



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

097.13 DPWH  
06-27-2012

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DEPARTMENT ORDER )  
NO. 08-A )  
Series of 2012 *06.27.12* )

**SUBJECT: Implementation of the Document Tracking System (DoTS) for the Procurement of Goods**

In line with the Department's thrust to fast track the procurement of goods and to be more transparent in its operations, all offices involved in the processing of documents in the procurement of goods, intended for the different offices of the Department, shall utilize the Document Tracking System (DoTS).

The following documents shall be covered by the System:

1. Project Procurement Management Plan (PPMP)
2. Annual Procurement Plan (APP)
3. Purchase Request (PR)
4. Agency Purchase Request (APR)
5. Resolution of Award (ROA)
6. Purchase Order (PO)/Contract
7. Notice of Award (NOA)/Notice to Proceed (NTP)
8. Disbursement Voucher (DV) for Regular Procurement
9. Disbursement Voucher (DV) for Reimbursement
10. Payment of Essential Services

Goods shall refer to all items, supplies, materials and general support services, except civil works projects and consulting services, which may be needed in the transaction of public business.

All documents covered shall be registered in the DoTS. Consequently, all requesting offices shall submit their DoTS documents to the DoTS Center which shall register the document into the DoTS and forward the same to the concerned processing office. All Services/Bureaus/PMOs shall inform their Supply Officers of this procedure and documents without the DoTS header will be returned to the requesting office without action. In the flow of documents from one implementing/processing office to another, the one sending the document is responsible in ensuring that the said document is received by the concerned receiving office.

The processing of documents shall be undertaken by the concerned offices in accordance with the activity and prescribed time contained in Annex A. The implementing guidelines are contained in Annex B and the checklists of required supporting documents and attachments are contained in Annex C.

The Memorandum dated 19 January 2004 which provides for "Additional Guidelines on the Imposition of Administrative Sanctions on Erring DPWH Officials and Employees Involved in Project Implementation and Processing of Project Documents" (Annex D) shall be strictly observed in the implementation of the DoTS.

The DoTS Evaluation Committee created under Special Order No. 70, Series of 2007, is hereby authorized to make necessary changes in the annexes hereof in coordination with the implementing offices.

This Order supersedes Department Order No. 08 Series of 2012 and takes effect immediately.

  
**ROGELIO L. SINGSON**  
Secretary



WIN2P00703

**DoTS GOODS SYSTEM PRESCRIBED TIME**

**Project Procurement Management Plan (PPMP)**

Activity	Office	Prescribed Time (wd)
Prepare Final PPMP within Budget Allocation as provided by the CFMS	End User	7
Review and Process	CFMS	1
Review and Process	CPO	3
Approve	BAC Chairman	2
Issue Approved PPMP to End User	CPO	2
<b>Total</b>		<b>15</b>

**Annual Procurement Plan (APP)**

Activity	Office	Prescribed Time (wd)
Consolidate Approved PPMP and prepare Final APP	CPO	15
Recommend Approval	BAC Chairman	1
Approve	USEC for Support Services	2
Issue Approved APP to GPPB, CFMS and DBM-PS	CPO	2
<b>Total</b>		<b>20</b>

**Updated Project Procurement Management Plan (U-PPMP)**

Activity	Office	Prescribed Time (wd)
Review and Process	CFMS	1
Review and Process	CPO	3
Approve	BAC Chairman	2
Issue Approved PPMP to End User	CPO	2
<b>Total</b>		<b>8</b>

**Updated Annual Procurement Plan (U-APP)**

Activity	Office	Prescribed Time (wd)
Consolidate Approved PPMP and prepare Final APP	CPO	15
Recommend Approval	BAC Chairman	1
Approve	USEC for Support Services	2
Issue Approved APP to GPPB, CFMS and DBM-PS	CPO	2
<b>Total</b>		<b>20</b>

Annex A  
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**DoTS GOODS SYSTEM PRESCRIBED TIME**

**Purchase Request (PR) for Fuel and Common Supplies and Equipment Available in PS-DBM**

Activity	Office	Prescribed Time (wd)		
		50T	3M	Above 3M
Review PR against approved APP, Sign and Process	CPO	3	3	3
Sign PR	AMMS Director	2	2	2
Approve PR/Recommend Approval	ASEC for Support Services	NA	3	2
Recommend Approval	USEC for Support Services	NA	NA	2
Approve PR	Secretary	NA	NA	3
<b>Total</b>		<b>5</b>	<b>8</b>	<b>12</b>

**Agency Purchase Request (APR) for Common Supplies and Equipment Available in PS-DBM**

Activity	Office	Prescribed Time (wd)
Prepare, Process and sign consolidated APR	CPO	5
Prepare, Process and Sign ObR and Sign APR	CFMS	4
Approve APR	ASEC for Support Services	3
Prepare and Sign DV	AMMS	4
Process and Sign DV, Issue Check	CFMS	6
Serve approved APR with Pre-payment Check to PS-DBM	AMMS	3
<b>Total</b>		<b>25</b>

**DoTS GOODS SYSTEM PRESCRIBED TIME**

**Purchase Request (PR)/Purchase Order (PO) for Non-Common Goods Costing not more than P500T (Alternative Method) for Non-Exclusive Distributorship**

Activity	Office	Prescribed Time (wd)	
		50T	500T
Review PR against approved APP, Sign and Process	CPO	4	4
Recommend Approval/Approve PR	AAMMS Director	2	1
Recommend Approval/Approve PR	ASEC for Support Services	NA	3
Prepare ITB, Canvass and sign ITB, Advertise, Prepare Notice of Bid Opening, Open Bids, Deliberate, Prepare and Sign Resolution of Award and Prepare PO	CPO	32	32
Review PO and Prepare and Sign ObR Letter Request	End User	2	2
Prepare and Sign ObR and CAF	CFMS	4	4
Approve PO	USEC for Support Services	3	3
Prepare Notice of Award (NOA)	CPO	3	3
Sign NOA	ASEC for Support Services	3	3
Serve NOA to Supplier	CPO	3	3
<b>Total</b>		<b>56</b>	<b>59</b>

