



**STANDARD SPECIFICATION MATRIX GUIDE OF OFFICE FURNITURES  
TO BE IMPLEMENTED IN THE DPWH, AS PER ISO STANDARD REQUIREMENTS**

STANDARD CLASSIFICATION OF OFFICE TABLES						OFFICE CHAIRS		
NO.	OFFICE TABLE TYPE	STANDARD SIZES in millimeter (LxWxH)	MAKE	COLOR	PEDESTAL	CODE	TYPE	DESCRIPTION
①	Senior Executive Table	1800 x 760 x 760	Wood or Metal	Mahogany Varnish	Double with side table	Ⓐ	Senior Executive Chair	Senior executive chair high back with tilting and reclining backrest, gaslifts swivel base and leather finish, color: black.
②	Junior Executive Table	1600 x 760 x 760	Wood or Metal	Mahogany Varnish	Double	Ⓑ	Junior Executive Chair	Junior executive chair high back with tilting and reclining backrest, gaslifts swivel base and leather finish, color: black.
③	Clerical Table	1200 x 600 x 760	Wood or Metal	Mahogany or Cream	Double or Single or mobile pedestal	Ⓒ	Clerical Chair	Clerical ergonomic chair, gaslifts and swivel type base with arm rest textile or leather finish.
④	Computer Table	1200 x 600 x 760	Wood or Metal	Mahogany or Cream	Single	Ⓓ	Computer Chair	Computer ergonomic chair, gaslifts and swivel type base with arm rest textile or leather finish.
⑤	Side Table Single	1200 x 600 x 760	Wood or Metal	Mahogany Varnish			SRA/Reception Sofa	3-seater cushion sofa with two single cushion chair.
⑥	Conference Table	any size min. 6 person	Wood or Metal Collapsible	Mahogany Top	Detachable Legs	Ⓔ	Conference Chair	same as Senior or Junior Executive Chair.
<b>CUBICLE OR ELECTRONIC WORK STATION (WORKTOP)</b>								
<b>DESCRIPTION</b>		<b>STANDARD</b>		<b>MATERIAL/SPECS</b>		<b>OFFICE INTERIOR/CONSIDERATIONS:</b>		
Cubicle/Workstation made of assembled panels design ergonomically using less maintenance materials and requires built-in wiring connectivity installation.		Minimum of 1.8sq.m. space for each staff including worktop pending on the no. of staff pattern that will allow efficient functions and mobility. (see attached detailed Drawing)		Combination of wood/glass/high plastic no textile color depending of their choice or impose by the Department to Office Identification with the approval of the proper ISO Unit.		All office furnitures to be purchased must comply with the above standard specification matric guide. Approved lay-out/plans sholud be provided for workstation to be installed. Electrical lay-out connections must be embedded and properly installed and extension cord is prohibited.		

**BUILT-IN AND MOVABLE CABINETS**

CODE	TYPE	STANDARD SIZES	PANEL COLOR	MATERIAL/SPECS	FILE ARRANGEMENT
7	Open shelves fit for standard prescribe folder Wood or metal cabinets	Size vary as volume of files to be stored. (see attached plan)		Plywood solid wood with wooden shelves/slotted or metal rack with G.I. plate shelving, detachable.	Arrange sideways facing backward, logo and label can be seen
8	Cabinets with clear glass cover fit for standard prescribed folder	Size vary as volume of files to be stored (see attached plan)		Plywood/solid wood with clear glass cover 6m, powder paint finish	Arrange sideways facing backward, with logo and label and transparent.
<b>PANTRY</b>					
	TYPE	STANDARD SIZES		MATERIAL/SPECS	CONSIDERATIONS
9	Rectangular type Square type	Near rest room, no area standard sizes required		Concrete or wood partition wash area is an option, with approved piping connection	Convenience outlet for appliances, exhaust fan & light cooking appliances.

