



897.13 DPWH  
08-14-2008

REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS**  
OFFICE OF THE SECRETARY  
MANILA

**AUG 12 2008**

**DEPARTMENT ORDER )**  
**NO. 48 )**  
**Series of 2008 )**

**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 Project Management Offices (PMOs), Bureaus and Services shall utilize the Document Tracking System (DoTS). The following documents shall be covered by the system:

1. Resolution Recommending the Shortlisted 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. Performance Bond
10. Advance Payment
11. First Progress Payments
12. Interim Progress Payments
13. Final Progress Payments

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. The checklist of required supporting documents by all processing offices is contained in Annex C.

Further, to ensure that all documents covered are registered in the DoTS, consultants shall submit their documents to the Central Office (CO) DoTS Center. The CO DoTS Center shall register the document into the DoTS and forward the same to the Implementing Office (IO). IOs are advised to inform their consultants of this submission procedure. Documents without DoTS header will be returned to the IO.

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.

The DoTS Evaluation Committee created under Special Order No. 70, Series of 2007, is hereby authorized to make necessary changes in the annexes hereof in coordination with the implementing offices. The UnderSecretary in charge for Administration is hereby authorized to circularize the changes.

This Order takes effect immediately and shall supersede Department Order Nos. 08 Series of 2005 and 02 Series of 2008.

**HERMOGENES E. ERDANE, JR.**  
Secretary



WIN8P00262

**DoTS SYSTEM PRESCRIBED TIME**

**Annex A**  
**Page 1**

**Resolution Recommending Shortlisted Consultants**

Activity	Office	Prescribed Time (wd)
Receive / evaluate PQ documents and deliberate	BAC	23
Prepare and sign resolution and supporting documents	BAC	5
Approve Resolution	Secretary	2
Prepare and Sign letter to Bank (for foreign assisted projects)	IO	3
Concur(for foreign assisted projects)	Bank	15
Notify Consultants	BAC	2
<b>TOTAL</b>		<b>50</b>

**Resolution Recommending Ranking of Shortlisted Consultants / Technical Evaluation Report**

Activity	Office	Prescribed Time (wd)
Receive Technical & Financial Proposals/ Open and evaluate Technical Proposals/ Deliberate	BAC	37
Prepare and Sign Resolution/Technical Evaluation Report	BAC	5
Approve Resolution	Secretary	2
Prepare and Sign letter to Bank (for foreign assisted projects)	IO	3
Concur(for foreign assisted projects)	Bank	15
Notify First Ranked Consultant	BAC	2
<b>TOTAL</b>		<b>64</b>

**Resolution Recommending Award of Contract**

Activity	Office	Prescribed Time (wd)
Open and evaluate Financial Proposals/ Deliberate	BAC	17
Prepare and Sign Technical and Financial Report (For foreign assisted projects)	BAC	6
Approve Resolution	Secretary	2
Prepare and Sign letter to Bank (for foreign assisted projects)	IO	3
Concur(for foreign assisted projects)	Bank	15
Notify IO	BAC	2
Prepare Notice of Award and Transmit to Consultant	BAC	2
<b>TOTAL</b>		<b>47</b>

**Contract for Feasibility Study, Detailed Engineering, Construction Supervision and Quality Control/Research**

Activity	Office	Prescribed Time (wd)
Coordinate, prepare and endorse document	IO	14
Issue ALOBS	CFMS	3
Review and endorse	BOC	5
Recommend approval	ASEC/USEC Concerned	2
Approve	Secretary	5
Prepare Notice to Proceed and Transmit to Consultant	IO	2
<b>TOTAL</b>		<b>31</b>

**DoTS SYSTEM PRESCRIBED TIME**

**Annex A**  
**Page 2**

**Contract for IT Goods and Services**

Activity	Office	Prescribed Time (wd)
Coordinate, prepare and endorse document	IO	14
Issue ALOBS	CFMS	3
Review and endorse (if IO is not MIS)	MIS	5
Recommend approval	ASEC/USEC Concerned	2
Approve	Secretary	5
Prepare Notice to Proceed and Transmit to Consultant	IO	2
<b>TOTAL</b>		<b>31</b>

