



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

077.13 DPWH
28-02-2005
MAR 01 2005

DEPARTMENT ORDER

NO.

52

Series of 2005

SUBJECT : Standardized Nomenclature of
DPWH Administrative Issuances

For the guidance of all concerned, the standardized nomenclature for all administrative issuances of this Department, are as follows:

- **DEPARTMENT ORDER.** This shall be issued to cover policies, rules, regulations, and standards promulgated by the Secretary for implementation, compliance, and enforcement in all the offices of the Department and where applicable in the agencies attached to it. The Secretary shall sign a Department Order.
- **SPECIAL ORDER.** This shall be issued to cover designation, reassignment or special assignment of personnel either occupying or being designated to the positions of Division Chief, Assistant District Engineer and up; and the creation of task forces or ad hoc committees or other bodies. The Secretary shall sign a Special Order.
- **OFFICE ORDER.** This shall embody policies, directives or standards for implementation by the personnel of a specific office (Bureau/Service/Region/PMO). The Head of the Office concerned may sign an Office Order.
- **DEPARTMENT MEMORANDUM CIRCULAR.** This shall serve to implement all directives, policies and procedures promulgated by the Office of the President/central staff agencies, such as: the Department of Budget, Commission on Audit, Civil Service Commission and other Offices. It is signed by the Secretary or the Undersecretary/Assistant Secretary for Administrative and Manpower Management Service (AMMS).
- **DEPARTMENT CIRCULAR.** This issuance shall serve to disseminate, for general information, all directives, policies and procedures emanating from the Office of the President/central staff agencies, such as: the Department of Budget and Management, Commission on Audit, Civil Service Commission and other Offices. It is signed by the Undersecretary/Assistant Secretary for AMMS.

Henceforth, all administrative issuances shall, before the signature of the Secretary or the Undersecretary concerned, be coursed through the Assistant Secretary concerned for review and/or initial.

In preparation for the implementation of the Document Management System, whereby copies of issuances may be viewed through and downloaded from the DPWH Intranet, all personnel tasked to draft these issuances (except Office Orders issued in the Regional Offices) shall give a soft (diskette) copy of the signed version to the Records Management Division, AMMS.

This ORDER takes effect immediately and shall amend or revoke any previous issuances to the contrary.



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HERMOGENESE E. EBOANE JR.
Acting Secretary