



Republic of the Philippines  
MINISTRY OF PUBLIC WORKS  
OFFICE of the MINISTER  
MPW Building, Bonifacio Drive, Port Area,

January 2, 1981

MINISTRY ORDER )

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SUBJECT: Eradication of Payroll Padding

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No. 81-4

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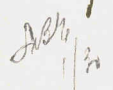
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In spite of continuous admonitions, the existence or tolerance of "payroll padding" in the construction/maintenance of government projects allegedly still exists often in projects whose deadlines for completion and/or expenditure of funds have been imminent.

In order to forestall any further attempt at payroll padding, the following procedures are hereby prescribed for compliance by all concerned:

1. The Project Engineer shall see to it that dated blank payroll forms are posted in a convenient but conspicuous place in the Project Engineer's Field Office or construction site. These forms shall be accomplished daily by the timekeeper, clearly indicating thereon the names of laborers and other personnel including their addresses. The same daily payrolls shall then be signed and approved as basis for payment by the Officials concerned at the end of the payroll period.
2. The Cashier or Paymaster or Disbursement Officer or whoever is the Official charged with the duty of paying laborers shall post a copy each of the approved payrolls at the entrance of the office building accessible to the public and such payrolls shall remain posted in the same place for at least two (2) weeks after payment.
3. The Accounting Officer shall systematically file carbon copies of all such payrolls for future audit.

Violation of the above Office regulation shall be considered a "less grave offense" and shall be a ground for disciplinary action under existing Civil Service Law and Rules.

  
ALFREDO L. JUNIO  
Minister  


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(circularized) 2/2/81