

MINISTRY OF PUBLIC WORKS  
MPW Building, San Roque Drive, Port Area, Manila  
OFFICE OF THE MINISTER

February 3, 1981

MINISTRY ORDER )

NO. 81-5 )


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SUBJECT: Custody and Safe-keeping of  
Records of Appointments of  
MPW Personnel

TO: All Service/Division Chiefs

In order to insure an updated personnel records file of all employees, particularly appointment papers and for reason of expediency in personnel records retrieval when needed, effective immediately, the custody and safe-keeping of records of appointments, complete with supporting documents of all officials and employees of the Ministry proper, including those employees from the Regional/District Offices whose appointments are signed by either the Deputy Minister or the Minister, is hereby transferred to the Personnel Division, this Ministry.

Henceforth, the Chief of the Personnel Division shall have the sole responsibility in the issuance of certified copies of all documents pertinent to appointments.

  
ALFREDO L. JUINIO  
Minister