



Republika ng Pilipinas
KAGAWARAN NG KAGALINGANG PANLIPUNAN AT PAGPAPAUNLAD
(DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT)
BATASAN PAMBANSA COMPLEX, CONSTITUTION HILLS
QUEZON CITY



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ADMINISTRATIVE ORDER
No. 192
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DEPT. OF SOCIAL WELFARE AND DEVELOPMENT
Batasan Pambansa Complex, Constitution Hills, Quezon City

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Subject: GUIDELINES ON THE PROPER USE AND MAINTENANCE OF EQUIPMENT

To promote cost saving measures and implement an operation and maintenance program of DSWD equipment for greater efficiency and effectiveness in the delivery of services, the following policies and procedures are hereby adopted:

1. Information Technology (IT) Equipment

- 1.1. The allocation of computers and printers shall be made to each Office/Bureau/Service/Unit (OBSU) based on the fund availability and necessity. The PPISB-MIS shall evaluate the requirements of the OBSU considering the type of work being undertaken, the existing IT equipment and the number of personnel using IT equipment. Procurement of computer units and printers must be included in the approved Annual Procurement Program of the OBSU.
- 1.2. The Head of Office/Bureau/Service/Unit (HOBSU) shall be the accountable person for the computer hardware issued for common use of the office. Specific officials and employees shall be accountable for the IT equipment issued to them. Accountability of HOBSU or individual user shall be covered by a Memorandum Receipt (MR).
- 1.3. Personnel to which computer units are assigned shall be responsible in the proper care and maintenance of IT equipment.
- 1.4. The software programs purchased by the Department shall be handled by PPISB-MIS for control and safe custody. CD writer shall be given only to PPISB-MIS for control purposes.

- 1.5. As a general rule, the computers and printers shall be closed when not in use. The last person to use a computer shall ensure that the computer is switched off after use. Frequent switching computers off and on can cause more damage to a computer than leaving it on when not in use for short period of time. For this reason, it is better to leave the computer running during the lunch break with only the monitor switched off.
- 1.6. Eating, drinking and smoking in front of the computer unit are prohibited. Leftover foods attract insects, spills cause short circuits, and accumulated ash hastens the deterioration of electronic components.
- 1.7. Using the computer for playing games and printing greeting cards, invitations and other works for personal purposes are not allowed pursuant to existing rules and regulations.
- 1.8. The PPISB-MIS Personnel shall conduct a spot check on the program installed in all DSWD computers. They are authorized to delete any program that will affect the computer programs, local area network and wide area network.
- 1.9. The malfunctioning of IT equipment shall be reported to the PPISB-MIS Personnel for appropriate action.

2. Copying Machine

- 2.1. The allocation of copying machine shall be made to each Office/Bureau/Service/Unit (OBSU) based on the fund availability and necessity based on the type of work being undertaken. The Property & Supply Division shall evaluate the requirement of the OBSU. Procurement of copying machine must be included in the approved Annual Procurement Program of the OBSU.
- 2.2. The Head of Office/Bureau/Service/Unit (HOBSU) shall be the accountable person for the copying machine issued for the office and shall be responsible in the proper use of the machine.
- 2.3. The HOBSU shall designate person/s to operate the machine. Only the designated operator or an alternate person assigned should operate the machine.

- 2.4. All reproduction work shall be recorded in the logbook provided for the purpose stating the number of pages, copies and the short description of the documents to be reproduced.
- 2.5. Photo Copying Machines shall be used only by the employees/staff of the Department for official business transactions.
- 2.6. The malfunctioning of the machine shall be reported to the Property & Supply Division for appropriate action using the attached form by the designated operator or by an assigned alternate.

3. Copy Printer

- 3.1. Only the Administrative Service shall be given copy printer and to be operated by a designated operator or by an assigned alternate. The SWADI may be given copy printer for training purposes.
- 3.2. Request for reproduction of forms and other materials shall be approved by the Director, Administrative Service or his/her designated personnel one (1) week before the materials and forms are needed.
- 3.3. Each reproduction work shall be recorded in a logbook.
- 3.4. Request for reproduction by other offices and/or individuals should first be approved by the Director, Administrative Service or his/her designated personnel.

4. Air-conditioning Units

- 4.1. All airconditioning units shall be used from 10:00 A.M. to 4:00 P.M. only. If only one (1) person is in the room, use of electric fan is advised.
- 4.2. The General Services Division (GSD) Personnel or Service Provider shall be responsible for the regular maintenance and cleaning of the air-conditioning units.
- 4.3. The GSD Personnel shall check doors and windows of the air-conditioned room for leaks.

5. Water, Lights and Electrical Equipment

- 5.1. Water conservation shall be strictly observed. All faucets shall be closed, if not in use.
- 5.2. Except for the refrigerators which should be turned off once a week, all lights, percolators, thermos and other electrical equipment shall be switched off when not in use and/or after office hours before leaving the room.
- 5.3. Cooking food inside the DSWD buildings is strictly prohibited.
- 5.4. Any defective water facilities, lighting and electrical equipment shall be reported immediately to the General Services Division for appropriate action.

6. Telephone/Cellular Phones

- 6.1. The allocation of telephone units shall be made to each Office/Bureau/Service/Unit (OBSU) based on the nature of assignment/work being undertaken, clients, and number of personnel. The Administrative Service - Communication Unit shall evaluate the telephone requirement of OBSU.
- 6.2. All officials are entitled to only one cellular phone. On the use of cellular phone, the following ceiling is set to minimize the cost:

Undersecretary	P 4,000/month
Assistant Secretary	P 3,000/month
Director	P 2,000/month
Others	P 1,000/month

Any excess of the above shall be chargeable against the users unless justified. No ceiling is set for the Secretary and his/her immediate staff.