PREPARED BY:

**ERNESTO B. LUMBERA**  
Draftsman II

CHECKED BY:

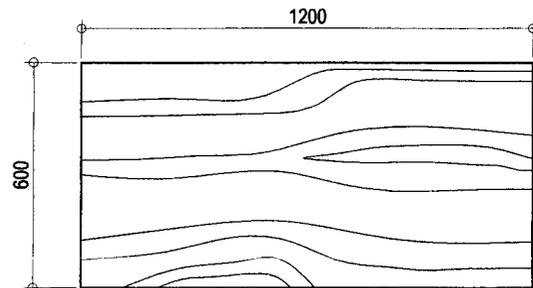
**GEORGE F. FAJILAN**  
Engineer IV

SUBMITTED BY:

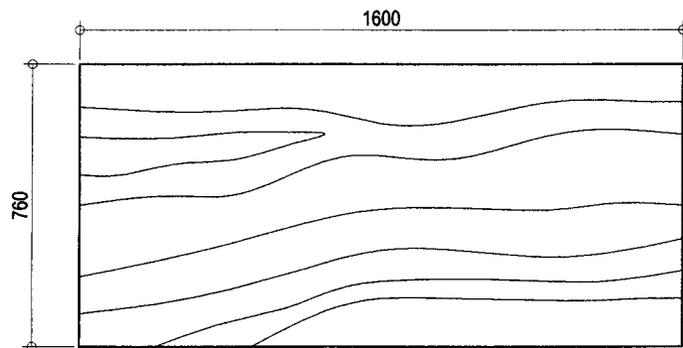
**LUISITO S. DELA ROSA**  
Chief, Facilities Maint. Division

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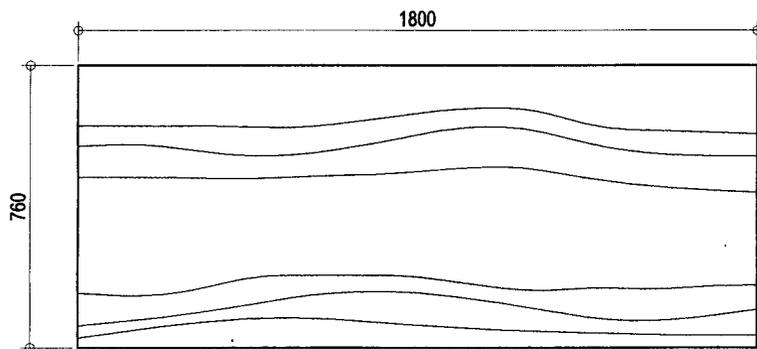
**ANGELA B. ABIQUI, DPA**  
Director, HRAS



