



JUL 13 2015

DEPARTMENT ORDER

NO. 111

Series of 2015

07.14.15

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

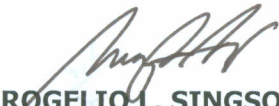
*097.13 DPWH
07-14-2015*

**SUBJECT: Standard Specification
on the Procurement of
Office Furniture**

In line with the Department's policy to continuously improve the delivery of its services, all offices are hereby required to adhere to the Standard Specification Matrix Guide of Office Furniture as per ISO 9001:2008 requirements. The objective of this standard is to achieve uniformity that will result to total organization and standardization in the workplace.

The Standard Office Furniture includes chairs, tables, workstations and cabinets with the corresponding sizes and measurements. Refer to the attached illustrations for guidance (Annexes A to E).

This Order shall take effect immediately.


ROGELIO L. SINGSON
Secretary

Department of Public Works and Highways
Office of the Secretary



WIN5P01171

3.3 NJM/BEY

**STANDARD SPECIFICATION MATRIX GUIDE OF OFFICE FURNITURES
TO BE IMPLEMENTED IN THE DPWH, AS PER ISO STANDARD REQUIREMENTS**

STANDARD CLASSIFICATION OF OFFICE TABLES						OFFICE CHAIRS		
NO.	OFFICE TABLE TYPE	STANDARD SIZES in millimeter (LxWxH)	MAKE	COLOR	PEDESTAL	CODE	TYPE	DESCRIPTION
1	Senior Executive Table	1800 x 760 x 760	Wood or Metal	Mahogany Varnish	Double with side table	A	Senior Executive Chair	Senior executive chair high back with tilting and reclining backrest, gaslifts swivel base and leather finish, color: black.
2	Junior Executive Table	1600 x 760 x 760	Wood or Metal	Mahogany Varnish	Double	B	Junior Executive Chair	Junior executive chair high back with tilting and reclining backrest, gaslifts swivel base and leather finish, color: black.
3	Clerical Table	1200 x 600 x 760	Wood or Metal	Mahogany or Cream	Double or Single or mobile pedestal	C	Clerical Chair	Clerical ergonomic chair, gaslifts and swivel type base with arm rest textile or leather finish.
4	Computer Table	1200 x 600 x 760	Wood or Metal	Mahogany or Cream	Single	D	Computer Chair	Computer ergonomic chair, gaslifts and swivel type base with arm rest textile or leather finish.
5	Side Table Single	1200 x 600 x 760	Wood or Metal	Mahogany Varnish			SRA/Reception Sofa	3-seater cushion sofa with two single cushion chair.
6	Conference Table	any size min. 6 person	Wood or Metal Collapsible	Mahogany Top	Detachable Legs	E	Conference Chair	same as Senior or Junior Executive Chair.
CUBICLE OR ELECTRONIC WORK STATION (WORKTOP)								
DESCRIPTION		STANDARD		MATERIAL/SPECS		OFFICE INTERIOR/CONSIDERATIONS:		
Cubicle/Workstation made of assembled panels design ergonomically using less maintenance materials and requires built-in wiring connectivity installation.		Minimum of 1.8sq.m. space for each staff including worktop pending on the no. of staff pattern that will allow efficient functions and mobility. (see attached detailed Drawing)		Combination of wood/glass/ high plastic no textile color depending of their choice or impose by the Department to Office Identification with the approval of the proper ISO Unit.		All office furnitures to be purchased must comply with the above standard specification matric guide. Approved lay-out/plans sholud be provided for workstation to be installed. Electrical lay-out connections must be embedded and properly installed and extension cord is prohibited.		

BUILT-IN AND MOVABLE CABINETS

CODE	TYPE	STANDARD SIZES	PANEL COLOR	MATERIAL/SPECS	FILE ARRANGEMENT
7	Open shelves fit for standard prescribe folder Wood or metal cabinets	Size vary as volume of files to be stored. (see attached plan)		Plywood solid wood with wooden shelves/slotted or metal rack with G.I. plate shelving, detachable.	Arrange sideways facing backward, logo and label can be seen
8	Cabinets with clear glass cover fit for standard prescribed folder	Size vary as volume of files to be stored (see attached plan)		Plywood/solid wood with clear glass cover 6m, powder paint finish	Arrange sideways facing backward, with logo and label and transparent.

