



MAY 23 2024

DEPARTMENT ORDER)

**SUBJECT: Guidelines/Procedure on
 Legal Clearance Application**

NO. 81)

Series of 2024 *may 24/2024*

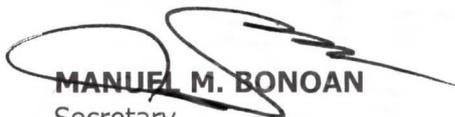
In line with Republic Act No. 11032, also known as the Ease of Doing Business and Efficient Government Service Delivery Act of 2018, aimed at adopting simplified requirements and procedures to reduce red tape and expedite government and non-business-related transactions, this Department, through the 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.


MANUEL M. BONOAN
 Secretary

18.1

Department of Public Works and Highways
 Office of the Secretary

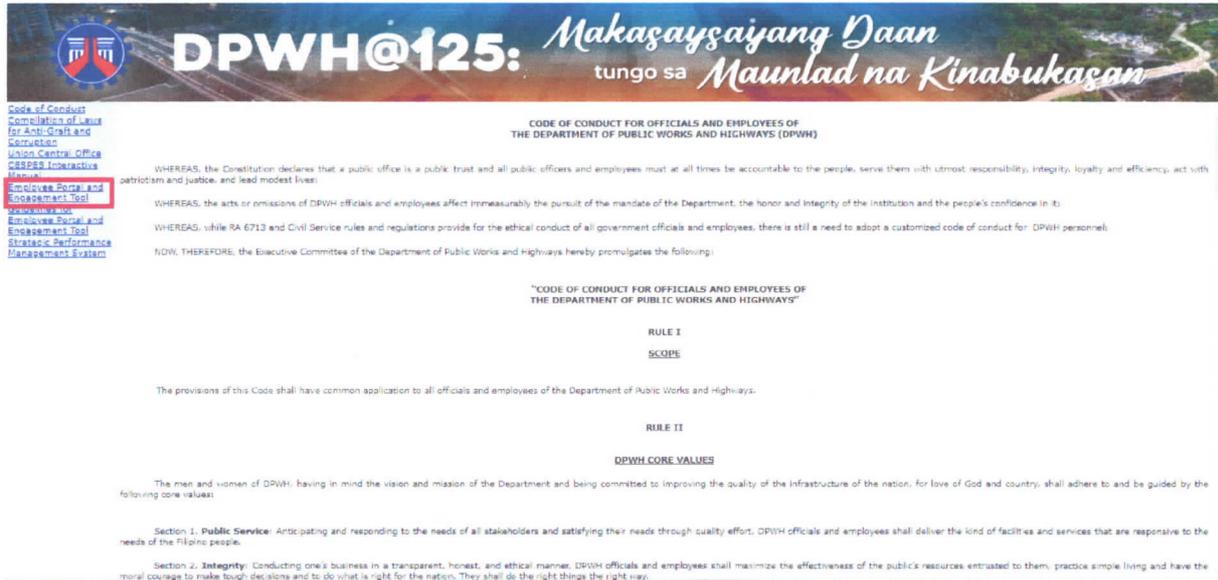


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Step 2.

Click the "Employee Portal and Engagement Tool."



DPWH@125: Makasaysayang Daan tungo sa Maunlad na Kinabukasan

CODE OF CONDUCT FOR OFFICIALS AND EMPLOYEES OF THE DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS (DPWH)

WHEREAS, 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 patriotism and justice, and lead modest lives;

WHEREAS, the acts or omissions of DPWH 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;

WHEREAS, while RA 6713 and Civil Service rules and regulations provide for the ethical conduct of all government officials and employees, there is still a need to adopt a customized code of conduct for DPWH personnel;

NOW, THEREFORE, the Executive Committee of the Department of Public Works 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
DPWH 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 nation, for love of God and country, shall adhere to and be guided by the following core values:

Section 1. **Public Service:** Anticipating 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 Filipino people.

Section 2. **Integrity:** Conducting one's business in a transparent, honest, and ethical manner, DPWH officials and employees shall maximize the effectiveness of the public's resources entrusted to them, practice simple living and have the moral courage to make tough decisions and to do what is right for the nation. They shall do the right things the right way.

