



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

OFF-13 DPWH (R)
12-12-91

December 5, 1991

DEPARTMENT ORDER)

NO. **245**

SUBJECT: Supplemental Guidelines On
The Issuance, Replacement
and Surrender of ID Cards.

Series of 1991


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In Department Order No. 173, s. 1989, this Office prescribed guidelines on the issuance, use, replacement and surrender of Employee Identification Cards. It has come to the attention of this Office, however, that some employees who claim to have lost, or allege the destruction of, the Identification Cards issued to them ask for replacement thereof without any written explanation of the circumstances of such loss or destruction. There are also those who transfer/retire/resign or are separated from the service for other reasons who fail to surrender to the Heads of offices concerned the Employee IDs issued to them.

For proper control, and to preserve the integrity of DPWH Employee Identification Cards, the following additional requirements are hereby prescribed, for the observance and guidance of all concerned.

1. Employee Identification Cards shall be numbered before issuance. The numbers to be assigned to IDs shall be provided by the Personnel Division/Office.
2. Employees whose Identification Cards have been lost or destroyed shall submit an affidavit/sworn statement explaining such loss or destruction before new IDs are issued to them.
3. Heads of Offices concerned shall require retiring/resigning/transferring employees, and those separated from the service for any other cause, to surrender their Employee Identification Cards issued to them before signing their Certificates of Clearance on Money/Property Accountabilities.

This Department Order takes effect immediately.


TEODORO T. ENCARNACION
Officer-In-Charge