**Purchase Request (PR)/Purchase Order (PO) for Non-Common Goods Costing not more than P500T (Alternative Method) for Exclusive Distributorship**

Activity	Office	Prescribed Time (wd)	
		50T	500T
Review PR against approved APP, Sign and Process	CPO	4	4
Approve PR/Recommend Approval	AAMMS Director	2	1
Approve PR	ASEC for Support Services	NA	3
Prepare and Sign Resolution of Award and Prepare PO	CPO	15	15
Review PO and Prepare and Sign ObR Letter Request	End User	2	2
Prepare and Sign ObR and CAF	CFMS	4	4
Approve PO	USEC for Support Services	3	3
Prepare Notice of Award (NOA)	CPO	3	3
Sign NOA	ASEC for Support Services	3	3
Serve NOA to Supplier	CPO	3	3
<b>Total</b>		<b>39</b>	<b>41</b>

**DoTS GOODS SYSTEM PRESCRIBED TIME**

**Purchase Request (PR) for Goods through Public Bidding**

Activity	Office	Prescribed Time (wd)	
		3M	Above 3M
Review PR against approved APP, Sign and Process	CPO	3	3
Sign PR	AMMS Director	2	2
Approve PR/ Recommend Approval	ASEC for Support Services	3	1
Recommend Approval	USEC for Support Services	NA	1
Approve PR	Secretary	NA	3
Prepare Bid Documents , Advertise, Prepare Notice of Bid Opening, Deliberate, Prepare Resolution of Award, Sign and Recommend Approval	CPO	26	26
Approve ROA/ Recommend Approval	USEC for Support Services	2	1
Approve ROA	Secretary	NA	3
Prepare Notice of Award	CPO	3	3
Sign NOA	USEC for Support Services	2	1
Sign NOA	Secretary	NA	1
Serve NOA to Supplier and Furnish End User a copy	CPO	1	1
Prepare Contract and Prepare and Sign ObR Letter Request	End User	7	7
Prepare and Sign ObR and CAF	CFMS	4	4
Approve Contract/ Recommend Approval	USEC for Support Services	1	1
Approve Contract	Secretary	NA	1
Prepare and process Notice to Proceed (NTP)	End User	1	1
Sign NTP	ASEC for Support Services	3	1
Sign NTP	USEC for Support Services	NA	2
Issue Contract and NTP	End User	2	2
<b>Total</b>		<b>60</b>	<b>65</b>

**DoTS GOODS SYSTEM PRESCRIBED TIME**

**Disbursement Voucher (DV) for Procurement of Non-Common Goods**

Activity	Office	Prescribed Time (wd)
Receive Delivery Receipt (DR)/Invoice, Prepare Request for Inspection, Inspect, Prepare and Sign Inspection and Acceptance Report (IAR)	AMMS	4
Inspect and Sign IAR	CFMS	2
Prepare Requisition Issuance Slip (RIS) and Issue Goods to End User	AMMS	3
Accept Goods, Sign RIS and Submit Waste Material (If Applicable)	End User	3
Prepare and Sign DV	AMMS	4
Process, Sign DV and Issue Check to Supplier	CFMS	8
<b>Total</b>		<b>24</b>

**Disbursement Voucher (DV) for Reimbursement (Office Supplies & Equipment)**

Activity	Office	Prescribed Time (wd)
Conduct inspection, Prepare and sign IAR	CPO	2
Conduct inspection and sign IAR	CFMS	2
Prepare DV and attach supporting documents	End-User	2
Process and Sign DV	CFMS	6
Approve DV	End User Director	2
Prepare and issue Check	CFMS	2
<b>Total</b>		<b>16</b>

**Disbursement Voucher (DV) for Reimbursement (Service Vehicle, Fuel and Parts)**

Activity	Office	Prescribed Time (wd)
Conduct inspection and Prepare and sign IAR	BOE	2
Prepare DV and attach supporting documents	End-User	2
Process and Sign DV	CFMS	6
Approve DV	End User Director	2
Prepare and issue Check	CFMS	2
<b>Total</b>		<b>14</b>

**DoTS GOODS SYSTEM PRESCRIBED TIME**

**Payment of Essential Services**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Prepare, process and sign Request of ObR, DV and Graph	AMMS (for Water and Electricity)	4
	MIS (for Telephone trunk line, Internet and Leased Lines)	
	Head of Offices (NDD/IDD)	
Prepare, Process and Sign ObR and DV	CFMS	5
Approve DV	AMMS (for Water and Electricity)	2
	MIS (for Telephone trunk line, Internet and Leased Lines)	
	Head of Offices (NDD/IDD)	
Prepare and issue Check	CFMS	2
<b>Total</b>		<b>13</b>

**Disbursement Voucher (DV) for Reimbursement (Per Diems and Incidental Expenses, Seminar/Workshop/Training Fees and Uncalendared Training Expenses)**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Prepare, Process and Sign ObR and DV, issue Check	CFMS	7
<b>Total</b>		<b>7</b>

**DoTS IMPLEMENTING GUIDELINES  
 Implementing / Processing Offices**

**Project Procurement Management Plan (PPMP)**

Doer	Activity
CFMS	1. Send approved budget allocation (e-copy) to the DoTS Center.
DoTS Center	2. Create PPMP transaction in DoTS for all End Users (Heads of Offices). 3. Forward approved budget allocation to all End-Users (Heads of Offices). 4. Print DoTS Header and forward it to all End Users.
End User	5. Prepare Final PPMP within Budget Allocation as provided by the CFMS. 6. Process and Sign PPMP 7. Forward PPMP to CFMS.
CFMS	8. Evaluate PPMP and sign. 9. Forward PPMP to CPO.
CPO	10. Process, Record and Sign PPMP. 11. Submit the PPMP to the BAC Chairman.
BAC Chairman	12. Approve PPMP 13. Forward the document to the CPO
CPO	14. Forward approved PPMP to End User.
End User	15. Close the transaction in the DoTS.