PANTRY

	TYPE	STANDARD SIZES		MATERIAL/SPECS	CONSIDERATIONS
9	Rectangular type Square type	Near rest room, no area standard sizes required		Concrete or wood partition wash area is an option, with approved piping connection	Convenience outlet for appliances, exhaust fan & light cooking appliances.

PREPARED BY:

ERNESTO B. LUMBERA
Draftsman II

CHECKED BY:

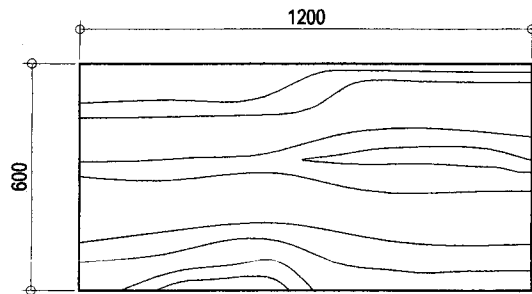
GEORGE F. FAJILAN
Engineer IV

SUBMITTED BY:

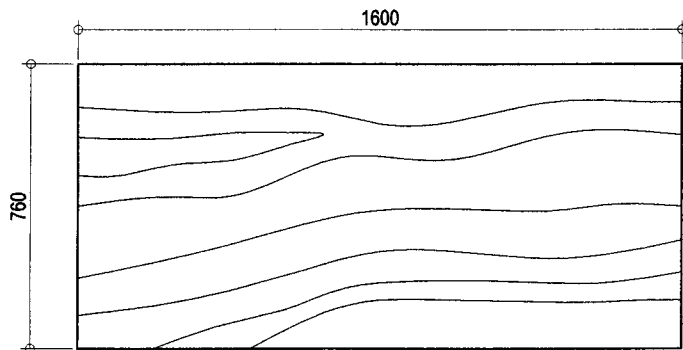
LUISITO S. DELA ROSA
Chief, Facilities Maint. Division

NOTED:

