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

JAN 3 1 2002

DEPARTMENT ORDER)

No. 41)

Series of 2002 / 1-31-02)

SUBJECT: **ASSIGNMENT OF PERMANENT EMPLOYEE IDENTIFICATION NUMBER**

In line with the on-going institutional reforms in the DPWH, each employee of the Department shall be given a permanent identification number for use in all computer system applications, in accordance with the provisions of this Order.

The Employee Identification Number, formulated by the DPWH Data Administration Steering Committee (DASC), shall be assigned to all personnel of the Department, regardless of appointment status, by the Personnel Division of the Administrative and Manpower Management Service (AMMS), and the Personnel Sections of the Regional Offices using the following numbering scheme:

YYA9999, wherein:

YY	-	first year of DPWH service
A	-	office where the employee ID number was assigned
9999	-	running number

In the establishment of the initial database however, the following activities shall be done by the offices indicated:

A. <u>Personnel Section of the Regional Office</u>:

1. Prepare the list of personnel from the Regional Office and District Offices, with their corresponding Employee ID Number; and
2. Submit the list containing the names of the Regional Director, Assistant Regional Directors, Regional Equipment Engineer, District Engineers, and Assistant District Engineers with corresponding Employee ID Number, and the diskette (if available) to the Chief, Personnel Division, AMMS.

B. <u>Administrative Officers of the Project Management Offices (PMOs) whose payroll is not generated by the Monitoring and Information Service (MIS)</u>:

1. Prepare the list of personnel; and
2. Submit the list to the Chief, Personnel Division, AMMS.

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C. Personnel Division, AMMS:

1. Assign Employee ID Number of the personnel from the said PMOs; and
2. Encode the Employee ID Numbers of the Regional Directors, Assistant Regional Directors, Regional Equipment Engineers, District Engineers, Assistant District Engineers, and personnel from the PMOs into the Personnel Information System (PIS).

D. MIS:

1. Generate Employee ID Number of the Central Office personnel (regular, contractual and daily) using the payroll database;
2. Submit the list to the Personnel Division, AMMS; and
3. Provide a copy of the list to the Human Resource Training and Materials Development Division, AMMS.

This Order takes effect immediately.

SIMEON A. DATUMANONG
Secretary

ATTACHMENT:

The equivalent codes to be used in representing A (Region/Central Office Code) are shown in the following Table:

Region	Code
NCR	A
CAR	B
Region I	C
Region II	D
Region III	E
Region IV-A	F
Region IV-B	G
Region V	H
Region VI	I
Region VII	J
Region VIII	K
Region IX	L
Region X	M
Region XI	N
Region XII	O
Region XIII	P
Central Office Including PMOs	Z