



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
MANILA

097.13 DPWH

1-2-89 ✓

REC'D. JAN. 2, 1989

1:40 P.M.

December 28, 1988

DEPARTMENT ORDER)

No. 122

Series of 1988

SUBJECT: CREATION OF ONE STOP SHOP FOR RETIREES

To ease the difficulty of retirees of this Department of getting a faster processing of their retirement papers and providing available funds at the time of retirement, a One Stop Shop for Retirees is hereby created in the DPWH Central, Regional and District Offices.

The Committee which shall handle the implementation of this activity shall be composed of the following:

1. At the DPWH Central Office:
 - Chairman - Chief of Service, AMMS
 - Members - Chief, Records Division
 - Chief, Accounting Division
 - Chief, Budget Division
 - Chief, Personnel Division
2. Regional Offices:
 - Chairman - Asst. Regional Director for Administration
 - Members - All Chiefs of Divisions
3. District/City Engineering Offices:
 - Chairman - Asst. District/City Engineer
 - Members - All Chiefs of Sections

A secretariat shall be installed in any conspicuous place in the Office and which shall be composed of the representatives of the members of the Committee.

The Committee shall provide assistance in updating service records, clearances and other documents needed in the processing of retirement papers and to help coordinate the funding needed. Assistance should also be provided in the follow-up of those retirement papers in the Civil Service Commission, the GSIS and other offices.

Supplemental guidelines shall be issued to operationalize the Voluntary Retirement Plan in accordance with Republic Act No. 6683 and other retirement laws.

This order shall take effect immediately.


FIORELLO R. ESTUAR
Secretary