



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

097.13 DPWH  
6-21-93

SER # 90  
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D

18 June 1993

DEPARTMENT ORDER )  
No. 141 <sup>72</sup>)  
Series of 1993 6/24

Reference is made to the attached Memorandum from the President dated 15 June 1993. In this regard, immediately following are the procedures to be followed by this Department:

1. **The Public Information Division:**
  - a. will prepare the news clippings that are relevant to the Department;
  - b. will segregate those items that require action and/or clarification;
  - c. will staple the properly filled-up "Quick Response" form (see annex) on top of the clipping;
  - d. will forward the form to the Office of the Secretary.
2. **The Office of the Secretary:**
  - a. will review the news clippings;
  - b. will forward the relevant clippings to the concerned Undersecretary.
3. **The Office of the Concerned Undersecretary:**
  - a. will review the clippings;
  - b. will prepare the necessary information or clarification, plan of action or draft letter reply;
  - c. will forward the clipping with corresponding attachments (if any) to the Office of the Secretary not later than 10:00 A.M.

All Undersecretaries shall designate an Action Officer (preferably a senior official) who shall be available early in the morning to handle these matters. The names of said Action Officers shall be made known to the Office of the Secretary.

For compliance.

  
GREGORIO R. VIGILAR  
Secretary