**Pre-Clearance (Supplemental Agreement / Realignment)**

Activity	Office	Prescribed Time (wd)
Coordinate, prepare, review and endorse document	IO	10
Recommend approval	ASEC/USEC for Operations	2
Approve	Secretary	5
<b>TOTAL</b>		<b>17</b>

**Supplemental Agreement / Realignment for Feasibility Study, Detailed Engineering, Construction Supervision and Quality Control/Research**

Activity	Office	Prescribed Time (wd)
Coordinate, prepare, review and endorse document	IO	14
Issue ALOBS	CFMS	3
Review and endorse	BOC	5
Review, Endorse and Recommend approval	ASEC/USEC Concerned	2
Approve	Secretary	5
<b>TOTAL</b>		<b>29</b>

**Supplemental Agreement / Realignment for IT Goods and Services**

Activity	Office	Prescribed Time (wd)
Coordinate, prepare, review and endorse document	IO	14
Issue ALOBS	CFMS	3
Review and endorse (if IO is not MIS)	MIS	5
Review, Endorse and Recommend approval	ASEC/USEC Concerned	2
Approve	Secretary	5
<b>TOTAL</b>		<b>29</b>

**Performance Bond**

Activity	Office	Prescribed Time (wd)
Prepare Request for verification	IO	2
Verify and Prepare Certification	LS	5
<b>TOTAL</b>		<b>7</b>

**DoTS SYSTEM PRESCRIBED TIME**

**Annex A**  
**Page 3**

**Advance Payment**

Activity	Office	Prescribed Time (wd)
Review and prepare Certificate of Payment and DV and endorse Certificate	IO	3
Process, record and initial	CFMS	5
Recommend approval	ASEC/USEC for Operations	2
Approve	Secretary	5
Request for NCA release from DBM	CFMS	1
<b>TOTAL</b>		<b>16</b>

**First Progress Billing**

Activity	Office	Prescribed Time (wd)
Review and prepare Certificate of Monthly Payment and DV and endorse Certificate including review of advisor, if any	IO	5
Process, record & sign	CFMS	8
Recommend approval	ASEC for Operations	1
Recommend approval	USEC for Operations	1
Approve	Secretary	5
Request for NCA release from DBM	CFMS	1
<b>TOTAL</b>		<b>21</b>

**Interim Progress Billing**

Activity	Office	Prescribed Time (wd)
Review and prepare Certificate of Monthly Payment and DV and endorse Certificate including review of advisor, if any	IO	5
Recommend approval of Certificate	ASEC for Operations	1
Approve Certificate	USEC for Operations	1
Process, record & sign DV and request for NCA release from DBM	CFMS	9
<b>TOTAL</b>		<b>16</b>

**Final Progress Billing**

Activity	Office	Prescribed Time (wd)
Review and prepare Certificate of Monthly Payment and DV and endorse Certificate including review of advisor, if any	IO	5
Process, record & sign	CFMS	8
Recommend approval	ASEC for Operations	1
Recommend approval	USEC for Operations	1
Approve	Secretary	5
Request for NCA release from DBM	CFMS	1
<b>TOTAL</b>		<b>21</b>

