



19 FEB 2018

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

097.13 DPWH  
02-26-2018

DEPARTMENT ORDER )

NO. )

Series of 2018 )

32 )

02.26.18 )

**SUBJECT: Templates of Program of Works (POW) and Approved Budget for the Contract (ABC) for DPWH Standard School Buildings**

In order to have a uniform format and consistency in the preparation of Program of Works (POW) and Approved Budget for the Contract (ABC) for DPWH Standard School Building projects, all DPWH Implementing Offices are hereby directed to use the POW/ABC Template and corresponding procedures in preparing and processing the above-mentioned documents. The use of templates shall take effect starting CY 2018.

The Head of Implementing Offices shall see to it that this Order is strictly enforced in their respective offices. Failure to do so shall, after due process, make them and other officials/employees involved liable to the penalties prescribed for violation of reasonable office rules and regulations in Section 5, C(3) of Civil Service Resolution No. 991936 dated August 31, 1999, otherwise known as the Uniform Rules on Administration Cases in the Civil Service- i.e. 1<sup>st</sup> offense – Reprimand; 2<sup>nd</sup> offense – Suspension for 1-30 days; and 3<sup>rd</sup> offense – Dismissal.

The templates can be downloaded from the DPWH Intranet Website.

This Order shall take effect immediately.

**MARK A. VILLAR**

Secretary

6.1.3 C SSD/BOC

Department of Public Works and Highways  
Office of the Secretary



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# POW Template for DPWH Standard School Buildings

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## I. Objective

To establish an excel based cost estimation template to ease the preparation of Program of Works (POW), Approved Budget for the Contract (ABC) and Detailed Unit Price Analysis (DUPA) of Standard School Building Projects (1-4 Storey School Buildings)

## II. Limitations

This template is limited to the preparation of POW, ABC, and DUPA for one to four storey DPWH standard school buildings. Specific limitations of the template are the following:

- Fields in the template can be freely edited by the user considering that it is only an ordinary excel file.
- Complete preparation of the POW requires opening several Excel files. Links in forms of excel formulas are provided on the files therefore requires that the user saves it in one location and folder to allow the links to be functional and automatically updates the other files once changes are made on certain files.
- The Excel files are not programmed to detect any changes or revisions being made by the user on the pre-set data.
- The templates are already filled with initial data like quantities, prices of materials, labor and rental rates of equipment including mark-ups which are not locked for editing thus, can be edited by the user as needed.
- Considered items of work and estimated quantities are based on the latest issued plan use for adaption on Upgraded Calamity Resilient Design of DepEd School Buildings C.Y. 2017.
- The templates were established for the Estimator's guide. The evaluation will be manually inputted by the evaluator/reviewer.

## III. Procedures in Accomplishing the Program of Works (POW)/Approved Budget for the Contract (ABC) using the Excel Based Template

### 3.1 The Estimator assigned shall:

- 3.1.1 Download the POW Template folder from the DPWH Intranet Website and save it in a folder in the computer. This consists of several files i.e. Price Master List, DUPA and POW/ABC for 1-4 Storey DPWH Standard School Building.