Step 3.

Enter your "DPWH Network Account."



Enter your DPWH Network Account below

Network ID:

Password:

Login

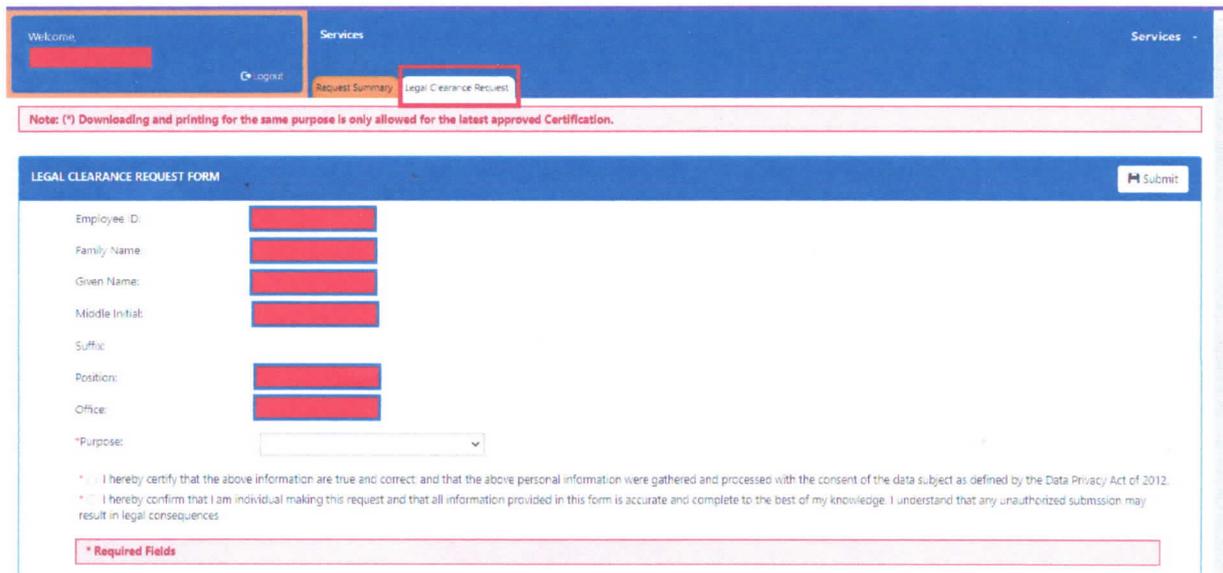
Step 4.

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



Step 5.

Click the **"Legal Clearance Request"** tab.



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.”**

The screenshot shows the 'LEGAL CLEARANCE REQUEST FORM' interface. At the top, there is a navigation bar with 'Services' and a 'Submit' button. Below the navigation bar, a note states: "Note: (*) Downloading and printing for the same purpose is only allowed for the latest approved Certification." The form itself contains several input fields: Employee ID, Family Name, Given Name, Middle Initial, Suffix, Position, and Office. A dropdown menu for 'Purpose' is highlighted with a red box. Below the form, there are two checkboxes for certification and a 'Required Fields' legend. The 'Submit' button is located in the top right corner of the form area.

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.

The screenshot shows the 'LIST OF LEGAL CLEARANCE REQUESTS' table. The table has the following columns: Date and Time Submitted, LC Reference No., Purpose, Requested From, Status, Date and Time Approved, Date and Time Generated, and Print. A single row is visible with the following data: Date and Time Submitted: 8/22/2023 10:40:58 AM; LC Reference No.: CRN20230225-0166; Purpose: Whatever legal purpose I may serve; Requested From: eForm; Status: Pending. A printer icon is visible in the 'Print' column. The table also includes a search bar and pagination controls at the bottom.

Date and Time Submitted	LC Reference No.	Purpose	Requested From	Status	Date and Time Approved	Date and Time Generated	Print
8/22/2023 10:40:58 AM	CRN20230225-0166	Whatever legal purpose I may serve	eForm	Pending			