

In line with Republic Act No. 11032, also known as the Ease of Doing Business and Efficient Government Service Delivery Act of 2018, aimed at adopting simplified requirements and procedures to reduce red tape and expedite government and non-business-related transactions, this Department, through the Legal Service (LS) and Information Management Service (IMS), developed the Legal Case Information Application (LCIA). This application includes, among other features, a facility for efficient management and issuance of legal clearances.

Furthermore, Administrative Order No. 25, series 2011, established the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring Information and Reporting Systems. It suggests that enhancing the ease of transactions for critical external and internal services can be achieved by streamlining the standardization of core processes, including those implemented in Regional, Satellite, and Extension Offices, and **digitization** efforts. This includes developing electronic or online paperless systems, new service delivery channels, contactless transactions, and reengineering systems and procedures for faster, easily accessible, seamless, and more efficient public service delivery.

In this regard, all officials and employees shall use the LCIA thru the Employee Portal and Engagement Tool (ePortal) for requesting Legal Clearance. For applications submitted by non-employees on behalf of a DPWH employee, the LS-IAD shall assist in the application process and provide the applicant with a printed legal clearance upon approval.

For your reference, attached is the step-by-step Legal Clearance Application Manual for your guidance.

This Order shall take effect immediately.

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ANUE M. BONOAN Secretary Department of Public Works and Highways Office of the Secretary 18.1

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Republic of the Philippines DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS **OFFICE OF THE SECRETARY** Bonifacio Drive, Port Area Manila



STEP-BY-STEP LEGAL CLEARANCE APPLICATION

All officials and employees are hereby informed that the LCIA is now fully operational and/or functional where requests for legal clearance may be made online by accessing the DPWH Intranet through the following steps.

Step 1.

Click the "Employees Section" tab in the main interface of DPWH Intranet.



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Step 2.

Click the "Employee Portal and Engagement Tool."

	DPWH@125: Makasaysayang Daan tungo sa Maunlad na Kinabukasan
Code of Conduct Compilation of Laws for Anti-Graft and Corruption	CODE OF CONDUCT FOR OFFICIALS AND EMPLOYEES OF THE DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS (DPWH)
CESPES Interactive Manual Employee Portal and	WHERRAS, the Constitution declares that a public office is a public trust and all public officers and employees must at all times be accountable to the people, serve them with utmost responsibility, integrity, loyalty and efficiency, act with pathotism and justice, and lead modest lives:
Encagement Tool	WHEREAS, the acts or omissions of DRWH officials and employees affect immeasurably the pursuit of the mandate of the Department, the honor and integrity of the institution and the people's confidence in it;
Encagement Tool Strategic Performance	WHEREAS, while R4 6713 and Civil Service rules and regulations provide for the athical conduct of all government officials and employees, there is still a need to adopt a customized code of conduct for DPWH personnels
Management System	NDW, THEREFORE, the Executive Committee of the Department of Fublic Vibria and Highways hereby promulgates the Following:
	"CODE OF CONDUCT FOR OFFICIALS AND EMPLOYEES OF THE DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS"
	RULE I
	SCOPE
	The provisions of this Code shall have common application to all officials and employees of the Department of Public Works and Highways.
	RULE II
	OPWH CORE VALUES
	The men and women of DPWH, having in mind the vision and mission of the Department and being committed to improving the quality of the infrastructure of the netion, for love of God and country, shall adhere to and be guided by the following come values:
	Sector 1. Public Service: Antopating and responding to the needs of all stakeholders and satisfying their needs through quality effort, DPWH officials and employees shall deliver the kind of facilities and services that are responsive to the needs of the Filiping people.
	Section 2. Integrity: Conducting one's business in a transparent, honest, and ethical manner, UPWH officials and employees shall maximize the effectiveness of the public's resources entrusted to them, practice simple living and have the moral courses to make toogh decisions and to do what is right for the nation. They shall do the right things the right may.

Step 3.

Enter your "DPWH Network Account."