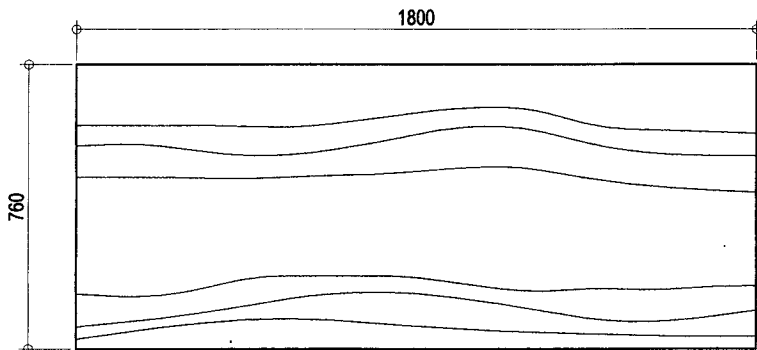
ANGELA B. ABIQUI, DPA
Director, HRAS



CLERICAL TABLE



JR. EXECUTIVE TABLE

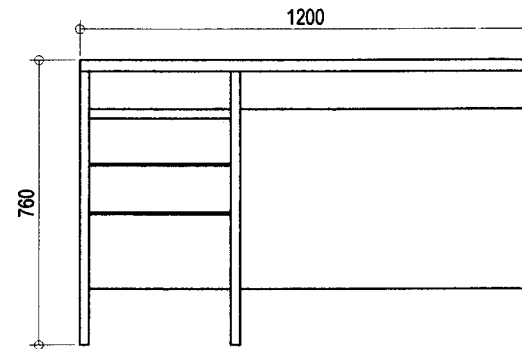


SR. EXECUTIVE TABLE



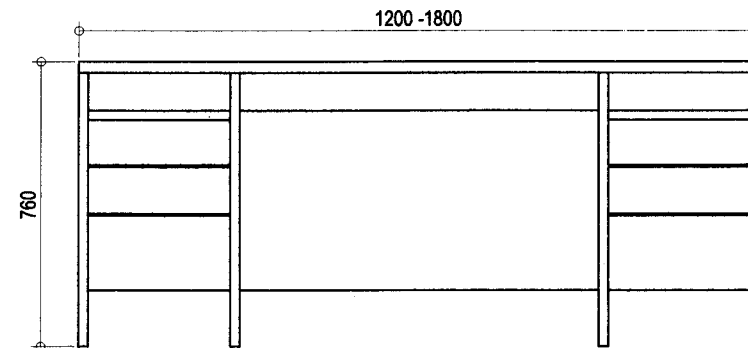
PLAN OF OFFICE TABLE (STANDARD)

SCALE: 1:20M



FRONT VIEW OF SINGLE PEDESTAL TABLE

SCALE: 1:20M



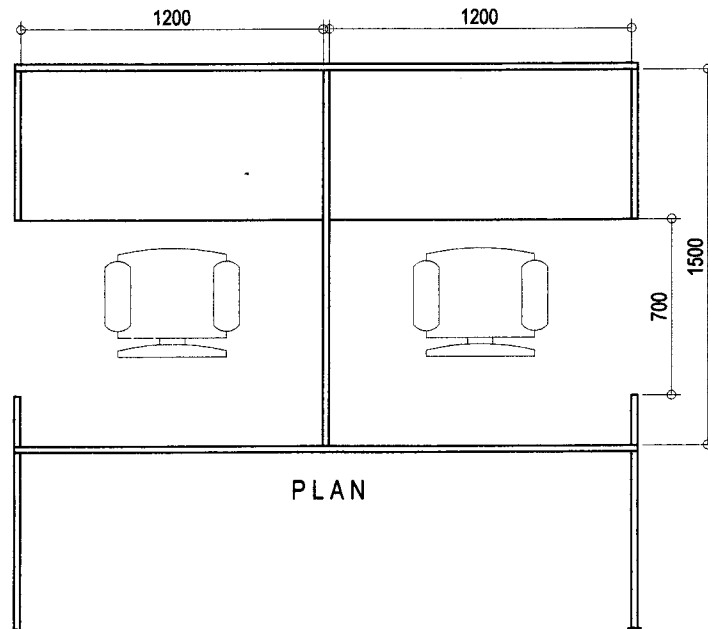
FRONT VIEW OF DOUBLE PEDESTAL TABLE

SCALE: 1:20M

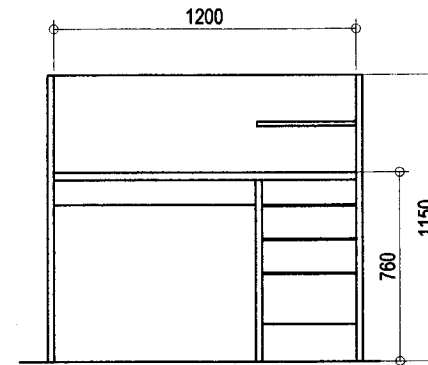
<p>DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS</p> <p>HUMAN RESOURCE AND ADMINISTRATIVE SERVICE</p> <p>FACILITIES MAINTENANCE DIVISION</p> <p>BONIFACIO DRIVE PORT AREA, MANILA</p>	<p>PROJECT AND LOCATION:</p> <p>STANDARD SIZES OF OFFICE TABLE</p>	<p>DRAWN BY:</p> <p><i>[Signature]</i></p> <p>ERNESTO B. LUMBERA</p> <p>ENGINEERING ASSISTANT</p>	<p>REVIEWED BY:</p> <p><i>[Signature]</i></p> <p>LUISITO S. de la ROSA</p> <p>CHIEF FACILITIES MAINTENANCE DIV.</p>	<p>SUBMITTED BY:</p> <p><i>[Signature]</i></p> <p>ANGELA B. ABIQU</p> <p>DIRECTOR IV</p> <p>HUMAN RESOURCE & ADMINISTRATIVE SERVICES</p>	<p>RECOMMENDING APPROVAL:</p> <p><i>[Signature]</i></p> <p>B. ELIZABETH E. YAP, Ph.D. CESO III</p> <p>OFFICER-IN-CHARGE</p> <p>Office of the ASST. SECRETARY for SUPPORT SERVICES</p>	<p>APPROVED BY:</p> <p><i>[Signature]</i></p> <p>ARDELIZA R. MEDENILLA, MNSA, CESO II</p> <p>OFFICER-IN-CHARGE</p> <p>Office of the UNDERSECRETARY for SUPPORT SERVICES</p>	<p>SHEET NO.</p> <p>1 3</p>
--	---	--	--	---	--	--	-----------------------------

