



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
Manila

097.13 DPWH
02.01.2006

JAN 31 2006

DEPARTMENT ORDER)
No. 04)
Series of 2006 02-01-06)

SUBJECT : **Additional Guidelines in the
Conduct of Field Inspections,
Audits and/or Assessments**

Despite the penalties which are already defined under existing laws and civil service rules and regulations, complaints pertaining to the actuations of Project Inspectors, Audit or Rating Teams and Quality Assurance Units (QAUs) have continued to reach the Department. Some allegations include the special treatment being provided by the concerned Implementing Offices to these personnel during the course of their field undertakings.

Although some complaints involve allegations which have not been substantiated, nevertheless, these have to be addressed so that necessary preventive measures can be instituted.

In this regard, the following additional guidelines to be followed during field inspections, audits, and/or assessments are hereby prescribed for the guidance of all concerned:

1. The concerned Implementing Office (Regional/District/Project Management Office) as well as the Consultant shall not, in any manner, incur expenses which are considered irregular, unnecessary, excessive and/or extravagant. Assistance to visiting Teams shall be limited only to the provision of the following:
 - 1.1 DPWH quarters where they can stay.
 - 1.2 If there are no quarters, assistance in locating a lodging house or hotel room affordable to the Team.
 - 1.3 Service vehicle for the Team, including the driver.
 - 1.4 Personnel, testing equipment and other technical assistance that may be deemed necessary during their field work.
 - 1.5 Project documents and other related information.

2. The Team shall shoulder all expenses to be incurred during the course of project inspection/audit/assessment such as payment of lodging/hotel bills, meals, and other incidental expenses inasmuch as the corresponding per diems are provided for the purpose.
3. All officials/heads and key personnel of the Implementing Offices, Consultants, Contractors or their authorized representatives are strictly not allowed to give special treatment, in any form, to any Team member. Monetary contribution from contractors to finance the Team expenses is strictly prohibited.

The Internal Affairs Office of the Department and Heads of offices concerned shall monitor the enforcement of the guidelines prescribed herein. Reporting directly to the undersigned or texting 2920 of any violation of these guidelines is hereby encouraged. Those found violating this Order will be dealt with accordingly.

This Order shall take effect immediately.


HERMOGENES E. EBDANE, JR.
Acting Secretary



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