

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

0 6 JUN 2016

DEPARTMENT ORDER)

SUBJECT: Standard Office Code Numbering

Series of 2016

In line with the Department's continuous effort to improve and ensure consistency in the preparation of its written communications, the Annex B, Office Code Numbers under Department Order No. 77 series of 2014 "Standard Formats and Guidelines for Policy Issuances and Guidelines" is hereby revised.

Enclosed is the new office code numbers assigned to the Central Office, UPMOs, Regional Offices and Districts Engineering Offices. This shall be used to identify the origin of documents such as policy issuance, memorandum and letter among others that are prepared in the Department.

This order shall take effect immediately.

RØGELIO/L. SINGSON

Secretary

Encl: Office Code Numbers

10.1.4 MKBA/RMB

Department of Public Works and Highways
Office of the Secretary

WIN6P01402

OFFICE CODE NUMBERS

The origin of any document prepared and acted upon in the Department shall be properly identified using the office code numbering. The use of office code numbers eliminates misplacement and/or loss of documents, and facilities location and retrieval of documents.

Executive Level

1.1 Office of the Secretary

1.2 Office of the Head Executive Asistants/Management Committee Secretariat

- 2.1 Undersecretary for Technical Services
- 2.2 Undersecretary for Support Services
- 2.3 Undersecretary for Regional Operations
- 2.4 Undersecretary for Unified Project Management Offices Operations
- 2.5 Undersecretary for Planning and Private Public Partnership Service
- 3.1 Assistant Secretary for Technical Services
- 3.2 Assistant Secretary for Support Services
- 3.3 Assistant Secretary for Luzon Operations
- 3.4 Assistant Secretary for Visayas and Mindanao Operations
- 3.5 Assistant Secretary for Unified Project Management Offices Operations

4.1 Planning Service

- 4.1.1 Development Planning Division
- 4.1.2 Project Preparation Division
- 4.1.3 Programming Division
- 4.1.4 Environment and Social Safeguards Division
- 4.1.5 Statistics Division

5.1 Bureau of Design

- 5.1.1 Surveys and Investigation Division
- 5.1.2 Water Projects Division
- 5.1.3 Highways Division
- 5.1.4 Bridges Division
- 5.1.5 Buildings Division
- 5.1.6 Design Management Division

6.1 Bureau of Construction

- 6.1.1 Pre-Construction Division
- 6.1.2 Claims Review Division
- 6.1.3 Construction Support Services Division
- 6.1.4 Project Monitoring Division

7.1 Bureau of Maintenance

- 7.1.1 Road Condition Monitoring and Evaluation Division
- 7.1.2 Policies and Standards Division
- 7.1.3 National Building Services Division
- 7.1.4 Safety and Disaster Management Coordination Division

8.1 F	inancial	Manad	ıement	Serv	∕ice
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- 8.1.1 Budget Division
- 8.1.2 Accounting Division
- 8.1.3 Management Division

9.1 Bureau of Equipment

- 9.1.1 Equipment Planning Division
- 9.1.2 Equipment Operation and Maintenance Division
- 9.1.3 Floating Equipment Division

10.1 Human Resources and Administrative Service

- 10.1.1 Human Resource Management Division
- 10.1.2 Capacity Development Division
- 10.1.3 Cash Division
- 10.1.4 Records Management Division
- 10.1.5 Supply and Properly Management Division
- 10.1.6 Facilities Maintenance Division

11.1 Information Management Service

- 11.1.1 Business Innovation Division
- 11.1.2 Technology Support Division
- 11.1.3 Application Support Division
- 11.1.4 User Support Division

12.1 Procument Service

- 12.1.1 Civil Works Division
- 12.1.2 Consultancy Services Division
- 12.1.3 Goods and Services Dvision

13.1 Public-Private Partnership Service

- 13.1.1 Project Development Division
- 13.1.2 Project Implementation Supervision Division
- 13.1.3 Project Operation and Maintenance Management Division

14.1 Bureau of Research and Standards

- 14.1.1 Research and Development Division
- 14.1.2 Standards Development Division
- 14.1.3 Materials Testing Division
- 14.1.4 Technical Services Division

15.1 Bureau of Quality and Safety

- 15.1.1 Quality Systems Analysis Division
- 15.1.2 Quality Compliance Division
- 15.1.3 Road Safety Program Division
- 15.1.4 Traffic Engineering Division

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- 16.1.1 Management Audit Division
- 16.1.2 Operations Audit Division