**DoTS IMPLEMENTING GUIDELINES**  
**Implementing / Processing Offices**

**Annual Procurement Plan (APP)**

<b>Doer</b>	<b>Activity</b>
DoTS Center	1. Verify completeness of Approved PPMP 2. Create APP transaction in DoTS. 3. Print DoTS Header and submit to the CPO.
CPO	4. Consolidate approved PPMP and Prepare Final APP in accordance with the approved budget allocation. 5. Attach DoTS Header, process and sign. 6. Submit the APP to the BAC Chairman.
BAC Chairman	7. Initial and forward the APP to the Office of the Undersecretary for Support Services.
Undersecretary for Support Services	8. Review and approve APP. 9. Forward the document to the CPO
CPO	10. Issue Approved APP to GPPB, CFMS, DBM-PS.
DoTS Center	11. Close the transaction in the DoTS.

**DoTS IMPLEMENTING GUIDELINES**  
**Implementing / Processing Offices**

**Updated Project Procurement Management Plan (U-PPMP)**

<b>Doer</b>	<b>Activity</b>
End User	1. Prepare U-PPMP within Budget Allocation as provided by the CFMS and submit to the DoTS Center.
DoTS Center	2. Check completeness of SDs. 3. Register U-PPMP into DoTS. 4. Print and attach DoTS Header. 5. Forward U-PPMP to CFMS.
CFMS	6. Evaluate U-PPMP and sign. 7. Forward U-PPMP to CPO.
CPO	8. Process, Record and Sign U-PPMP. 9. Submit the U-PPMP to the BAC Chairman.
BAC Chairman	10. Approve U-PPMP 11. Forward the document to the CPO
CPO	12. Furnish End-User with approved U-PPMP
DoTS Center	13. Close the transaction in the DoTS.

**DoTS IMPLEMENTING GUIDELINES**  
**Implementing / Processing Offices**

**Updated Annual Procurement Plan (U-APP)**

<b>Doer</b>	<b>Activity</b>
DoTS Center	1. At the third week of March, June, September and December, verify completeness of Approved U-PPMP. 2. Create U-APP transaction in DoTS. 3. Print DoTS Header and submit to the CPO.
CPO	4. Consolidate approved U-PPMP, if any, and prepare Final U-APP in accordance with the approved budget allocation. 5. Attach DoTS Header, Process and Sign U-APP. 6. Submit the U-APP to the BAC Chairman.
BAC Chairman	7. Initial and forward the U-APP to the Office of the Undersecretary for Support Services.
Undersecretary for Support Services	8. Review and approve U-APP. 9. Forward the document to the CPO.
CPO	10. Issue Approved U-APP to GPPB, CFMS, and DBM-PS
DoTS Center	11. Close the transaction in the DoTS.

**DoTS IMPLEMENTING GUIDELINES**  
**Implementing / Processing Offices**

**Purchase Request (PR) for Common Supplies and Equipment Available in PS-DBM**

<b>Doer</b>	<b>Activity</b>
End-User	1. Prepare PR, ObR Letter Request, APR and Supporting Documents (SDs) and submit to the DoTS Center.
DoTS Center	2. Check completeness of SDs. 3. Register PR into DoTS. 4. Print DoTS Header and attach to the PR. 5. Forward the documents to the CPO.
CPO	6. Review PR against approved APP. 7. Sign PR. 8. Forward the documents to the office of the AMMS Director.
AMMS Director	9. Approve PR amounting up to P50T and forward the documents to the CPO. 10. For PR above P50T up to P3M, Initial and forward the documents to the Office of the Assistant Secretary for Support Services.
Assistant Secretary for Support Services	11. Approve PR amounting to 3M and forward the documents to the CPO for consolidation and send the DoTS Document to the DoTS Center. 12. For PR above P3M, Initial and forward the documents to the Office of the Undersecretary for Support Services.
Undersecretary for Support Services	13. For PR above P3M, Initial and forward the documents to the Office of the Secretary for Approval.
Secretary	14. For PR above P3M, Approve and forward the documents to the CPO for consolidation and send the DoTS Document to the DoTS Center.
DoTS Center	15. Close transaction in the DoTS.

**DoTS IMPLEMENTING GUIDELINES**  
**Implementing / Processing Offices**

**Agency Purchase Request (APR) for Common Supplies and Equipment Available in PS-DBM**

DoTS Center	<ol style="list-style-type: none"> <li>1. Verify completeness of Approved PR.</li> <li>2. Create APR transaction in DoTS.</li> <li>3. Print DoTS Header and submit to the CPO</li> </ol>
CPO	<ol style="list-style-type: none"> <li>4. Prepare process and sign APR and forward the documents to the CFMS.</li> </ol>
CFMS	<ol style="list-style-type: none"> <li>5. Prepare, Process and Sign ObR.</li> <li>6. Sign APR.</li> <li>7. Forward the documents to the Office of the Assistant Secretary for Support Services.</li> </ol>
Assistant Secretary for Support Services	<ol style="list-style-type: none"> <li>8. Approve APR.</li> <li>9. Return the documents to the AMMS (SPMD).</li> </ol>
AMMS	<ol style="list-style-type: none"> <li>10. Prepare and sign DV.</li> <li>11. Forward the documents to the CFMS.</li> </ol>
CFMS	<ol style="list-style-type: none"> <li>12. Process and sign DV, issue check remit to LBP.</li> <li>13. Forward the documents to the AMMS (SPMD).</li> </ol>
AMMS	<ol style="list-style-type: none"> <li>14. Close transaction in the DoTS.</li> </ol>

