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

December 18, 1980

MINISTRY ORDER)

No. 80 - 80)

-x-x-x-x-x-x-x-)

SUBJECT: Monthly Report on
Personnel

To : All Bureau Directors/Service Chiefs
Regional Directors/District Engineers
This Ministry

1. To continually provide MPW management with up-to-date information regarding human resources of the organization, it is hereby directed that a monthly report be made on the attached MPW - PIS Form - 002.
2. The Form shall be accomplished by the Personnel Officers of the respective Regional and District Offices and authenticated by either the Assistant Regional Director or the Assistant District Engineer. Instructions for accomplishing the Form are printed on its reverse side.
3. The accomplished Form shall be submitted by the Regional Directors at the periodic monthly meetings, or in the absence of such meetings shall be sent by airmail to the Office of the Assistant Secretary for Personnel Management and Development not later than the 15th day of each succeeding month.

For compliance.


ALFREDO L. JUINIO
Minister

Dec 12/24