



Republic of the Philippines
MINISTRY OF PUBLIC WORKS
OFFICE of the MINISTER
MPW Building, Bonifacio Drive, Port Area, Manila

12 December 1980

MINISTRY ORDER)

NO. 80 - 75)
-x-x-x-x-x-x-x)

SUBJECT: Computerization of
MPW Personnel Data

T O : All Director/Service Chiefs/
Regional Directors/District Engineers

I. Purpose

1. To provide empirical data for personnel planning and career development as well as to insure the immediate availability of adequate up-to-date information for judicious decision-making in all personnel management actions, it is imperative that needed information be stored in a data bank. For this purpose, the computerization program on the Personnel Information System started in 1978 under the DPWTC which was suspended because of the 1979 reorganization shall be resumed.

II. Scope

2. All MPW personnel actually in the service shall again accomplish MPW-PIS Form 001. Forms for those on approved leave shall be accomplished by the respective division chiefs. Data to be contained on the Form shall be as of January 2, 1981.

3. Later personnel accessions into the MPW shall be required to accomplish the Form within 15 days from the first day of service.

III. Responsibilities

4. Personnel Officers shall be responsible for insuring that:

- a) All personnel actually in the service on January 2, 1981, irregardless of status, whether permanent, temporary, contractual or emergency shall accomplish the form;

an alphabetical listing of all employees actually in the service as of January 2, 1981 shall be prepared.

- b) Entries made are complete, accurate and up-to-date and shall be certified accordingly on the Form.
- c) All duly accomplished Forms are submitted to the Personnel Division, Administrative Services, Ministry Proper not later than February 14, 1981.

5. All employees who join the MPW after January 2, 1981 shall be required to accomplish the Form within 15 days from the first day of actual service and such accomplished Forms shall be transmitted by the respective Personnel Officers to the Personnel Division, Administrative Service within 30 days from the first day of actual service.

6. The Infrastructure Computer Center of the Ministry shall be responsible for all software and hardware components of the program and, in coordination with the Personnel Division, for continuing improvement of the System.

7. To maintain the information system, all concerned shall periodically furnish whatever necessary additional or updated data on Forms which shall be prescribed by the Ministry.

IV. Management Support

8. In view of the significance of this undertaking in contributing to the promotion of professionalism, merit and careerism in the MPW System, all available management support shall be extended to the program. The cooperation of all concerned is likewise enjoined.


ALFREDO L. JUINIO
Minister

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