**DoTS IMPLEMENTING GUIDELINES**  
**Implementing / Processing Offices**

**Purchase Request (PR) /Purchase Order (PO) for Non-Common Goods Costing not more than P500T (Alternative Method) for Non-Exclusive Distributorship**

<b>Doer</b>	<b>Activity</b>
End-User	1. Prepare PR and Supporting Documents (SDs) and submit to the DoTS Center.
DoTS Center	2. Check completeness of SDs. 3. Register PR into DoTS. 4. Print DoTS Header and attach to the PR. 5. Forward the documents to the CPO.
CPO	6. Review PR against the approved APP. 7. Sign PR. 8. Forward the documents to the office of the AMMS Director.
AMMS Director	9. Approve PR amounting up to P50T. 10. For PR above P50T up to P500T, Initial and forward the documents to the Office of the Assistant Secretary for Support Services.
Assistant Secretary for Support Services	11. Approve PR. 12. Return approved PR and SDs to the CPO.
CPO	13. Prepare Invitation to Bid (ITB). 14. Canvass. 15. Sign/Initial ITB. 16. Advertise. 17. Prepare Notice of Bid Opening. 18. Open bids and deliberate. 19. If Bidding failed twice, go to Step 36. 20. If Bid is Greater than ABC, go to Step 36. 21. Prepare and sign Resolution of Award (ROA). 22. Prepare PO 23. Forward the documents to the End User.
End-User	24. Review and process PO. 25. Prepare and sign ObR Letter Request 26. Forward PO and ObR Letter Request to the CFMS.

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<b>Doer</b>	<b>Activity</b>
CFMS	27. Prepare and Sign ObR and CAF. 28. Forward the documents to the Office of the Undersecretary for Support Services.
Undersecretary for Support Services	29. Approve PO. 30. Return documents to the CPO
CPO	31. Prepare and Sign Notice of Award (NOA) 32. Forward the documents to the Office of the Assistant Secretary for Support Services.
Assistant Secretary for Support Services	33. Sign NOA. 34. Return the documents to the CPO.
CPO	35. Serve NOA. 36. Close the transaction in the DoTS upon completion of the process.

**DoTS IMPLEMENTING GUIDELINES**  
**Implementing / Processing Offices**

**Purchase Request (PR) /Purchase Order (PO) for Non-Common Goods Costing not more than P500T (Alternative Method) for Exclusive Distributorship**

<b>Doer</b>	<b>Activity</b>
End-User	1. Prepare PR and Supporting Documents (SDs) and submit to the DoTS Center.
DoTS Center	2. Check completeness of SDs. 3. Register PR into DoTS. 4. Print DoTS Header and attach to the PR. 5. Forward the documents to the CPO.
CPO	6. Review PR against the approved APP. 7. Sign PR. 8. Forward the documents to the office of the AMMS Director.
AMMS Director	9. Approve PR amounting up to P50T. 10. For PR above P50T up to P500T, Initial and forward the documents to the Office of the Assistant Secretary for Support Services.
Assistant Secretary for Support Services	11. Approve PR. 12. Forward the documents to the CPO
CPO	13. Prepare and sign Resolution of Award (ROA). 14. Prepare PO 15. Forward the PO to the End-User.
End-User	16. Review and process PO 17. Prepare and sign ObR Letter Request. 18. Forward PO and ObR Letter Request to the CFMS.
CFMS	19. Prepare and Sign ObR and CAF 20. Forward the documents to the Office of the Undersecretary for Support Services.
Undersecretary for Support Services	21. Approve PO. 22. Return documents to the CPO.
CPO	23. Prepare and Sign Notice of Award (NOA). 24. Forward the documents to the Office of the Assistant Secretary for Support Services.
Assistant Secretary for Support Services	25. Sign NOA. 26. Return documents to the CPO.
CPO	27. Serve NOA to Supplier. 28. Close the transaction in the DoTS upon completion of the process.

**DoTS IMPLEMENTING GUIDELINES**  
**Implementing / Processing Offices**

**Purchase Request (PR) for Goods through Public Bidding**

<b>Doer</b>	<b>Activity</b>
End-User	1. Prepare PR and Supporting Documents (SDs) and submit to the DoTS Center.
DoTS Center	2. Check completeness of SDs. 3. Register PR into DoTS. 4. Print DoTS Header and attach to the PR. 5. Forward the documents to the CPO
CPO	6. Review PR against approved APP. 7. Sign PR. 8. Forward the documents to the office of the AMMS Director.
AMMS Director	9. Sign/Initial PR. 10. Forward PR up to P3M and SDs to the Office of the Assistant Secretary for Support Services.
Assistant Secretary for Support Services	11. Approve PR. 12. For PR above P3M, initial and forward SDs to the office of the Undersecretary for Support Services.
Undersecretary for Support Services	13. Approve PR. 14. Forward PR and SDs to the Office of the Secretary
Secretary	15. Approve PR. 16. Forward approved PR and SDs to the BAC
BAC	17. Prepare Bid Documents. 18. Conduct Pre-Procurement Conference (optional for goods costing P2M and below). 19. Advertise Invitation to Apply and Eligibility to Bid (ITAEB). 20. Issue Bid Documents. 21. Prepare Notice for Pre-Bid Conference (optional for goods costing below P1M ). 22. Conduct Pre-Bid Conference (P1M and above). 23. Open bids and determine Lowest Complying Bidder (LCB). 24. Endorse eligibility requirement, technical and financial proposal and abstract to bids to End-User. 25. Deliberate. 26. Prepare and sign Resolution of Award (ROA). 27. For approved PR up to P3M, forward ROA to the Office of the Undersecretary for Support Services.
Undersecretary for Support Services	28. Approve ROA and forward approved ROA to CPO. 29. For approved PR above P3M, initial and forward ROA to the Office of the Secretary.

