



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

097-13 DPWH
4-17-89

March 29, 1989

Department Order

SUBJECT : USE OF VACANT DPWH COTTAGES
IN BAGUIO CITY

No. **38**
Series of 1989

In line with the policy of the government to optimize the use of its physical resources and pending the issuance of more comprehensive rules and regulations on the use of the various lots and cottages of DPWH in Baguio City in compliance with R. A. No. 1361 as amended by R. A. No. 5941, the following policies and guidelines are hereby prescribed for the information of all concerned:

I. POLICIES

1. All vacant DPWH Cottages in Engineer's Hill, Baguio City shall be pooled and made available for the use of all DPWH officials and employees.

2. Prioritization of the use of these cottages shall be in accordance with the rank of the requesting Official concerned, otherwise, it will be on a first-come-first-served basis. For this purpose, cottages shall be appropriately identified and shall be assigned to corresponding group of users (e.g., Cottage A for the Secretary and EXCOM Members, Cottage B for Directors, etc.).

3. Unless extremely necessary and in the exigency of the service, a cottage shall be limited to only one time use of an official/employee per month.

4. The use of these cottages shall be administered by the Asst. Secretary for Administration & Manpower Management (A/S-AMM) with the assistance of the Dist. Engineer of Benguet Eng'g. District (DE-BED).

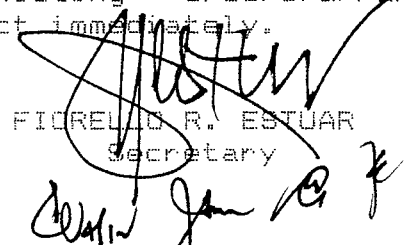
II. PROCEDURES

1. Requests for use of the cottages shall be made in the attached Request Form (Annex A) and submitted to the Office of the A/S-AMM.

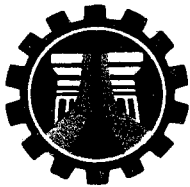
2. The A/S-AMM will then communicate with the DE-BED, through Telegram or Long Distance Telephone, regarding the scheduled use of the cottages.

3. The Caretaker/s of the cottages who will be designated by the Asst. Sec. for AMM upon recommendation of the D E of Benguet shall undertake the necessary preparation of the cottages before occupancy in addition to the day-to-day housekeeping activities.

This Order revokes all existing orders/arrangements inconsistent herewith and shall take effect immediately.


FIDRELIO R. ESTUAR
Secretary

P.T.D



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

ANNEX A of
DEPARTMENT ORDER No. _____
Series of 1989

(Date)

MEMORANDUM

FOR/TO : The Assistant Secretary for Administration
and Manpower Management

SUBJECT : REQUEST FOR USE OF DPWH COTTAGE/S IN BAGUIO CITY

In accordance with existing guidelines, request is hereby made for the use of DPWH Cottage/s in Baguio City, as indicated hereunder:

1. Name of Cottage/s Requested: _____

2. Purpose : _____

3. Time and Date of Arrival: _____

4. Date/s of Occupancy: _____

5. No. of Occupant/s: _____

Favorable consideration of this request is appreciated

(Name and Signature of
Requesting Official/Employee)

(Designation)

Approved For Use:

Reason/s For Non-Approval:

CAROLINA Z. MANGAWANG
Asst. Secretary for Administration
and Manpower Management

NOTE:

Please show this Request Form to the DE-BED thru the Adm. Officer