



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

097-13 DPWH
10-20-92

01 October 1992

DEPARTMENT ORDER) SUBJECT: AMENDMENTS TO D. O. NOS. 38 AND 79,
) SERIES OF 1989 RE: USE AND
NO. 159 ^{7m}) OCCUPANCY OF VACANT DPWH COTTAGES IN
Series of 1992) BAGUIO CITY

In view of the transfer of the Benguet Engineering District to Wangal, La Trinidad, Benguet and in line with the policy of the government to optimize the use of its physical resources and in compliance with R. A. No. 1361 as amended by R. A. No. 5941, Department Orders Nos. 38 and 79, Series of 1989 Re: Use and occupancy of vacant DPWH cottages in Baguio City, are hereby amended/reiterated as follows:

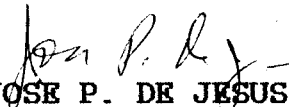
A. POLICIES :

1. All vacant DPWH Cottages in Baguio City shall be pooled and made available for the use of all DPWH officials and employees.
2. Prioritization of the use of these cottages shall be in accordance with the rank of the requesting official concerned, otherwise, it will be on a first-come-first-served basis. For this purpose, cottages shall be appropriately identified and shall be assigned to corresponding group of users as indicated in Annex A of this Order.
3. The Daisy Cottage (formerly B.O.E. Cottage) at the Motor Pool Compound shall be included among the cottages to be used by transient employees. Transient employees are those who are on official business with Travel Order/Trip Ticket duly approved by proper authorities and in no case shall they be allowed to use the cottages which partakes the nature of a permanent or temporary residence.
4. Unless extremely necessary and in the exigency of the service, a cottage shall be limited to only one time use of an official/employee per month.
5. The Assistant Secretary for Legal Affairs, Personnel and Supply Management is hereby designated as over-all Administrator of DPWH Cottages in Baguio City. The Assistant Regional Director for Services of DPWH-CAR is hereby designated as Assistant Administrator to be assisted by the Administrative Officer V of DPWH-CAR.

B. PROCEDURES :

1. The DPWH-CAR Regional Director shall identify the occupants of DPWH lots and cottages who have not yet vacated their respective lots and/or cottages despite the issuance of Department Order No. 79, series of 1989. A notice for an unauthorized occupant to vacate within 30 days from receipt of said notice shall then be served by the DPWH-CAR Regional Director on such identified occupant. Copies of said notices shall be furnished to office of the DPWH Secretary and Assistant Secretary for Legal Affairs, Personnel and Supply Management.
2. Requests for use of the cottages shall be made in the attached Request Form (Annex B) and submitted to the Office of the Assistant Secretary for Legal Affairs, Personnel and Supply Management.
3. The Assistant Secretary for Legal Affairs, Personnel and Supply Management will then communicate with the Assistant Regional Director for Services of the DPWH-CAR regarding the scheduled use of the cottages.
4. The caretaker/s of the cottages who will be designated by the Assistant Secretary for Legal Affairs, Personnel and Supply Management upon recommendation of the Assistant Regional Directors for Services, DPWH-CAR shall undertake the necessary preparation of the cottages before occupancy in addition to the day-to-day housekeeping activities.

This Order revokes all existing orders/arrangements inconsistent herewith and shall take effect immediately.


JOSE P. DE JESUS
Secretary