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Doer	Activity
Secretary	30. Approve ROA. 31. Forward approved ROA to CPO
CPO	32. Prepare and Sign Notice of Award (NOA) 33. For NOA up to P3M, forward NOA to the Office of the Undersecretary for Support Services.
Undersecretary for Support Services	34. Approve NOA. 35. For NOA above P3M, initial and forward NOA to the Office of the Secretary.
Secretary	36. Approve NOA. 37. Forward approved NOA to CPO.
CPO	38. Serve NOA to Supplier. 39. Furnish End User a copy of NOA.
End-User	40. Review and process Contract 41. Prepare and sign ObR Letter Request. 42. Forward the Contract, ObR Letter Request and SDs to the CFMS.
CFMS	43. Process and sign ObR and CAF. 44. For Contract up to P3M, forward Contract and SDs to the Office of the Undersecretary for Support Services.
Undersecretary for Support Services	45. Approve Contract. 46. For Contract above P3M, initial and forward Contract and SDs to the Office of the Secretary.
Secretary	47. Approve Contract. 48. Return approved Contract and SDs to End User.
End User	49. Prepare and process and sign Notice to Proceed (NTP). 50. For NTP up to P3M, initial and forward NTP and SDs to the Office of the Assistant Secretary for Support Services.
Assistant Secretary for Support Services	51. Approve NTP. 52. For NTP above P3M, initial and forward NTP and SDs to the Office of the Undersecretary for Support Services.
Undersecretary for Support Services	53. Approve NTP 54. Forward NTP to End User
End User	55. Issue Contract and NTP to Supplier. 56. Close the transaction in the DoTS.

**DoTS IMPLEMENTING GUIDELINES**  
**Implementing / Processing Offices**

**Purchase Request (PR) for Fuel**

<b>Doer</b>	<b>Activity</b>
End User	1. Prepare PR, ObR Letter Request and Supporting Documents (SDs) and submit to the DoTS Center.
DoTS Center	2. Check completeness of SDs. 3. Register PR into DoTS. 4. Print DoTS Header and attach to the PR. 5. Forward the documents to the CPO.
CPO	6. Review PR against approved APP. 7. Sign PR. 8. Forward the documents to the Office of the AMMS Director.
AMMS Director	9. Approve PR amounting up to P50T and forward the documents to the End User. 10. For PR above P50T up to P3M, initial and forward the documents to the Office of the Assistant Secretary for Support Services.
Assistant Secretary for Support Services	11. Approve PR amounting to P3M and forward the documents to the End User. 12. For PR above P3M, initial and forward the documents to the Office of the Undersecretary for Support Services.
Undersecretary for Support Services	13. For PR above P3M, initial and forward the documents to the Office of the Secretary for approval.
Secretary	14. For PR above P3M, Approve and forward the documents to the End User.
End User	15. Close the transaction in the DoTS. 16. Forward the documents to the BOE when needed.

**DoTS IMPLEMENTING GUIDELINES**  
**Implementing / Processing Offices**

**Disbursement Voucher (DV) for Procurement of Non-Common Goods**

<b>Doer</b>	<b>Activity</b>
Supplier	1. Submit Delivery Receipt (DR)/ Invoice to the DoTS Center.
DoTS Center	2. Register DV into DoTS. 3. Print DoTS Header and attach to the Delivery Receipt (DR)/ Invoice. 4. Forward the DR/ Invoice to the AMMS (SPMD).
AMMS	5. Receive DR/Invoice, prepare Request for Inspection. 6. Conduct inspection and Prepare and sign Inspection and Acceptance Report (IAR). 7. Forward the IAR to the CFMS (ASMCD).
CFMS	8. Conduct inspection and sign IAR. 9. Return IAR to the AMMS (SPMD).
AMMS	10. Prepare Requisition Issuance Slip (RIS). 11. Issue Goods and forward RIS to the End-User.
End-User	12. Accept Goods. 13. Sign RIS. 14. Return RIS and Submit Waste Material Report (if applicable) to the AMMS (SPMD).
AMMS	15. Prepare and sign DV. 16. Forward DV to the CFMS.
CFMS	17. Process, sign DV and issue Check to Supplier. 18. Close the transaction in the DoTS.

**DoTS IMPLEMENTING GUIDELINES**  
**Implementing / Processing Offices**

**Disbursement Voucher (DV) for Reimbursement (Office Supplies and Equipment)**

Doer	Activity
End-User	1. Prepare and submit request for Inspection report signed by End-User and Delivery Receipt (DR)/ Invoice to the DoTS Center.
DoTS Center	2. Register DV into DoTS. 3. Print DoTS Header and attach to the End-User request for inspection report and Delivery Receipt (DR)/ Invoice. 4. Forward the request for Inspection report and Delivery Receipt (DR)/ Invoice to the AMMS (SPMD).
AMMS	5. Conduct inspection and Prepare and sign Inspection and Acceptance Report (IAR). 6. Forward the IAR to the CFMS (ASMCD).
CFMS	7. Conduct inspection and sign IAR. 8. Issue Post Inspection and Acceptance Report and History of Repair to the End-User.
End-User	9. Prepare DV and attach SDs. 10. Forward document/s including of at least three (3) canvass from reputable suppliers (for items amounting more than P1,000 per invoice) to the CFMS.
CFMS	11. Process and Sign DV. 12. Forward DV to the office of the End User Director.
End User Director	13. Approve DV. 14. Forward approved DV to CFMS.
CFMS	15. Prepare and issue Check to End-User. 16. Close the transaction in the DoTS.

