



## **Regional Office (RO)**

### **External Services**



## Handling of Feedback and Inquiries

Supervises the Department's customer relations management program (Public Assistance and Complaints Desk); customer feedback mechanism and recommends to Management areas for improvement based on analytics.

<b>Office or Division:</b>	Regional / District Engineering Office – Public Affairs and Information Office (PAIO)			
<b>Classification:</b>	Simple to Highly Technical			
<b>Type of Transactions:</b>	G2C - Government-to-Citizens G2G - Government-to-Government			
<b>Who may avail:</b>	General Public			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Contact details, mailing address, and/or supporting documents if needed		From the Client/Citizen		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<i>For Simple Transactions:</i>  1. Course feedback/ inquiries/request or commendation through any of the following modes: a. Visit DPWH Public Assistance and Complaints Desk and fill up Walk-in form located at the Front Desk of all DPWH Offices.	1.1 Concerned Action Officer receive, evaluate and encode details of feedback including contact details of client at the Stakeholders Affairs Division Database and request additional information when necessary	None	30 minutes	<i>Designated Information Officer</i>



b. Send an email to (insert email add of RO / DEO) c. Post at DPWH official social media accounts: Department of Public Works and Highways, Philippines Facebook Page (RO Facebook)				
	1.2 Verify / coordinate to concerned office	None	1 day and 7 hours	<i>Designated Information Officer</i>
	1.3 Follow-up response / action taken of concerned office	None	30 minutes	
	1.4 Receive and provide information / action taken of concerned office on the client's inquiry / concern.	None	1 day	
<b>END OF TRANSACTION</b>	<b>TOTAL:</b>	<b>None</b>	<b>3 working days</b>	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p><i>For Complex Transactions:</i></p> <p>1. Course feedback/ inquiries/request or commendation through any of the following modes:</p> <p>a. Visit DPWH Public Assistance and Complaints Desk and fill up Walk-in form located at the Front Desk of all DPWH Offices.</p> <p>b. Send an email to (insert email add of RO / DEO)</p> <p>c. Post at DPWH official social media accounts: Department of Public Works and Highways, Philippines Facebook Page (RO Facebook)</p>	<p>1.1 Concerned Action Officer receive, evaluate and encode details of feedback including contact details of client at the Stakeholders Affairs Division Database and request additional information when necessary</p>	None	30 minutes	<i>Designated Information Officer</i>
	<p>1.2 Evaluate, verify/ coordinate and generate Request for Action (RFA) Memorandum address to concerned office</p>	None	4 hours	<i>Designated Information Officer</i>



	1.3 Disseminate and send an advance copy of RFA Memorandum via email to concerned office	None	3 hours	
	1.4 Follow-up response / action taken of concerned office	None	30 minutes	
2. Action taken of concerned office	2.1 Validate and preparation of reply / action taken of the concerned office and provide advance copy through email to concerned action officer	None	5 days	<i>Offices in Regional Office and District Engineering Offices</i>
	2.2 Receive and provide information / action taken of concerned office on the client's complaint/concern.	None	1 day	<i>Designated Information Officer</i>
<b>END OF TRANSACTION</b>	<b>TOTAL:</b>	<b>None</b>	<b>7 working days</b>	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p><i>For Highly Technical Transactions:</i></p> <ol style="list-style-type: none"> <li>1. Course feedback/ inquiries/request or commendation through any of the following modes:               <ol style="list-style-type: none"> <li>a. Visit DPWH Public Assistance and Complaints Desk and fill up Walk-in form located at the Front Desk of all DPWH Offices.</li> <li>b. Send an email to (insert email add of RO / DEO)</li> <li>c. Post at DPWH official social media accounts: Department of Public Works and Highways, Philippines Facebook Page (RO Facebook)</li> </ol> </li> </ol>	<p>1.1 Concerned Action Officer receive, evaluate and encode details of feedback including contact details of client at the Stakeholders Affairs Division Database and request additional information when necessary</p>	None	30 minutes	<i>Designated Information Officer</i>
	<p>1.2 Evaluate, verify/ coordinate and generate Request for Action (RFA) Memorandum address to concerned office</p>	None	4 hours	<i>Designated Information Officer</i>



	1.3 Disseminate and send an advance copy of RFA Memorandum via email to concerned office	None	3 hours	
	1.4 Follow-up response / action taken of concerned office	None	30 minutes	
2. Action taken of concerned office	2.1 Validate and preparation of reply / action taken of the concerned office and provide advance copy through email to concerned action officer	None	18 days	<i>Offices in Regional Office and District Engineering Offices</i>
	2.2 Receive and provide information / action taken of concerned office on the client's complaint/concern.	None	1 day	<i>Designated Information Officer</i>
<b>END OF TRANSACTION</b>	<b>TOTAL:</b>	<b>None</b>	<b>20 working days</b>	

*NOTE: Request for extension of time which the concerned DPWH office may seek action, depending on the request and justification and maybe extended only once for the same number of days pursuant to Rule VII, Sec. 3(b) of JMC No. 2019-001 on the IRR of RA11032\*\*\**



## Application for Issuance of Excavation Permit for Utility Companies Along National Roads

This Excavation Permit is issued to clients whose excavation or digging works are (a) within the DPWH Road-Right-Of-Way; (b) on carriageway or have a total restoration cost of above Php 500,000.00, and (c) compliant with the provisions of DPWH Department Order (D.O.) No. 26, s. 2011, D.O. 124, s. 2014, and D.O. No. 83, s. 2018, and other applicable issuances.

This frontline service involves multi-stage processing. The total “Processing Time” below is the ideal assessment and process duration for an application whose documents are complete and in accordance with the “Checklist of Requirements,” and the Applicant’s prompt response to DPWH notices/calls.

<b>Office or Division:</b>	Maintenance Division (RO)		
<b>Classification:</b>	Highly Technical		
<b>Type of Transactions:</b>	G2B - Government-to-Business G2G - Government-to-Government		
<b>Who may avail:</b>	Utility Companies and other Government Agencies		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. <b>Application Form</b> (1 original)		DEO - Maintenance Section	
2. <b>Authority of Signing Official of the Applicant</b> - issued by the President/Manager of the Company or through a Board Resolution, whichever is applicable, and includes complete business or agency address, email address, and contact number. (1 original, notarized)		To be provided by the Applicant	
3. <b>Endorsement from the concerned District Engineering Office (DEO) to the Regional Director</b> (1 original, duly signed by the concerned District Engineer)		DEO - Maintenance Section	
4. <b>Inspection Report</b> - prepared by the DEO representative/s-. (1 original, duly signed by the DEO representative/s)		DEO - Maintenance Section	





