



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

DPWH 13 DPWH
10-20-2011

OCT 20 2011

DEPARTMENT ORDER) SUBJECT: **REVISED LIMITS OF RESPONSIBILITIES**
NO. 54) **AND AUTHORITIES OF CONCERNED DPWH**
Series of 2011 10-20-11) **OFFICES AND OFFICIALS IN THE**
) **CONDUCT OF PRE-PROCUREMENT,**
) **PROCUREMENT, AND IMPLEMENTATION**
) **ACTIVITIES FOR DPWH LOCALLY-FUNDED**
) **CIVIL WORKS PROJECTS**

To expedite the implementation of DPWH infrastructure projects within the target schedule, the limits of responsibilities and authorities of concerned DPWH offices/officials in the conduct of pre-procurement, procurement, and implementation activities for locally-funded projects is hereby revised and prescribed as spelled out in the attached matrix.

Inasmuch as the heads of implementing offices are held responsible and accountable for their respective projects, compliance to existing guidelines, rules and regulations in project implementation must be strictly observed.

This Order revokes Department Order No. 55, series of 2010 and Department Order Nos. 7 and 39, both series of 2011, and amends pertinent provisions of Department Order No. 24, series of 2007, and all other issuances inconsistent herewith.

This Order shall take effect immediately.


ROGELIO L. SINGSON
Secretary



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**RESPONSIBILITIES AND AUTHORITIES RELATED TO THE CONDUCT OF
PRE-PROCUREMENT, PROCUREMENT, AND IMPLEMENTATION OF
LOCALLY-FUNDED CIVIL WORKS PROJECTS**

	District Office	Regional Office	Central Office
PLAN, PROGRAM OF WORK and ABC	a) Preparation up to P50M	a) Preparation above P50M	
			b) Recommendation for approval above P50M up to P200M (Assistant Secretary for Technical Services) Recommend approval above P200M (Undersecretary for Technical Services)
	c) Approval up to P20M (District Engineer)	c) Approval above P20M up to P50 Million (Regional Director)	c) Approval above P50M up to P200M (Undersecretary for Technical Services) Approval above P200M (Secretary)
PROCUREMENT	a) Conduct of bidding up to P50M (BAC)	a) Conduct of bidding above P50M up to P150 M (BAC)	a) Conduct of bidding above P150M (BAC)
	b) Approval of Resolution of Award up to P50M (District Engineer)	b) Approval of Resolution of Award above P50M up to P150M (Regional Director)	b) Approval of Resolution of Award above P150M (Secretary)
	c) Issuance of Notice of Award up to P50M (District Engineer)	c) Issuance of Notice of Award above P50M up to P150M (Regional Director)	c) Issuance of Notice of Award above P150M (Head of the implementing office concerned)
CONTRACT	a) Entering into contract up to P50M (Assistant District Engineer)	a) Entering into contract above P50M up to P150M (Assistant Regional Director)	a) Entering into contract above P150M (Undersecretary for Regional Operations)
	b) Approval of Contract up to P50M (District Engineer)	b) Approval of Contract above P50M up to P150M (Regional Director)	b) Approval of Contract above P150M (Secretary)
PERT / CPM	a) Approval up to P50M (District Engineer)	a) Approval above P50M up to P150M (Regional Director)	a) Approval above P150M (Undersecretary for Technical Services)
NTP	a) Issuance of NTP up to P50M (District Engineer)	a) Issuance of NTP above P50M up to P150M (Regional Director)	a) Issuance of NTP above P150M (Undersecretary for Regional Operations)
AS STAKED PLAN	a) Approval up to P20M (District Engineer)	a) Approval above P20M up to P50M (Regional Director)	a) Approval above P50M up to P200M (Undersecretary for Technical Services) Approval above P200M (Secretary)
IMPLEMENTATION	a) Implementation of projects up to P50M	a) Implementation of projects above P50M	
	b) Approval of 15% Advance Payment for project up to P50M (District Engineer)	b) Approval of 15% Advance Payment for project above P50M (Regional Director)	
	c) Signing of Certificate of Final Inspection prior to Final Payment of projects up to P50M (District Engineer)	c) Signing of Certificate of Final Inspection prior to Final Payment of projects above P50M (Regional Director)	c) Final Inspection to be conducted by the Central Office QAU prior to signing of Certificate of Final Inspection for projects above P150M (Undersecretary for Regional Operations)
	d) Preparation of Statement of Work Accomplished (SWA) up to P50M	d) Preparation of SWA for projects above P50M	
	e) Approval of SWA up to P50M (District Engineer)	e) Approval of SWA for projects costing above P50M, except SWA for final payment of projects costing above P150M (Regional Director)	e) Recommendation for Approval of SWA for Final Payment of projects above P150M (Undersecretary for Regional Operations)
		Check and submit SWA for Final Payment of Projects above P150 M (Regional Director)	Approval of SWA for Final Payment of projects costing above P150 M (Secretary)
	f) Approval of Vouchers for payment of projects costing up to P50 M	f) Approval of Vouchers for payment of projects costing above P50 M	