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

<b>Doer</b>	<b>Activity</b>
Consultant	<ol style="list-style-type: none"> <li>1. Use ear tags for each attached supporting document and should sequentially follow the checklist</li> <li>2. Submit DoTS documents/receiving copy to the DoTS Center</li> </ol>
DoTS Center	<ol style="list-style-type: none"> <li>3. Check completeness of supporting documents and attachments, except for the first 3 documents (i.e., Resolution Recommending Shortlisted Consultants, Resolution Recommending Ranking of Shortlisted Consultants/Technical Evaluation Report and Resolution Recommending Award of Contract)</li> <li>4. Return incomplete document to the Consultant immediately within the day.</li> <li>5. Otherwise, register document into DoTS</li> <li>6. Issue a receipt to the Consultant</li> <li>7. Print the DoTS Header and attach to the document.</li> <li>8. Forward the document to the Implementing Office (IO).</li> </ol>
Implementing Office	<ol style="list-style-type: none"> <li>9. Check completeness of documents.</li> <li>10. Return incomplete document to the Consultant within the day.</li> <li>11. Otherwise, process document.</li> <li>12. Assign approving officials.</li> <li>13. Forward the document to the succeeding office.</li> <li>14. Ensure that document sent was received by the succeeding processing office within the next 24 hours.</li> </ol>
Processing Office / Approving Official	<ol style="list-style-type: none"> <li>15. Check for the DoTS Header. For documents with no DoTS Header, return to the implementing office.</li> <li>16. Return incomplete document to the office concerned within the day.</li> <li>17. Otherwise, process document.</li> <li>18. Forward the document to the succeeding office.</li> <li>19. Ensure that document sent was received by the succeeding processing office within the next 24 hours.</li> </ol>
Office of the Secretary	<ol style="list-style-type: none"> <li>20. Record documents with no DoTS Header.</li> <li>21. Forward list of documents with no DoTS Header to the DoTS Center every end of the month.</li> </ol>
Implementing Office	<ol style="list-style-type: none"> <li>22. Close the transaction in the DoTS upon completion of the process.</li> </ol>

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS****Contract**

- ☐ 1. Executive Summary
- ☐ 2. Advertisement
- ☐ 3. Certificate of Availability of Funds/Obligation Request (ObR)
- ☐ 4. Certificate from Director, Planning Service, regarding funding requirements (if funds are not sufficient)
- ☐ 5. Approved BAC Resolution of Ranking Consultants
- ☐ 6. Approved BAC Resolution of Award
- ☐ 7. Concurrence of the Lending Institution on the Rankings
- ☐ 8. Concurrence of the Lending Institution on the Award
- ☐ 9. Terms of Reference
- ☐ 10. Manning Schedule/Work Schedule
- ☐ 11. Summary of Cost of Consulting Services
- ☐ 12. Detailed Breakdown of the Remuneration, Reimbursement Costs (out-of-pocket expense) and other expenses
- ☐ 13. Joint Venture Agreement (if two or more consultants)
- ☐ 14. Breakdown of Consultancy Cost for International and Domestic Consultant (Feasibility Study, Detailed Engineering Design, Pre-Construction Supervision and Construction Supervision)

I hereby certify that the above  
supporting documents are complete

Print Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS****S.A./Addendum/Amendments/Extension/Realignment**

- ☐ 1. Executive Summary
- ☐ 2. Approved Prior Clearance/Authority to Issue S.A./Addendum/Amendments/Extension/Realignment
- ☐ 3. Copy of Original Contract
- ☐ 4. Copy of Approved S.A./Amendments/Extension/Addendum/Realignment (if any)
- ☐ 5. Obligation Request (ObR), Certificate of Availability of Funds or Certification from the Director, Planning Service
- ☐ 6. Summary of Cost and Detailed Estimates
- ☐ 7. Revised Manning Schedule
- ☐ 8. Approved Time Extension for civil works (if applicable)
- ☐ 9. Revised Work Schedule
- ☐ 10. Progress Report of International Consultant (if applicable)
- ☐ 11. PMO Summary of Contract of International Consultant and all Domestic Consultants
- ☐ 12. Summary of Civil Works Contract (All Civil Work Contract)
- ☐ 13. Breakdown of all Civil Works Contract for International and Domestic Consultant showing the estimated cost and the corresponding percentages of related services aside from Construction Supervision such as Detailed Design, Parcellary Survey etc...
- ☐ 14. Revised /Amended Terms of Reference (if there are changes in the scope of services)
- ☐ 15. Justification when amount estimated cost of Civil Works exceeded the ceiling, as follows
  - a. 3% for Feasibility Studies
  - b. 6% for Detailed Engineering
  - c. 8% for Detailed Architectural Design and Engineering Design
  - d. 10% for Construction Supervision
  - e. 50% of the original consultancy contract after adding all the approved supplemental agreement (for contracts approved prior to IRR-RA No. 9184)
- ☐ 16. Technical Justifications for the proposed changes in the Original Contract
- ☐ 17. Copy of Approved Terms of reference

