

REC'D. AUG. 29, 1988

10:00

m.



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

097-13 DPLH

8-29-88

11 August 1988

DEPARTMENT ORDER)

NO.

68 m)
8/29

Series of 1988

SUBJECT: Assignment of Code Numbers
TO Communications/Documents
for Reference and Identifi-
cation of their Origin in the
Department.

TO ALL: Undersecretaries
Assistant Secretaries
Bureau Directors
Regional Directors
Project Managers
Service Chiefs
District/City Engineers
And all others concerned
This Department

For the proper identification of the origin of any communication/document prepared/acted upon in the Department, the specific code numbers are hereby assigned for the use of Offices, Services, Bureaus, PMO's, attached Agencies, and Regional Offices.

Henceforth, in the preparation of official correspondence, Memorandum for the Secretary and/or Administrative Issuances, the assigned code number shall be indicated at the lower left margin of the original and carbon copies.

The present practice of indicating staffs' action in the duplicate carbon copy intended for Central Records file should be observed.


J. NERY FERRER
Secretary

4.1h/EAM-ALE/lcr

DRG-C / 10298-C 0118-C

Attachment - A

Guide in Use of Code Numbers

1. A communication prepared by OIC, Supply and Property Management Division on instructions of the Asst. Secretary for Administration and Manpower Management for the signature of Undersecretary T. G. Gener should be coded as follows:

T. G. GENER
Undersecretary

4.1g BF/CZM

2. Policy Issuance prepared by Chief of Comptrollership and Financial Management Service upon instruction's of Undersecretary Gregorio Alvarez for Department-wide implementation should be coded as follows:

J. NERY FERRIER
Secretary

4.2 JLA/GSA

3. For a Memorandum prepared by the Assistant Director for the signature of the Director, Bureau of Construction should be coded as follows:

EDMUNDO V. MIR
Director

5.1.1 F.B.

4. A request for release of funds by FMC, ADB, to the DEM for the signature of Undersecretary Gregorio S. Alvarez should be coded as follows:

GREGORIO S. ALVAREZ
Undersecretary

6.1 EF

17/4/01/11/11/15

PROPOSED CODE NUMBERS

1. OFFICE OF THE SECRETARY (Proper)

- 1a - Head Executive Assistant
- 1b - Private Secretary
- 1c - Consultant/s
- 1d - Special Assistant/s

1.1 ATTACHED AGENCIES & STAFF

- 1.1a - Local Water Utilities Administration
- 1.1b - Metro Manila Flood Control Development Council
- 1.1c - Metropolitan Waterworks & Sewerage System
- 1.1d - National Irrigation Administration
- 1.1e - National Water Resources Board

2. OFFICE OF THE UNDERSECRETARIES & STAFF

- 2a - Undersecretary Teodoro G. Gener
- 2b - Undersecretary Gregorio S. Alvarez
- 2c - Undersecretary Teodoro T. Encarnacion
- 2d - Undersecretary Jose F. Mabanta
- 2e - Undersecretary Romulo del Rosario

3. OFFICE OF THE ASSISTANT SECRETARY & STAFF

- 3.1 - Asst. Secretary for Administration & Manpower Management
- 3.2 - Asst. Secretary for Comptrollership & Financial Management
- 3.3 - Asst. Secretary for Internal Audit
- 3.4 - Asst. Secretary for Legal Affairs
- 3.5 - Asst. Secretary for Management and Planning
- 3.6 - Asst. Secretary for Monitoring & Information

4. CHIEF OF SERVICE & STAFF

- 4.1 - Administrative & Manpower Management Service
- 4.2 - Comptrollership & Financial Management Service
- 4.3 - Internal Audit Service
- 4.4 - Legal Service
- 4.5 - Management & Planning Service
- 4.6 - Monitoring & Information Service

PROPOSED CODE NUMBERS

4. SERVICES & STAFF

4.1 - ADMINISTRATIVE & MANPOWER MANAGEMENT SERVICE

- 4.1a - Personnel Division
- 4.1b - Human Resource Planning Division
- 4.1c - Human Resources Training & Materials Development Division
- 4.1d - Medical/Dental Division
- 4.1e - Civil Security Division
- 4.1f - DPWH Library
- 4.1g - Facilities & Maintenance Division
- 4.1h - Records Management Division
- 4.1i - Supply & Property Management Division

4.2 - COMPTROLLERSHIP & FINANCIAL MANAGEMENT SERVICE

- 4.2a - Accounting Division
- 4.2b - Assets and Supplies Control Division
- 4.2c - Budget Division
- 4.2d - Cash Division

4.3 - INTERNAL AUDIT SERVICE

- 4.3a - Management Performance Review Division
- 4.3b - Performance Standard Division
- 4.3c - Systems & Procedures Division

4.4 - LEGAL SERVICE

- 4.4a - Contract Letting & Litigation Division
- 4.4b - Complaints & Investigation Division
- 4.4c - Legislative & Research Division
- 4.4d - Sites Acquisition & Law Enforcement Division

4.5 - PLANNING SERVICE

- 4.5a - Development Planning Division
- 4.5b - Programming Division
- 4.5c - Project Preparation & Evaluation Division
- 4.5d - Research & Statistics Division

