



28 DEC 2017

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

8917.13 DPWH
12-28-2017

DEPARTMENT ORDER)

NO. 154)
Series of 2017)

SUBJECT: Guidelines in the Negros Island Region (NIR) Turnover

Pursuant to the Executive Order No. 38, series of 2017, revoking Executive Order No. 183, s. 2015, Creating Negros Island Region and for Other Purposes, the following implementation guidelines shall be adopted:

A. Personnel

1. All permanent employees of DPWH _Negros Island Regional Office under the Notice of Organization, Staffing and Compensation Action (NOSCA) of DPWH – Central Office shall be assigned to other DPWH Offices and a Special Order (SO) will be issued to that effect.
2. Leave Credit Balance, Personnel Record (201 File) and other personnel related files shall be transmitted to the offices based on the SO that will be issued.
3. The last payment of salaries of and other benefits that will be done in DPWH – Negros Island Regional Office is until the month of September 2017, thereafter, payments shall be done in the new office assignment, likewise, remittances to Government Service Insurance System (GSIS), Home Development Mutual Fund (HDMF) and Philippine Health (Philhealth) Insurance shall be facilitated.
4. Reimbursements for training and seminars during the transition period shall be paid by the office of their new assignment.

B. Finance

1. The last day for obligation is September 29, 2017 and the disbursements should be done on the first week of October.
2. "Unpaid portion of Civil Works *and Goods* released to DPWH – Negros Island Regional Office shall be forwarded to the *District Engineering Offices (DEOs) where the project is located and where the goods were delivered.*"
3. Unobligated balances shall be properly turned-over to DPWH – Central Office.
4. The Closing of Modified Disbursement System Account, Local Currency Current Account (Trust Account), Tax Identification Number, GSIS Account, HDMF Account and Philhealth Insurance Accounts shall be the responsibility of Administrative Officer V (Cashier III), Cash Section and Chief of Finance Division.
5. Final Back-up of e-NGAS and eBudget System shall be forwarded to the concerned District Engineering Offices.
6. Utility bills shall be turned-over to the DPWH – Negros Oriental 2nd District Engineering Office.
7. The detailed Financial arrangement of the turn-over shall be issued separately by the Undersecretary for Support Services.

C. Programs/Projects Activities

1. All on-going projects implemented by DPWH – Negros Island Regional Office by virtue of Department Order No. 52 and 128 s. 2016 will be turned-over to the concerned DEOs depending where the project is located. All documents related thereto shall be transmitted to DEOs concerned and the cut-off date of accomplishments is as of September 10, 2017. The concerned DEOs had the primary responsibility in the implementation of all on-going projects and the succeeding billings.
2. Procurement of Civil Works which are under the authority of DPWH – Negros Island Regional Office shall be turned over to the concerned DEOs, taking into consideration the one-year validity of appropriations. Provided however, that it will be awarded on or before October 9, 2017.
3. As such, the authority to supervise, implement and disburse for these specific projects and goods is hereby granted to concerned District Engineering Offices.

For directly released projects to District Engineering Offices (DEO) previously under the authority of DPWH – Negros Island Regional Office will now be under the supervision of concerned DEO where the funds were released. As such implementation and disbursement for these specific projects and goods are hereby granted to the concerned DEO.

D. Property

1. The Regional Director of DPWH – Negros Island Regional Office shall create a committee that will be responsible in conducting physical count of properties that includes but not limited to Office Building, Furniture, IT Equipment, Survey Equipment, Dump Trucks and Service Vehicles, including those projects base.
2. The physical count should be done on or before September 15, 2017 with invitation to the Resident Auditors of Commission on Audit.
3. Properties shall be turned-over to existing DPWH – Offices which are short of similar resources upon the determination of the management on or before September 30, 2017 except those properties that are still needed in winding up which will be turned over after.
4. Financial Records of DPWH – Negros Island Regional Office and the receiving office shall be updated upon turn-over of the properties.

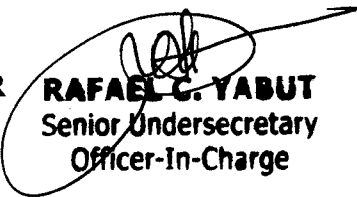
E. Documents

1. The Regional Director of DPWH – Negros Island Regional Office shall create a committee that will be responsible in safekeeping the documents.
2. Communications to all stakeholders will be sent informing that DPWH – Negros Island Regional Office will cease its operations on October 9, 2017 and currently winding its operations, also, concerns will be forwarded to DPWH – Regional Office VI and VII.
3. Incoming Documents should still be received by DPWH – Negros Island Regional Office until September 30, 2017 and action will be taken if it can be done on or before October 9, 2017, and if not, it shall be properly the concerned DEOs as determined by the management.

4. All Legal Documents including Road Right of Way related papers shall be transmitted to the concerned DEOs.
5. Inventory of records should be evaluated in order to facilitate the turnover of records to the respective DEOs.

This order supersedes Department Order No. 118, series of 2017 and shall take effect immediately.

MARK A. VILLAR
Secretary



RAFAEL C. YABUT
Senior Undersecretary
Officer-In-Charge

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