CHOOSING A WORKSTATION OR SCREENED OFFICE IS AN OPTION, DEPENDING ON THE USERS TASK THAT REQUIRES PRIVACY SAMPLE DRAWING AS SHOWN IS FOR MINIMUM SINGLE CUBICLE ONLY WICH AN AREA OF 1.8sq.mts. DESIGN VARIES ACCORDING TO THE END USERS OFFICE REQUIREMENT. IT EITHER CLIP TILE SYSTEM OR SIMPLY MADE OF FIXED TYPE PARTITION.

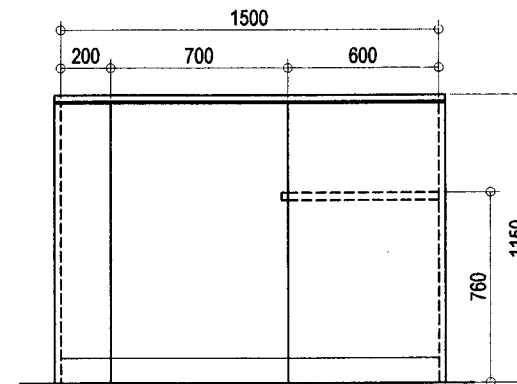
LIKEWISE, WORKSTATION PLANS MUST BE PLANNED AND APPROVED INCLUDING ELECTRICAL. AVOID EXTENSION CORD AND OCTOPUS CONNECTIONS IT MUST BE CONFORM TO ISO.
FOR INFORMATION AND GUIDANCE.



