



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

097-13 01

7-2-90

SER#1465

R78

26 June 1990

DEPARTMENT ORDER)

NO. **130** *m*
7/2
Series of 1990

SUBJECT: GUIDELINES ON THE USE OF THE
DPWH EMPLOYEES' QUARTERS AT BTH
STREET, PORT AREA, MANILA

Due to the prohibitive cost of lodging, specially in Metro Manila, and as part of employee welfare services, a DPWH Employees' Quarters has been constructed at 8th Street, Port Area, Manila, for the temporary occupancy of DPWH employees travelling to the Central Office on official business.

To maximize the use of the Employees' Quarters, and to prevent abuse of its occupancy, the following guidelines are hereby issued for the information and guidance of all concerned.

GENERAL INSTRUCTIONS

1. Only bona fide employees of DPWH offices outside Metro Manila travelling to the Central Office on official business shall be authorized to use the DPWH Employees' Quarters. However, personnel of the Central Office, who are on call on a 24 hour basis, and those who may be required to render extended overtime service to respond to emergencies and disasters, particularly Security Guards, Drivers, and maintenance and communication personnel, may also be allowed to use it.
2. Availment/use of the quarters shall be upon prior authority of the Assistant Secretary for Administration and Manpower Management or, in her absence, the Chief of AMMS, except as may be authorized by higher authorities.
3. Stay in the quarters shall be co-terminous with the period covered by the travel order, except when extended by authority of the Assist. Secretary for Administration and Manpower Management and in her absence, the Chief of the AMMS.
4. For an efficient and effective management of the quarters, an Administrator, and an Assistant Administrator, shall be designated by the Assistant Secretary for Administration and Manpower Management.

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The Administrator shall:

- a) manage the use of the quarters
- b) formulate policies and guidelines to optimize the use of the quarters;
- c) implement an effective maintenance, cleanliness and beautification program for the quarters in coordination with the Facilities and Maintenance Division, AMMS; and
- d) prepare monthly reports on the usage of the DPWH Employees Quarters and other necessary reports for submission to the Assistant Secretary for Administration and Manpower Management.

The Assistant Administrator shall assist the Administrator in all her functions/undertakings in connection with the management of the quarters.

IN-HOUSE RULES AND REGULATIONS

1. The use of the quarters is on a first-come-first-served basis.
2. Firearms and other deadly weapons are not allowed. They must be deposited with the guard-on-duty before the lodgers/visitors are allowed to enter the quarters.
3. Gambling and drinking liquor within the premises are strictly prohibited.
4. No male and female shall be allowed to occupy the same room, except married couples.
5. All lodgers are obliged to observe basic house-keeping (cleanliness and sanitation of quarters) and other safety measures.
6. Lodgers are required to observe orderly behavior. Loud conversations and unnecessary noises shall be avoided.
7. Eating inside the bedroom is prohibited, unless the lodger is sick. Storing of food, unless sealed, is not allowed (to avoid cockroach, ants or rat infestation.)
8. Smoking inside the rooms is prohibited. This maybe allowed only in the dining room, sala, or outside the building.

9. Electric fans and electric lights must be put off when not needed.
10. Faucets must be closed after using.
11. The use of the quarters and facilities is free of charge; however, a minimal fee of ten pesos (P10.00) per day of occupancy shall be charged each lodger for the laundry of the linen/beddings used, and sundry expenses for the maintenance and cleanliness of the quarters. However, maintenance/communications personnel, Security Guards and Drivers of Central Office, who by the very nature of their functions are on call on a 24-hour basis, shall not be charged fees, but shall be responsible for the laundry of their beddings.

The fees shall be collected and receipted by the Administrator/Assistant Administrator, who shall be held responsible and accountable therefor.

12. The occupants shall be accountable for losses/breakage of beddings, utensils and other appliances made available to occupants.
13. Curfew time at 10:00 p.m. shall be strictly enforced, except in emergency cases.
14. Lodgers shall secure a clearance from the Administrator or, in her absence, from the Assistant Administrator or guard-on-duty before leaving the quarters for their respective official stations.
15. Lodgers who deliberately or wilfully violate the house rules and regulations shall be expelled from the quarters and shall be barred from future use thereof.

This Department Order shall take effect immediately.


FIORELLO R. ESTUAR
Secretary