**DoTS IMPLEMENTING GUIDELINES**  
**Implementing / Processing Offices**

**Disbursement Voucher (DV) for Reimbursement (Service Vehicle Parts)**

<b>Doer</b>	<b>Activity</b>
End-User	1. Prepare and submit request for Inspection report signed by End-User and supporting documents (SDs) to the DoTS Center.
DoTS Center	2. Check completeness of Supporting Documents (SDs) and attachments. 3. Register DV into DoTS. 4. Print DoTS Header and attach to the End-User request for inspection report. 5. Forward the document to the BOE (CESPD).
BOE	6. Conduct inspection. 7. Prepare and sign Post Repair Inspection Report and Waste Material Report. 8. Issue Post Inspection and Acceptance Report and History of Repair to the End-User.
End-User	9. Prepare DV and attach supporting documents. 10. Forward document/s including of at least three (3) canvass from reputable suppliers (for items amounting more than P1,000 per invoice) to the CFMS.
CFMS	11. Process and Sign DV. 12. Forward DV to the office of the End User Director.
End User Director	13. Approve DV. 14. Forward approved DV to CFMS.
CFMS	15. Prepare and issue Check to End-User. 16. Close the transaction in the DoTS.

**DoTS IMPLEMENTING GUIDELINES**  
**Implementing / Processing Offices**

**Payment of Essential Services**

Doer	Activity
Service Provider	1. Submit Bill to the DoTS Center.
DoTS Center	2. Register the Bill into DoTS. 3. Print and attach the DoTS Header. 4. Submit the Bill to the AMMS for processing.
AMMS  MIS  Head of Offices	For Water and Electricity 5. Prepare, process and sign Request of ObR, DV and Graph 6. Process bills. 7. Forward the documents to the CFMS.  For Telephone Trunk Line, Internet and Leased Lines 5. Prepare, process and sign Request of ObR, and DV 6. Process bills. 7. Forward the documents to the CFMS.  For Long Distance Calls 5. Prepare, process and sign Request of ObR, and DV 6. Process bills. 7. Forward the documents to the CFMS.
CFMS	8. Prepare process and Sign ObR. 9. Process and Sign DV. 10. Forward DV, ObR and other documents to the office of the AMMS Director.
AMMS/MIS/Head of Offices	11. Approve DV. 12. Forward approved DV to CFMS.
CFMS	13. Prepare and issue Check to the Billing Company. 14. Close the transaction in the DoTS.

**DoTS IMPLEMENTING GUIDELINES**  
**Implementing / Processing Offices**

**Disbursement Voucher (DV) for Reimbursement (Per Diems and Incidental Expenses, Seminar/Workshop/Training Fees and Uncaledared Training Expenses)**

<b>Doer</b>	<b>Activity</b>
End User	1. Prepare and Sign ObR Letter Request and DV and attach Supporting Documents (SDs) and submit to the DoTS Center.
DoTS Center	2. Check completeness of SDs. 3. Register DV into DoTS. 4. Print DoTS Header and attach to the DV. 5. Forward the documents to the CFMS.
CFMS	6. Prepare process and sign ObR. 7. Process and sign DV. 8. Prepare and issue check to the Billing Company. 9. Close the transaction in the DoTS.

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

**Purchase Request (PR)**

**I. New Procurement**

**A. Goods and Services**

- 1. Approved Annual Procurement Plan (APP) - copy of specific pages where items are listed/indicated
- 2. Project Procurement Management Plan (PPMP)
- 3. Budget Earmarking fund allocation (Capital Outlay) from Budget Division

**B. Additional Requirements for the following...**

- a. Concurrence of the Lending Institution on the Rankings
  - 1. MIS Evaluation Certification/approved specification
- b. Aircon
  - 1. Installation Layout with specific measurement
- c. Other Equipment (for Exclusive Distributor)
  - 1. Original/Updated Price Quotation
  - 2. Clear copy of Certificate of Sole/Exclusive Distributorship duly authenticated by the Philippine Consulate from country origin

**II. Repair and Maintenance**

**A. Land, Aircraft and Water Equipment/Service Vehicle, Building and Other Equipment**

- 1. Approved Annual Procurement Plan (APP) - copy of specific pages where items are listed/indicated
- 2. Project Procurement Management Plan (PPMP)
- 3. Budget Earmarking fund allocation from Budget Division
- 4. Certified True Copy of Acknowledgement Receipt of Equipment (ARE)

**B. Additional Requirements for the following...**

- a. Land, Aircraft and Water Equipment/Service Vehicle
  - 1. Original Copy of Job Order (BOE)
  - 2. Original or Certified True Copy of History of Repair (BOE)
  - 3. Certified True Copy of Vehicle Registration
  - 4. Original Copy of Certification that the Vehicle is included in the Department Inventory of Vehicle (BOE)
- b. ICT Equipment
  - 1. IT HelpDesk Certification/Evaluation Report
  - 2. Pre-Inspection Report (SPMD)
- c. Aircon
  - 1. Spot Inspection Report by Facilities and Maintenance Division (FMD)
  - 2. Pre-Inspection Report (SPMD)
- d. Building
  - 1. Program of Work and Detailed estimates by FMD
- e. Other Equipment
  - 1. Pre-Inspection Report (SPMD)