5. <b>Bar/Gantt Chart or PERT-CPM Chart</b> - showing the duration of excavation and restoration activities, in A4 size bond paper. (1 original duly signed by the contractor's Project Manager/Engineer and the official/s or authorized representative of the utility company or agency)	To be provided by the Applicant
6. <b>Program of Works</b> - with corresponding detailed estimates for the costs of excavation and restoration works, in A4 size bond paper. (1 original duly signed by the contractor's Project Manager/Engineer and the official/s or authorized representative of the utility company or agency)	To be provided by the Applicant
7. <b>Typical Road Section</b> - typical road section of the utility project on existing pavement (carriageway), curb and gutter, and concrete sidewalk indicating all dimensions such as length, width, depth, and among others deemed necessary information relative hereof, in A3 size bond paper. (1 original, duly signed by the contractor's Project Manager/Engineer and the official/s or authorized representative of the utility company or agency)	To be provided by the Applicant
8. <b>Proposed Plan/Drawing</b> - proposed plan/drawing of the utility project on existing pavement (carriageway), curb and gutter, and concrete sidewalk, as well as the restoration work for the affected road pavement, concrete curb and gutter, and sidewalk throughout the project limit, in A3 size bond paper. (1 original duly signed by the contractor's Project Manager/Engineer and the official/s or authorized representative of the utility company or agency)	To be provided by the Applicant
9. <b>Terms and Conditions</b> - (1 original, duly signed by the official/s or authorized representative of the utility company or agency)	DEO - Maintenance Section
10. <b>Official Receipt for Supervision Fee</b> - Supervision Fee shall be paid by the Applicant after the conduct of a joint inspection with the RO's and DEO's representative/s. (1 original, signed by the DEO's Cashier)	DEO - Cashier



<p>11. <b>Performance Bond</b> - together with certificates of authenticity from the Insurance Company and Insurance Commission, and Performance Bond Receipt. The bond should be callable on demand, equivalent to 100% of the full restoration/reconstruction cost of the affected area, taking into consideration the type and class of surface or pavement structure. It shall be posted/provided by the Applicant when the Program of Works has been already approved by the DEO. (1 original, duly notarized)</p>		To be provided by the Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit an accomplished application form together with the necessary documents to the Administrative Section	<p><b><i>District Engineering Office:</i></b></p> <p>1. Endorse the application to the Maintenance Section.</p> <p>2. Check the completeness of the attached documents.</p> <p>2.1 Provide the Applicant with the checklist of requirements if the attached documents are incomplete and return the submitted application together with the attachments to the Applicant for re-submission.</p> <p>2.2 Forward the submitted application to the District Engineer if the attached</p>	None	4 Days	<p><i>Records Officer</i> Administrative Section of the concerned DEO</p> <p><i>Engineer II</i> Maintenance Section</p> <p>-do-</p> <p>-do-</p>



	<p>documents are complete.</p> <p>3. Delegate to the Maintenance Section the task of evaluating the submitted application.</p> <p>4. Assign technical personnel to evaluate the application.</p> <p>5. Evaluate the submitted application and attachments as to compliance with D.O. 26, s. 2011, D.O. 124, s. 2014, D.O. 83, s. 2018, and other applicable issuances.</p> <p>5.1 Inform the Applicant to resubmit specific documents if there is a non-compliance in the submitted application.</p> <p>5.2 Coordinate with the Regional Office - Maintenance Division and the Applicant for the schedule of Joint Inspection if the documents are compliant.</p>			<p><i>District Engineer</i></p> <p><i>Section Chief Maintenance Section of the concerned DEO</i></p> <p><i>Engineer II Maintenance Section of the concerned DEO</i></p> <p>-do-</p> <p>-do-</p>
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<p>2. Conduct Joint Inspection with the Maintenance Section Technical Personnel and/or the Maintenance Division Representative/s at the proposed site.</p>	<p>6. Conduct Joint Inspection with the Applicant and the Regional Office - Maintenance Division's Representative/s (taking into consideration the distance from RO) to determine the actual location and extent of the proposed work.</p> <p>6.1 Inform the Applicant regarding the necessary revisions in their submitted documents especially Program of Works (POW) if there are deviations in the extent of work as identified during the Joint Inspection, and prepare a report therefor, including recommendations and calculation of the "Supervision Fee" based on the necessary revisions.</p> <p>6.2 Prepare a joint inspection report, including the calculation of "Supervision Fee" based on the submitted POW, as well as recommending to proceed to Client</p>	<p>None</p>	<p>2 Days</p>	<p><i>Engineer II</i> Maintenance Section of the concerned DEO</p> <p>-do-</p> <p>-do-</p>
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	<p>Step Nos. 3 &amp; 4, if no deviations are identified.</p> <p>7. Submit the prepared joint inspection report to the Chief, Maintenance Section, and provide the Applicant with a copy thereof.</p> <p>8. Check the prepared joint inspection report.</p> <p>8.1. Return the prepared joint inspection report to the assigned technical personnel, if there is a concern.</p> <p>8.2 Concur with the recommendation to proceed to Client Step Nos. 3 &amp; 4, if there is no concern, and provide the Finance Section with a copy of the "Supervision Fee" calculation.</p>			<p>-do-</p> <p><i>Section Chief</i> Maintenance Section of the concerned DEO</p> <p>-do-</p> <p>-do-</p>
3. Pay the non-refundable amount for "Supervision Fee" to the Cashier	9. Receive the payment and provide an official receipt.	<p>a. If the restoration cost is below Php 50,000.00</p> <p><b>SF = Restoration Cost x 3%</b></p> <p>b. If the restoration</p>	10 Minutes	<p><i>Cashier</i> Administrative Section of the concerned DEO</p>



		cost is equal to or greater than Php 50,000.00  <b>SF = Restoration Cost x 1.50%</b>		
4. Post a surety in the form of a Performance Bond to the Maintenance Section	<p>10. Receive the Performance Bond.</p> <p>11. Coordinate with the Procurement Unit regarding the authenticity of the posted Performance Bond.</p> <p>11. Prepare a memorandum of endorsement for the application.</p> <p>12. Check the prepared memorandum of endorsement as to correctness.</p> <p>13. Sign the prepared memorandum of endorsement.</p> <p>14. Forward the signed memorandum of endorsement, including the application and attachments, to the Administrative Section, and furnish</p>	None	5 Days	<p><i>Engineer II</i> Maintenance Section of the concerned DEO</p> <p>-do-</p> <p>-do-</p> <p><i>Section Chief</i> Maintenance Section of the concerned DEO</p> <p><i>District Engineer</i></p> <p><i>Clerical Staff</i> Office of the District Engineer</p>



	<p>the Maintenance Section a copy of the memo.</p> <p>15. Submit the signed memorandum, including the application and attachments, to the Regional Office</p> <p><b>Regional Office:</b></p> <p>16. Receive the signed memorandum of endorsement including the application and attachments.</p> <p>17. Forward the signed memorandum of endorsement, including the application and attachments, to the Regional Director.</p> <p>18. Delegate to the Maintenance Division the task of reviewing the endorsed application.</p> <p>19. Assign technical personnel to review the endorsed application.</p>			<p><i>Clerical Staff Administrative Section of the concerned DEO</i></p> <p><i>Records Officer Administrative Division of the concerned RO</i></p> <p><i>-do-</i></p> <p><i>Regional Director</i></p> <p><i>Division Chief Maintenance Division of the concerned RO</i></p>
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	<p>20. Review the evaluated application as to compliance with D.O. 26, s. 2011, D.O. 124, s. 2014, D.O. 83, s. 2018, and other applicable issuances.</p> <p>20.1 Coordinate with the concerned DEO if there is any non-compliance or concern in the evaluated application.</p> <p>20.2 Prepare the draft Excavation Permit if all the documents are compliant.</p> <p>21. Check the draft Excavation Permit as to correctness.</p> <p>21.1 Return the draft Excavation Permit and attachments to the assigned technical personnel if there is a concern</p> <p>21.2 Endorse the draft Excavation Permit to the Regional Director for approval.</p>			<p><i>Engineer II or III</i> Maintenance Division of the concerned RO</p> <p>-do-</p> <p>-do-</p> <p><i>Division Chief</i> Maintenance Division of the concerned RO</p> <p>-do-</p> <p>-do-</p>
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	<p>22. Approve the Excavation Permit</p> <p>22. Forward the approved Excavation Permit and attachments to the Administrative Division and copy furnish the Maintenance Division</p> <p>25. Return the approved Excavation Permit and attachments to the concerned DEO</p>			<p><i>Regional Director</i></p> <p><i>Clerical Staff Office of the Regional Director</i></p> <p><i>Clerical Staff Administrative Division of the concerned RO</i></p>
<p>5. Receive the Excavation Permit from the Administrative Section.</p>	<p><b><i>District Engineering Office:</i></b></p> <p>26. Receive the approved Excavation Permit including attachments.</p> <p>27. Forward the approved Excavation Permit, including attachments, to the Maintenance Section.</p> <p>28. Notify the Applicant for the issuance of the Excavation Permit</p>	None	1 Day	<p><i>Records Officer Administrative Section of the concerned DEO</i></p> <p><i>-do-</i></p> <p><i>Engineer II Maintenance Section of the DEO</i></p>