PLAN



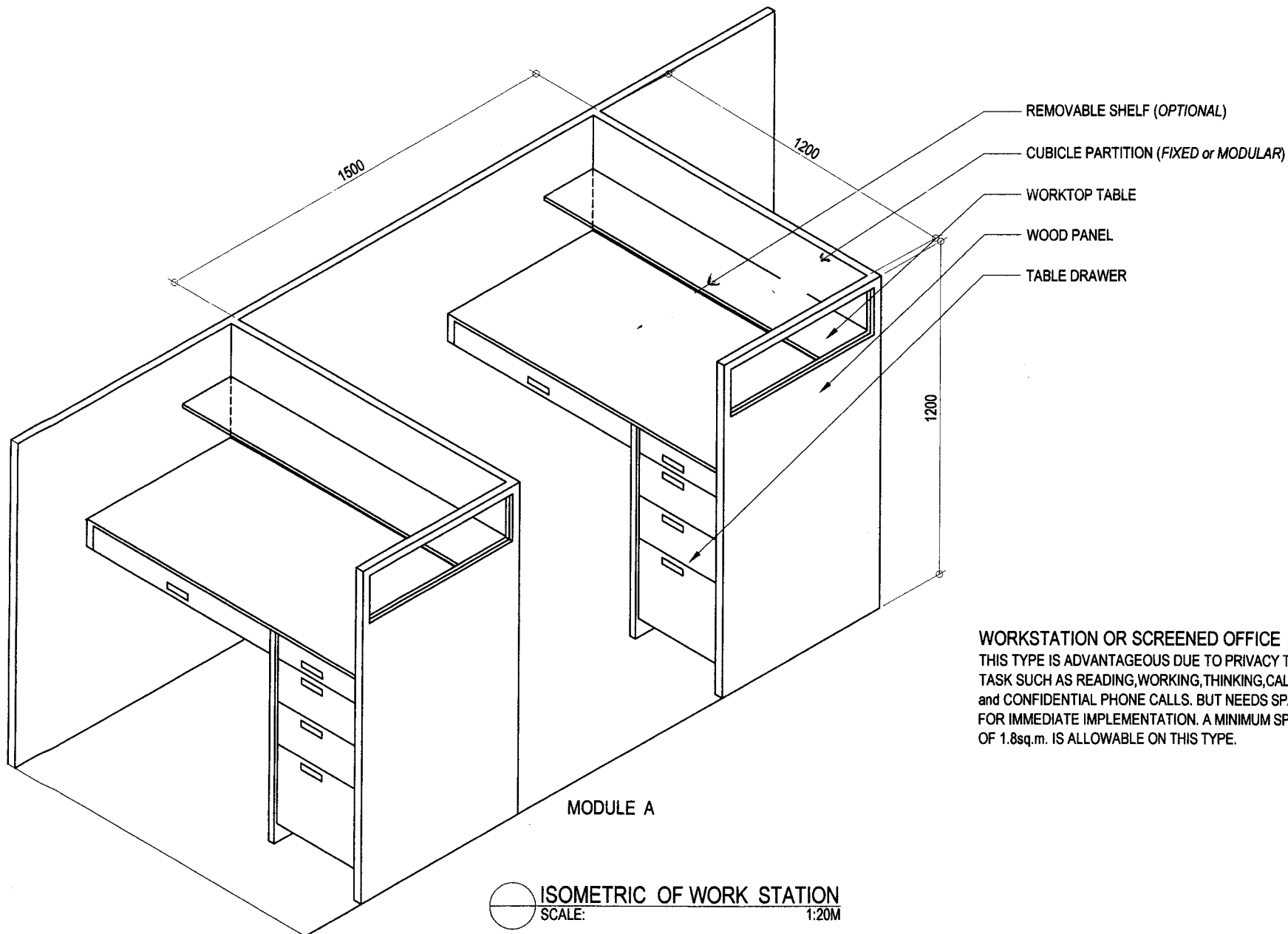
FRONT VIEW




SIDE VIEW

WORK STATION LAYOUT
SCALE: 1:30M

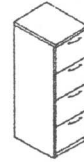
<p>DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS</p> <p>HUMAN RESOURCE AND ADMINISTRATIVE SERVICE</p> <p>FACILITIES MAINTENANCE DIVISION</p> <p>BONIFACIO DRIVE PORT AREA, MANILA</p>	<p>PROJECT AND LOCATION:</p> <p>PLAN OF OFFICE WORK STATION</p>	<p>DRAWN BY:</p> <p><i>[Signature]</i> ERNESTO B. LUMBERA ENGINEERING ASSISTANT</p>	<p>REVIEWED BY:</p> <p><i>[Signature]</i> LUISITO S. de la ROSA CHIEF FACILITIES MAINTENANCE DIV.</p>	<p>SUBMITTED BY:</p> <p><i>[Signature]</i> ANGELA B. ABIQUI DIRECTOR IV HUMAN RESOURCE & ADMINISTRATIVE SERVICES</p>	<p>RECOMMENDING APPROVAL:</p> <p><i>[Signature]</i> B. ELIZABETH E. YAP, Ph.D. CESO III OFFICER-IN-CHARGE OFFICE of the ASST. SECRETARY for SUPPORT SERVICES</p>	<p>APPROVED BY:</p> <p><i>[Signature]</i> ARDELIZA R. MEDENILLA, MNSA, CESO II OFFICER-IN-CHARGE OFFICE of the UNDERSECRETARY for SUPPORT SERVICES</p>	<p>SHEET NO.</p> <p>2 3</p>
--	--	--	--	---	---	---	-----------------------------