17.1 Stakeholders Relations Service

- 17.1.1 Stakeholders Affairs Division
- 17.1.2 Public Information Division

18.1 Legal Service

- 18.1.1 Internal Affairs Division
- 18.1.2 Legislative Affairs and Research Division
- 18.1.3 Right-of-Way Acquisition and Enforcement Division
- 18.1.4 Contract Letting and Litigation Division

Unified Project Management Offices

19.1 Bridges Management Cluster

- 19.1.1 Foreign Assisted Bridge Program (FABP)
- 19.1.2 Special Bridge Project (SBP)

20.1 Roads Management Cluster I (Bilateral)

- 20.1.1 Road Upgrading & Preservation Project (RUPP) / Philippine Japan Highway Loan (PJHL)
- 20.1.2 Urban Road Project Office (URPO)
- 20.1.3 Rural Road Network Development Project (RRNDP)

21.1 Roads Management Cluster 2 (Multilateral)

- 21.1.1 Asian Development Bank (ADB)
- 21.1.2 National Roads Improvement and Management Program (NRIMP)
- 21.1.3 Millennium Challenge Corporation (MCC)
- 21.1.4 Korean Economic Development Cooperation Fund (KEDCF)
- 21.1.5 Saudi Fund for Development (SFD)

22.1 Flood Control Management Cluster

- 22.1.1 Kalookan-Malabon-Navotas-Valenzuela (KAMANAVA)
- 22.1.2 Major Flood Control Development Project I (MFCDP I)
- 22.1.3 Major Flood Control Development Project II (MFCDP II (to include Laoag and Agno)
- 22.1.4 Cotabato-Agusan River Basin Development Project (CARBDP)
- 22.1.5 Mount Pinatubo Emergency (MPE) / Integrated Disaster Risk Reduction

& Climate Change Adaption (IDRR-CCA)

- 22.1.6 Flood Control and SABO Engineering Center (FCSEC)
- 22.1.7 Rural Water Supply (RWS)

23.1 Buildings and Special Projects Management Cluster

- 23.1.1 Special Buildings (SB)
- 23.1.2 Comprehensive Agrarian Reform Program (CARP)
- 23.1.3 National Building Code Development Office (NBCDO)

Regional Offices

NCR	NCR.1 Plann NCR.2 Const NCR.3 Maint NCR.4 Finan NCR.5 Equip NCR.6 Admir	ing and Desigr ruction Divisio enance Divisio cial Division ment Manager nistrative Divis	n n ment Division
	NCR.8	South Manila NCR.8.1 NCR.8.2 NCR.8.3 NCR.8.4 NCR.8.5 NCR.8.6	a District Engineering Office Planning and Design Section Construction Section Maintenance Section Financial Section Administrative Section Quality Assurance and Hydrology Section
	NCR.9	North Manila NCR.9.1 NCR.9.2 NCR.9.3 NCR.9.4 NCR.9.5 NCR.9.6	Planning and Design Section Construction Section Maintenance Section Financial Section Administrative Section Quality Assurance and Hydrology Section
	NCR.10	Quezon City NCR.10.1 NCR.10.2 NCR.10.3 NCR.10.4 NCR.10.5 NCR.10.6	Maintenance Section Financial Section
	NCR.11	-	Second District Engineering Office Planning and Design Section Construction Section Maintenance Section Financial Section Administrative Section Quality Assurance and Hydrology Section
	NCR.12	Metro Manila NCR.12.1 NCR.12.2 NCR.12.3 NCR.12.4 NCR.12.5 NCR.12.6	Pirst District Engineering Office Planning and Design Section Construction Section Maintenance Section Financial Section Administrative Section Quality Assurance and Hydrology Section