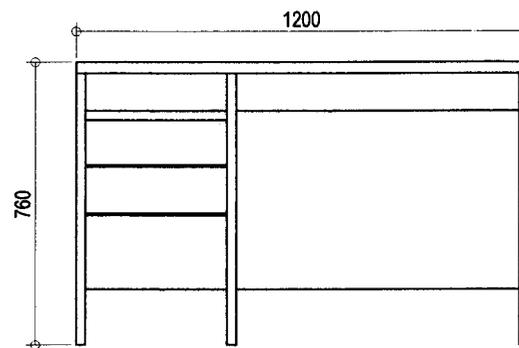
CLERICAL TABLE



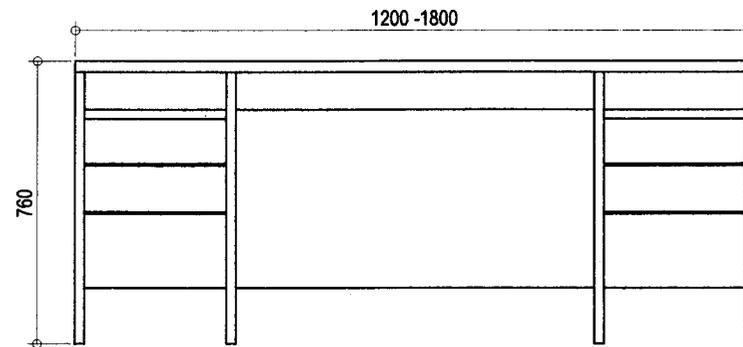
JR. EXECUTIVE TABLE



SR. EXECUTIVE TABLE



FRONT VIEW OF SINGLE PEDESTAL TABLE  
SCALE: 1:20M



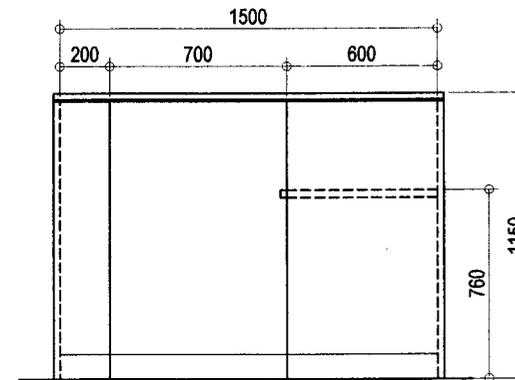
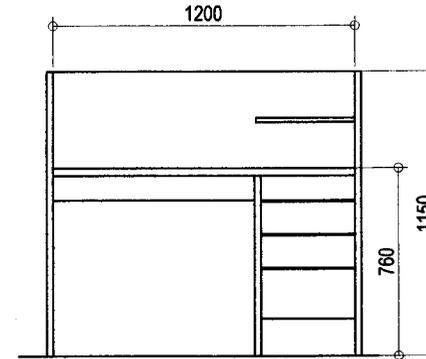
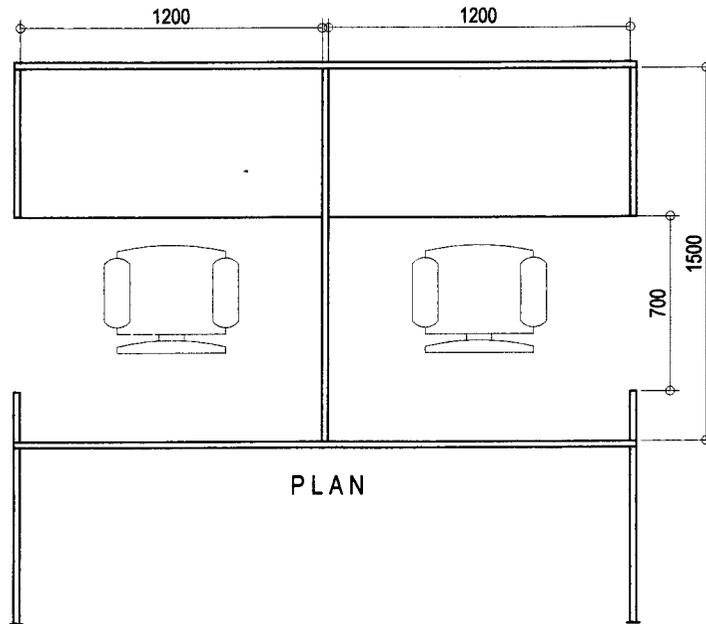
FRONT VIEW OF DOUBLE PEDESTAL TABLE  
SCALE: 1:20M

PLAN OF OFFICE TABLE (STANDARD)  
SCALE: 1:20M

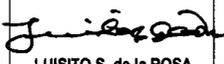
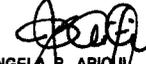
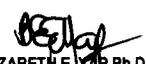
 DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS HUMAN RESOURCE AND ADMINISTRATIVE SERVICE FACILITIES MAINTENANCE DIVISION BONIFACIO DRIVE PORT AREA, MANILA	PROJECT AND LOCATION:	DRAWN BY:	REVIEWED BY:	SUBMITTED BY:	RECOMMENDING APPROVAL:	APPROVED BY:	SHEET NO. 
	STANDARD SIZES OF OFFICE TABLE	ERNESTO B. LUMBERA ENGINEERING ASSISTANT	LUISITO S. de la ROSA CHIEF FACILITIES MAINTENANCE DIV.	ANGELA B. ABIQUY DIRECTOR IV HUMAN RESOURCE & ADMINISTRATIVE SERVICES	B. ELIZABETH E. YAP, Ph.D. CESO III OFFICER-IN-CHARGE OFFICE of the ASST. SECRETARY for SUPPORT SERVICES	ARDELIZA R. MEDENILLA, MNSA, CESO II OFFICER-IN-CHARGE OFFICE of the UNDERSECRETARY for SUPPORT SERVICES	