I hereby certify that the above supporting documents are complete

Print Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

**Disbursement Voucher (DV) for Reimbursement**

**I. Office Supplies, Per Diem and other incidental Expenses, Seminar/Workshop/training Fees, Fuel, Spare Parts for Motor Vehicle and Other Equipment and Materials for Repair and Maintenance of Building**

- 1. Disbursement Voucher (DV)
- 2. Obligation Request (ObR)
- 3. Inspection and Acceptance Report (IAR)
- 4. Official Receipt/Sales Invoice
- 5. Purchase Request (If applicable)
- 6. Approved Annual Procurement Plan (APP) (If applicable)
- 7. Project Procurement Management Plan (PPMP) (If applicable)
- 8. Quotation from at least 3 suppliers (per Invoice Receipt Costing above 1 Thousand Pesos) (If applicable)
- 9. Certificate of Emergency Purchase (If applicable)

**II. Additional Requirements on Spare Parts for Motor Vehicle and other Equipment**

**To be prepared by Implementing Office**

- 1. Certified True Copy of Acknowledgement Receipt of Equipment (ARE)
- 2. Certified True Copy of current LTO Registration
- 3. Certification that the vehicle is included in the Department Inventory of Vehicle

**To be prepared by BOE**

- 1. Approved Job Order/ Post Inspection Report
- 2. Approved Waste Material Report
- 3. History of Repair

**III. Additional Requirements for the following...**

- A. ICT Equipment
  - 1. MIS Spot Report
  - 2. SPMD-AMMS Pre-Inspection Report
  - 3. ARE
- B. Aircon
  - 1. FMD-AMMS Spot Report
  - 2. SPMD-AMMS Pre-Inspection Report
  - 3. ARE
- C. Other Equipment
  - 1. SPMD-AMMS Pre-Inspection Report
  - 2. ARE
- D. Fuel and Petroleum Products
  - 1. Driver's Trip Tickets duly accomplished and approved
  - 2. Certification of no fuel withdrawal (BOE)
- E. Per Diem and Other Incidental Expenses
  - 1. Travel Order
  - 2. Itinerary of Travel
  - 3. Appendix B (Certificate of Travel Completed)
  - 4. Reimbursement Expense Receipt
  - 5. Certificate of Appearance, if applicable

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

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- F. Seminar/Workshop/Training Fees and Uncalendared Training Expenses
  - 1. Statement of Expenditures (If applicable)
  - 2. Approved Training Memorandum
  - 3. Attendance (if Applicable)
  - 4. Training request from other Gov't agencies (If applicable)

I hereby certify that the above supporting documents are complete

Print Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

**Disbursement Voucher (DV) for Regular Procurement**

**I. Office Supplies, Spare Parts for Motor Vehicle and Other Equipment and Materials for Repair and Maintenance of Building**

- 1. Disbursement Voucher (DV)
- 2. Obligation Request (ObR)
- 3. Inspection and Acceptance Report (IAR)
- 4. Official Receipt/Sales Invoice
- 5. Purchase Request/APR
- 6. Approved Annual Procurement Plan (APP)
- 7. Project Procurement Management Plan (PPMP)
- 8. Purchase Order
- 9. Notice of Award
- 10. Bid Documents (Quotation, Abstract of Bids and Resolution of Award)
- 11. Certified True Copy of Submission of Purchase/Work Order to COA-Resident Auditor
- 12. Advertisement (Newspaper and/or Website)\*
- 13. Stock Position Sheet, for single item costing P1000 and above
- 14. Performance Bond
- 15. Test Results, for items that are subject to Test

**II. Additional Requirements on Spare Parts for Motor Vehicle and other Equipment**

**To be prepared by Implementing Office**

- 1. Certified True Copy of Acknowledgement Receipt of Equipment (ARE)
- 2. Certified True Copy of current LTO Registration
- 3. Certification that the vehicle is included in the Department Inventory of Vehicle

**To be prepared by BOE**

- 1. Approved Job Order
- 2. Approved Waste Material Report (WMR)
- 3. History of Repair

**III. Additional Requirements for the following...**

**A. ICT Equipment**

- 1. MIS Spot Report
- 2. SPMD-AMMS Pre-Inspection Report
- 3. ARE

**B. Aircon**

- 1. FMD-AMMS Spot Report
- 2. SPMD-AMMS Pre-Inspection Report
- 3. ARE

**C. Other Equipment**

- 1. SPMD-AMMS Pre-Inspection Report
- 2. ARE

I hereby certify that the above supporting documents are complete

Print Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

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**Payment of Essential Services**

**I. Bills**

- 1. Maynilad Bill
- 2. Meralco Bill
- 3. ETPI Bill (Trunk Line)
- 4. Innove Bill (Internet)
- 5. ePLDT Bill (Leased Lines)

I hereby certify that the above  
supporting documents are complete

Print Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_



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

ANNEX D

0977.7 DPWH

01-21-2004

19 January 2004

**MEMORANDUM**

TO ALL : Undersecretaries  
Assistant Secretaries  
Regional Directors/Asst. Regional Directors  
Bureau Directors/Asst. Bureau Directors  
Project Directors/Asst. Project Directors  
Project Managers/Asst. Project Managers  
District Engineers/Asst. District Engineers  
Division/Section Chiefs  
Others Concerned  
This Department

SUBJECT : Additional Guidelines on the Imposition of Administrative Sanctions on Erring DPWH Officials and Employees Involved in Project Implementation and Processing of Project Documents

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In addition to the administrative offenses with corresponding penalties which are already defined under existing laws and civil service rules and regulations and in order to have consistent guidelines for the imposition of administrative sanctions against erring DPWH officials and employees involved in project implementation and processing of project documents pending the issuance of a Department Order covering sanctions on irresponsible actuations in all phases of the project cycle, from planning to implementation, these guidelines are hereby prescribed.