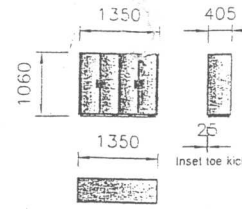
 <p>DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS</p> <p>HUMAN RESOURCE AND ADMINISTRATIVE SERVICE</p> <p>FACILITIES MAINTENANCE DIVISION</p> <p>BONIFACIO DRIVE PORT AREA, MANILA</p>	<p>PROJECT AND LOCATION:</p> <p>ISOMETRIC OF OFFICE WORK STATION</p>	<p>DRAWN BY:</p> <p>ERNESTO B. LUMBERA ENGINEERING ASSISTANT</p>	<p>REVIEWED BY:</p> <p>LUISITO S. de la ROSA CHIEF FACILITIES MAINTENANCE DIV.</p>	<p>SUBMITTED BY:</p> <p>ANGELA S. ABIGUI DIRECTOR IV HUMAN RESOURCE & ADMINISTRATIVE SERVICES</p>	<p>RECOMMENDING APPROVAL:</p> <p>B. ELIZABETH E. YAP, Ph.D. CESO III OFFICER-IN-CHARGE OFFICE of the ASST. SECRETARY for SUPPORT SERVICES</p>	<p>APPROVED BY:</p> <p>ARDELIZA R. MEDENILLA, MNSA, CESO II OFFICER-IN-CHARGE OFFICE of the UNDERSECRETARY for SUPPORT SERVICES</p>	<p>SHEET NO.</p> <p>3 / 3</p>
--	--	--	--	---	---	---	-------------------------------



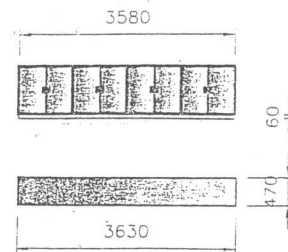
WN-3DC
3 Drawer Vertical Cabinet
L410 x W525 x H1015



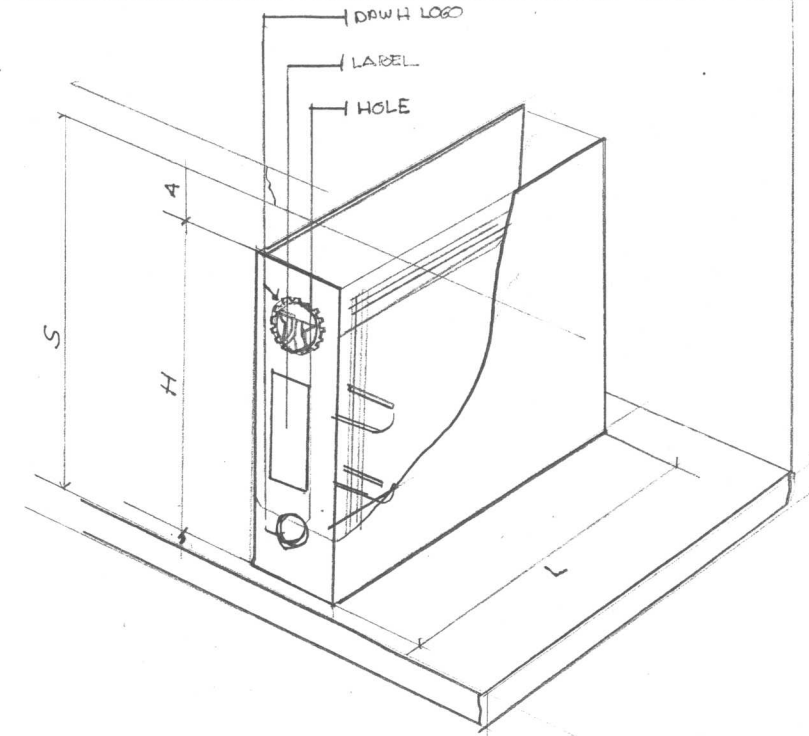
WN-4DC
4 Drawer Vertical Cabinet
L410 x W525 x H1315



Removable Cabinet
C-10



Removable Cabinet
C-11



SKETCH OF VIEW OF FOLDERS TO BE USED IN CABINETS

MOVABLE METAL CABINET: EXISTING STEEL CABINETS STILL OF USE IF ITS STILL IN GOOD CONDITION, BUT TO TRANSPARENCY OF RECORDS NEED THE LIMITATION OF UNITS, AND REPLACEMENT OF SAME TYPE SHOULD BE AVOIDED.