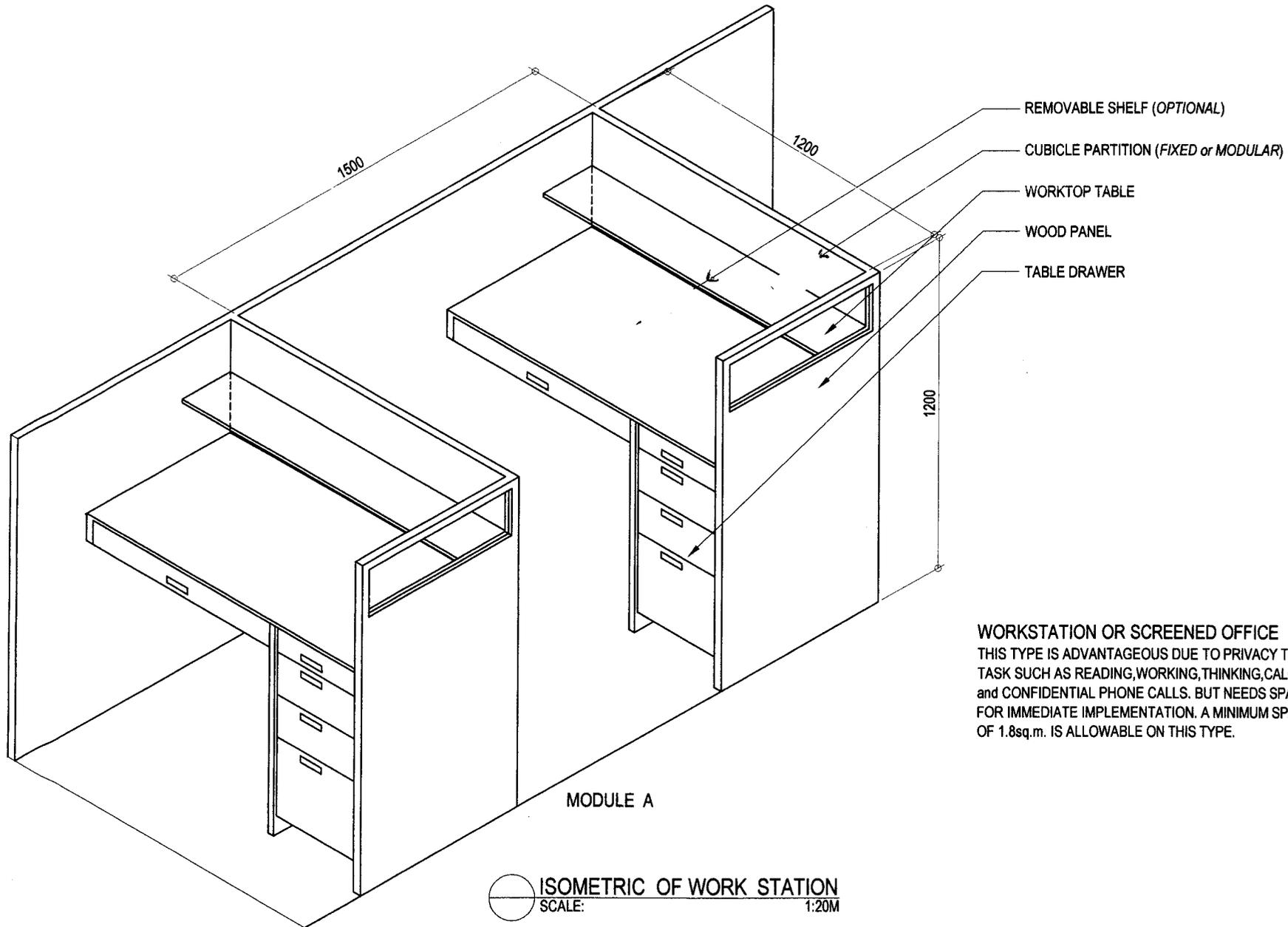
CHOOSING A WORKSTATION OR SCREENED OFFICE IS AN OPTION, DEPENDING ON THE USERS TASK THAT REQUIRES PRIVACY SAMPLE DRAWING AS SHOWN IS FOR MINIMUM SINGLE CUBICLE ONLY WICH AN AREA OF 1.8sq.mts. DESIGN VARIES ACCORDING TO THE END USERS OFFICE REQUIREMENT. IT EITHER CLIP TILE SYSTEM OR SIMPLY MADE OF FIXED TYPE PARTITION.

