



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

097-13 DPWH
12-12-89

2 December 1989

DEPARTMENT ORDER)

No. **173** *fm 12-12*

SUBJECT: Preparation and Use of Employee
Identification (I.D.) Cards

Series of 1989

-X-X-X-X-X-X-X-X-X

To properly identify the officials and employees of this Department, along with the uniforms prescribed, all concerned are hereby enjoined to wear their new I.D. Cards.

Wherefore, the following instructions in connection therewith, shall be strictly observed:

1. For control purposes, the Personnel Division AMMS, shall take custody of and be responsible for the distribution of blank I.D. Cards.
2. Each office shall fill in the blank spaces of the I.D. cards for their respective employees.
3. The new position title under the Salary Standardization Law shall be used in the preparation of I.D. Cards.
4. For Central Office personnel, the I.D. Number shall be the Employee Number used in the computerized Payroll System. Employees not included in the computerized Payroll System shall be provided by the Personnel Division with the corresponding Employee Number. The field offices shall devise their own system of numbering I.D.'s.
5. The following shall sign the I.D. cards on the blank space reserved for the employer:
 - 5.1 Secretary - Presidential appointees, Head of PMO'S and staff of the Office of the Secretary.
 - 5.2 Undersecretaries - Members of their immediate staff.
 - 5.3 Asst. Secretaries/Bureau/Regional Directors concerned - Section/Division Chiefs and other employees of equivalent rank under their respective supervision, including their immediate staff.
 - 5.4 Head of PMO's- Other Project Managers and employees under respective supervision.
 - 5.5 Division Chiefs- Employees below the rank of Section Chief under their respective supervision.

2

6. Each employee shall provide his/her own latest colored picture (1" x 1") for lamination purposes.
7. For Central Office personnel, accomplished I.D. cards with the required picture shall be submitted for lamination to the Supply and Property Management Division, AMMS (Note: 500 I.D. Cards per day capacity-on a first come, first serve basis. Each Region/District/City and other field offices shall be responsible for the lamination of the I.D. cards of their respective personnel.
8. Retiring/resigning /transferring employees/officials and those separated from the service for cause shall surrender their I.D. cards to the Head of office concerned who shall in turn, submit said cards to the Personnel Division, AMMS.
9. Lost I.D. cards may be replaced after presentation of the Official Receipt of payment of P10.00 by the employee concerned to the nearest authorized Cashier of the Department.
10. I.D. cards shall be worn at all times during office hours and as long as one is within the DPWH Office premises. All DPWH officials and employees are hereby directed to wear their new I.D. Cards on or before the first working day of CY 1990.
11. The Security Guards assigned on the main gates and/or entrances of the various DPWH compound/office buildings are hereby directed to monitor the wearing of I.D. Cards. They shall report employees not wearing their I.D.'s to the Head of Office concerned who shall take appropriate disciplinary action in accordance with existing rules and regulations.
12. The Administrative Officers concerned are, likewise, directed to see to it that all employees shall be provided with I.D. Cards on or before the end of CY 1989. They shall be responsible in the implementation of this Order.

This Order shall take effect immediately.

By Authority of the Secretary:


TEODORO T. ENCARNACION
Undersecretary