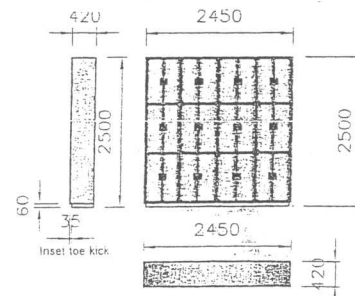
1

MOVABLE VERTICAL CABINET

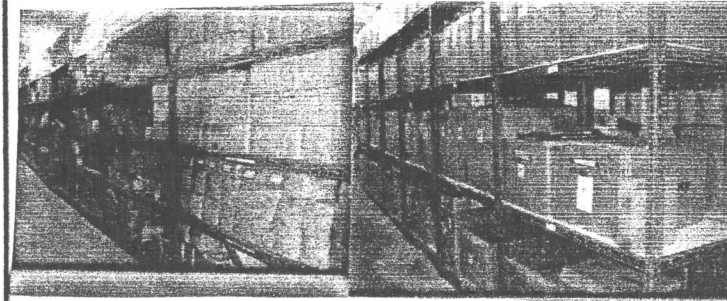
HANGING WOODEN CABINETS: THIS TYPE IS TO BE CONSIDERED DUE TO OFFICE LIMITATION OF SPACE AND OVERHEAD IS AN OPTION, BUT STILL A GLASS COVER AND SHELVING STANDARD (FOR ISO FILES) W/C ALLOWED A DURABLE INSTALLATION IS NEEDED IF ITS PLACED ON CONCRETE WALLS.

2

HANGING / WALL HUNG CABINET



Removable Cabinet
C-16



MOVABLE FLOOR MOUNTED CABINETS: DESIGN OF THIS TYPE CAN BE ACCESSIBLE ANYWHERE, ANY LENGTH, EXCEPT CEILING HEIGHT, EXCLUSIVELY FOR RECORDS FILING PURPOSE. DOORS STILL AN OPTION.

3

CABINETS WITH BASEBOARD

SLOTTED STEEL RACK: THIS HIGHLY RECOMMENDED STORAGE, IS USEFUL FOR OFFICES WITH ENCLOSED STORAGE AND STOCKROOM, EVEN OPEN SPACES. ITS ADJUSTABLE, COLLAPSIBLE IN MOVING AND TRANSPORTING IF ITS NECESSARY.

4

ADJUSTABLE STEEL RACK

OFFICE PRESCRIBED FOLDERS / SHELVING

CODE	DESCRIPTION	SIZE	CLEARANCE (A)	SHELVING SPACE
A	CUSTOMIZED A4 SIZE BINDER (ISO)	H - 32 cm	2"	35 cm
B	CUSTOMIZED LEGAL SIZE BINDER (ISO)	H - 35 cm	2"	40 cm
C	EXISTING FOLDERS		2"	

OFFICE STANDARD TYPE OF CABINETS & OPEN SHELVES



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
ADMINISTRATIVE AND MANPOWER MGT. SERVICE
FACILITIES MAINTENANCE DIVISION

PROJECT LOCATION

REVISED TYPE OF CABINET UNITS
TO BE USED AT DPWH OFFICES
IN COMPLIANCE WITH ISO.

DRAWN BY:

ERNESTO B. LUMBERA
Engineering Assistant

CONFORME:

REVIEWED BY:

GEORGE F. FAJILAN
Engineer IV

SUBMITTED BY:

LUISITO S. DEL ROSA
Chief, Facilities Maintenance Division

APPROVED:

ANGELA E. ABIQUI, DPA
Director IV
Human Resource and Administrative Service

SHEET NO.