	29. Release the Excavation Permit			Records Officer Administrative Section of the concerned DEO
<b>END OF TRANSACTION</b>	<b>TOTAL:</b>	<p>a. If the restoration cost is below Php 50,000.00</p> <p>SF = Restoration Cost x 3%</p> <p>b. If the restoration cost is equal to or greater than Php 50,000.00</p> <p>SF = Restoration Cost x 1.50%</p>	<b>12 Days, 10 Minutes</b>	

*Application for Issuance of Excavation Permit for Utility Company is qualified for multi-stage processing*



## Application for Highway Permit for Extraordinary Types of Freight Truck & Other Vehicle

This DPWH Special Permit is issued to clients that will traverse national roads and bridges with extraordinary type of vehicle, loaded with inseparable/or special cargoes, which exceeds the maximum allowable gross vehicle weight (GVW) and/or with configuration different from those illustrated in the revised Implementing Rules and Regulations (IRR) of Republic Act 8794 dated April 5, 2013. The provision in the revised IRR of RA 8794 particularly Section 7.2 - Highway Travel Permit and all Requirements for Application for Special Permit to Travel - is reiterated in the DPWH Memorandum dated February 20, 2014 with the subject: "Anti-Truck Overloading," attention to all DPWH Regional Maintenance Engineers.

The total "Processing Time" below is the ideal assessment and process duration for an application whose documents are complete and in accordance with the "Checklist of Requirements," and the Applicant's prompt response to DPWH notices/calls.

<b>Office or Division:</b>	Maintenance Division and Planning and Design Division (RO)		
<b>Classification:</b>	Highly Technical		
<b>Type of Transactions:</b>	G2C - Government-to-Citizen G2B - Government-to-Business		
<b>Who may avail:</b>	General Public and Truck Companies		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. <b>Application/Letter Request</b> - addressed to the concerned Regional Office (RO) (2 original)		To be provided by the Applicant	
2. <b>Vehicle Registration Certificate</b> (2 copies)		To be provided by the Applicant	
3. <b>Official Receipt of Vehicle Registration</b> (2 copies)		To be provided by the Applicant	
4. <b>Manufacturer's brochure or vehicle diagram</b> - showing the technical data of the vehicle such as: a. Gross weight of the vehicle b. Plan and side elevation with dimensions of the vehicle c. Number of wheels per axle d. Load per axle (empty and loaded) (2 copies, duly signed by the owner/operator)		To be provided by the Applicant	



5. <b>Road Map</b> - showing specific route to be taken including road/s and bridge/s (2 copies, signed by the owner/operator)	To be provided by the Applicant
6. <b>Engineering Plan and Design Computations for shoring and/or reinforcement of bridge</b> - this shall be submitted if the capacity of the existing derated bridge (with a posted load limit of less than 20 tons) is insufficient to carry the vehicle including its freights/cargoes. The Applicant shall evaluate first the capacity of all the existing derated bridges to be crossed by their vehicle. (2 copies, duly signed by a Structural Bridge Engineer)	To be provided by the Applicant
7. <b>Authority of Signing Official of the Applicant</b> - if the Applicant is a representative of the company, it should be issued by the President/Manager of the Company or through a Board Resolution, whichever is applicable, and includes complete business or agency address, email address, and contact number. (2 original, duly notarized)	To be provided by the Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the application letter with attached documents to the Administrative Section.	1. Endorse the application to the Maintenance Section.  2. Check the completeness of the attached documents.  2.1 Provide the Applicant with the checklist of requirements if the attached documents are incomplete, and return the submitted application together with the attachments	None	5 Days	<i>Records Officer</i> Administrative Division  <i>Engineer II or III</i> Maintenance Division  -do-



	<p>to the Applicant for re-submission.</p> <p>2.2 Forward the submitted application to the District Engineer if the attached documents are complete.</p> <p>3. Delegate to the (a) Maintenance Division the task of initial evaluation of the submitted application as well as to the (b) Planning and Design Division the task of technical evaluation of the application.</p> <p>4. Provide the Maintenance Division (MD) and Planning and Design Division (PDD) each copy of the attachments</p> <p>5. Assign technical personnel for the initial evaluation of the application.</p> <p>6. Conduct initial evaluation of the submitted application and attachments as to compliance with</p>			<p>-do-</p> <p><i>Regional Director</i></p> <p><i>Clerical Staff Office of the Regional Director</i></p> <p><i>Division Chief Maintenance Division</i></p> <p><i>Engineer II or III Maintenance Division</i></p>
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	<p>the (a) revised IRR of RA 8794 and (b) all requirements for the application of Special Permit to travel reiterated in the DPWH Memorandum dated February 20, 2014 (Anti-Truck Overloading).</p> <p>6.1 Inform the Applicant to resubmit certain documents if there is any non-compliance in the submitted application.</p> <p>6.2 Coordinate with the PDD regarding the submitted application, if these documents are compliant.</p> <p>7. Evaluate the structural capacity of all derated bridges and road sections included in the specific route concerning the technical data of the vehicle.</p> <p>8. Provide recommendations based on the result of the evaluation.</p>			<p>-do-</p> <p>-do-</p> <p>Engineer II or III Planning and Design Division</p> <p>-do-</p>
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	<p>8.1 Prepare a letter addressed to the Applicant regarding the rejection/denial of the application, if the structural capacity of all derated bridges and road sections included in the specific route are insufficient to carry the vehicle including its freights/cargoes.</p> <p>8.2 Coordinate with the Applicant and the concerned DEO for the schedule of Joint Inspection, if the structural capacity of all derated bridges (with or without provision of shoring and/or reinforcement) and road sections included in the specific route are sufficient to carry the vehicle including its freights/cargoes.</p>			<p><i>Engineer II or III</i> Maintenance Division</p> <p>-do-</p>
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<p>2. Conduct Joint Inspection with the Technical Personnel from the Maintenance Division (MD) and Planning and Design Division (PDD), and the District Engineering Office's Representative along the proposed route</p>	<p>9. Conduct Joint Inspection with the Applicant, PDD's Representative/s, and DEO's Representative/s to validate the evaluation and orient the Applicant regarding the conditions needed to adhere to once the application is already approved.</p> <p>10. Prepare inspection report and the Special Permit to Travel.</p> <p>11. Check and review the application and the prepared inspection report including the draft Special Permit to Travel.</p> <p>11.1 Return the application and the prepared inspection report, including the draft Special Permit to Travel, to the technical personnel, if there is a concern.</p> <p>11.2 Endorse the draft Special Permit to Travel for approval of the Regional Director.</p>	<p>None</p>	<p>4 Days</p>	<p><i>Engineers II or III</i> Maintenance Division (MD) and Planning and Design Division (PDD)</p> <p><i>Engineer II or III</i> Maintenance Division</p> <p><i>Division Chief</i> Maintenance Division</p> <p>-do-</p> <p>-do-</p>
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	<p>12. Approve the draft Special Permit to Travel</p> <p>13. Forward the approved Special Permit to Travel to the Administrative Division and copy furnish the Maintenance Division.</p> <p>14. Furnish the concerned DEO with a copy of the approved Special Permit to Travel.</p>			<p><i>Regional Director</i></p> <p><i>Clerical Staff Office of the Regional Director</i></p> <p><i>Clerical Staff Administrative Division</i></p>
3. Receive the DPWH Special Permit to Travel from the Administrative Section.	<p>15. Notify the Applicant for the issuance of the approved Special Permit to Travel.</p> <p>16. Release the approved Special Permit to Travel.</p>	None	1 Day	<p><i>Engineer II Maintenance Division</i></p> <p><i>Records Officer Administrative Division</i></p>
<b>END OF TRANSACTION</b>	<b>TOTAL:</b>	<b>None</b>	<b>10 Days</b>	



