



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
OFFICE OF THE SECRETARY  
MANILA

7 January 1988

DEPARTMENT ORDER

NO. 6  
Series of 1988.

SUBJECT: Submission of  
Personnel Management  
Reports and Other  
Documents, and Updating  
of 201 Files of  
Personnel

TO ALL : Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Regional Directors  
Project Managers  
District and City Engineers, and  
Other Officials Concerned  
This Department

In order to maintain complete and up-to-date personnel records, and as ready data for a computer-based Personnel Information System, it is hereby directed that the following be submitted to this Office (Attention: Personnel Division, Administrative and Manpower Management Service):

1. DPWH Quarterly Personnel Management Reports, to be made on the attached Form.

Instructions for accomplishing the Form are printed on its overleaf. The accomplished Form shall be submitted not later than the 15th day of each succeeding quarter, and the first Report shall be for the second quarter of this year.

2. Copies of the semi-annual Statistical Report on Government Personnel, submitted to the Civil Service Commission.
3. Copies of the Quarterly Survey on Employment and Compensation in the National Government, submitted to the Bureau of Census and Statistics.
4. Copies of appointments issued under delegated authority, whether permanent, temporary, contractual or casual, including reappointments incident to

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the 1987-1988 reorganization of this Department, together with the duly accomplished Personal Data Sheets (CS Form 212).

For ready reference, and as required under the Civil Service Law and Rules, the following documents shall be retained and filed in the 201 Files of Personnel:

- a) Copies of appointments, including the following supporting documents -
  - 1. Duly accomplished Personal Data Sheet (CS Form 212)
  - 2. Report of Rating (CSC/Board/Bar eligibility)
  - 3. Civil Service Form 203 (Certification)
  - 4. Position Description Form (BC CSC Form No. 1)
  - 5. CSC authority for appointment of persons who are 57 years old or more, or for reinstatement of retired employees
  - 6. Police/NBI clearance
  - 7. Medical Certificate (CS Form 211)
  - 8. Personnel Selection Board Resolution
  - 9. Approved retirement/resignation/death certificate of previous incumbent of position
  - 10. Approved request for transfer/clearance
- b) Oath of Office
- c) Certification re assumption of duty
- d) Birth certificate
- e) College diploma/school credentials (for new employees)
- f) Certificates of Training/Accomplishments
- g) Awards and Citations
- h) Transfers, details, and designations
- i) Change of name and civil status
- j) Notices of Salary Adjustment
- k) Records of Administrative/Criminal cases
- l) Statements of Assets and Liabilities
- m) Performance Ratings (current year)
- n) Leave records
- o) GSIS Membership

This Memorandum Circular shall take effect immediately.

  
J. NERY FERRER  
Secretary