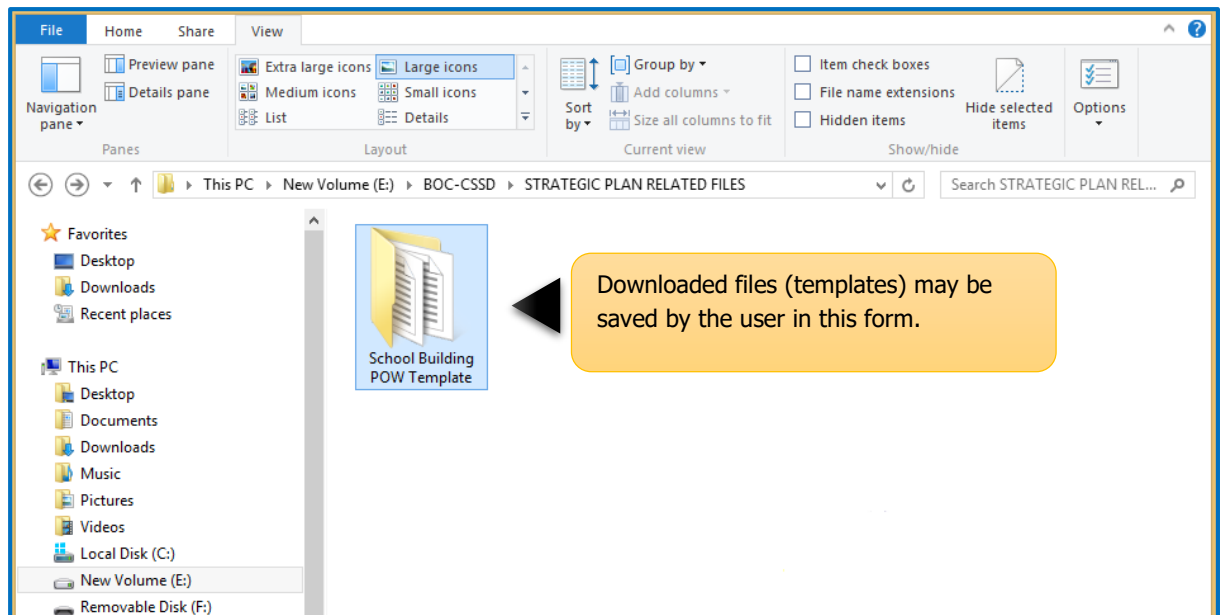


Figure 1 Sample folder to save the downloaded files

- 3.1.2 Open the POW/ABC and DUPA worksheets for the desired type of school building to be programmed including the Price Master List worksheet.