## Application for Issuance of Utility Attachment Permit on Bridge, Utility Poles, etc.

This DPWH Utility Attachment Permit is issued to clients whose proposed installation of public or private utilities would be attached on national bridges, utility poles, etc. The total “Processing Time” below is the ideal assessment and process duration for an application whose documents are complete and in accordance with the “Checklist of Requirements,” and the Applicant’s prompt response to DPWH notices/calls.

<b>Office or Division:</b>	Maintenance Division and Planning and Design Division (RO)		
<b>Classification:</b>	Highly Technical		
<b>Type of Transactions:</b>	G2B - Government-to-Business G2G - Government-to-Government		
<b>Who may avail:</b>	Utility Companies and other Government Agencies		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. <b>Application/Letter Request</b> - addressed to the concerned Regional Office (RO) (2 original)		To be provided by the Applicant	
2. <b>Complete Proposed Plan/Location Sketch and Bar Chart of the utility project for the attachments</b> - it should be in A3 size bond paper (2 original, duly signed and sealed by technical personnel from the company or agency)		To be provided by the Applicant	
3. <b>Proposed Total Load Distribution Analysis and Specification of the utility to be attached on bridge or non-bridge structures.</b> (2 original, duly signed and sealed by technical personnel from the company/agency)		To be provided by the Applicant	
4. <b>Authority of Signing Official of the Applicant</b> - if the Applicant is a representative of the company, it should be issued by the President/Manager of the Company or through a Board Resolution, whichever is applicable, and includes complete business or agency address, email address, and contact number. (2 original, duly notarized)		To be provided by the Applicant	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the application letter with attached documents to the Administrative Section.	1. Endorse the application to the Maintenance Section.	None	4 Days	<i>Records Officer</i> <i>Administrative Division</i>
	2. Check the completeness of the attached documents.			<i>Engineer II or III</i> <i>Maintenance Division</i>
	2.1 Provide the Applicant with the Checklist of Requirements, if the attached documents are incomplete, and return the submitted application together with the attachments to the Applicant for re-submission.			-do-
	2.2 Forward the submitted application to the District Engineer, if the attached documents are complete.			-do-
	3. Delegate to the (a) Maintenance Division the task of initial evaluation of the submitted application as well as to the (b) Planning and Design Division the task of technical evaluation of the application.			<i>Regional Director</i>



	<p>4. Provide the Maintenance Division (MD) and Planning and Design Division (PDD) each copy of the attachments.</p> <p>5. Assign technical personnel for the initial evaluation of the application.</p> <p>6. Conduct initial evaluation of the submitted application and attachments as to compliance with the provisions of all applicable issuances.</p> <p>6.1 Inform the Applicant to resubmit certain documents if there is any non-compliance in the submitted application.</p> <p>6.2 Coordinate with the PDD regarding the submitted application, if these documents are compliant.</p> <p>7. Evaluate the structural capacity and aesthetic of the bridge or non-bridge structures concerning the load</p>			<p><i>Clerical Staff</i> Office of the Regional Director</p> <p><i>Division Chief</i> Maintenance Division</p> <p><i>Engineer II or III</i> Maintenance Division</p> <p>-do-</p> <p>-do-</p> <p><i>Engineer II or III</i> Planning and Design Division</p>
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	<p>distribution of the proposed utility line.</p> <p>8. Provide recommendations based on the result of the technical evaluation.</p> <p>8.1 Prepare a letter addressed to the Applicant regarding the rejection/denial of the application, if the structural capacity and aesthetic of the bridge or non-bridge structure would be undermined and affected, respectively, by the proposed utility line.</p> <p>8.2 Draft the Utility Attachment Permit, if the structural capacity and aesthetic of the bridge would not be undermined and affected, respectively, by the proposed utility line.</p> <p>9. Check and review the application and the prepared Utility Attachment Permit.</p> <p>9.1 Return the application and the draft Utility Attachment Permit, if there is a concern</p>			<p>-do-</p> <p><i>Engineer II or III</i> Maintenance Division</p> <p>-do-</p> <p><i>Division Chief</i> Maintenance Division</p> <p>-do-</p>
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	<p>9.2 Endorse the draft Utility Attachment Permit to the Regional Director for approval.</p> <p>10. Approve the draft Utility Attachment Permit.</p> <p>11. Forward the approved Utility Attachment Permit to the Administrative Division and copy furnish the Maintenance Division.</p> <p>12. Furnish the concerned DEO a copy of the approved Utility Attachment Permit.</p>			<p><i>-do-</i></p> <p><i>Regional Director</i></p> <p><i>Clerical Staff Office of the Regional Director</i></p> <p><i>Clerical Staff Administrative Division</i></p>
2. Receive the DPWH Utility Attachment Permit from the Administrative Division	<p>13. Notify the Applicant for the issuance of the approved Utility Attachment Permit.</p> <p>14. Release the approved Utility Attachment Permit.</p>	None	1 Day	<p><i>Engineer II Maintenance Division</i></p> <p><i>Records Officer Administrative Division</i></p>
<b>END OF TRANSACTION</b>	<b>TOTAL:</b>	<b>None</b>	<b>5 Days</b>	



## Purchase Bid Documents (Civil Works Projects)

Accommodates purchase of complete set of Bidding Documents to interested bidders for them to participate in the bidding of contracts.

