



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

097. 13DPWH  
 11-03-2014

**OCT 31 2014.**

**DEPARTMENT ORDER )**

**SUBJECT: Assignment of Permanent Employee Identification Number**

**NO.**

**114**

**Series of 2014**

*11.03.14*

In line with the interest of the service and to reiterate the assignments of permanent Employee Identification Number to personnel of the Department, all employees shall be assigned a permanent Employee Identification Number regardless of their employment status, in accordance with the provisions of this Order.

The Employee Identification Numbering Scheme, shall be as follows:

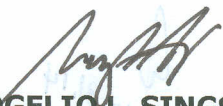
YYA9999, wherein:


- YY - first year of DPWH service
- A - office code where the Employee ID Number was assigned
- 9999 - running number

The following outline the offices involved and their responsibilities in the assignment of the Employee Identification Number:

- A. Administrative Division of the Regional Office:
  1. Assign Employee ID Number to personnel from the Regional Office and their respective District Engineering Offices.
  2. Submit the list of employees with corresponding Employee ID Number, in an electronic format, to the Chief, Human Resource Management Division (HRMD), Human Resource Administration Service (HRAS).
- B. HRMD, HRAS
  1. Assign Employee ID Number to personnel from the Central Office.
  2. Encode the employee information including the assigned Employee ID Number into the Personnel Information System (PIS)

This Order shall take effect immediately and shall supersede D.O. No. 41 Series of 2002.

  
**ROGELIO L. SINGSON**  
 Secretary

Department of Public Works and Highways  
 Office of the Secretary  
  
 WIN4P01091

Encl: Office Codes for the Permanent Employee Identification Number

4.5 RBC/BEY

**Office Codes for the Permanent Employee Identification Number**

<b>Region</b>	<b>Code</b>
National Capital Region (NCR)	A
Cordillera Administrative Region (CAR)	B
Region I	C
Region II	D
Region III	E
Region IV-A	F
Region IV-B	G
Region V	H
Region VI	I
Region VII	J
Region VIII	K
Region IX	L
Region X	M
Region XI	N
Region XII	O
Region XIII	P
Central Office including the Unified Project Management Office (UPMO)	Z