



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

097.13 DPWH
02-05-2016

25 JAN 2016

DEPARTMENT ORDER)
NO. **38**)
Series of 2016)

**SUBJECT: GUIDELINES ON THE PREPARATION,
APPROVAL AND STORAGE OF
"AS-BUILT" PLANS OF
INFRASTRUCTURE PROJECTS**

In line with the Department's objective to implement procedures to improve the efficiency and performance in project implementation and documentation, specifically in the preparation, approval and storage of "As-Built" plans, the following guidelines are hereby issued for the implementation and compliance of all concerned.

1. "As-Built" plan shall be prepared for all DPWH infrastructure projects implemented by Regional Offices, District Engineering Offices and Project Management Offices including terminated contracts.
2. The "As-Built" plan shall be entirely a new set of drawings (A3 size) accurately depicting each and every part of the structures and facilities as actually built to be prepared by the contractor and submitted to the implementing office. All notes, dimensions, material specifications, construction methods and other pertinent construction details shall correspond to the actual completed works.
3. The "As-Built" plan shall be reviewed and signed by the DPWH Project Engineer and the Project Construction Supervision Consultant (if any), and approved by the authorized DPWH official.
4. A certification shall be indicated in the cover sheet of the "As-Built" plan stating that all material testing requirements were undertaken and that all materials used complied with the required specifications, duly signed by the DPWH and Consultant's Materials Engineer, if any, assigned to the project.
5. All completed works incorporated in the "As-Built" plan shall be covered in the original, revised and/or supplemental design plans and "As-Staked" plans duly approved by the proper authorities.
6. The original contract quantities, "As-Staked" quantities and "As-Built" quantities shall be shown under different columns in the summary of quantities.

7. The approved "As-Built" plan shall be stored as "*Permanent Documents*", for that particular infrastructure project that the Department can retrieve for future use; hence, the implementing office concerned shall be responsible for filing and record management of the original copy of the plan and all its appurtenant documents.
8. The Bureau of Design (BOD), Bureau of Maintenance (BOM) and Regional Office(s) concerned shall be furnished with copies of approved "As-Built" plans, as follows:
 1. A-3 size (in book form) duly certified by both contractor and implementing office:
 - 1.a. All bridge and building projects
 - 1.b. Road and flood control projects costing Php 100 million and above
 2. Electronic file for all projects
9. "As-Built" plans shall be submitted by the contractor within 30 days upon reaching 95% completion of the project.
10. No Certificate of Completion shall be issued to the contractor unless the "As-Built" plan has been approved.

This Department Order supersedes Ministry Order No. 11, Series of 1985 and other previous issuances inconsistent herewith, and shall take effect immediately.


ROGELIO L. SINGSON
Secretary

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Office of the Secretary



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5.1.4 SDD/ECM