



REPUBLIC OF THE PHILIPPINES
MINISTRY OF PUBLIC WORKS AND HIGHWAYS
BUREAU OF MAINTENANCE
Manila

August 26, 1986

MINISTRY ORDER) SUBJECT: Revising Ministry Order No. 58,
NO. **36**) dated August 5, 1982 on the Guide-
Series 1986) lines on Actions to be taken in case
of Damages caused by Calamities on
National Highways and Public Works
Facilities and Structures

In order to standardize action to be taken in case of damages caused by calamities on national highways, public works infrastructures, local roads, and other Ministries' infrastructures, the following guidelines are hereby promulgated:

1. Reporting the Damages

- 1.1 After the occurrence of the calamity and upon inspection of the damages, the District and City Engineers shall submit within 24 hours by telex, telegram, radio-telephone or telephone the following to the MPWH Disaster Operation Center, Manila, viz:
 - 1.1.1 Situational report to the Minister and the Regional Director, indicating the damages to bridges and/or roads which are not passable and the estimated cost to make the bridges and/or roads passable
 - 1.1.2 Partial report of damages indicating the categories (roads, bridges, buildings, etc., with estimated cost) to the Bureau of Maintenance and the Regional Director.
 - 1.1.3 Partial report on damages of local road by categories as provincial, municipal, city or barangay and other local infrastructures with estimated cost.
 - 1.1.4 Partial report on damages of infrastructures of other Ministries such as Hospitals, University/College Buildings, Post Office, Public Market, etc.
- 1.2 All damages reported under Item 1.1 shall be updated daily within 5 days by the same means of communications.
- 1.3 Within one (1) week, after the reports of the damages, the District and City Engineers shall submit to the Regional Director the detailed reports on the damages

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(with pictures or drawings or sketches as are necessary to show the damages), including the realistic cost estimates for the repair/restoration of the damaged facilities and structures. The cost estimates shall consist of two (2) categories, as follows:

1.3.1 First Category - The amount needed to make the damaged facility/structure safely passable or useable or to undertake provisional repairs of hardly passable road sections to make them easier to travel on.

1.3.2 Second Category - The additional amount to complete the repair or restoration work.

1.4 For expediency, the detailed reports shall be sent thru a courier (instead of thru mails).

1.5 The Regional Directors shall review, verify and inspect the damages and submit the reports to the Central Office, thru the Bureau of Maintenance with their comments and recommendations, within one week after receipt of the detailed reports from the District and City Engineers.

1.6 There are certain cases which, although equally important and deserving early attention and appropriate action, should preferably not be included in these reports. Examples of such cases could be:

1.6.1 Accident at a bridge that may be due to a passing vehicle or equipment and causing damage to the bridge.

1.6.2 A bridge approach cut off due to an ordinary flood.

1.6.3 Certain road sections in such condition that may already need reconstruction.

Such cases should be covered under separate reports, not under the reports on damages due to calamities.

2. Urgent Repairs

2.1 In urgent cases which need immediate/priority attention for the safety of the facility and the public, the necessary repair/restoration work under First Category (1.3.1) shall be undertaken without delay by the District Engineer using maintenance fund

- 2.2 The Regional Director shall exercise sound discretion and wise judgement in the allocation of the Five Percent (5%) retained highway maintenance fund. Pending release of calamity funds, he must allocate amounts from the above-mentioned 5% fund to aid Districts and Cities in the immediate repair (First Category) of damaged national road sections and bridges.
- 2.3 The cost of the emergency repair shall be reported, by the District/City Engineer to the Regional Director, together with the pictures to show the work done.
- 2.4 When the five percent retained maintenance funds are all expended, any available maintenance fund may be used to make the road passable.
- 2.5 For flood control structures, school buildings, national buildings, and rural water supply structures, any available maintenance fund for the corresponding structures may be used to make the structures useable.

3. Works upon receipt of funds

- 3.1 Upon receipt of contingent or calamity funds for the repair/restoration of damaged infrastructures, the District/City Engineering Offices shall undertake or continue to undertake the necessary works, based on the approved Programs of Work to complete restoration of the damaged facility under Second Category (1.3.2). In order not to radically disrupt the operations of the District/City and Regional Maintenance crews, some emergency crews may be employed in this work, or when exigent, the work may be done thru contract.
- 3.2 A work schedule for the repair shall be prepared by the District/City Engineer indicating the starting date of repair and the scheduled date of completing the repair for each damaged infrastructure.
- 3.3 The work schedule shall be submitted to the Regional Director.

4. Prompt submission of required periodic reports

- 4.1 District and City Engineers shall submit a monthly progress accomplishment report of the repair work to their respective Regional Directors. As repair/restoration projects are completed, the corresponding completion report should be submitted.
- 4.2 Regional Directors shall submit to the Central Office a regional consolidated report of the progress accomplishment, including completion reports.

5. Inspection by Engineers of Regional Offices

- 5.1 Engineers of Regional Offices shall make frequent inspection in order to have as much coverage as is feasible, facilitate review, verification or assessment of reports of work accomplished and actual expenditures incurred.

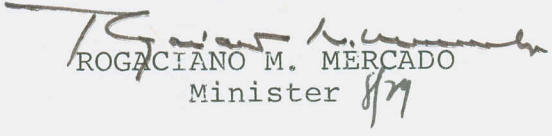
6. Reprogramming of balances of contingent or calamity funds

- 6.1 After completion of the repairs or restoration of the damaged facilities and structures, the savings or balances from the contingent or calamity funds maybe reprogrammed for periodic maintenance in the case of national highways.
- 6.2 The selection of the facilities or structures to be included in said program should be made according to priorities.
- 6.3 Reprogramming within the same District or City shall be subject to the approval of the Regional Director, while programming for national highways and public works facilities or structures of another District or City within the same Region shall be subject to the approval of the Minister.

7. Bureau of Maintenance

- 7.1 The Bureau of Maintenance shall collate, further review and verify, where further verification is deemed necessary, the reports coming from the Regions affected by the calamity.
- 7.2 A consolidated report shall be submitted to the Minister of Public Works and Highways for his information and reference and for purposes of funding.

This order is a supplement to the MPWH Calamities and Disaster Preparedness and Control Plan and takes effect immediately.


ROGACIANO M. MERCADO
Minister