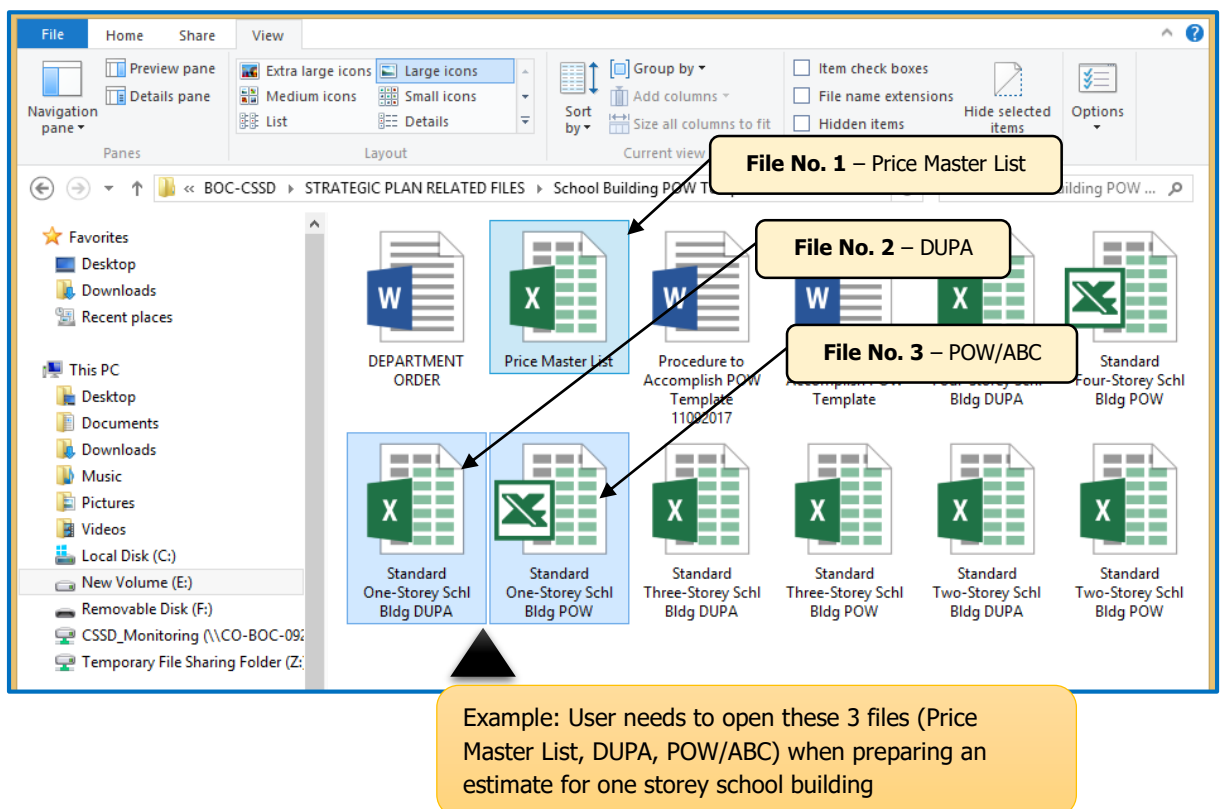


Figure 2 Samples files to be opened in preparing the POW for specific type of school building

3.1.3 In the File No. 1 - Price Master List, update the necessary data prices in the Excel sheets as presented in Figure 3 based on the latest ACEL Rate, DOLE Standard Labor Rates, Construction Materials Price Data (CMPD) and price quotations (if materials are not in the list of materials in the CMPD) of the respective region or district.

