



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

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Department Order

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Subject: Delineation of Training functions of the
Administrative & Manpower Management Service
and the Bureau of Research & Standards

In order to clarify the seeming duplication/overlapping of training functions in this Department, caused by the provisions of Sections 16 (c) and 18 (d) of Executive Order No. 124 dated 30 January 1987, the responsibilities of the Administrative and Manpower Management Service (AMMS) and the Bureau of Research and Standards (BRS) on human resource training and development are hereby delineated.

The AMMS, being the central organization mandated to implement a holistic human resource system, shall be responsible for the following:

1. Training needs analysis and design of non-technical courses.
2. Allocation of training funds for all technical non-technical training courses.
3. Preparation of DPWH Annual Training Calendar.
4. Administration/implementation of DPWH training programs.
5. Development of training materials such as handouts and visual-aids, etc. to reinforce the effective conduct of training.
6. Conduct of in-house evaluation and impact assessment of completed technical and non-technical trainings.

The BRS shall extend technical assistance to AMMS and be responsible for the following:

1. Conduct and validation of technical training needs of DPWH Personnel.
2. Identification, design and modification of technical training courses.
3. Identification and recommendation of appropriate office/personnel for scholarships/training grants.
4. Evaluation and monitoring of the application of the specialized skills learned from the trainings.

This order shall take effect immediately.

Jose P. de Jesus
JOSE P. DE JESUS
Secretary