



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

097.12 DPWH
08.16.2010

AUG 13 2010

SPECIAL ORDER)
No. **154**)
Series of 2010)
08-16-10)

SUBJECT: **COMMITTEE TO OVERSEE CANTEEN CONCESSION SERVICES IN THE CENTRAL OFFICE**

In order to protect the interest of DPWH personnel availing of canteen services at the DPWH Main Office, Bonifacio Drive, Port Area, Manila and the DPWH NCR Compound, 2nd Street, Port Area, Manila and in view of the need to amend the composition of the Ad Hoc Committee to Oversee Canteen Concession Services previously reconstituted under D.O. No. 234 S.2002, the said Canteen Concession Services Committee is hereby further reconstituted, as follows:

- Chairman - Assistant Secretary for Administration and IT
- Vice - Chairman - Director, Administrative and Manpower Management Service
- Members - Director, Legal Service
- Director, Comptrollership and Financial Management Service
- President, DPWH-CO Employees' Union

The Committee is hereby tasked to undertake the following:

1. Develop guidelines/standards in the proper operation of canteen facilities;
2. Make an inventory of existing canteens/carenderia in the Central Office and evaluate canteen service quality and efficiency;
3. Conduct inspection of said canteen facilities, equipment and furnishings and recommend corresponding improvements that may be undertaken;
4. Evaluate requests for the issuance/renewal of Permits for Canteen Concessionaires at the DPWH NCR Compound and DPWH Main Office for approval/disapproval of the Undersecretary for Administration; and,
5. Evaluate adequacy of canteen facilities in the Central Office and recommend measures to improve canteen services, including the conduct of bidding on canteen concessions, if necessary.

The Committee shall be assisted by a Technical Working Group composed of representatives from the Accounting Division, Supply and Property Management Division, Facilities Maintenance Division, Medical-Dental Division, Civil Security Division and Administrative Division of the DPWH-NCR Office.

Staff from the Facilities Maintenance Division shall provide secretariat services to the Committee.

This Order revokes D.O. No.234 S.2002, and shall take effect immediately.


ROGELIO L. SINGSON
Secretary



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