I hereby certify that the above  
supporting documents are complete

Print Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

## CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS

**Advance Payment****I. First Release of A/P (7.5%)****A. To be submitted by the Consultant**

- ☐ 1. Letter Request of the Consultant
- ☐ 2. Advance Payment Invoice
- ☐ 3. Bank Guarantee for Advance Payment

**B. To be prepared by the Implementing Office**

- ☐ 1. Obligation Request (ObR)
- ☐ 2. Certification on the Validity and Authenticity of the Bank Guarantee from SAC
- ☐ 3. Certified True Copy of the Notice to Proceed
- ☐ 4. Certified True Copy of the Resolution of Award
- ☐ 5. Certified True Copy of Approved Contract
- ☐ 6. Transmittal of Contract Documents to COA (duly received by COA)
- ☐ 7. Certification per DO # 55 of 1988 – *Revised Guidelines for the Processing of Contractor Claims for payment relative to Infra-structure projects implementation*
- ☐ 8. Executive Summary
- ☐ 9. Billing Summary
- ☐ 10. Disbursement Voucher
- ☐ 11. Foreign Portion of the A/P
  - Special Account Withdrawal Application
  - FCDU Fund Transfer Slip
  - Lending Institution Direct Application for Withdrawal

**II. Full Release of A/P (15%)****A. To be submitted by the Consultant**

- ☐ 1. Letter Request of the Consultant
- ☐ 2. Advance Payment Invoice
- ☐ 3. Bank Guarantee for Advance Payment
- ☐ 4. Transmittal of Contract Documents to COA (duly received by COA)
- ☐ 5. Certification of mobilization of Consultant's Personnel
- ☐ 6. List of Personnel and staff mobilized for the implementation of the project
- ☐ 7. Picture of Equipment

**B. To be prepared by the Implementing Office**

- ☐ 1. Obligation Request (ObR)
- ☐ 2. Certification on the Validity and Authenticity of the Bank Guarantee from SAC
- ☐ 3. Certified True Copy of the Notice to Proceed
- ☐ 4. Certified True Copy of the Resolution of Award
- ☐ 5. Certified True Copy of Approved Contract
- ☐ 6. Summary of Charges
- ☐ 7. Executive Summary
- ☐ 8. Billing Summary
- ☐ 9. Certification per DO # 55 of 1988 – *Revised Guidelines for the Processing of Contractor Claims for payment relative to Infra-structure projects implementation*
- ☐ 10. Disbursement Voucher
- ☐ 11. Foreign Portion of the A/P
  - Special Account Withdrawal Application
  - FCDU Fund Transfer Slip
  - Lending Institution Direct Application for Withdrawal

I hereby certify that the above  
supporting documents are complete

Print Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_



## CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS

**First Progress Billing****I. Progress Billing - Local****A.. To be submitted by the Consultant**

- ☐ 1. Letter Request of the Consultant
- ☐ 2. Invoice
- ☐ 3. Invoice Summary
- ☐ 4. Supporting Summary for Remuneration-Local Consultants/Project Staff
- ☐ 5. Supporting Summary for Per Diem
- ☐ 6. Supporting Summary for Other Recoverable Cost
- ☐ 7. Budgeted Balance Summary

**B. To be prepared by the Implementing Office**

- ☐ 1. Obligation Request (ObR)
- ☐ 2. Summary of Charges
- ☐ 3. Executive Summary
- ☐ 4. Disbursement Voucher
- ☐ 5. Foreign Portion of the billing
- ☐ 6. Certification per DO # 55 of 1988 – *Revised Guidelines for the Processing of Contractor Claims for payment relative to Infra-structure projects implementation*
- ☐ 7. Transmittal of Contract Documents to COA (duly received by COA)
- ☐ 8. Certified True Copy of Approved Contract

