



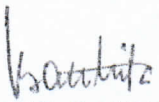
Republic of the Philippines
DEPARTMENT OF TRANSPORTATION

DEPARTMENT ORDER NO. 2022-014

Subject : INTERIM RECORDS UNITS OF THE OFFICE OF THE
SECRETARY AND THE DEPARTMENT

Date : 08 August 2022

- 1.0 In the exigency and best interest of the service, the Records Unit of the Office of the Secretary is hereby transferred from the DOTr Office in Clark to the Office of the Secretary (OSEC) in the Civil Aviation Authority of the Philippines (CAAP), Pasay City.
- 2.0 In line with this, all documents for instruction, consideration, and/or approval of the Secretary shall be **forwarded to and received by the DOTr-OSEC at the 4th Floor, Civil Aviation Authority of the Philippines, Pasay City effective 15 August 2022 (Monday)**, subject to the usual clearance and/or endorsement of the concerned supervising Undersecretaries.
- 3.0 Meanwhile, sectoral and project management offices, services, divisions, and attached agencies of this Department are directed to advise their respective external stakeholders that the DOTr Central Office Records Section shall be transferred to **Unit 32, The Columbia Tower, Ortigas Avenue, Mandaluyong City effective 01 September 2022 (Thursday)**.
- 4.0 The AS-GSD shall ensure the timely dissemination and distribution of documents received to its respective recipients in the Department.
- 5.0 The Director of Administrative Service shall notify concerned external stakeholders regarding this transition to ensure no disruption in the delivery of programs, activities, projects and services of the Department. The AS-GSD in Clark shall cease from receiving documents effective **01 September 2022**.
- 6.0 For information, dissemination and strict compliance.


JAIME J. BAUTISTA
Secretary *h*



DOT-OSEC OUTGOING 22-001292