



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

097.13 DPWH
02-20-2018

19 FEB 2018

DEPARTMENT ORDER)
29)
NO.)
Series of 2018)

SUBJECT: RECONSTITUTION OF THE
COMPLAINTS VALIDATION AND
INVESTIGATION COMMITTEE (CVIC)

In the exigency of the service and to strengthen the investigative arm of the Department pursuant to the power vested to the Secretary under Chapter 2, Book IV of Executive Order No. 292, Series of 1987, entitled "Instituting the Administrative Code of 1987", the Complaints Validation and Investigation Committee (CVIC) created under Department Order No. 39, series of 2012 is hereby reconstituted as follows:

Chairperson	:	Undersecretary for Support Services
Vice-Chairperson	:	Assistant Secretary for Support Services
Members	:	Assistant Secretary for Operations Concerned (Undersecretary for Operations Concerned if no Assistant Secretary designated) Director, Internal Audit Service Director, Financial Service Assistant Director, Bureau of Quality and Safety Assistant Director, Bureau of Construction

The Committee shall perform the following functions:

1. To act on complaints referred by the Secretary in his capacity as the disciplining authority;
2. To prescribe procedures on the conduct of the validation and investigation in accordance with the Revised Rules on Administrative Cases in the Civil Service (RRACCS);
3. To categorize and assign complaints to the TWG for validation and investigation;
4. To recommend to the Secretary the appropriation action/s to be taken, whether to dismiss a complaint, pursue in filing appropriate charges and/or referral to other investigative body a particular complaint after investigation and recommendation of the TWG, and after evaluation thereof deliberation by the Committee;
5. To issue Subpoena Duces Tecum and Subpoena Ad Testificandum;

6. To update the Secretary on the monthly basis on the status of complaints received by the Committee; and
7. To create a Technical Working Group (TWG) composed of five teams and to designate the members thereof.

The TWG shall assist the Committee and shall perform the following functions:

1. To provide legal, administrative and technical support to the Committee;
2. To conduct validation and investigation of the complaints in accordance with the RRACCS;
3. To perform such other duties as may be assigned by the Committee;

The Director of the Stakeholders Relations Service is designated as the Head of the CVIC Secretariat, while its members will be comprised of personnel from the Stakeholders Affairs Division. The CVIC Secretariat shall have custody and safekeeping of all documents submitted to the CVIC.

The Committee may call on other officials and employees to otherwise assist in its investigation.

The Committee shall utilize the CVIC Room on the ground floor of the Annex Building which was previously occupied by the Philippine National Bank.

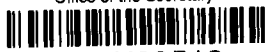
This order supersedes Department Order No. 107, series of 2015 and shall take effect immediately.



MARK A. VILLAR
Secretary

17.1.1SAB/MAV/ARM

Department of Public Works and Highways
Office of the Secretary



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