



REPUBLIC OF THE PHILIPPINES
MINISTER OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE MINISTER
MANILA

24 May 1982

MINISTRY ORDER)

NO. **38**)

x - - - - -x)


SUBJECT: SUPPLEMENTAL GUIDELINES IN THE
PHASING OUT OF EMPLOYEES DUE TO
IMPLEMENTATION OF THE REORGANIZATION.

TO: Deputy Ministers
Assistant Ministers
Bureau Directors
Regional Directors
Project Managers
And all others concerned
This Ministry

In accordance with paragraph "C" of Memorandum Circular No. 40 dated 20 November 1981 on the phasing out of employees, the following implementing guidelines are hereby established, viz:

1. Services of employees, who have signified their intention in writing to be phased out due to the reorganization, receipt of which have been acknowledged by this Office, shall be terminated at the close of office hours on 31 May 1982.
2. Services of employees who cannot be accommodated due to the abolition of their positions and/or who were not selected for appointment per Manning List submitted by their respective Offices, shall be terminated thirty (30) days after the date of approval of the Manning List for the Office concerned.
3. Issuance of Notice of Termination of Employment shall be prepared by the Personnel Division, for signature of the official concerned on the basis of the delineation of functions on the power to appoint subordinate employees as delegated under Ministry Order No. 18 dated 17 February 1982.

For immediate compliance.


JESUS S. HIPOLITO
Minister