<b>Office or Division:</b>	Procurement Unit (RO)			
<b>Classification:</b>	Simple			
<b>Type of Transactions:</b>	G2B - Government-to-Business			
<b>Who may avail:</b>	General Public/Contractor			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Company ID or any government issued ID  2. Authorization Letter (if not an authorized liaison officer in the CWA, i.e. Special Power of Attorney for Sole Proprietorship; or Board/Partnership/Joint Venture Resolution with Secretary's Certificate for Corporation/Partnership/Joint Venture/Cooperative)  3. Letter of Intent (for Foreign Funded Projects)		To be provided by the bidder/contractor		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client presents the required documents for the issuance of approved Request of Order of Payment.	1. Receive, verify and issue approved Request of Order of Payment	None	5 minutes	<i>Procurement Unit Action Officer</i>
2. Client presents the approved Request of Order of Payment to the	2.1 Accounting Unit to issue approved Order of Payment	Fee depends on project ABC		<i>Accounting Unit Action Officer</i>



Accounting and Cash Unit. After payment, the client presents the Official Receipt to Procurement Unit and receive the Bidding Documents.	2.2 Cash Unit to issue Official Receipt			Cashier Unit Action Officer
	2.3 Procurement Unit to issue Bid Documents		2 minutes	Procurement Unit Action Officer
<b>END OF TRANSACTION</b>	<b>TOTAL:</b>		<b>7 minutes</b>	

<b>Approved Budget for the Contract</b>	<b>Maximum Cost of Bidding Documents (in Philippine Peso)</b>
500,000 and below	500.00
More than 500,000 up to 1 Million	1,000.00
More than 1 Million up to 5 Million	5,000.00
More than 5 Million up to 10 Million	10,000.00
More than 10 Million up to 50 Million	25,000.00
More than 50 Million up to 500 Million	50,000.00
More than 500 Million	75,000.00

Source: Appendix 8, Sec. 5.0 "Updated-2016-Revised-IRR-of-RA-No.-9184-as-15-October-2023"





## Purchase Bid Documents (Goods and Services, and Consulting Services Projects)

Accommodates purchase of complete set of Bidding Documents to interested bidders for them to participate in the bidding of contracts.

<b>Office or Division:</b>	Procurement Unit (RO)			
<b>Classification:</b>	Simple			
<b>Type of Transactions:</b>	G2B - Government-to-Business			
<b>Who may avail:</b>	General Public/Supplier			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Company ID or any government issued ID 2. Authorization Letter (i.e. Special Power of Attorney for Sole Proprietorship; or Board/Partnership/Joint Venture Resolution with Secretary's Certificate for Corporation/Partnership/Joint Venture/Cooperative) 3. Letter of Intent (for Foreign Funded Projects)		To be provided by the bidder/consultant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client presents the required documents for the issuance of approved Request of Order of Payment.	1. Receive, verify and issue approved Request of Order of Payment	None	5 minutes	Procurement Unit Action Officer
2. Client presents the approved Request of Order of Payment to the Accounting and Cash Unit. After payment, the	2.1 Accounting Unit to issue approved Order of Payment	Fee depends on project ABC		Accounting Unit Action Officer
	2.2 Cash Unit to issue Official Receipt			Cashier Unit Action Officer



client presents the Official Receipt to Procurement Unit and receive the Bidding Documents.	2.3 Procurement Unit to issue Bid Documents		2 minutes	<i>Procurement Unit Action Officer</i>
<b>END OF TRANSACTION</b>	<b>TOTAL:</b>		<b>7 minutes</b>	

<b>Approved Budget for the Contract</b>	<b>Maximum Cost of Bidding Documents (in Philippine Peso)</b>
500,000 and below	500.00
More than 500,000 up to 1 Million	1,000.00
More than 1 Million up to 5 Million	5,000.00
More than 5 Million up to 10 Million	10,000.00
More than 10 Million up to 50 Million	25,000.00
More than 50 Million up to 500 Million	50,000.00
More than 500 Million	75,000.00

Source: Appendix 8, Sec. 5.0 "Updated-2016-Revised-IRR-of-RA-No.-9184-as-15-October-2023"



## Testing of Various Construction Materials

Testing of various construction materials in DPWH are available, namely: asphalt, cement and concrete, paints, soils/soil aggregates, and other miscellaneous materials.

<b>Office or Division:</b>	Quality Assurance and Hydrology Division (RO)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>- DPWH Implementing Offices</li> <li>- Private Entities</li> <li>- Other Government Offices</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Application/ Request Letter (1 original)		Applicant/Client		
2. Filled-out Sample Card Form (1 original)		DPWH-BRS-MTD		
3. Sufficient Sample (Minimum Sample requirements)		Applicant/Client		
4. Original Official Receipt (1 original)		DPWH – Cashier Section		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Request Letter, Sample Card, and Sample of Materials	1. Evaluate the submitted request letter, sample card, and sample	Please refer to “Schedule of Fees and Charges for Laboratory Testing of Construction Materials” (D.O. No. 188, S. 2022)	2 days	Materials Testing Division/ Concerned Section Chief
	2. Issue order of payment			
2. Submit Original Official Receipt of Testing Fee	3.1 Receives samples upon presentation of O.R. After, approves sample card for testing			Materials Testing Division/ Division Chief/ Section Chief/ Concerned Analyst



	and assigned lab number. Once assigned, laboratory testing may commence.		Please refer to document: <b>“Schedule of Releasing of Test Reports”</b>	
	3.2 Test Report is drafted and will be valuated/ reviewed based on the Test Report. After, test report is finalized and approved via signature.	None	2 days	<i>Materials Testing Division/ Division Chief/ Section Chief/ Concerned Analyst/ Bureau Director/ Asst. Bureau Director</i>
3. Receive the Test Report	4. Issuance/ Release of Test Report	None	1 day	<i>Materials Testing Division/ Concerned Section Chief</i>
<b>END OF TRANSACTION</b>	<b>TOTAL:</b>	-	-	



**MATERIALS TESTING DIVISION**  
**LABORATORY TESTING FEE**  
**D.O. NO. 188, SERIES OF 2022**

<b>SOIL AND SOIL AGGREGATES</b>	
<b>KIND OF TEST</b>	<b>NEW RATE 2022</b>
<b>COURSE AGGREGATE</b>	
1. Unit Weight	PHP 260.00
2. Grading	350.00
3. Wash Test	210.00
4. Abrasion	720.00
5. Specific Gravity and Absorption	350.00
6. Soundness	600.00
7. Clay Lumps	180.00
	<b>PHP 2,670.00</b>
<b>FINE AGGREGATE</b>	
1. Unit Weight	PHP 260.00
2. Grading	350.00
3. Wash Test	210.00
4. Specific Gravity and Absorption	350.00
5. Soundness	600.00
6. Mortar Strength (7 & 28 days)	350 x 2 = 700.00
7. Organic Impurities	420.00
8. Clay Lumps	180.00
	<b>PHP 3,070.00</b>
<b>AGGREGATE BASE / SUBBASE COURSE</b>	
1. Grading	PHP 350.00
2. Wash Test	210.00
3. Abrasion	720.00
4. PL - LL	500.00
5. Compaction	
Proctor	990.00
Modified	1,120.00
6. CBR	2,010.00
Proctor	<b>PHP 4,780.00</b>
Modified	<b>PHP 4,910.00</b>
<b>FINE GRAINED SOIL</b>	
1. Grading	PHP 350.00
2. Wash Test	210.00
3. PL - LL	500.00
4. Specific gravity	280.00
5. Hydrometer	870.00
6. Moisture Content	170.00
	<b>PHP 2,380.00</b>