Enter vour DPWH Network Account Bolow Network ID: Password;	Employee Portal and Engagement Tool	
Enter vour DPWH Network Account Lolow Network ID: Paseword: Logio		
Enter vour DPWH Network Account below Network ID: Password; Lotio		
Password:		Enter your DPWH Network Account below
Logia		Password:
		Login

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Step 4.

In the upper – right portion of the page, click the "HOME" tab. Then, "Services."

Welcome,	Employee Portal and Engagement Tool	Home •
€Logaut		My Records Manage Personal Data Sheet Print Personal Data Sheet
Dashboard - PDS Data Change Requests	About Employee Portal and Engagement Tool Application	Services
Pending Requests 0 Approved Requests 16 Disapproved Requests 0	Employee Portal and Engagement Tool Application The Employee Portal and Engagement Tool (ePortal) is a web-based electronic portal that allows the employees to Personal Data Sheet. Also, it allows the employees to view their service record, time and attendance record and statement of Personnel information System (PIS) is the main data source of ePortal. PIS is an application designed for the Human Re Service (HRAS) to aid in maintaining and/or organizing data of DPWH employees. It also provides its users the capability- monitoring employee records with ease. Other data sources include Time and Attendance System (TAS) and Regular Payroll services are automatically updated in-sync with its data sources. The ePortal is available 24/7 within the DPWH network.	view, edit and print their income and deductions. source and Administrative of creating, updating, and System (RPS). The ePortal
	Frequently Asked Questions (FAQs)	
	Reminders and Announcements	

Step 5.

Click the "Legal Clearance Request" tab.

		Request Summary Lega	Cearance Request					
e: (*) Downloading and printing f	or the same pu	rpose is only allowed f	or the latest approved Cer	tification.	- in the second			
AL CLEARANCE REQUEST FORM				A REAL PROPERTY			la la compañía de la	🗎 Submit
Employee ID:								
Family Name								
Given Name:								
Middle Initial:								
Suffix								
Position:								
Office:								
"Purpose:			~					
 I hereby certify that the a I hereby confirm that I ar 	bove information mindividual mai	in are true and correct: a ring this request and tha	ind that the above personal t all information provided in	information were gather this form is accurate an	ed and processed with the co i complete to the best of my	isent of the data subject nowledge. I understand	as defined by the Data P that any unauthorized su	rivacy Act of 2012. Ibmssion may

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Step 6.

Fill – in the required details, particularly, the drop down tab for the **"Purpose"** of the request. If you agree, click on the conditions for the request.

Thereafter, click "Submit."

:: (*) Downloading and printing for th	e same purpose is only allowed	I for the latest approved Cer	tification.				
AL CLEARANCE REQUEST FORM							🗎 Submit
Employee (D:							-
Family Name							
Given Name:	and the second second						
Middle Initial:							
Suffice							
Position:							
Office:							
*Purpose:		~					
• I hereby certify that the above	information are true and correct	and that the above personal	information were pathered	d and processed with the	consent of the data subje	ct as defined by the Data P	rivacy Act of 2012

Step 7.

In the "List of Legal Clearance Requests," a **"Pending"** request will appear. Depending upon the status of the requestee (i.e. whether he/she has a pending administrative/criminal case, etc.), it will be processed by the Internal Affairs Division, Legal Service and the legal clearance will be uploaded to LCIA.

Once a "**PRINTER ICON**" appeared in the "**Print**" column, the legal clearance is approved and may be printed by the requestee.

Welcome,		Services					Services
	C Logour	Request Summary Legal Clearance R	equest				
ote: (*) Downloading and pr	inting for the same pu	rpose is only allowed for the later	st approved Certification.				
LIST OF LEGAL CLEARANCE	REQUESTS				the second second		
Show 5 v entries						Search:	
Date and Time Submitted	LC Reference No.	Purpose	Requested from	Status	Date and Time Approved	Date and Time Generated	Print
8/22/2023 104038 AM	CRN20230206-0166	Whatever legal purpose it may serve	ePorta	Pending			
Showing 1 to 3 of 3 entries							icius 1 Next