LIKELIKE, WORKSTATION PLANS MUST BE PLANNED AND APPROVED INCLUDING ELECTRICAL. AVOID EXTENSION CORD AND OCTOPUS CONNECTIONS IT MUST BE CONFORM TO ISO. FOR INFORMATION AND GUIDANCE.



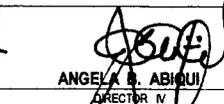
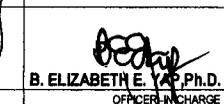
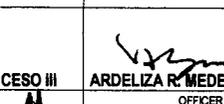
WORK STATION LAYOUT  
SCALE: 1:30M

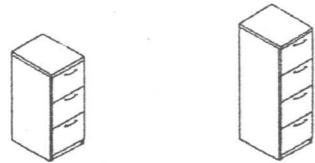
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS	PROJECT AND LOCATION:	DRAWN BY:	REVIEWED BY:	SUBMITTED BY:	RECOMMENDING APPROVAL:	APPROVED BY:	SHEET NO.
 HUMAN RESOURCE AND ADMINISTRATIVE SERVICE FACILITIES MAINTENANCE DIVISION BONIFACIO DRIVE PORT AREA, MANILA	<b>PLAN OF OFFICE WORK STATION</b>	 <b>ERNESTO B. LUMBERA</b> ENGINEERING ASSISTANT	 <b>LUISITO S. de la ROSA</b> CHIEF FACILITIES MAINTENANCE DIV.	 <b>ANGELA B. ABICUJ</b> DIRECTOR IV HUMAN RESOURCE & ADMINISTRATIVE SERVICES	 <b>B. ELIZABETH E. YAP, Ph.D. CESO III</b> OFFICER-IN-CHARGE OFFICE of the ASST. SECRETARY for SUPPORT SERVICES	 <b>ARDELIZA R. MEDENILLA, MNSA, CESO II</b> OFFICER-IN-CHARGE OFFICE of the UNDERSECRETARY for SUPPORT SERVICES	 2 / 3



**WORKSTATION OR SCREENED OFFICE**  
 THIS TYPE IS ADVANTAGEOUS DUE TO PRIVACY THAT REQUIRES TASK SUCH AS READING, WORKING, THINKING, CALCULATING, and CONFIDENTIAL PHONE CALLS. BUT NEEDS SPACE PLANNING FOR IMMEDIATE IMPLEMENTATION. A MINIMUM SPACE AREA OF 1.8sq.m. IS ALLOWABLE ON THIS TYPE.