SOIL AND SOIL AGGREGATES	
KIND OF TEST	NEW RATE 2022
<b>COMPOSITE AGGREGATE</b>	
1. Grading	PHP 350.00
2. Wash Test	210.00
3. Abrasion	720.00
4. PL - LL	500.00
5. Specific Gravity	280.00
6. Stripping	600.00
	<b>PHP 2,660.00</b>
<b>CRUSHED &amp; AGGREGATE BASE COURSE</b>	
1. Grading	PHP 350.00
2. Wash Test	210.00
3. Abrasion	720.00
4. PL - LL	500.00
5. Fractured Face	210.00
6. CBR	2,010.00
7. Compaction	
Proctor	990.00
Modified	1,120.00
	<b>PHP 4,990.00</b>
	<b>PHP 5,120.00</b>
<b>AGGREGATE SURFACE COURSE</b>	
1. Grading	PHP 350.00
2. Wash Test	210.00
3. PL - LL	500.00
4. Abrasion	720.00
	<b>PHP 1,780.00</b>



REINFORCED CONCRETE CULVERT PIPE (RCCP)	
KIND OF TEST	NEW RATE 2022
<b>RCCP (24" &amp; under 610mm)</b>	
1. Water Absorption	PHP 270.00
2. Dimension Measurement	170.00
3. Reinforcement Measurement	170.00
4. Strength	900.00
	<b>PHP 1,510.00</b>
<b>RCCP (27" &amp; 30", 685 &amp; 762mm)</b>	
1. Water Absorption	PHP 270.00
2. Dimension Measurement	170.00
3. Reinforcement Measurement	170.00
4. Strength	1,140.00
	<b>PHP 1,750.00</b>
<b>RCCP (33, 36" &amp; 42" , 900, 910 &amp; 1066mm)</b>	
1. Water Absorption	PHP 270.00
2. Dimension Measurement	170.00
3. Reinforcement Measurement	170.00
4. Strength	1,500.00
	<b>PHP 2,110.00</b>
<b>RCCP (48", 54" &amp; 60")</b>	
1. Water Absorption	PHP 270.00
2. Dimension Measurement	170.00
3. Reinforcement Measurement	170.00
4. Strength	2,460.00
	<b>PHP 3,070.00</b>



MISCELLANEOUS MATERIALS	
KIND OF TEST	NEW RATE 2022
<b>DEFORMED STEEL BAR (Complete Test)</b>	
1. Tension (Tensile / Yield)	PHP 290.00
2. Elongation	170.00
3. Deformation Measurement	180.00
4. Bending	180.00
5. Variation in Mass	170.00
6. Phosphorus Content	500.00
	<b>PHP 1,490.00</b>
<b>Physical Test Only (Deformed Steel Bar)</b>	<b>PHP 990.00</b>
<b>PLAIN STEEL BAR (Complete Test)</b>	
1. Tension (Tensile / Yield)	PHP 290.00
2. Bending	180.00
3. Elongation	170.00
4. Variation in Mass	170.00
5. Phosphorus Content	500.00
	<b>PHP 1,310.00</b>
<b>Physical Test Only (Plain Steel Bar)</b>	<b>PHP 810.00</b>
<b>STANDARD SPECIMEN (Reduced Section) (Anchor Rod, Spike Plate, Angle Bar)</b>	
1. Tension	PHP 720.00
2. Dimension	170.00
3. Elongation	170.00
	<b>PHP 1,060.00</b>
<b>STEEL GUARDRAIL</b>	
1. Tension	PHP 720.00
2. Dimension	170.00
3. Zinc Coating	500.00
	<b>PHP 1,390.00</b>
<b>TIE WIRE / COLD DRAWN WIRE / HIGH TENSILE WIRE / WIRE MESH</b>	
1. Tension	PHP 350.00
2. Dimension	170.00
3. Zinc Coating	500.00
4. Elongation	350.00
	<b>PHP 1,370.00</b>
<b>ANCHOR NAIL / BOLT (DEFORMED STEEL BAR)</b>	
1. Physical Test Only	PHP 990.00
	<b>PHP 990.00</b>





MISCELLANEOUS MATERIALS	
KIND OF TEST	NEW RATE 2022
<b>WIRE ROPE (½" Nominal Size and under)</b>	
1. Breaking Strength	PHP 690.00
2. Dimension	170.00
	<b>PHP 860.00</b>
<b>WIRE ROPE (Over ½" to 1" Nominal Size)</b>	
1. Breaking Strength	PHP 990.00
2. Dimension	170.00
	<b>PHP 1,160.00</b>
<b>HIGH TENSION BOLT (Ref. Pavement Studs)</b>	
1. Proof Load (Tension)	<b>PHP 720.00</b>
<b>G.I. SHEETS</b>	
1. Zinc Coating	PHP 350.00
2. Dimension	170.00
3. Coating Bend Test	170.00
	<b>PHP 690.00</b>
<b>REFLECTIVE SHEETING</b>	
1. Shrinkage	PHP 360.00
2. Flexibility	360.00
3. Adhesion	360.00
	<b>PHP 1,080.00</b>
<b>GALVANIZED PIPES</b>	
1. Zinc Coating	PHP 1,000.00
2. Wall Thickness	170.00
	<b>PHP 1,170.00</b>
<b>WATER FOR CONCRETING</b>	
1. PH Test	PHP 400.00
2. Total Solids	400.00
3. Compressive Strength (With Standard) 7 Days	240 x 2 = 480.00
4. Time of Setting (With Standard)	150 x 2 = 300.00
5. Autoclave Expansion	1,000.00
	<b>PHP 2,580.00</b>



MISCELLANEOUS MATERIALS	
KIND OF TEST	NEW RATE 2022
<b>ADDITIONAL TEST WHEN REQUESTED</b>	
1. Sulfate	PHP 400.00
2. Chloride	400.00
<b>GABION BASKET</b>	
1. Tension	PHP 350.00
2. Dimension	PHP 170.00
3. Zinc Coating	500.00
	<b>PHP 1,020.00</b>
	X 2
	<b>PHP 2,040.00</b>
<b>CURING COMPOUND</b>	PHP 2,500.00



PAINTS	
KIND OF TEST	NEW RATE 2022
<b>REFLECTORIZED TRAFFIC PAINT</b>	
White : Type I (Pre-Mixed)	PHP 4,830.00
: Type II (Drop-on) No Beads	3,880.00
Yellow : Type I (Pre-Mixed)	5,330.00
: Type II (Drop-on) No Beads	4,350.00
Black : (Non-Reflectorized)	3,350.00
<b>RED LEAD &amp; RED OXIDE PRIMER</b>	PHP 2,600.00
<b>LATEX, FLATWALL or QUICK DRY ENAMEL</b>	Performance Tests depends on the available test that can be performed
<b>ALUMINUM</b>	PHP 1,650.00
<b>HYDRATED LIME</b>	
1. Calcium Oxide (CaO)	PHP 350.00
2. Magnesium Oxide (MgO)	350.00
3. Loss on Ignition (LOI)	270.00
4. Grading	350.00
	<b>PHP 1,320.00</b>
<b>For Chemical Analysis: Additional PHP 350 per constituent</b>	
<b>THERMOPLASTIC PAINT</b>	
1. Specific Gravity / Density	PHP 410.00
2. Softening Point	510.00
3. Drying Time (No Pick-Up)	160.00
4. Appearance of Paint	160.00
5. Vehicle Binders	2,330.00
6. Glass Beads Content	810.00
7. Glass Beads Grading	180.00
8. TiO <sub>2</sub> / Chrome Yellow	500.00
9. Impact Resistance	650.00
10. Bond Strength	1,000.00
11. Color	1,000.00
<b>White</b>	<b>PHP 7,710.00</b>
<b>Yellow (w/o Chemical Analysis)</b>	<b>PHP 7,210.00</b>