PROPOSED CODE NUMBERS

4.6 MONITORING & INFORMATION SERVICE

- 4.6a - ICC
- 4.6b - Information Division
- 4.6c - Project Monitoring Division

5. BUREAUS & STAFF

- 5.1 - Director, Bureau of Construction
- 5.2 - Director, Bureau of Design
- 5.3 - Director, Bureau of Equipment
- 5.4 - Director, Bureau of Maintenance
- 5.5 - Director, Bureau of Research & Standards

BUREAU OF CONSTRUCTION

- 5.1 - Director, Bureau of Construction
- 5.1.1 - Assistant Director (BOC)
- 5.1a - Barangay Roads Division
- 5.1b - Bridges Division
- 5.1c - Buildings Division
- 5.1d - Flood Control & Drainage Division
- 5.1e - National Roads & Runways Division
- 5.1f - Ports & Harbor Division
- 5.1g - Water Supply Division

BUREAU OF DESIGN

- 5.2 - Director, Bureau of Design
- 5.2.1 - Assistant Director (BOD)
- 5.2a - Architectural Division
- 5.2b - Bridges Division
- 5.2c - Highways Division
- 5.2d - Hydraulics Division
- 5.2e - Mechanical/Electrical Division
- 5.2f - Structural Division
- 5.2g - Surveys & Investigation Division

PROPOSED CODE NUMBERS

BUREAU OF EQUIPMENT

- 5.3 - Director, Bureau of Equipment
 - 5.3.1 - Assistant Director (BOE)
 - 5.3a - Equipment Administrative Division
 - 5.3b - Equipment Central Equipment & Spare Parts Division
 - 5.3c - Equipment Dredges & Other Floating Equipment Division
 - 5.3d - Equipment Maintenance Division
 - 5.3e - Equipment Planning Division
 - 5.3f - Equipment Utilization Division

BUREAU OF MAINTENANCE

- 5.4 - Director, Bureau of Maintenance
 - 5.4.1 - Assistant Director, (BOM)
 - 5.4a - Inspectorate Division
 - 5.4b - Inventory Division
 - 5.4c - Monitoring Division
 - 5.4d - Planning & Programming Division

BUREAU OF RESEARCH & STANDARDS

- 5.5 - Director, Bureau of Research & Standards
 - 5.5.1 - Assistant Director, (BRS)
 - 5.5a - Materials Testing Division
 - 5.5b - Quality Control Division
 - 5.5c - Research & Development Division
 - 5.5d - Systems & Standards Division
 - 5.5e - Technical Service & Evaluation Division
 - 5.5f - Technical Training Publication Division

6.

PROJECT MANAGEMENT OFFICES AND STAFF

- 6.1 - Asian Development Bank (ADB)
- 6.2 - Bridge & Aircraft Movement Area (BAMA)
- 6.3 - Bicol River Basin Irrigation Development Project (BRBIDP)
- 6.4 - Cotabato-Agusan River Basin Project (CARBDP)
- 6.5 - Equipment Base Shop and Area Shops
- 6.6 - Feasibility Study
- 6.7 - Fishing Ports
- 6.8 - International Bank for Reconstruction & Development (IBRD)
- 6.9 - Major Flood Control Projects
- 6.10 - Mangahan Floodway
- 6.11 - Metro Manila Infrastructure Utilities & Eng'g. Program (MMINUTE)
- 6.12 - Nationwide Dredging & Reclamation
- 6.13 - Philippine Australian Development & Assistance Project (PADAP)
- 6.14 - Palawan Integrated Area Development Project (PIADP)
- 6.15 - Philippine Japan Highway Loan (PJHL)
- 6.16 - PREMIUMED
- 6.17 - Regional Cities Development Project (RCDP)
- 6.18 - Rural Water Supply (RWS)
- 6.19 - Second Rural Roads Improvement Project (SRRIP)
- 6.20 - Special Buildings
- 6.21 - Small Water Impounding Management (SWIM)
- 6.22 - Traffic Eng'g. & Administration Management (TEAM)
- 6.23 - Urban Roads Project Office (URPO)
- 6.24 - Build-Operate-And-Transfer Office

(N.B.: - Entry hereon was made on 9-30-92 per request of the Project Manager) *[Signature]*

7.

REGIONAL OFFICES

- 7.1 - Region I
- 7.2 - Region II
- 7.3 - Region III
- 7.4.a - Region IV-A
- 7.4.b - Region IV-B
- 7.5 - Region V
- 7.6 - Region VI
- 7.7 - Region VII
- 7.8 - Region VIII
- 7.9 - Region IX
- 7.10 - Region X
- 7.11 - Region XI
- 7.12 - Region XII
- 7.13 - N.C.R.
- 7.14 - C.A.R.

Republic of the Philippines
Department of Public Works and Highways
BUILD-OPERATE-AND-TRANSFER OFFICE
10th Floor, Strata 100 Bldg., Emerald Avenue
Pasig, Metro Manila

September 30, 1992

MEMORANDUM TO:


The Chief
Records Division
This Department

Department Order No. 228, series of 1991 created the Build-Operate-And-Transfer Office, PMO, official station of which is at the 10th Floor, Strata 100 Building, Emerald Avenue, Pasig, Metro Manila.

In this regard, we are requesting that we be assigned an Office Code in order to eliminate misplacement and/or lost of routinary correspondences, official documents, drawing plans and other pertinent papers relative to BOT operations.

This assignment of official code will facilitate the location and retrieval of official papers originating from the BOT-PMO.

Your usual prompt action on our request will redound to the best interest of the service.


GODOFREDO Z. GALANO
Project Manager III
(Head, BOT-PMO)

GS/fav