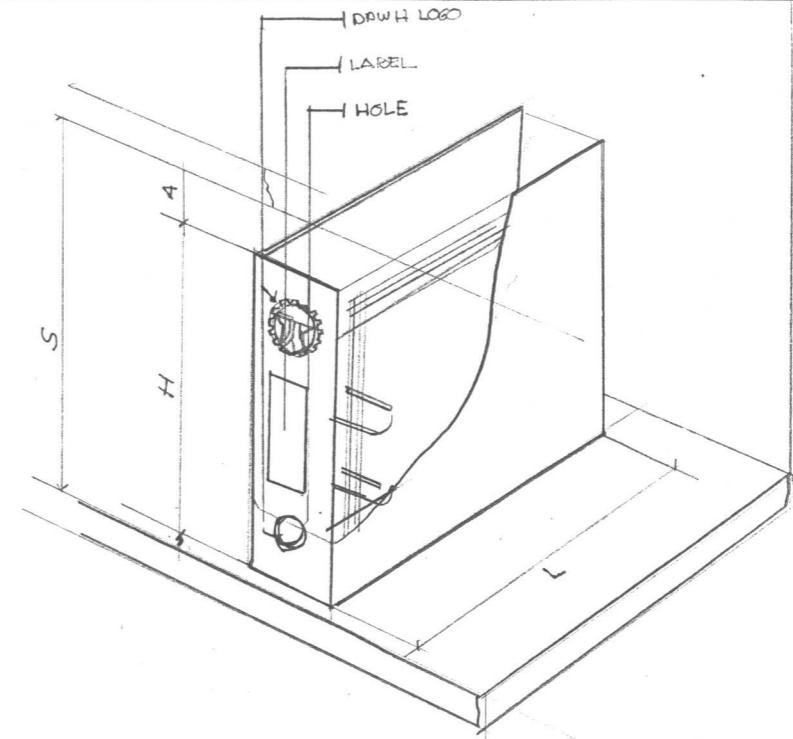
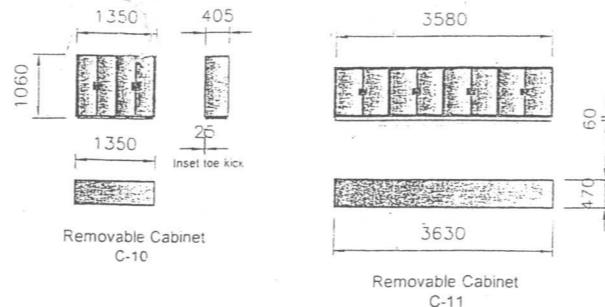
ISOMETRIC OF WORK STATION  
 SCALE: 1:20M

 DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS HUMAN RESOURCE AND ADMINISTRATIVE SERVICE FACILITIES MAINTENANCE DIVISION BONIFACIO DRIVE PORT AREA, MANILA	PROJECT AND LOCATION:	DRAWN BY:	REVIEWED BY:	SUBMITTED BY:	RECOMMENDING APPROVAL:	APPROVED BY:	SHEET NO.
	ISOMETRIC OF OFFICE WORK STATION	 ERNESTO B. LUMBERA ENGINEERING ASSISTANT	 LUISITO S. de la ROSA CHIEF FACILITIES MAINTENANCE DIV.	 ANGELA S. ABQUI DIRECTOR IV HUMAN RESOURCE & ADMINISTRATIVE SERVICES	 B. ELIZABETH E. YAP, Ph.D. CESO III OFFICER-IN-CHARGE OFFICE of the ASST. SECRETARY for SUPPORT SERVICES	 ARDELIZA R. MEDENILLA, MNSA, CESO II OFFICER-IN-CHARGE OFFICE of the UNDERSECRETARY for SUPPORT SERVICES	



