

Republic of the Philippines  
**MINISTRY OF PUBLIC WORKS**  
NIA Building, E. de los Santos Ave., Quezon City  
OFFICE of the MINISTER

August 16, 1979

MINISTRY ORDER )  
NO. 79-9 ) SUBJECT : DOCUMENTS FLOW IN THE  
Series 1979 ) CENTRAL OFFICE OF THE  
x-x-x-x-x-x-x-x-x-x ) MINISTRY

To : All Officials and Employees  
This Ministry

In line with the Ministry's policy of expediting action on the public business, streamlining procedures in order to facilitate the smooth flow of work and improving performance controls, the following guidelines on document flow shall be observed by the Records Section, Administrative Division and all officials and employees concerned.


1. All incoming documents shall be received at the Records Section and the date and time of receipt stamped on each document. Similarly, all outgoing documents shall be released only through the Records Section.
2. To facilitate checking on whether or not action has been completed on papers received, the same logbook shall be used to record both incoming and outgoing documents. For this purpose, as many logbooks as are necessary shall be kept according to the substantive business of the Ministry; e.g. Flood Control and Drainage, School Buildings, Contracts, etc. The Administrative Services Chief shall determine the number of these logbooks taking into consideration the number of records clerks available.
3. The attached routing slip shall be attached to all incoming papers and the names of all the officials and employees who participate in completing action thereon shall be indicated together with date and time of interim receipt and release. Instructions on proper accomplishment are indicated on the reverse side of the form.

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4. Papers originating from organizational units in the Ministry which require inter-unit action such as requisitions for supplies or personnel, vouchers, etc. shall likewise be accompanied by the same routing slip and the appropriate entries indicated until the business is completed and the papers returned to the originating unit.
5. Each of the primary organizational units listed in the routing slip shall maintain a system of recording incoming and outgoing papers to facilitate periodic check on the status of action on papers and spot assessment of existing backlog.
6. The implementation of these guidelines shall be the responsibility of the Administrative Services Chief.
7. All other officials and employees are enjoined to cooperate.

This takes effect immediately until further orders.

  
ALFREDO L. JUINIO  
Minister

## ROUTING SLIP

3. TO:

- Minister
- Deputy Minister
- A/S - Adm. & Planning
- A/S - Operations
- A/S - PMD
- Dir. Bu./Buildings
- Dir. Bu./Ports, Harbors & Reclamation
- Dir. Bu./Water Supply
- Dir. Bu./Flood Control & Drainage
- Administrative Service
- Financial & Management Service
- Infrastructure Computer Center
- Planning Service
- PMISS
- BRDS
- RIPO
- Head Executive Assistant
- Others

Date & Time Forwarded: \_\_\_\_\_ Date & Time: \_\_\_\_\_

7. Date Released/Mailed: \_\_\_\_\_ 9. Filed By: \_\_\_\_\_

Date Filed: \_\_\_\_\_



### INSTRUCTIONS

1. Indicate the source of the communication including such specific information as name of party, business or mailing address and date of communication.
2. State as briefly but as specifically as possible the content of the communication; for example, "inquiry about status of fund release," "tracer on earlier letter dated \_\_\_\_\_," "invitation to CSC training," etc.
3. Mark with an "X" the organizational unit the document shall be initially sent to.
4. Date shall be indicated in numerals; for example 8/15 for August 15; the year shall be left out. Time indicated shall be rounded out to the hour or half-hour; e.g. 9:00 or 9:30. Date and time received and forwarded shall be filled in by the recording clerks who are in charge of the logbooks.
5. This refers to the employee in the unit referred to in No. 3. The signature of the recipient shall be legible; if illegible, please print name under signature.
6. The office marked "X" in No. 3 shall indicate the names of all the officials or employees to whom the documents will be coursed. Date and time In and Out shall be filled out by the official or employee so indicated.
7. Date of release or mailing shall be indicated by the records clerks in charge of logbooks after the corresponding entries are made in their logbooks.
8. Code and Entry No. indicates the file category which shall conform to the filing system of the Ministry.
9. The name of the filer shall be legibly written. The date shall also be numerically indicated.



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- PMISS
- BRDS
- RIPO
- Head Executive Assistant
- Others

Date & Time Forwarded: \_\_\_\_\_ Date & Time: \_\_\_\_\_

[illegible]

8. Code & Entry No.: \_\_\_\_\_ Date Filed: \_\_\_\_\_



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