



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

28 JUNE 1999

Department Order)

Subject: Establishment of the
DPWH Day Care Center

No. **134**)
Series of 1999)

Pursuant to the provisions of Executive Order No. 340 dated February 1997, entitled "Directing National Government Agencies and Government-Owned and Controlled Corporations to Provide Day Care Services for their Employees' Children Under Five Years of Age" and its Implementing Rules and Regulations (IRR), the Department of Public Works and Highways has put up a Day Care Center.

1. Goal and Objectives

It shall be the goal of the Center to provide additional welfare and benefit to employees by way of assistance in their child-rearing responsibilities.

The specific objectives are as follows:

1.1 For the Children

- 1.1.1 To provide proper care and nutrition to make them physically fit.
- 1.1.2 To provide opportunities for intellectual, social, moral, spiritual, emotional and physical development in a safe and healthy venue.
- 1.1.3 To develop strong socio-cultural and nationalistic values as well as positive attitudes towards God, self, family, community and society.
- 1.1.4 To provide substitute parenting and protection while the parents are at work.

1.2 For the Parents

- 1.2.1 To enhance their productivity by giving them peace of mind and emotional security.**
- 1.2.2 To provide enrichment activities on Early Childhood Care and Development through participation in the Center's sessions for parents.**

1.3 For the DPWH

- 1.3.1 To improve employee satisfaction.**
- 1.3.2 To increase organizational productivity.**

2. Administration

The DPWH Day Care Center shall be jointly administered by the Committee on Gender and Development (COGAD), created under Department Order No. 65, series of 1989, as amended, and the Administrative and Manpower Management Service (AMMS), in accordance with the provisions of the Department of Social Welfare and Development (DSWD) Memorandum Circular No. 01, series of 1997.

The COGAD shall be in-charge of the day-to-day operation of the Center. The AMMS shall be responsible for providing administrative support, including medical and dental services for children and hiring Day Care employees.

The COGAD Chairperson and AMMS Director will jointly determine the amount of payment for the morning and afternoon snacks and other miscellaneous expenses of the children.

3. Qualification Requirements

Any child who meets all the following requirements is eligible for enrollment in the Day Care Center:

- 3.1 Child of bona-fide DPWH employees. Termination of the parent's employment in the DPWH, for any reason, automatically terminates the acceptance of the child to the Center.**

3.2 Between three (3) to five (5) years old at the time of acceptance. The stay at the Center of any child previously accepted should automatically end on the day he/she reaches his/her sixth (6th) birthday.

3.3 Of normal mental and physically faculties. The Center shall not accept mentally retarded, physically handicapped, or extremely unruly children, as they require special care, which the center's workers are not equipped to provide.

4. Selection Guidelines

The Center can accommodate only forty children. Should there be more than forty who qualify, they shall undergo a selection process with the following guidelines.

4.1 Priority shall be given to children of employees with salary grade (SG) 19 and below.

4.2 Among children of employees with SG 19 and below, priority shall be given to children of widowed parents.

5. Application Process

Employees who are interested in enrolling their children in the Center shall fill up the prescribed form and submit it to COGAD.

Parents shall be informed of the acceptance of their children and the start of their admission to the Center.

The Center shall keep on file the applications of qualified children who, due to limited space, have not been accepted. They shall be accepted when a slot becomes available, as when an enrollee turns six years old or when the enrollee's parent is no longer employed in the Department.

Application shall be accepted as long as the Center is operational. A parent-employee, whose child is below three (3) years old and is, therefore, currently not qualified, may apply for the child's enrollment one month before his/her 3rd birthday.

6. Responsibilities of Parents

The parents whose children have been accepted to the Center shall be responsible for the following:

6.1 Bringing their children to the Center at 7:45 a.m. or earlier. Since the Center was established partly to solve the tardiness problem among parent-employees, bringing the children to the Center shall not be used as excuse for tardiness of parents in the office. The Center reserves the right to refuse to admit children who are consistently brought late to the Center by their parents.

6.2 Fetching their children between 5:15 p.m. to 5:30 p.m.

6.3 Feeding their children at lunch between 12 noon and 1 p.m. (the Day Care Workers shall be responsible for feeding morning and afternoon snacks to the children).

7. Location and Operation

The Day Care Center is located in the DPWH Head Office Compound, Bonifacio Drive, Port Area, Manila. It shall be open on regular office days, Monday to Friday, from 8:00 a.m. to 5:00 p.m.

8. Donations

Department officials and employees, including the parents of enrollees in the Center, and other friends are encouraged to donate to the Center items, either used or brand-new, which the children can use.

9. Evaluation of the Center's Operation

Pursuant to the IRR of EO No. 340, s.1997, the DSWD shall conduct quarterly evaluation of the DPWH Day Care Center. For internal evaluation, the Human Resource Planning Division, AMMS shall devise a system to evaluate the Center's operation.

This Order shall take effect immediately.


GREGORIO R. VIGILAR
Secretary