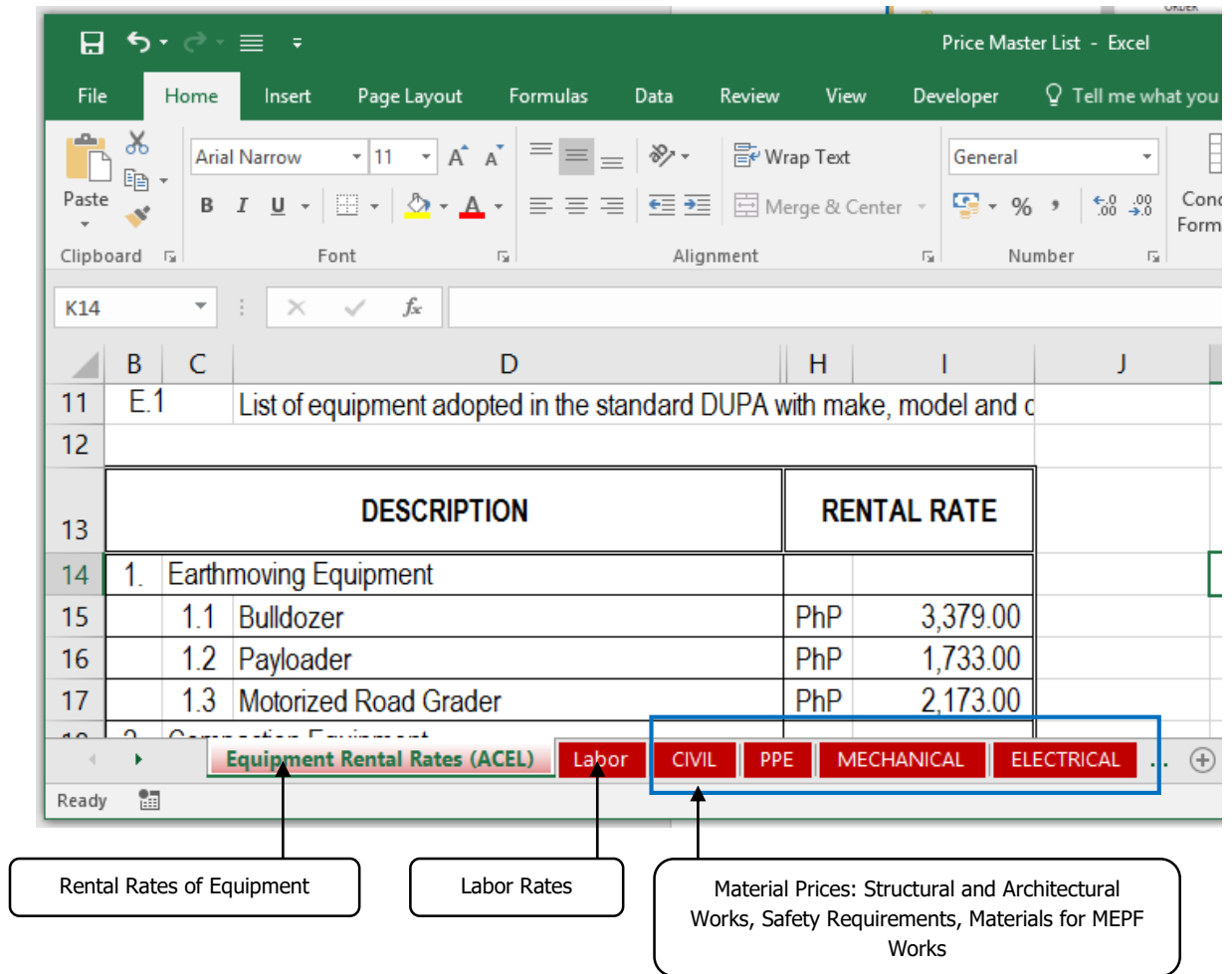


Figure 3 Sheets to be updated in the Price Master List

3.1.4 Counter check if changes made in the Price Master List (if any) are automatically reflected/updated in File No. 2 – DUPA as in Figure 4. Considering the links made in the templates, there is no need for the user to input any data in the DUPA.

**File No. 1 – Price Master List**

	A	B	C	D	E	F
1	<b>Classification</b>	<b>Hourly rate</b>				
2	a. Construction Foreman	129.43				
3	b. Skilled Laborer	95.1				
4	c. Unskilled Laborer	73.26				
5						

**File No. 2 – DUA**

DETAILED UNIT PRICE ANALYSIS (DUA)					
3	Item No./Description	803(1)a Structure Excavation (Common Soil, Manual Excavation)			
4	Unit of Measurement	m <sup>3</sup>			
5	Output per hour	2.50			
6					
7					
8	<b>Designation</b>	<b>No. of Person/s</b>	<b>No. of Hour/s</b>	<b>Hourly Rate</b>	<b>Amount (PhP)</b>
9	<b>A. Labor</b>				
10					
11	a. Construction Foreman	1	1.00	129.43	129.43
12	b. Unskilled Laborer	2	1.00	95.10	190.20
13	c. Unskilled Laborer	4	1.00	73.26	293.04

Figure 4 Similar data that should be reflected in Price Master List and DUA

3.1.5 Correspondingly, check if costs as reflected in the DUA are also automatically reflected/updated in File No. 3 – POW/ABC specifically in POW Annex C Sheet (FORM POW-2015-01C-00) as in Figure 5. Similar to step 3.1.4, there is no need for the user to input any data in File No. 3 – POW/ABC as it will be automatically computed with the provided links between files.

