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Republic of the Philippines
Ministry of Public Highways
OFFICE OF THE MINISTER
M a n i l a

February 14, 1979

MINISTRY ORDER)

No. 156

Series of 1979)

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SUBJECT: Guidelines on the weeding
out of undesirables

Pursuant to the memorandum dated November 23, 1978 of the Presidential Executive Assistant, issued upon instruction of the President, the following guidelines designed to weed out undesirables in this Ministry are hereby promulgated for your information and guidance, to wit:

1. Formal proceedings on administrative cases initiated by the Bureau or the Regional Director, as well as those referred by this Office under delegated authority shall be terminated and a report thereon submitted within the period prescribed under Par. (d), Sec. 38, Art. IX, of Presidential Decree No. 807. Cases covering light offenses the penalty of which involves fifteen (15) days' fine or suspension shall be decided within thirty (30) days from the date the investigation is terminated, and a copy of the decision shall immediately be furnished the Civil Service Commission and this Office for information and records purposes.
2. Officials and employees from other branches or agency of the government seeking transfer to this Ministry shall first be required to present a certification from their office of origin attesting to the fact that there is no pending administrative and/or criminal case against them, neither have they been found guilty of such cases before or during their employment with the government.
3. Complete records of administrative cases tainted with criminal liability shall be forwarded to this Office within fifteen (15) days from date of their termination for transmittal to the Tanod Bayan for possible criminal prosecution as the evidences may warrant.
4. The complete records of administrative complaints directly filed with, or those which had been preliminarily investigated by the Bureau or the Regional Director shall be forwarded to this Office within five (5) days from its filing or upon conclusion of such preliminary investigation for summary proceedings when any or all of the following circumstance(s) is/are attendant:
 - a) when the charge is serious and the evidence of guilt is strong.
 - b) when the respondent is a recidivist or has been repeatedly charged and there appears reasonable

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ground to believe that he is guilty of the present charge.

- c) when the respondent is notoriously undesirable.
5. The Heads of Bureaus, Regional Offices and Services shall, at the end of each quarterly period, submit a list of undesirable officials and employees under their respective offices, which list should be accompanied by pertinent records/evidences, together with comments and/or explanation as to why they consider the persons named therein as undesirables.
 6. A quarterly report on pending administrative and criminal cases shall be submitted to this Office within the first ten (10) days of the succeeding month following the end of such quarterly period.

Immediate compliance with these guidelines is hereby enjoined.

MTR/tsd

BALTAZAR AQUINO
Minister
delgado 2/19/99