



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

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Department Order ) SUBJECT : GUIDELINES ON THE IMPOSITION OF  
No. **158** *m* ) 10/19  
Series of 1989 )  
10% BUDGETARY RESERVES AND  
ADOPTION OF ECONOMY MEASURES  
FOR THE SECOND SEMESTER OF CY  
1989

In compliance with Administrative Order No. 137 dated September 15, 1989 as implemented by National Budget Circular No. 411 dated September 18, 1989 directing the imposition of budgetary reserve equivalent to 10% of personal services, maintenance and other operating expenditures for the implementation of salary standardization plan and other priority programs of the government, the following guidelines on the imposition of reserves and economy measures are hereby adopted by the Department for the second semester of CY 1989:

I. Guidelines on the Imposition of Budgetary Reserves

1. The reserve shall be imposed on both the released and unreleased portions of personal services and maintenance and other operating expenditures for the second semester of CY 1989 except on the following:
  - 1.1. Salary Standardization
  - 1.2. Personnel Benefits, (e.g., vacation and sick leave and other compensation claims).
  - 1.3. Terminal Leave and Retirement Gratuity
  - 1.4. Maintenance of Infrastructure Facilities
  - 1.5. Foreign-assisted Projects (Loan proceeds and peso counterpart)
2. In case of deficiency in identified savings in the second semester to cover the identified ten percent (10%) reserve requirement, all unobligated balance of personal services and maintenance expenditures of all offices of the Department as of June 30, 1989 shall form part of the reserves.

II. Economy Measures in General

1. All heads of Offices (Services, Bureaus, Regional Offices Project Management Offices and District Offices), shall review and evaluate the functions and priorities of their respective offices to determine duplicatory, overlapping, non-essential and non-productive activities which may be deferred or discontinued to save funds.
2. Heads of Offices shall pursue with increased vigor cost reduction strategies and measures to improve efficiency and optimum utilization of funds.

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### III. Specific Mandatory Economy Measures

#### 1. Organizational Modification

Creation of new offices and positions which will entail additional funds shall be suspended except when authorized by law.

#### 2. Personal Services

2.1 There shall be no hiring of new casual and contractual employees and office consultants.

2.2 Renewal of appointment of casuals, contractuels and office consultants shall be subject to proof of essentiality and availability of funds.

2.3 Overtime services of office personnel shall be rendered only up to 8:00 p.m. during regular working days. No overtime services shall be rendered by office employees during Saturdays, Sundays and Holidays, except security guards and maintenance personnel.

2.4 All appointments shall take effect upon assumption to duty, but not earlier than date of preparation thereof.

#### 3. Travelling Expenses

3.1 Domestic official travel shall be limited to those extremely necessary and only personnel needed in the completion of a particular mission shall be allowed to travel. Travel shall be limited to 3 days, including travel time, subject to the approval of the Head of Office concerned, except in extremely meritorious cases which shall be approved by the Undersecretary concerned.

3.2 Use of government vehicles shall be strictly for official business only.

#### 4. Seminars/Trainings/Other Similar Activities

4.1 Seminars, training programs and other similar activities, both local and foreign, shall be reviewed, evaluated and prioritized according to urgency. As far as practicable, lecturers, resource persons, and/or facilitators shall be taken from among qualified personnel of the Department.

- 4.2 Expensive private facilities as venues for seminars/training programs shall not be allowed. Use of office facilities and conference rooms whenever available shall be resorted to.

#### 5. Office Supplies/Materials/Equipment

- 5.1 Control measures to maximize the use of office equipment, supplies and materials shall be adopted, such as:

5.1.1 Number of copies of official communications and other office forms shall be limited to a maximum number of three (3).

5.1.2 The reverse side of used stationeries/papers in preparing drafts of office communications shall be utilized.

5.1.3 Copying machines shall be for official use only. All reproductions of official documents shall be made only upon request of the Chief of Unit/Section concerned and approved by the Chief of Section/Division concerned.

5.1.4 Computer machines, typewriters and other office equipment shall strictly be for official use only and all purchases thereof chargeable against savings shall be deferred.

5.2 To the extent possible, a buffer stock of office supplies/materials for one (1) quarter shall be centralized at their respective warehouses/storerooms for control purposes. Based on actual need, withdrawal shall be made on a monthly basis in accordance with an RIV duly approved by the Division chief concerned.

#### 6. Furnitures/Buildings

6.1 Purchase of office furnitures chargeable against savings shall be deferred.

6.2 Renovation and/or improvement of offices shall be deferred, except those which were previously approved and funded.

#### 7. Telephone, Power and Water Consumption

7.1 Electric lights shall be switched off between 12:00 and 1:00 noon except when employees are undertaking rush work during said hours.




7.2 An Energy Conservation Officer in each Division/Office shall be assigned to see to it that all lights, electric fans, air conditioners and all other electric facilities are switched off after working hours.

7.3 All cases of water leakages shall be reported to, and attended immediately by, the Facilities and Maintenance Office concerned.

7.4 Long distance calls shall be limited only to urgent official business, subject to approval of the Division Chief concerned.

Any request for exemption from the aforementioned economy measures shall be subject to approval by the Secretary.

This Order shall take effect immediately.



FIORELLO R. ESTUAR  
Secretary