



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

897. 13 DPWH  
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DEPARTMENT ORDER )

No. **107** )  
Series of 2014 )

**SUBJECT : GUIDELINES ON THE WEARING OF  
EMPLOYEE IDENTIFICATION (I.D.)  
CARDS**

In the interest of the service and in order to ensure uniformity and consistency in the wearing of employee identification (I.D.) cards, the guidelines under D.O. No. 243, s. 1999, are hereby amended and the following guidelines shall be strictly followed:

**1. DISTRIBUTION**

- 1.1 The Human Resource Management Division (HRMD), Human Resource and Administrative Service (HRAS), shall be responsible for the distribution of the prescribed employee identification (I.D.) cards in different DPWH offices, including field offices. The I.D. cards shall have running numbers for control purposes.
- 1.2 For Central Office personnel, the Employee Number shall be the same one used in the integrated payroll system.
- 1.3 The field offices shall have their own system of assigning employee numbers.

**II. AUTHORIZED SIGNATORIES**

On the space provided for "Head of Office" on the I.D. cards, the following are authorized to sign for employees under their respective jurisdiction:

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|--|--|
| 2.1 Secretary                                  | - Presidential appointees, UPMO Cluster Heads, members of his immediate staff  |
| 2.2 Undersecretaries/<br>Assistant Secretaries | - Members of their immediate staff   |
| 2.3 Regional Directors                         | - District Engineers, Asst. District Engineers, Division Chiefs, Section Chiefs in the Regional Offices and equivalent ranks, and members of their immediate staff |
| 2.4 Bureau/Service<br>Directors                | - Division/Section Chiefs and equivalent ranks under their supervision, and members of their immediate staff   |
| 2.5 UPMO Cluster Heads/<br>District Engineers  | - All employees under their supervision  |
| 2.6 Division Chiefs                            | - All employees below the rank of Section Chief under their supervision  |

**3. OTHER I.D. CARDS**

In lieu of the employee I.D. cards, the following shall be provided for security reasons:

### 3.1 Temporary I.D. Cards

- These shall be issued to employees on a job-order basis and non-DPWH employees who work within DPWH premises on a regular basis or for a specific period, e.g., personnel/employees of Ombudsman, CSC and COA Field Offices, and canteen concessionaires and photocopier rental services.
- The Central Office (including Services, Bureaus and UPMO) and the Regional Offices (including District Engineering Offices) shall prepare their respective Temporary I.D. cards.

### 3.2 Visitor's I.D. Cards

- These shall be issued by guards at DPWH entrances to visitors upon their entry to DPWH offices and upon temporary surrender of a valid I.D. (e.g., passport, driver's license, and student I.D.).
- The Facilities Maintenance Division, HRAS, shall be responsible for the preparation and issuance of these I.D. cards in the Central Office.

## 4. WEARING

- 4.1 I.D. cards shall be worn at all times during office hours as long as one is within the DPWH Office premises.
- 4.2 The authorized signatories, especially the Division Chiefs/District Engineers/UPMO Cluster Heads, shall be responsible for monitoring the compliance of employees under their jurisdiction with this Order.
- 4.3 The Security Guards assigned at the main gates and/or entrances of the various DPWH compound/office buildings are hereby directed to monitor the wearing of I.D. cards. They shall report employees not wearing their I.D.s to the Head of Office concerned who shall take appropriate disciplinary action in accordance with existing rules and regulations.

## 5. REPLACEMENT AND SURRENDER

- 5.1 An employee who is promoted to a higher position or transferred to another DPWH Office shall request for another I.D. card, upon surrender of his old I.D. card.
- 5.2 In case an employee loses his I.D. card, he shall execute an "Affidavit of Loss" before it can be replaced with a new one with a corresponding amount. For security reason and risk management, only the HRMD, HRAS is authorized to issue I.D. cards. Employees in other organizational units are prohibited from transacting with other employees for the issuances of I.D. cards.
- 5.3 If an employee retires or resigns, he shall surrender his I.D. to the Head of Office who will, in turn, submit it to the HRMD, HRAS (for Central Office employees) or HRM Section (for employees in the Regional/Field Offices). The I.D. card of the former incumbent must be surrendered before a position vacated through retirement or resignation can be filled.

This Order which supersedes D.O. No. 243, s. 1999 and all other issuances inconsistent herewith, shall take effect immediately.

  
**ROGELIO L. SINGSON**  
Secretary

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