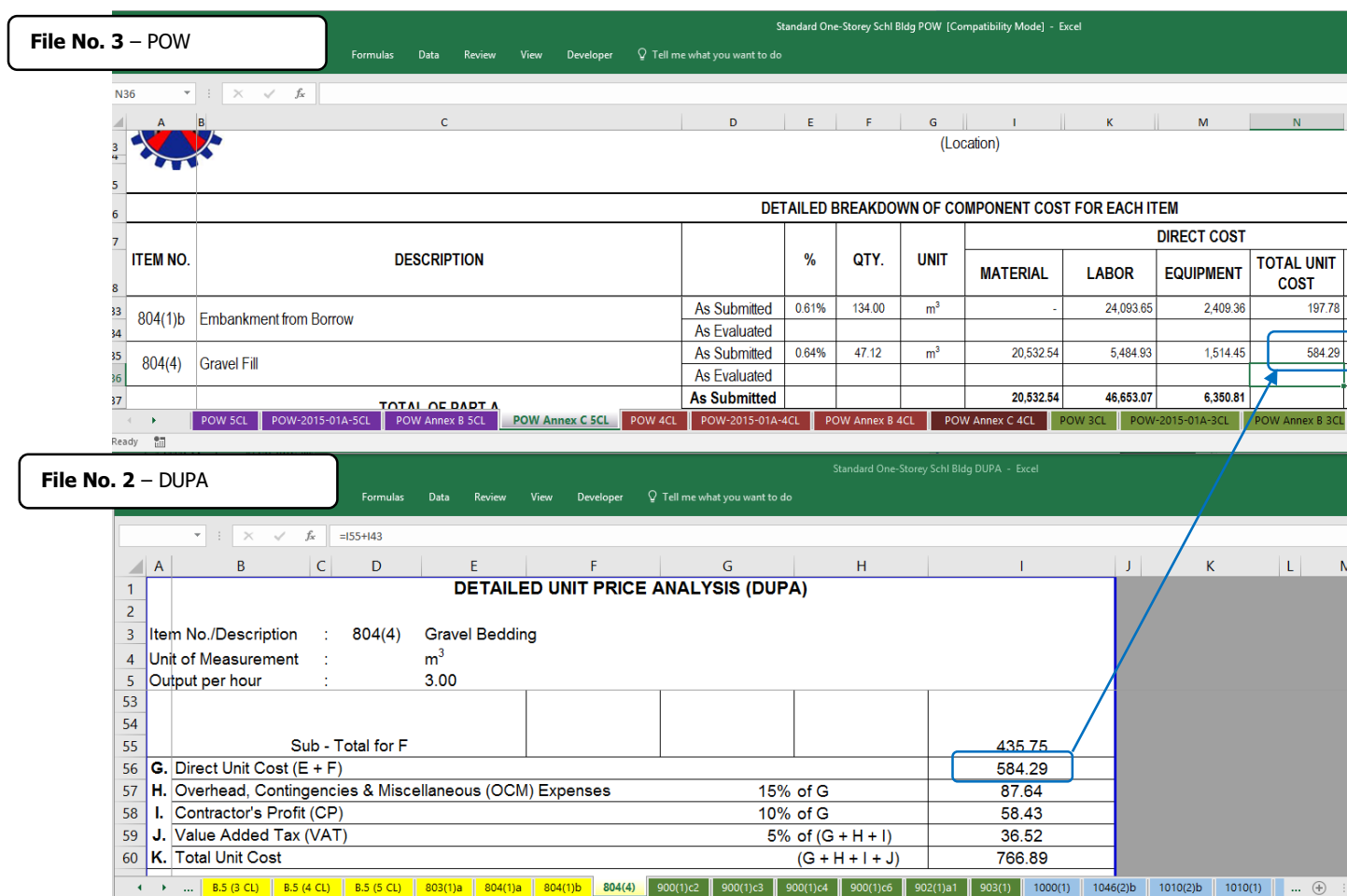


Figure 5 Consistency of data in the DUPA and POW

3.1.6 Fill-up the project details required in the POW (Form POW-2015-01-00).

3.1.7 Modification of pay items of work, quantities and output on the Standard DUPA and POW/ABC to suit actual condition/requirement of the project to be provided with justifications and supporting documents i.e. revised plan, insufficient funds, change in specification/materials due to unavailability of construction materials, etc. Any modification can be done manually by insertion/deletion/change of item of work (based on the Standard Pay Items per Department Order 143, Series of 2017 or latest issuance) in the POW/ABC or insertion/deletion/change of materials, labor, or change in output in the DUPA if necessary to address the need of the project.