Note: Amounts refer to project appropriations unless otherwise stated.

**RESPONSIBILITIES AND AUTHORITIES RELATED TO THE CONDUCT OF
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LOCALLY-FUNDED CIVIL WORKS PROJECTS**

	District Office	Regional Office	Central Office
VARIATION ORDER, TIME EXTENSION AND LIQUIDATED DAMAGES	a) Approval of Variation Order (VO) of projects costing up to P20M (District Engineer)	a) Approval of Variation Order (VO) of projects costing above P20M up to P50M (Regional Director)	a) Review/Recommendation for Approval (BOD/BOC) Approval of Variation Order for projects costing above P50M up to P150M (Undersecretary for Technical Services) Approval of Variation Order for projects costing above P150M (Secretary)
	b) Approval of Time Extension (TE) and Time Suspension/ Resumption (TS/R) up to a total duration of 15 days (District Engineer)	b) Approval of TE and TS/R up to a total duration of 30 days (Regional Director)	b) Approval of TE and TS/R greater than 30 days up to 60 days (Concerned Assistant Secretary for Regional Operations) Approval of TE and TS/R greater than 60 days up to 90 days (Undersecretary for Regional Operations) Approval of TE and TS/R greater than 90 days (Secretary)
	d) Approval of Liquidated Damages of projects costing up to P50M (District Engineer)	d) Approval of Liquidated Damages of projects costing above P50M up to P150 (Regional Director)	d) Approval of Liquidated Damages of projects costing above P150M (Secretary)
	a) Recommendation for approval of projects costing up to P50M (District Engineer)	a) Recommendation for approval of projects costing above P50M (Regional Director)	
RESCISSION/ TERMINATION		b) Check and submit recommendation for projects costing about P50 M (Regional Director)	b) Recommendation for approval for projects costing above P50 M (BOD/BOC/Regional Operations)
		c) Approval for projects up to P50M (Regional Director)	c) Approval for projects costing above P50M (Secretary)
AS-BUILT PLANS	a) Approval for projects up to P50M (District Engineer)	a) Approval for projects above P50M (Regional Director)	

OTHER SPECIFIC AUTHORITIES:

- The authority to approve contracts carries with it the authority to approve the following:
 - Change of Sub-contractor
 - Deed of Assignment
 - Issuance of Final Notice of Contractor for Recission/Termination
- The Head of the Implementing Office shall approve the following:
 - Certificate of Completion
 - Certificate of Acceptance
- The Secretary shall approve all recommendations for blacklisting of contractors.

NOTES:

- Inspection prior to final payment of projects costing up to P50 M shall be conducted by the District Office Inspectorate.
- Inspection prior to final payment of projects costing above P50 M up to P150 M shall be conducted by the concerned Regional Office.
- Variation Orders shall not involve additional funding requirement for project as contracted. All variation orders involving additional funding shall be approved by the Secretary.
- In accordance with RA 9184, the BAC Chairman of the concerned implementing office shall sign the advertisements, notices to bidders, bid bulletins and other procurement notices within their respective delegated authorities.
- In accordance with the Generic Procurement Manual, the first progress payment shall be made for accomplishment of at least 20%.