



REPUBLIC OF THE PHILIPPINES  
MINISTRY OF PUBLIC HIGHWAYS  
OFFICE OF THE MINISTER  
MANILA

3 December 1979

MINISTRY ORDER )  
No. 190 )  
Series of 1979 )

SUBJECT: Simplifying the channels of communication in the Ministry, including its field offices

I have noted that the flow of communications is too circuitous. This unnecessarily delays action on communications and encumbers officials with unnecessary additional workload.

There is an urgent need to simplify the channels of communication in the Ministry in order to shorten communication lines and reduce the workload of higher officials, so that they can devote more time to more important matters.

For this purpose, the following lines of communication shall henceforth be observed:

- A. Communications which do not involve directives, orders, or establishment of policy.--Communications of this nature should follow the most direct route possible. It may be initiated and signed by a division chief or Staff Civil Engineer of a bureau/service/regional office and sent directly to another division chief or Staff Civil Engineer of another bureau/service/regional or district office, without need for coursing the same through the director or chief of office of the addressee. Replies to such types of letters will follow the same communication route. The head of bureau or office shall establish procedures within his bureau or office for the routing of the copies of such communications to the other units therein.
- B. Communications involving directives, orders, or establishment of policy.--These types of communications should follow the lines of command. In the Ministry of Public Highways, the lines of command extend from the Minister through the heads of offices under the Ministry. At regional level, the line of command is from the Regional Director to all field offices within the region.

Communications of the above type, therefore, should be signed by the head of organization or unit through (or copy furnished to) the next ranking officer to the person concerned. Where such communications are recommended by the

staff bureau for regional officers or other bureaus or services, they may be prepared for the signature or for the approval of the Minister or Deputy Minister, depending on the matter concerned.

Replies and/or reports in answer to communications sent by the Regional Director should be signed by the head of field office concerned and sent directly to the Regional Director. Replies and/or reports to communications of this nature issued by the Minister should be signed by heads of field offices including the regional office, as the case may be, and sent directly to the Minister.

- C. Communications by telegram or telex--shall be based on written messages, signed in duplicate by the officer identified in the communication to be the sender thereof. The telegram or telex communication shall be confirmed by the duplicate signed message to the addressee officer sent within two days after dispatch of the telegram.

It is desired that these lines of communication be implemented immediately.

  
VICENTE T. PATERNO  
Minister