

Republic of the Philippines
Department of Public Highways
OFFICE OF THE SECRETARY
M a n i l a

March 24, 1975

DEPARTMENT ORDER
NO. 49
Series of 1975

Rev. Dir. for stencil;

TO ALL: Bureau Directors
Regional Directors
Chiefs of Services
District and City Engineers
Project Engineers
This Department

Adm. Sec.

Attention is invited to the fact that Proposed Change Orders of highway projects passed on to the Design Division for checking and verification involving at times more than one hundred (100) percent has been started and sometimes almost completed without an approved supplemental agreement as required by the following pertinent provisions of Art. 4.03 (c) 1 of our Standard Specifications:

"It is mutually agreed that, if demand is made by either party, overruns and underruns in any or all items resulting in a sum total change of more than twenty-five (25) percent of the total cost of the contract calculated from the original bid quantities and the original contract prices, shall require a negotiated change order or supplemental agreement signed by both parties setting forth the necessity for the change and an adjustment of unit price or prices agreed upon as satisfactory to both parties."

The Design Division who bears the brunt of the verification is at a loss, as no amount of intelligent checking could come out unless the original ground surface or basis of the change is seen by the investigators. Often times, original grade lines have been followed blindly even in sections where there is a marked change in profile between the original and the as staked construction plans, caused perhaps by changes in topography and/or alignment to suit actual field conditions. Had the original grade line been revised to follow the new profile, excessive cuts and fills would have been minimized, if not eliminated. This is the usual cause for the change order and the amount involved is terrific, especially if the material encountered is reported as rock.

In view of the above, it is directed that change orders shall be the sole responsibility of the Regional Office concerned and that, the Design Division, BCM, shall be made responsible only for the construction survey, design, plans-in-hand inspection and determination of actual quantities of awarded projects.

Effective immediately, no change order shall be done without the clearance and approval of the Secretary and those responsible for doing otherwise shall be dealt with administratively.

Strict compliance herewith is enjoined.

BALTAZAR AQUINO
Secretary

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