3.1.8 Print the generated POW (Form POW-2015-01-00), Itemized Breakdown (Form POW-2015-01A-00), Minimum Equipment

Requirement (Form POW-2015-01B-00), Detailed Breakdown of Component Cost for Each Item (Form POW-2015-01C-00), DUPA (Form POW-2015-01D-00) and ABC Summary (Front Page) with a detailed ABC (Form ABC-2015-02A-00) attached therein.

- 3.1.9 Indicate name and signature in the "Prepared by" field of the POW (Form POW-2015-01-00), ABC Summary (Form POW-2015-02-00) and ABC (Form POW-2015-02A-00).
- 3.1.10 Submit the POW and ABC together with the required attachments to the Section Chief i.e., Itemized Breakdown, Minimum Equipment Requirement, Detailed Breakdown of Component Cost for Each Item and DUPA for evaluation.

### **3.2 The Section Chief shall:**

- 3.2.1 Check and review the POW and ABC together with the supporting documents. If found in order proceed with Item 3.2.2, otherwise return to the estimator for incorporation of necessary corrections/revisions.
- 3.2.2 For District Section Chief, sign under the "Checked/Submitted by" field on the POW (Form POW-2015-01-00), ABC Summary (Form ABC-2015-02-00) and ABC (Form ABC-2015-02A-00) if the project is within the IOs delegated authority otherwise, initial.
- 3.2.3 Forward the POW and ABC together with the supporting documents to the Assistant District Engineer of the DEO and proceed with Item 3.4.1.
- 3.2.4 For Regional Section Chief, initial under the "Checked/Submitted by" field on the POW (Form POW-2015-01-00), ABC Summary (Form ABC-2015-02-00) and ABC (Form ABC-2015-02A-00).
- 3.2.5 Forward the POW and ABC together with the supporting documents to the Division Chief of the RO.

### **3.3 The Division Chief shall:**

- 3.3.1 Check and review the POW and ABC together with the supporting documents. If found in order proceed with Item 3.3.2, otherwise return to the estimator for incorporation of necessary corrections/revisions.
- 3.3.2 Sign under the "Checked/Submitted by" portion on the POW (Form POW-2015-01-00), ABC Summary (Form ABC-2015-02-00) and ABC



(Form ABC-2015-02A-00) if the project is within the IOs delegated authority otherwise, initial.

- 3.3.3 Forward the POW and ABC together with the supporting documents to the Assistant Regional Director of the RO.

### **3.4 The IO Assistant Head shall:**

- 3.4.1 Check and review the POW and ABC together with the supporting documents. If found in order proceed with Item 3.4.2, otherwise return to the estimator for incorporation of necessary corrections/revisions.
- 3.4.2 Sign under the "Recommending Approval" field on the POW (Form POW-2015-01-00), ABC Summary (Form ABC-2015-02-00) and ABC (Form ABC-2015-02A-00) if the project is within the IOs delegated authority, otherwise initial under the "Checked/Submitted by" portion. The "Recommending Approval" filled will be reflected only on the POW (Form POW-2015-01-00) and ABC Summary (Form ABC-2015-02-00), but not on the ABC (Form ABC-2015-02A-00) when the latter is more than two (2) pages.
- 3.4.3 Forward the POW and ABC together with the supporting documents to the Head of the IO.

### **3.5 The IO Head Shall:**

- 3.5.1 Check and review the POW and ABC together with the supporting documents. If found in order proceed with Item 3.5.2, otherwise return to the estimator for incorporation of necessary corrections/revisions.
- 3.5.2 Sign under the "Approved" portion on the POW (Form POW-2015-01-00), ABC Summary (Form ABC-2015-02-00) and ABC (Form ABC-2015-02A-00).