXISTING DEPARTMENT ISSUANCES ON THE CREATION, COMPOSITION AND FUNCTIONS/POWERS OF THE COMPLAINTS, VALIDATION AND INVESTIGATION COMMITTEE (CVIC) AND ITS TECHNICAL WORKING GROUP (TWG)**

In the exigency of the service and to strengthen the investigative arm of the Department in accordance with paragraphs 4 and 5 of Section 7, Chapter 2, Book IV of Executive Order No. 292, Administrative Code of 1987, on the powers and functions of the Secretary, the CVIC and its TWG are hereby reconstituted, as follows:

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|-------------------|---|---|
| Chairperson       | : | Undersecretary for Support Services   |
| Vice Chairpersons | : | Assistant Secretary for Support Services<br>Assistant Secretary for Operations concerned  |
| Members           | : | Director, Legal Service<br>Director, Internal Audit Service<br>Director, Administrative and Manpower Management Service<br>Assistant Director, Bureau of Construction<br>Assistant Director, Bureau of Research and Standards<br>Head, Central Procurement Office |

The Committee shall perform the following functions:

1. To act on complaints referred by the Secretary in his capacity as the disciplining authority;
2. To prescribe a procedure on the conduct of the validation and investigation in accordance with the Revised Rules on Administrative Cases in the Civil Service (RRACCS);
3. To categorize and assign complaints to the TWG for validation and investigation;
4. To recommend to the Secretary the appropriate action/s to be taken on a particular complaints after investigation and recommendation of the TWG, and after evaluation thereof and deliberation by the Committee;
5. To issue Subpoena Duces Tecum and Subpoena Ad Testificandum;
6. To update the Secretary on a monthly basis on the status of the complaints received by the Committee; and
7. To create a TWG-Secretariat and designate the members thereof.

The TWG shall assist the Committee and shall perform the following functions:


1. To provide legal, administrative and technical support to the Committee;
2. To conduct validation and investigation of the complaints in accordance with the RRACCS;
3. To have custody and safekeeping of all documents submitted to the CVIC; and

4. To perform such other duties as may be assigned by the Committee.

The CVIC will utilize the room at the ground floor of the Annex Building which was previously occupied by the Philippine National Bank.

This issuance shall take effect immediately and supersedes the following:

1. S.O. No. 179, Series of 2011, Replacement of Specific Personnel as Members of the DPWH Technical Working Group for Complaint Validation and Investigation Committee (CVIC)
2. S.O. No. 133, Series of 2011, Replacement of Ms. Luz M. de la Rosa with Ms. Marlyn C. Aquino as Member of the Technical Working Group (TWG) for CVIC
3. S.O. No. 125, Series of 2011, Designation of Director Judy F. Sese as Member of the CVIC
4. S.O. No. 19, Series of 2011, Assignment, in their respective concurrent capacity of Atty. Benasir Benaning and Atty. Eduardo Olaveria, as members of the CVIC
5. S.O. No. 15, Series of 2011, Assignment, in concurrent capacity, of various Legal Officers from the DPWH Central Office to augment the TWG of the CVIC
6. S.O. No. 14, Series of 2011, Designation of Engr. Virgilio Arpafo as CVIC's Monitoring Lead in providing primary information to the Committee Chairman and its Members of the status of complaints and/or investigation reports received by and submitted to the Department
7. S.O. No. 13-A, Series of 2011, Further Amending the Personnel Composition of the CVIC and its TWG
8. S.O. No. 13, Series of 2011, Amendment to special Order No. 257, Series of 2010 on the Personnel Composition of the CVIC and its TWG
9. S.O. No. 257, Series of 2010, Creation of an Ad Hoc Committee and a TWG solely dedicated to receive the numerous complaints and/or results of investigation, inspection, and/or audit received by the DPWH

  
**ROGELIO L. SINGSON**  
Secretary



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