- 6.3. All personal calls and SMS download must be paid by the user.
- 6.4. The user is responsible for the proper use and custody of the unit. In case of loss, the user shall pay the acquisition cost of the unit or replace the lost unit.

- 6.5 All communication facilities shall be used for official business only.
- 6.6 Courtesy in the use of the telephone shall be observed at all times.
- 6.7 Use of telephone/cellular phone may be used privately on the following conditions:
 - 6.7.1 The calls are urgent and emergency in nature;
 - 6.7.2 The calls are limited to at least three (3) minutes.
- 6.8 PLDT public phone is installed at the DSWD lobby of the Old Building for personal calls, especially for long distance call.
- 6.9 All long distance calls shall be recorded in the Telephone Monitoring Form, which shall be submitted together with PLDT/SMART bill to the Administrative Service - Communication Unit (AS-CU) for monitoring purposes.
- 6.10 In case of emergency and urgent personal matter, long distance call may be allowed subject to the approval of the HOBSU using the attached Request for Long Distance Form. Said form shall be attached to the Telephone Monitoring Form.
- 6.11 Upon receipt of telephone bills from PLDT/Smart, the AS-CU shall summarize all personal calls for submission to the Finance Service thru Accounting Division.
- 6.12 The Accounting Division, in turn, shall bill individually the officials/employees with personal calls.
- 6.13 Upon receipt of the bill from the Accounting Division, all long distance personal calls shall be paid immediately by the officials/employees concerned to the Cash Division. Unpaid personal calls after ten (10) days shall be automatically deducted from the nearest payroll.
- 6.14 The HOBSU shall be held responsible for the calls incurred from the telephone/cellular phone under his/her jurisdiction.
- 6.15 Installation of Direct Dialing (NDD or IDD) shall be limited to EXECOM and to offices which functions require such services to minimize the cost of long distance services and subject to the approval of the Undersecretary in charge of General Administrative and Support Services.

- 6.16 Cellular phones may be temporarily issued and/or cell card may be granted to an employee who will be assigned to the field upon submission of a written request by Head of Office/Bureau/Service/Unit (HOBSU) and approval of the Director, Administrative Service or his/her designated personnel. The request shall be made one (1) day before the date of use. The Property & Supply Division shall issue the unit and/or cell card upon submission of the approved request. The cellular phone shall be returned immediately upon completion of the field assignment, together with the list of calls made and a certification that the cellular phone and/or cell card were used for official purposes only.

7 Fax Machines

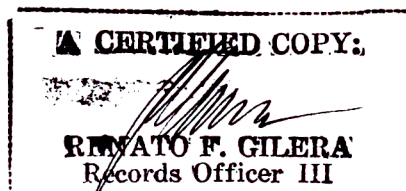
- 7.2 The allocation of fax machine shall be made to each Office/Bureau/Service/Unit (OBSU) based on the fund availability and necessity based on the type of work being undertaken. The Property & Supply Division shall evaluate the requirement of the OBSU. Procurement of copying machine must be included in the approved Annual Procurement Program of the OBSU. Sharing of fax machine among OBSU for economical and practical reasons is encouraged.
- 7.3 Only trained personnel shall operate the fax machine.
- 7.4 Use of fax machine to reproduce documents should be avoided.
- 7.5 If within Metro Manila, keep to a maximum of ten (10) pages per transaction for the outgoing transmission. Otherwise, a messenger should be requested to deliver voluminous documents to the addressee.
- 7.6 If outside Metro Manila or other countries, a maximum of five (5) pages per transaction shall be allowed for outgoing transmissions. Voluminous documents should be sent through courier services.

- 7.7 Only very urgent communication shall be transmitted through fax. Very urgent shall mean that the documents need to be responded by the addressee within forty-eight (48) hours if within Metro Manila and within seventy-two (72) hours if outside Metro Manila.
- 7.8 All officials and employees are encouraged to use the internet in sending communication to other offices whenever possible.

The Head of Office/Bureau/Service/Unit and/or immediate supervisor shall be responsible in the implementation of the above policies and procedures.

For strict compliance.


CORAZON N. SOLIMAN
Secretary *sk*



**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Administrative Service**

Date _____

REQUEST FOR CHECK-UP/REPAIR OF PHOTOCOPYING MACHINE

1. Name of Requesting Office : _____
2. Machine Type/Brand : _____
3. Model : _____
4. Serial number : _____
5. Date Reported : _____
6. Type of Service
 a. Check-up : _____
- b. Findings : _____
7. Others : _____

Requesting Office/Unit:

Approved:

To be filled up by Property & Supply Division

Assigned staff to assist in the complaint:

Name

Remarks:

**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
RADIO COMMUNICATION UNIT**

BORROWERS SLIP
(For Stand-by Cellfone Unit)

Requesting Office : _____
Signature of Head of Office : _____
Period Needed : _____

Purpose : _____

Approved by : _____
Director, Administrative Service

(To be filled up by Property Division)

Property Number : _____

Model/ Type _____ Charger Model/ Type : _____
Cellular/ Serial Number : (0918) _____ Serial Number : _____

Date Issued : _____ Prepaid Card Value : PHP _____

Issued by : _____ Received by : _____
Property Custodian Signature over printed name

(To be filled up by the user)

CONTACTED NUMBERS

TEL/CELLULAR NO.	OFFICE	NAME OF PARTY
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

THIS IS TO CERTIFY that all calls made were official.

Head of the Office/ Unit

Date Returned : _____ Load Balance : _____

Returned by : _____ Received/Inspected by: _____
End-User Signature Property Custodian