NCR.13	Metro Manila S NCR.13.1 NCR.13.2 NCR.13.3 NCR.13.4 NCR.13.5 NCR.13.6	Second District Engineering Office Planning and Design Section Construction Section Maintenance Section Financial Section Administrative Section Quality Assurance and Hydrology Section
NCR.14	Metro Manila NCR.14.1 NCR.14.2 NCR.14.3 NCR.14.4 NCR.14.5 NCR.14.6	Third District Engineering Office Planning and Design Section Construction Section Maintenance Section Financial Section Administrative Section Quality Assurance and Hydrology Section
NCR.15	Malabon-Navo NCR.15.1 NCR.15.2 NCR.15.3 NCR.15.4 NCR.15.5 NCR.15.6	Planning and Design Section Construction Section Maintenance Section Financial Section Administrative Section Quality Assurance and Hydrology Section
NCR.16	Las Piñas – M NCR.16.1 NCR.16.2 NCR.16.3 NCR.16.4 NCR.16.5 NCR.16.6	untinlupa District Engineering Office Planning and Design Section Construction Section Maintenance Section Financial Section Administrative Section Quality Assurance and Hydrology Section
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	CAR.9.6	Quality Assurance and Hydrology Section
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CAR.11	Ifugao First Di	strict Engineering Office
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CAR.13	Upper Kalinga	District Engineering Office
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	CAR.13.3	Maintenance Section
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	CAR.14.3	Maintenance Section
	CAR.14.4	Financial Section
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CAR.15	Benguet First CAR.15.1 CAR.15.2 CAR.15.3 CAR.15.4 CAR.15.5 CAR.15.6	District Engineering Office Planning and Design Section Construction Section Maintenance Section Financial Section Administrative Section Quality Assurance and Hydrology Section
CAR.16	Benguet Seco CAR.16.1 CAR.16.2 CAR.16.3 CAR.16.4 CAR.16.5 CAR.16.6	Planning and Design Section Construction Section Maintenance Section Financial Section Administrative Section Quality Assurance and Hydrology Section
CAR.17	Mt. Province I CAR.17.1 CAR.17.2 CAR.17.3 CAR.17.4 CAR.17.5 CAR.17.6	District Engineering Office Planning and Design Section Construction Section Maintenance Section Financial Section Administrative Section Quality Assurance and Hydrology Section
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R01.8	Ilocos Norte F R01.8.1 R01.8.2 R01.8.3 R01.8.4 R01.8.5 R01.8.6	First District Engineering Office Planning and Design Section Construction Section Maintenance Section Financial Section Administrative Section Quality Assurance and Hydrology Section

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R03.9	Bataan First I R03.9.1 R03.9.2 R03.9.3 R03.9.4 R03.9.5 R03.9.6	District Engineering Office Planning and Design Section Construction Section Maintenance Section Financial Section Administrative Section Quality Assurance and Hydrology Section

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R03.12	Bulacan Second District Engineering Office R03.12.1 Planning and Design Section R03.12.2 Construction Section R03.12.3 Maintenance Section R03.12.4 Financial Section R03.12.5 Administrative Section R03.12.6 Quality Assurance and Hydrology Section
R03.13	Nueva Ecija First District Engineering Office R03.13.1 Planning and Design Section R03.13.2 Construction Section R03.13.3 Maintenance Section R03.13.4 Financial Section R03.13.5 Administrative Section R03.13.6 Quality Assurance and Hydrology Section
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R03.15	Pampanga First District Engineering Office R03.15.1 Planning and Design Section R03.15.2 Construction Section R03.15.3 Maintenance Section R03.15.4 Financial Section R03.15.5 Administrative Section R03.15.6 Quality Assurance and Hydrology Section

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R03.17	R03.17.2 Construction R03.17.3 Maintenance R03.17.4 Financial S R03.17.5 Administra	nd Design Section on Section ce Section
R03.18	R03.18.2 Construction R03.18.3 Maintenance R03.18.4 Financial S R03.18.5 Administra	nd Design Section on Section ce Section
R03.19	R03.19.2 Construction R03.19.3 Maintenance R03.19.4 Financial S R03.19.5 Administra	nd Design Section on Section ce Section
R03.20	R03.20.2 Construction R03.20.3 Maintenance R03.20.4 Financial S R03.20.5 Administra	nd Design Section on Section ce Section
R03.21	R03.21.2 Construction R03.21.3 Maintenance R03.21.4 Financial S R03.21.5 Administra	nd Design Section on Section ce Section

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	R4A.7 Quali	ty Assurance a	nd Hydrology Division
	R4A.8	Batangas Fir R4A.8.1 R4A.8.2 R4A.8.3 R4A.8.4 R4A.8.5 R4A.8.5	st District Engineering Office Planning and Design Section Construction Section Maintenance Section Financial Section Administrative Section Quality Assurance and Hydrology Section
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	R4A.10	Batangas Th R4A.10.1 R4A.10.2 R4A.10.3 R4A.10.4 R4A.10.5 R4A.10.6	ird District Engineering Office Planning and Design Section Construction Section Maintenance Section Financial Section Administrative Section Quality Assurance and Hydrology Section
	R4A.11	_	urth District Engineering Office Planning and Design Section Construction Section Maintenance Section Financial Section Administrative Section Quality Assurance and Hydrology Section
	R4A.12	Cavite First I R4A.12.1 R4A.12.2 R4A.12.3 R4A.12.4 R4A.12.5 R4A.12.6	District Engineering Office Planning and Design Section Construction Section Maintenance Section Financial Section Administrative Section Quality Assurance and Hydrology Section

