



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

097.13 OPWH
04-20-2019

APR 30 2019

DEPARTMENT ORDER)

51)

NO.)

Series of 2019 04-20-19)

**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 of 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, Human Resource and Administrative Service
Director, Finance Service
Assistant Director, Bureau of Quality and Safety
Assistant Director, Bureau of Construction

The Committee shall perform the following functions:

1. To act on the 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 2017 Rules on Administrative Cases in the Civil Service (2017 RACCS) which became effective on August 17, 2017;
3. To create a Technical Working Group (TWG) and designate its members;
4. To categorize and assign complaints to the TWG for validation and investigation;
5. To evaluate and deliberate on the investigation report submitted by the TWG;
6. To issue *Subpoena Duces Tecum* and *Subpoena Ad Testificandum*, as necessary;
7. To recommend to the Secretary the appropriate action/s to be taken, such as dismiss the complaint, file the appropriate charges, and/or refer to another investigative body; and
8. To update monthly the Secretary on the status of complaints received by the Committee.

The TWG shall assist the Committee by performing the following functions:

1. Provide legal, administrative and technical support to the Committee;
2. Conduct validation and investigation of the complaints in accordance with the 2017 RACCS; and

3. Such other duties as may be assigned by the Committee.

The CVIC Secretariat shall be headed by the Director of the Stakeholders Relations Service with its Stakeholders Affairs Division's personnel as the Secretariat members. The CVIC Secretariat shall have custody and ensure safekeeping of all documents submitted to the CVIC.

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

This order supersedes Department Order No. 29, series of 2018 and D.O. No. 107. Series of 2015 and shall take effect immediately.



MARK A. VILLAR
Secretary

17.1.1 MRN/MAV/EPP/ARM

Department of Public Works and Highways
Office of the Secretary



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