The guidelines shall cover all DPWH officials and employees involved in project implementation regardless of employment status, whether or not they hold permanent, temporary, contractual, casual in hold-over or officer-in-charge capacity.

**1.0 Quality Control**

**1.1 For Project Engineers, Project Inspectors and Materials Engineers**

The sanctions shall be consistent with the guidelines prescribed in the memorandum of then Secretary Gregorio R. Vigilar dated 29 January 1999 (Annex A).

**1.2 For Regional Directors, Asst. Regional Directors for Operations, Project Directors, Asst. Project Directors, Project Managers, Asst. Project Managers, District Engineers, Asst. District Engineers and Chiefs of Construction Divisions/Sections of Field Offices.**

The sanctions shall be based on the quarterly ratings of quality control performance in project implementation pursuant to Memorandum dated 7 April 1989 as amended by Department Order No. 137, series of 1991. Department Order No. 9, series of 2004, further amends Department Order No. 137 shifting the quality control rating to quarterly.

The following sanctions shall be imposed on the above officials when their implementing office is rated "Unsatisfactory".

- a. An Unsatisfactory rating for a quarter -- Reprimand
- b. Unsatisfactory rating for two (2) consecutive quarters -- Suspension for three (3) months.

The sanction shall be imposed on the Regional Director, Asst. Regional Director for Construction Operations and the Chief of the Construction Division if the implementing office is a Regional Office.

The sanction shall be imposed on the Project Director and Asst. Project Director, or Project Manager and Asst. Project Manager as the case may be, if the implementing office is a Project Management Office.

The sanction shall be imposed on the District Engineer, Asst. District Engineer and the Chief of the Construction Section if the implementing office is a District Office.

Unlike the sanctions for Project Engineers, Project Inspectors and Materials Engineers, the sanctions on the DPWH officials shall not be cumulative. If a reprimand was given on any given quarter and no sanction was given on the succeeding quarter, the sanction for the subsequent quarter will not be suspension but will still be a reprimand.

## 2.0 Physical Accomplishment

### 2.1 For Project Engineers and Project Inspectors

A sanction shall be imposed if in any given reporting period:

- a) he fails to *initiate* calibrated actions (in accordance with D.O. 102, series of 1988) on a project/s under his supervision with a negative slippage, and
- b) he gets ten (10) points or greater based on the values shown in Table 1.

Table 1

SLIPPAGE	POINTS		
	1 Project	2 Projects	3 Projects
5% - 10%	-	5	10
11% - 15%	5	10	15
> 15%	10	15	20



The calibrated sanction shall be as follows:

1 <sup>st</sup> Offense	-	Reprimand
2 <sup>nd</sup> Offense	-	Suspension for six (6) months
3 <sup>rd</sup> Offense	-	Suspension for one (1) year

## 2.2 For Heads/Deputies of Implementing Office

A sanction shall be imposed on the Regional Directors, Asst. Regional Directors for Construction Operations, Project Directors, Asst. Project Directors, Project Managers, Asst. Project Managers, District Engineers and Chiefs of Construction Divisions/Sections of Field Offices, if in any given reporting period:

- a) he fails to *institute* calibrated actions (in accordance with D.O. 102, series of 1988) on a project/s with negative slippage under his supervision; and
- b) he gets ten (10) points or greater based on the values shown in Table 1.

1 <sup>st</sup> Offense	-	Reprimand
2 <sup>nd</sup> Offense	-	Suspension for three (3) months
3 <sup>rd</sup> Offense	-	Suspension for six (6) months

## 3.0 Maintenance

The sanctions shall be consistent with the guidelines prescribed in Department Order No. 31, series of 2000 (Annex B).

## 4.0 Documents Processing

The documents referred to in this section are those included in the Documents Tracking System (DoTS) as listed in D.O. No. 273, series of 2003. The sanctions are based on the failure to use the DoTS and/or failure to process documents within the prescribed period.

### 4.1 Non Usage of the DoTS

4.1.1 The calibrated sanction for designated DoTS officers are as follows:

1 <sup>st</sup> Offense	-	Reprimand
2 <sup>nd</sup> Offense	-	Suspension for one (1) month
3 <sup>rd</sup> Offense	-	Suspension for six (6) months
4 <sup>th</sup> Offense	-	Suspension for one (1) year

4.1.2 The calibrated sanction for heads and deputies of the processing offices are as follows:

1<sup>st</sup> Offense - Warning  
 2<sup>nd</sup> Offense - Reprimand

4.2 Processing Exceeded Prescribed Time

The calibrated sanction for failure to process documents within the prescribed time are shown in Table 2.

Table 2

<b>OFFENSE (Frequency)</b> <b>OFFICIAL</b>	<b>1<sup>st</sup> Offense (3 times)</b>	<b>2<sup>nd</sup> Offense (5 times)</b>	<b>3<sup>rd</sup> Offense (7 times)</b>	<b>4<sup>th</sup> Offense (More than 7 times)</b>
Action Officers	Reprimand	Suspension for 6 mos.	Suspension for 1 year	-
Division Chiefs / Section Chiefs / Chiefs of Staff	Warning	Reprimand	Suspension for 6 mos.	Suspension for 1 year
Heads of Office (DE/RD/BD/SD/PD) and their Assistants and Action Officers of Asec/Usec/Sec)	Warning	Reprimand	Suspension for 3 mos.	Suspension for 6 mos.

In case a DPWH official or employee was sanctioned simultaneously for quality control, physical accomplishment, maintenance or processing of documents, the heavier penalty shall be imposed.

All officials and employees will be required to explain in writing for any violation committed prior to the imposition of sanction, if their explanations are not acceptable.

For your guidance and compliance.

  
**FLORANTE SORIQUEZ**  
 Acting Secretary