



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

097.13 DPWH  
01-17-2005

JAN 17 2005

DEPARTMENT ORDER )

NO. 08 )  
Series of 2005 01-17-05 )

**SUBJECT: Implementation of the Document  
Tracking System (DoTS) for  
Consulting Services**

In line with the Department's thrusts to fast track the completion of projects and to be transparent in its operations, all offices involved in the processing of documents on the procurement and implementation of local and foreign-assisted consulting services undertaken by the Project Management Offices (PMOs), Bureaus and Services shall utilize the Document Tracking System (DoTS). The following consultancy documents shall be covered by the system:

1. Resolution Recommending the Shortlist Consultants
2. Resolution Recommending the Ranking of Shortlisted Consultants
3. Resolution Recommending Award of Contract
4. Notice of Award
5. Contract
6. Notice to Proceed
7. Pre-Clearance for Supplemental Agreement / Realignment
8. Supplemental Agreement / Realignment
9. Advance Payment
10. First Progress Payments
11. Intermediate Progress Payments
12. Final Progress Payments
13. Other documents that the Executive Committee deem critical

Processing cycle starts in the preparation of these documents until the signing of the approving official.

Processing of documents shall observe the system prescribed time contained in Annex A and the implementing procedure contained in Annex B.

Further, to ensure that all documents covered are registered in the DoTS, contractors/consultants shall submit their DoTS documents to the Central Office (CO) DoTS Center instead of to the concerned PMO. The CO DoTS Center shall register the document into the DoTS and forward the same to the concerned PMO. PMOs are advised to inform their contractors/consultants of this submission procedure. Documents with no DoTS header should be returned to the implementing office.

Refer to memorandum dated 19 January 2004 with subject "Additional Guidelines on the Imposition of Administrative Sanctions on Erring DPWH Officials and Employees Involved in Project Implementation and Processing of Project Documents" for corresponding sanctions.

This Order shall take effect immediately.

  
FLORANTE SORIQUEZ  
Acting Secretary

**Resolution Recommending Shortlist of Consultants**

Activity	Office	Prescribed Time (wd)
Receive / evaluate PQ documents and deliberate	BAC	36
Prepare resolution and supporting documents	PMO	2
Sign resolution	BAC	5
Recommend approval	Chief of Staff	5
Approve	Secretary	2
Concur	Bank	
Notify Consultants	BAC	2
<b>Total</b>		<b>52</b>

**Resolution Recommending Ranking of Shortlisted Consultants**

Activity	Office	Prescribed Time (wd)
Receive Technical Proposals/ Open and evaluate/ Deliberate	BAC	42
Prepare documents	PMO	2
Sign resolution	BAC	5
Recommend approval	Chief of Staff	5
Approve	Secretary	2
Concur	Bank	
Notify First Ranked Consultant	BAC	2
<b>Total</b>		<b>58</b>

**Resolution Recommending Award of Contract**

Activity	Office	Prescribed Time (wd)
Receive Financial Proposals/ Open and evaluate/ Deliberate	BAC	37
Prepare documents	PMO	2
Sign resolution	BAC	5
Recommend approval	Chief of Staff	5
Approve	Secretary	2
Concur	Bank	
Notify PMO	BAC	2
<b>Total</b>		<b>53</b>

**Notice of Award**

Activity	Office	Prescribed Time (wd)
Prepare & Transmit	PMO	2
Sign	ASEC / USEC for Operations	2
Transmit to Consultant	PMO	1
<b>Total</b>		<b>5</b>

**Notice to Proceed**

Activity	Office	Prescribed Time (wd)
Prepare & Transmit	PMO	2
Sign	ASEC / USEC for Operations	2
Transmit to Consultant	PMO	1
<b>Total</b>		<b>5</b>

**Contract**

Activity	Office	Prescribed Time (wd)
Coordinate, prepare and endorse document	PMO	14
Issue ALOBS	CFMS	3
Review and endorse	BOC	5
Review and endorse	LS	10
Recommend approval	ASEC for BOC	2
Recommend approval	ASEC / USEC for Operations	2
Recommend approval	Chief of Staff	5
Approve	Secretary	5
<b>Total</b>		<b>44</b>

**Pre-Clearance**

Activity	Office	Prescribed Time (wd)
Coordinate, prepare, review and endorse document	PMO	15
Review and endorse	BOC	5
Verify Funding	CFMS	2
Recommend approval	ASEC / USEC for Operations	2
Recommend approval	Chief of Staff	5
Approve	Secretary	5
<b>Total</b>		<b>34</b>

**Supplemental Agreement / Realignment**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Coordinate, prepare, review and endorse document	PMO	17
Issue ALOBS	CFMS	3
Review and endorse	BOD	7
Review and endorse	BOC	7
Review and endorse	LS	10
Recommend approval	ASEC for BOC / BOD	2
Recommend approval	ASEC / USEC for Operations	2
Recommend approval	Chief of Staff	5
Approve	Secretary	5
<b>Total</b>		<b>58</b>

**Advance Payment**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Receive, review, prepare and endorse document	PMO	6
Process, record & initial	CFMS	5
Recommend approval	ASEC / USEC for Operations	2
Recommend approval	Chief of Staff	5
Approve	Secretary	5
Request for NCA release from DBM	CFMS	1
<b>Total</b>		<b>24</b>

**First Progress Billing**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Receive, review and endorse document	PMO	6
Process, record & initial	CFMS	5
Recommend approval	ASEC / USEC for Operations	2
Recommend approval	Chief of Staff	5
Approve	Secretary	5
Request for NCA release from DBM	CFMS	1
<b>Total</b>		<b>24</b>

**Intermediate Progress Billing**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Receive, review, prepare and endorse document	PMO	6
Process, record & initial	CFMS	5
Approve	ASEC / USEC for Operations	2
Request for NCA release from DBM	CFMS	1
<b>Total</b>		<b>14</b>

**Final Progress Billing**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Receive, review, prepare and endorse document	PMO	6
Process, record & initial	CFMS	7
Recommend approval	ASEC / USEC for Operations	2
Recommend approval	Chief of Staff	5
Approve	Secretary	5
Request for NCA release from DBM	CFMS	1
<b>Total</b>		<b>26</b>

**Other documents that the ExCom deem critical**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Review and endorse	LS	2
Recommend approval	ASEC / USEC for Operations	2
Recommend approval	Chief of Staff	5
Approve	Secretary	5
<b>Total</b>		<b>14</b>

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

<b>Doer</b>	<b>Activity</b>
Consultant	1. Submit DoTS documents to the DoTS Center.
DoTS Center	2. Register document into DoTS. 3. Issue a receipt to the Consultant. 4. Print the DoTS header and attach to the document. 5. Forward the document to the Implementing Office (IO).
Implementing Office	6. Check completeness of documents. 7. Return incomplete document to the Consultant within the day. 8. Otherwise, process document. 9. Assign approving officials. 10. Forward the document to the succeeding office. 11. Ensure that document sent was received by the succeeding processing office within the next 24 hours.
Processing Office / Approving Official	12. Check for the DoTS Header. For documents with no DoTS Header, return to the implementing office. 13. Check completeness of documents. 14. Return incomplete document to the office concerned within the day. 15. Otherwise, process document. 16. Forward the document to the succeeding office. 17. Ensure that document sent was received by the succeeding processing office within the next 24 hours.
Office of the Secretary	18. Record documents with no DoTS Header. 19. Forward list of documents with no DoTS Header to the DoTS Center every end of the month.
Implementing Office	20. Close the transaction in the DoTS upon completion of the process.