



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
Manila

097.13 D.PWH
03-23-2011

MAR 22 2011

DEPARTMENT ORDER)
No. 16)
Series of 2011-03-23-11)

SUBJECT: AMENDMENT TO D.O. NO.37,
SERIES OF 2006 ON THE
GUIDELINES ON LIAISON/
MESSENGERIAL WORK

Consistent with the commitment of the Department to fast-track the delivery of outgoing documents to different government and private offices within Metro Manila and in view of the recent increase of fares, the ceiling of the amount of monthly transportation expenses per authorized Liaison Officer, prescribed under D.O. No. 37, series of 2006, is hereby increased from P2,000.00 to P3,000.00/month.

Thus, Section III.11 of D.O. No. 37, series of 2006, is hereby amended to read as follows:

11. The amount of transportation expense shall be the actual fare at the prevailing rates of the authorized transportation from the permanent station to the destination and back, but not to exceed P3,000/month.

The assignments and authorizations of Liaison Officers shall be reviewed and renewed annually, subject to the approval of the Undersecretary for Support Services.

All other provisions of D.O. No. 37, series of 2006, not covered under this amendment, shall remain effective.

This amendment shall take effect on 01 April 2011.


ROGELIO L. SINGSON
Secretary



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5. Documents shall be collated/sorted one day before delivery in order to save time and maximize mobilization cost.
6. The attached form indicating the documents delivered and received/stamped by the office concerned shall be used to serve as supporting document in the reimbursement of traveling expenses.
7. Maximize the use of other means of communication such as Fax, E-mail, rather than the personal delivery.
8. Liaison Officers for PMO's and Bureaus outside the Head Office who are assigned to follow-up documents/papers like salaries, wages, leaves and other benefits in the Head Office are limited to a maximum of two (2) trips to the Head Office per day (one in the morning and another in the afternoon).

III. Modes of Transportation

9. As a general rule, only ordinary public conveyance shall be used. The use of taxis, tricycle and chartered trips or special hires of Public Utility Vehicles (PUVs), garage cars, motor boats and other extraordinary means of transportation shall not be allowed unless justified by prevailing circumstances such as, but not limited to, carrying large amount of cash, bulky equipment or important documents that cannot be transported through ordinary mode of transportation. Any claim for reimbursement for modes of transportation other than ordinary public conveyance shall be accompanied by a written justification approved by the Head of office before it can be processed.
10. Where government vehicles are used in the delivery of voluminous documents, the liaison officer is not entitled to transportation allowance.
11. The amount of transportation expense shall be the actual fare at the prevailing rates of the authorized transportation from the permanent station to the destination and back but not to exceed P2, 000/month.


HERMOGENES E. EBDANE JR.
Acting Secretary



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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
Port Area, Manila

PERSONNEL LOCATOR SLIP

Name of Employee : _____
Position : _____
Destination : _____
Date : _____
Time : _____
Purpose : _____

Employee's Signature