**WN-3DC**  
3 Drawer Vertical Cabinet  
L410 x W525 x H1015

**WN-4DC**  
4 Drawer Vertical Cabinet  
L410 x W525 x H1315

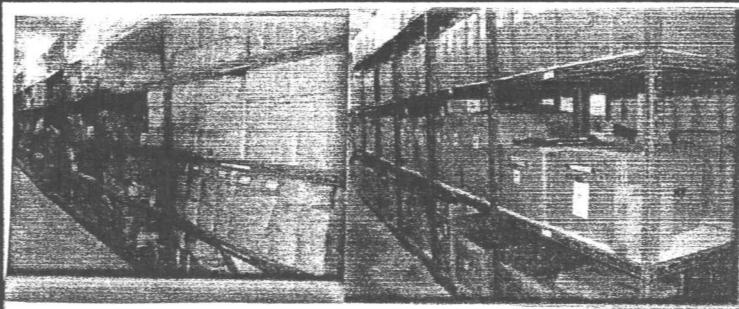
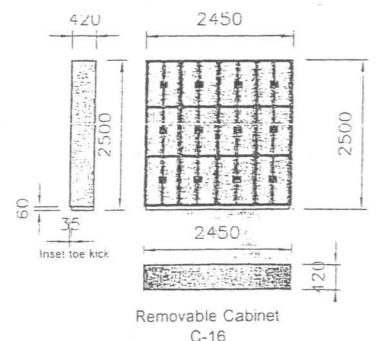


MOVABLE METAL CABINET: EXISTING STEEL CABINETS STILL OF USE IF ITS STILL IN GOOD CONDITION, BUT TO TRANSPARENCY OF RECORDS NEED THE LIMITATION OF UNITS, AND REPLACEMENT OF SAME TYPE SHOULD BE AVOIDED.

HANGING WOODEN CABINETS: THIS TYPE IS TO BE CONSIDERED DUE TO OFFICE LIMITATION OF SPACE AND OVERHEAD IS AN OPTION, BUT STILL A GLASS COVER AND SHELVING STANDARD (FOR ISO FILES) W/C ALLOWED A DURABLE INSTALLATION IS NEEDED IF ITS PLACED ON CONCRETE WALLS.

**1 MOVABLE VERTICAL CABINET**

**2 HANGING / WALL HUNG CABINET**



SKETCH OF VIEW OF FOLDERS TO BE USED IN CABINETS

MOVABLE FLOOR MOUNTED CABINETS: DESIGN OF THIS TYPE CAN BE ACCESSIBLE ANYWHERE, ANY LENGTH, EXCEPT CEILING HEIGHT, EXCLUSIVELY FOR RECORDS FILING PURPOSE. DOORS STILL AN OPTION.

SLOTTED STEEL RACK: THIS HIGHLY RECOMMENDED STORAGE, IS USEFUL FOR OFFICES WITH ENCLOSED STORAGE AND STOCKROOM, EVEN OPEN SPACES. ITS ADJUSTABLE, COLLAPSIBLE IN MOVING AND TRANSPORTING IF ITS NECESSARY.

**3 CABINETS WITH BASEBOARD**

**4 ADJUSTABLE STEEL RACK**

**OFFICE PRESCRIBED FOLDERS / SHELVING**

CODE	DESCRIPTION	SIZE	CLEARANCE (A)	SHELVING SPACE
A	CUSTOMIZED A4 SIZE BINDER (ISO)	H - 32 cm	2"	35 cm
B	CUSTOMIZED LEGAL SIZE BINDER (ISO)	H - 35 cm	2"	40 cm
C	EXISTING FOLDERS		2"	

**OFFICE STANDARD TYPE OF CABINETS & OPEN SHELVES**

<p>REPUBLIC OF THE PHILIPPINES DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS ADMINISTRATIVE AND MANPOWER MGT. SERVICE FACILITIES MAINTENANCE DIVISION</p>	PROJECT LOCATION	DRAWN BY:	REVIEWED BY:	SUBMITTED BY:	SHEET NO.
	<p>REVISED TYPE OF CABINET UNITS TO BE USED AT DPWH OFFICES IN COMPLIANCE WITH ISO.</p>	<p>ERNESTO B. LUMBERA Engineering Assistant</p>	<p>GEORGE F. FAJILAN Engineer IV</p>	<p>LUISITO S. DEL ROSA Chief, Facilities Maintenance Division</p>	
	CONFORME:	APPROVED:	<p>ANGELA E. ABIQUI, DPA Director IV Human Resource and Administrative Service</p>		