PAINTS		
KIND OF TEST	NEW RATE 2022	
<b>LATEX PAINTS (FLAT, SEMI-GLOSS, GLOSS)</b>		
1. Density / Specific Gravity	PHP	400.00
2. Drying Time		160.00
3. Total Solids (by weight)		400.00
4. Viscosity (ford Viscosity Cup)		500.00
5. Fineness of Grind		380.00
6. Storage Stability (1 month)		900.00
7. Degree of Setting (6 months)		1,200.00
8. Degree of Blistering		
9. Degree of Cracking		
10. Degree of Flaking		
11. Degree of Chalking (Tape Method)		
Chemical Requirements		
12. Volatile Organic Compound Content		
13. Lead Content		
<b>ENAMEL (FLAT, SEMI-GLOSS, GLOSS)</b>		
1. Density / Specific Gravity	PHP	400.00
2. Total Solids		400.00
3. Viscosity (Ku)		500.00
4. Fineness of Grind		380.00
5. Storage Stability		900.00
6. Drying Time		160.00
7. Levelling		520.00
8. Content Ratio - 24hrs		
9. Specular Gloss - 24hrs		600.00
10. Adhesive (Tape Test) - 7 days		380.00
11. Pencil Hardness - 7 days		380.00
Optimal Requirement: Durability Requirement		
12. Accelerated Weathering (Xenon Arc or QUV) - 200hrs		2,100.00
13. Color Fastness to light (Xenon Arc or QUV) - 200hrs		2,100.00
Chemical Requirements		
14. Volatile Organic Compound		2,400.00
15. Lead Content		1,920.00



<b>CONCRETE AND CONCRETE PRODUCTS</b>			
<b>MOLDED CONCRETE SAMPLES (per specimen)</b>			
Concrete Cylinder (Compression)	PHP	180.00	
Concrete Cubes (Compression)	PHP	180.00	
Concrete Beams (Flexural)	PHP	210.00	
<b>CONCRETE HOLLOW BLOCKS</b>			
1. Compression	PHP	620.00	
2. Dimension		510.00	
3. Moisture Content and Absorption		800.00	
	<b>PHP</b>	<b>1,930.00</b>	
<b>CUTTING OF CONCRETE SAMPLES TO STANDARD SIZE FOR STRENGTH DETERMINATION</b>			
	PHP	560.00	
<b>CONCRETE CORE</b>			
1. Compressive Strength	PHP	180.00	
2. Thickness Determination		170.00	
	<b>PHP</b>	<b>350.00</b>	



ASPHALTIC MATERIALS / ASPHALT MIX	
KIND OF TEST	NEW RATE 2022
<b>ASPHALT CEMENT (VISCOSITY GRADE)</b>	
1. Viscosity (2)	PHP 1,200.00
2. Penetration (1)	240.00
3. Ductility	500.00
4. Specific Gravity	170.00
5. Loss on Heating (Thin - Film Oven Test)	270.00
6. Spot Test	360.00
7. Solubility	350.00
8. Flash Point	270.00
	<b>PHP 3,360.00</b>
<b>ASPHALT CEMENT (PENETRATION GRADE) - AASHTO M20</b>	
1. Penetration (2)	480.00
2. Ductility (2)	1,000.00
3. Specific Gravity	170.00
4. Loss on Heating (Thin - Film Oven Test)	270.00
5. Spot Test	360.00
6. Solubility	350.00
7. Flash Point	270.00
	<b>PHP 2,900.00</b>
<b>ASTM D346 (No Spot Test)</b>	2,540.00
Softening Point	580.00
	<b>PHP 3,120.00</b>
<b>EMULSIFIED ASPHALT (SS-1, SS-1h, CSS-1, CSS-1h)</b>	
1. Viscosity (Saybolt-Furol)	PHP 350.00
2. Distillation	660.00
3. Cement Mixing	270.00
4. Sieve Test	270.00
5. Specific Gravity	170.00
6. Storage Stability	270.00
7. Ash Content	350.00
8. Ductility	500.00
9. Penetration	240.00
	<b>PHP 3,080.00</b>
<b>CRS (Cationic Rapid Set)</b>	<b>PHP 2,810.00</b>
<b>POLYMER MODIFIED BITUMEN (PMB)</b>	
1. Penetration	PHP 240.00
2. Flash Point	270.00
3. Softening Point	580.00
4. Solubility	350.00
5. Ductility	500.00
	<b>PHP 1,940.00</b>



ASPHALTIC MATERIALS / ASPHALT MIX	
KIND OF TEST	NEW RATE 2022
<b>CUTBACK ASPHALT (RC, MC &amp; SC) - Penetration/Viscosity (Residue)</b>	
1. Specific Gravity	PHP 170.00
2. Distillation	800.00
3. Viscosity (Kinematic)	350.00
4. Spot Test	360.00
5. Penetration / Absolute Viscosity	240.00 / 600.00
6. Ductility	500.00
7. Solubility	350.00
8. Flash Point	270.00
	<b>PHP 3,040.00 / 3,400.00</b>
<b>PREFORMED JOINT FILLER</b>	
1. Compression and Recovery	PHP 500.00
2. Absorption	510.00
3. Dimension	210.00
4. Density	260.00
	<b>PHP 1,480.00</b>
Sponge Rubber	<b>PHP 970.00</b>
<b>BITUMINOUS MIX</b>	
1. Extraction	PHP 470.00
2. Grading	350.00
3. Stability (Wet and Dry) / Compressive Strength - IRS	940.00
4. Specific Gravity	260.00
	<b>PHP 2,020.00</b>
Stability (Marshall)/set (3 Specimens)	<b>PHP 470.00</b>
<b>MINERAL FILLER</b>	
1. Plasticity	PHP 380.00
2. Grading	350.00
3. Loss on Ignition	270.00
	<b>PHP 1,000.00</b>



ASPHALTIC MATERIALS / ASPHALT MIX	
KIND OF TEST	NEW RATE 2022
<b>THORMAJOINT</b>	
1. Pour Point Temperature	PHP 350.00
2. Safe Heating Temperature	350.00
3. Flow	500.00
4. Penetration (Cone)	260.00
5. Softening Point	580.00
	<b>PHP 2,040.00</b>
<b>ASPHALT JOINT FILLER / CONCRETE</b>	
1. Penetration (Cone)	PHP 260.00
2. Flow	500.00
3. Pour Point	350.00
4. Safe Heating	350.00
	<b>PHP 1,460.00</b>
<b>ASPHALT CORE</b>	
1. Density	PHP 260.00
2. Thickness	210.00
3. Extraction	470.00
4. Grading	350.00
	<b>PHP 1,290.00</b>