**II. Progress Billing - Foreign****A.. To be submitted by the Consultant**

- ☐ 1. Letter Request of the Consultant
- ☐ 2. Invoice
- ☐ 3. Invoice Summary
- ☐ 4. Supporting Summary of Personnel
- ☐ 5. Supporting Summary of International Travel
- ☐ 6. Supporting Summary for Other Recoverable Cost
- ☐ 7. Budgeted Balance Summary

**B. To be prepared by the Implementing Office**

- ☐ 1. Summary of Charges
- ☐ 2. Executive Summary
- ☐ 3. Foreign Portion of the A/P
  - Special Account
  - FCDU Fund Transfer Slip
  - Direct Application for Withdrawal

I hereby certify that the above  
supporting documents are complete

Print Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

## CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS

**Interim Progress Billing****I. Progress Billing - Local****A. To be submitted by the Consultant**

- ☐ 1. Letter Request of the Consultant
- ☐ 2. Invoice
- ☐ 3. Invoice Summary
- ☐ 4. Supporting Summary for Remuneration-Local Consultants/Project Staff
- ☐ 5. Supporting Summary for Per Diem
- ☐ 6. Supporting Summary for Other Recoverable Cost
- ☐ 7. Budgeted Balance Summary

**B. To be prepared by the Implementing Office**

- ☐ 1. Obligation Request (ObR)
- ☐ 2. Summary of Charges
- ☐ 3. Executive Summary
- ☐ 4. Disbursement Voucher
- ☐ 5. Foreign Portion of the billing
- ☐ 6. Certification per DO # 55 of 1988 – *Revised Guidelines for the Processing of Contractor Claims for payment relative to Infra-structure projects implementation*

**II. Progress Billing - Foreign****A. To be submitted by the Consultant**

- ☐ 1. Letter Request of the Consultant
- ☐ 2. Invoice
- ☐ 3. Invoice Summary
- ☐ 4. Supporting Summary of Personnel
- ☐ 5. Supporting Summary of International Travel
- ☐ 6. Supporting Summary for Other Recoverable Cost
- ☐ 7. Budgeted Balance Summary

**B. To be prepared by the Implementing Office**

- ☐ 1. Summary of Charges
- ☐ 2. Executive Summary
- ☐ 3. Foreign Portion of the A/P
  - Special Account
  - FCDU Fund Transfer Slip
  - Direct Application for Withdrawal

I hereby certify that the above  
supporting documents are complete

Print Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

## CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS

**Final Billing****I. To be submitted by the Consultant**

- ☐ 1. Letter Request of the Consultant
- ☐ 2. Invoice
- ☐ 3. Invoice Summary
- ☐ 4. Supporting Summary for Remuneration-Local Consultants/Project Staff
- ☐ 5. Supporting Summary for Per Diem
- ☐ 6. Supporting Summary for Other Recoverable Cost
- ☐ 7. Budgeted Balance Summary
- ☐ 8. Inventory and Costing of Turned-over Equipments/Memorandum and Acknowledgement Receipt
- ☐ 9. Implementing Office Certificate of Clearance
- ☐ 10. BIR Form 2555

**II. To be prepared by the Implementing Office**

- ☐ 1. Obligation Request (ObR)
- ☐ 2. Summary of Charges
- ☐ 3. Executive Summary
- ☐ 4. Disbursement Voucher
- ☐ 5. Foreign Portion of the billing
- ☐ 6. Certificate of Completion
- ☐ 7. SPMD Clearance Certificate on Property Accountability
- ☐ 8. Certification per D.O. # 55 series of 1988 - *Revised Guidelines for the Processing of Contractor Claims for payment relative to Infra-structure projects implementation*
- ☐ 9. Transmittal of Contract Documents re Final Completion of Consulting Services duly received by COA
- ☐ 10. Foreign Portion of the A/P  
Special Account  
FCDU Fund Transfer Slip  
Direct Application for Withdrawal

I hereby certify that the above  
supporting documents are complete

Print Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_