



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

097-13 DPWH
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DEPARTMENT ORDER)

NO. **35**

Series of 1990)

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Subject: *Office Cleanliness and
Beautification Campaign/
Contest in the DPWH*

A continuing Cleanliness and Beautification Campaign in all Offices of the Department of Public Works and Highways is hereby ordered starting immediately. January of every year is denoted as "Office Cleanliness and Beautification Month." A yearly Cleanliness and Beautification Contest is likewise directed, starting this year, in all offices of this Department, to be conducted in accordance with the rules hereunder prescribed.

RATIONALE

As the state's engineering and construction arm, the infrastructure development of the country has been the main concern and preoccupation of the Department, and all programs and activities have been geared towards the attainment of this goal.

Resultantly, there has been a noticeable neglect of some of the finer things in life, among them general cleanliness and beauty in the Office premises.

The cleanliness and beautification of offices should be one of the major concerns. DPWH Offices are show windows to the public and to other government Offices, and there should be a continuing effort to make them clean and orderly.

To the extent possible, all Offices under the Department should be models of cleanliness, sanitation and beautiful environment.

OBJECTIVES

1. To improve the image of the Department.
2. To reawaken the sense of beauty and cleanliness among DPWH employees and to infuse the basic ideals of home and community into DPWH Offices.
3. To encourage and recognize higher standards of corporate effectiveness through good office design systems, planning, and general orderliness.
4. To make cleanliness, beautification and orderliness a way of life in the DPWH, thence attracting and retaining good workers as well as responding to their job needs and well being.

5. To develop and instill a competitive spirit among all Offices concerned through continued efforts to improve and maintain cleanliness, orderliness, beautification and sanitation of office surroundings.

RULES OF THE CLEANLINESS AND BEAUTIFICATION CONTEST

1. All Offices of the DPWH, including Field Offices, are included in this competition.
2. For the purpose of this contest, Offices are categorized as follows:

Category A - Office of the Secretary, Bureaus and PMO's.

Category B - All Regional Offices proper including NCR.

Category C - District Engineer Offices - :

- C-1. Regional Contest
- C-2. Department-wide contest for Regional Winners.

Category D - RES and Area Shops:

- D-1. Regional Contest
- D-2. Department-wide contest for Regional Winners.

3. The top three winners (1st, 2nd and 3rd prizes) in each category shall be awarded the "KALINISAN AND KAGANDAHAN AWARD." In addition, trophies and cash prizes shall also be awarded to the winners as may be decided by the Cleanliness and Beautification Committee hereunder created. Cash prizes, which shall be used for further Office improvement, will be drawn from any available funds of the Department and other legitimate sources. The prizes shall be awarded during the Anniversary Celebration of the Department.
4. In the selection of winners, the following criteria shall be considered in all categories.

CRITERIA

- a) Cleanliness and sanitation of Office facilities and premises
- b) Office lay out and beautification
- c) Indoor landscaping (Plants/Flora)
- d) Outdoor landscaping (trees, plants, Nursery)

- e) Employee Participation (involvement)
6. Periodic inspections shall be made by the judges of the contest or their representatives during the entire competition period. The date and place of inspections shall not be announced.
 7. Photographs of the Offices shall be taken at the start of the contest, and quarterly thereafter, to be submitted to the Panel of Judges for documentation purposes.
 8. Ratings shall be given in accordance with the established criteria and in the prescribed rating form attached as Annex "A". Ratings during inspections shall be confidential; it shall be announced only during the awarding ceremonies.
 9. Findings and Decisions of the Panel of Judges shall be final and are not subject to appeal.

BEAUTIFICATION AND CLEANLINESS COMMITTEE

To effectively implement the Beautification and Cleanliness Campaign/Contest, there is hereby created a DPWH Cleanliness and Beautification Committee, composed of the following:

Undersecretary Gregorio S. Alvarez	-	Chairman
Asst. Secretary for Administration and Manpower Management	-	Vice Chairman
Asst. Secretary for Finance and Comptrollership	-	Member
Director, Bureau of Design	-	Member
Director, Bureau of Maintenance	-	Member
Director, Bureau of Research and Standards	-	Member

The Committee shall have the following functions and responsibilities:

1. Coordinate and supervise the continuing cleanliness and beautification program in all offices of the Department of Public Works and Highways, including Field Offices.
2. Undertake a semi-annual inspection and audit of the implementation of the cleanliness and beautification program in all Offices of the Department.
3. Conduct and supervise the yearly Beautification and Cleanliness contest.
4. Act as the Panel of Judges and decide the winners of the Cleanliness and Beautification Contest, in Categories A, B, C-2, and D-2.

5. Solicit/coordinate the allocation of funds for prizes of the contest winners.

In the implementation of the beautification and Cleanliness campaign/contest, the DPWH Committee shall be assisted by Sub-Committees in Regional Offices, hereby constituted.

Sub-Committee in the Regional Offices

Regional Director	Chairman
Asst. Regional Director for Services. . .	Vice-Chairman
Chief, Planning and Design Division . . .	Member
Chief, Comptrollership and Financial Management Division	Member
Chief, Maintenance Division	Member
Chief, Construction Division.	Member
Chief, Administrative Division.	Member

The Sub-Committees shall assist the DPWH Beautification and Cleanliness Committee in the following areas of responsibilities:

1. Formulate and implement year-round action plans for the implementation of the cleanliness and beautification program within its area of responsibility.
2. Act as Regional Panel of Judges and decide the winners of the Office Cleanliness and Beautification contest in the region.
3. Solicit/allocate funds for prizes of winners in the Region.
4. Submit to the Central DPWH Committee (1) quarterly status reports on the implementation of the campaign and (2) the winners of cleanliness and beautification contest, properly documented.

The Committee/Sub-Committees are authorized to create Secretariats to assist them in the performance of their functions.

Full cooperation of all concerned is enjoined.


FIORELLO R. ESTUAR
Secretary