R4A.13	Cavite Second	District Engineering Office
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	R4A.13.6	Quality Assurance and Hydrology Section
R4A.14	Laguna First D	District Engineering Office
	R4A.14.1	Planning and Design Section
	R4A.14.2	Construction Section
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R4A.15	Laguna Secon	d District Engineering Office
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R4A.16	Laguna Third	District Engineering Office
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	R4A.16.2	Construction Section
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	R4A.16.4	Financial Section
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R4A.17	Quezon First [District Engineering Office
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R4A.18	Quezon Secon	nd District Engineering Office
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R4A.19	Quezon Third R4A.19.1 R4A.19.2 R4A.19.3 R4A.19.4 R4A.19.5 R4A.19.6	District Engineering Office Planning and Design Section Construction Section Maintenance Section Financial Section Administrative Section Quality Assurance and Hydrology Section
R4A.20	Quezon Fourt R4A.20.1 R4A.20.2 R4A.20.3 R4A.20.4 R4A.20.5 R4A.20.6	ch District Engineering Office Planning and Design Section Construction Section Maintenance Section Financial Section Administrative Section Quality Assurance and Hydrology Section
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R4A.22	Rizal Second R4A.22.1 R4A.22.2 R4A.22.3 R4A.22.4 R4A.22.5 R4A.22.6	District Engineering Office Planning and Design Section Construction Section Maintenance Section Financial Section Administrative Section Quality Assurance and Hydrology Section
R4B.1 Planni R4B.2 Constr R4B.3 Mainte R4B.4 Financ R4B.5 Equip R4B.6 Admir	ment Managem nistrative Division	Division I I I I I I I I I I I I I
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R4B

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	KID.III.O	Quality Assurance and Trydrology Section
R4B.12	Palawan First I	District Engineering Office
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R13.8	Agusan del Norte District Engineering Office R13.8.1 Planning and Design Section R13.8.2 Construction Section R13.8.3 Maintenance Section R13.8.4 Financial Section R13.8.5 Administrative Section R13.8.6 Quality Assurance and Hydrology Section
R13.9	Butuan City District Engineering Office R13.9.1 Planning and Design Section R13.9.2 Construction Section R13.9.3 Maintenance Section R13.9.4 Financial Section R13.9.5 Administrative Section R13.9.6 Quality Assurance and Hydrology Section
R13.10	Agusan del Sur First District Engineering Office R13.10.1 Planning and Design Section R13.10.2 Construction Section R13.10.3 Maintenance Section R13.10.4 Financial Section R13.10.5 Administrative Section R13.10.6 Quality Assurance and Hydrology Section

R13.11	R13.11.1 R13.11.2 R13.11.3 R13.11.4 R13.11.5	Sur Second District Engineering Office Planning and Design Section Construction Section Maintenance Section Financial Section Administrative Section Quality Assurance and Hydrology Section
R13.12	R13.12.1 R13.12.2 R13.12.3 R13.12.4 R13.12.5	Norte First District Engineering Office Planning and Design Section Construction Section Maintenance Section Financial Section Administrative Section Quality Assurance and Hydrology Section
R13.13	R13.13.1 R13.13.2 R13.13.3 R13.13.4 R13.13.5	Norte Second District Engineering Office Planning and Design Section Construction Section Maintenance Section Financial Section Administrative Section Quality Assurance and Hydrology Section
R13.14	R13.14.1 R13.14.2 R13.14.3 R13.14.4 R13.14.5	and District Engineering Office Planning and Design Section Construction Section Maintenance Section Financial Section Administrative Section Quality Assurance and Hydrology Section
R13.15	R13.15.1 R13.15.2 R13.15.3 R13.15.4	Sur First District Engineering Office Planning and Design Section Construction Section Maintenance Section Financial Section Administrative Section Quality Assurance and Hydrology Section
R13.16	R13.16.1 R13.16.2 R13.16.3 R13.16.4 R13.16.5	Sur Second District Engineering Office Planning and Design Section Construction Section Maintenance Section Financial Section Administrative Section Quality Assurance and Hydrology Section