## MATERIALS TESTING DIVISION

### SCHEDULE OF RELEASING OF TEST REPORTS (Upon Approval for Testing)

ITEM NO.	MATERIAL / TEST	NO. OF WORKING DAYS
<b>I. ASPHALT</b>		
1	Asphalt Cement	10
2	Cut-Back Asphalt	10
3	Emulsified Asphalt	10
4	Concrete Joint Sealer	7
5	Preformed Expansion Joint Filler	10
6	Polymer Modified Bitumen (PMB)	10
7	Thormajoint Binder	7
8	Asphalt Mix	12
9	Asphalt Core	7
<b>II. CEMENT</b>		
10	Cement	
	7 days	14
	28 days	30
<b>III. CONCRETE</b>		
11	Concrete Cylinder	7
12	Concrete Beam	7
13	Concrete Core	7
<b>IV. PAINTS</b>		
14	Aluminum Paint	10
15	Latex / Enamel / House Paint	-
16	Red Lead / Red Oxide	12
17	Reflectorized Traffic Paint	12
18	Thermoplastic Paint	20
<b>V. SOILS</b>		
19	Soil Classification	8
20	Soil Classification with Compaction	10
21	Soil Classification with Compaction and California Bearing Ratio (CBR)	12



## MATERIALS TESTING DIVISION

### SCHEDULE OF RELEASING OF TEST REPORTS

(Upon Approval for Testing)

ITEM NO.	MATERIAL / TEST	NO. OF WORKING DAYS
<b>VI. SOIL AGGREGATES</b>		
22	Fine Aggregates	30
23	Course Aggregates	12
24	Composite Aggregates	10
<b>VII. MISCELLANEOUS MATERIALS</b>		
25	Concrete Hollow Blocks	10
26	Curing Compound	12
27	Galvanized Steel Sheets / Pipes / Wires (Weight of Coating)	7
28	Guard Rail (Physical Test)	8
29	High Tensile Wire / Wire Mesh (Physical Test)	8
30	Hydrated Lime	10
31	Pavement Studs	8
32	Reflective Sheeting	8
33	Reinforced Concrete Culvert Pipe (RCCP)	8
34	Steel Bars	
	Physical test	10
	Complete Test (Physical and Chemical Test)	12
35	Water for Concreting	14

Prepared by:

  
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 Engineer IV

Approved by:

  
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## **Regional Office (RO)**

### **Internal Services**



## Applying (for appointment) to Vacant Position in the Department

Through this frontline service, the Department can regulate the submission of application done by existing employees and citizens who want to be part of the DPWH workforce.

<b>Office or Division:</b>	Administrative Division (RO)		
<b>Classification:</b>	Simple		
<b>Type of Transaction:</b>	G2C – Government to Citizen G2G – Government to Government		
<b>Who may avail:</b>	DPWH Employees/Walk-In Applicants		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
1. Cover Letter (Indicating Item Number of Position)		To be provided by the applicant	
2. Fully Accomplished Personal Data Sheet (PDS)		PDS (CS Form No. 212 rev. 2017)  1. Can be downloaded from <a href="http://www.csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html">http://www.csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html</a> 2. Obtain upon request from the Human Resource Management Division (CO)/ Administrative Division (RO)/ Administrative Section (DEO)	
3. Scholastic Records		To be provided by the applicant	
4. Certificate of Trainings and Employment		To be provided by the applicant	
5. Certificates of Eligibility, if applicable		To be provided by the applicant	
6. Performance Rating for the last applicable rating period from the date of publication of vacancies.		To be provided by the applicant	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Application including documentary requirements	1. Receive application and documentary requirements	None	10 mins	<i>Administrative Assistant/ Officer (Receiving Unit)</i>
	2. Prepare/draft letter referring the application including supporting documents to office concerned.	None	30 minutes	<i>Administrative Assistant/Officer (Processor concerned)</i>
	3. Sign Referral Letter	None	1 hour	Administrative Officer
	4. Release/ forward the referral letter including application and supporting documents to office concerned, copy furnished the applicant	None	20 minutes	<i>Administrative Assistant/ Officer (Releasing Unit)</i>
<b>END OF TRANSACTION</b>	<b>TOTAL:</b>	<b>None</b>	<b>2 Hours</b>	



## Issuance of Employee Records (Service Record and Certificate of Employment)

Certificate of Employment indicates information on employment status of a former or current employee of the Department, while service record provides employment history and/or human resource activity and movement of the employee in the Department.

<b>Office or Division:</b>	Administrative Division (RO)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government-to-Citizen			
<b>Who may avail:</b>	DPWH Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly accomplished request form (1 copy)		DPWH – HRMD		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up and submit accomplished Request Form	1.1 Receive and record the signed request form	None	10 minutes	<i>Administrative Assistant/Aide</i> (Receiving Unit)
	1.2 Retrieve and check 201 File of the personnel and prepare Service Record/ Certificate of Employment	None	1 hour	<i>Administrative Officer/ Assistant</i> (Processor Concerned)
	1.3 Approve and sign Certificate of Employment/ Service Record	None	30 minutes	<i>Administrative Officer</i>



2. Receive signed Certificate of Employment/ Service Record	2. Record and release signed Certificate of Employment/ Service Record	None	15 minutes	<i>Administrative Assistant/Aide</i> (Releasing Unit)
<b>END OF TRANSACTION</b>	<b>TOTAL:</b>	<b>None</b>	<b>2 Hours</b>	



## Issuance of Certified Copy of Current/Non-Current Records

Original Copy, Certified True Copy, and Photocopy of DPWH approved documents that originated from Central Office that are in the custody of the Records Management Division may be issued to requesting clients.

<b>Office or Division:</b>	Administrative Division (RO)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government G2C – Government to Citizen G2B – Government to Business			
<b>Who may avail:</b>	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished request slip (1 copy)		DPWH-RMD		
2. Valid ID (Original ID and 1 Photocopy)		Client		
3. For Authorized Representative <ul style="list-style-type: none"> <li>• Authorization Letter (1 copy)</li> <li>• ID of Authorizing person</li> <li>• ID of Authorized person</li> </ul>		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up and submit accomplished Request Form	1.1 Receive and record the signed request form	None	10 minutes	<i>Administrative Assistant/Aide (Receiving Unit)</i>
	1.2 Review the request including details of the requesting party and its attachment, if any	None	10 minutes	<i>Administrative Officer/Assistant (Processor Concerned)</i>
	1.3 Approve request and forward to processor concerned	None	10 minutes	<i>Administrative Officer</i>





	1.4 Search and Retrieve current/non-current record	None	2 hours (current) 2 days (non-current)	<i>Administrative Officer/ Assistant</i>  (Processor Concerned)
	1.5 Reproduce required copies and Stamp "Certified True/ Copy/ Photocopy" on all pages of the issuance/s.	None	30 minutes	<i>Administrative Officer/ Assistant</i>  (Processor Concerned)
	1.6 Verify and affix signature and indicate the date	None	30 minutes	<i>Administrative Officer</i>
2. Receive requested document	2. Record and release document to the client	None	10 minutes	<i>Administrative Assistant/Aide</i> (Releasing Unit)
<b>END OF TRANSACTION</b>	<b>TOTAL:</b>	<b>None</b>	<b>3 hours (current)</b> <b>2 days(non-current)</b>	