



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

097.13 DPWH  
11-02-2010

OCT 30 2010

DEPARTMENT ORDER )  
NO. 55 )  
Series of 2010 11-02-2010 )  
SUBJECT: CONDUCT OF PRE-PROCUREMENT, PROCUREMENT, AND IMPLEMENTATION ACTIVITIES FOR DPWH LOCALLY-FUNDED CIVIL WORKS PROJECTS, LIMITS OF AUTHORITIES OF CONCERNED DPWH KEY OFFICIALS AND RELATED MATTERS

In the interest of the service and for check and balance purposes, the conduct of pre-procurement, procurement, and implementation activities for locally-funded civil works projects in the Department shall be done in accordance with the guidelines prescribed herein. The corresponding responsibilities of concerned DPWH offices and authorities of concerned key officials are hereby spelled out in detail, as indicated in the attached matrix.

This Order amends pertinent provisions of Department Order No. 24, series of 2007 and supersedes other previous issuances to the contrary and 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
<b>PLANS, PROGRAM OF WORK AND ABC</b>	a) Preparation up to P50M	a) Preparation above P50M	
			b) Recommend 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)
<b>PROCUREMENT</b>	a) Conduct of bidding up to P50M (BAC)		a) Conduct of bidding above P50M (BAC for Civil Works)
	b) Approval of Resolution of Award and Contract up to P50M (District Engineer)		b) Approval of Contract above P50M up to P200M (Undersecretary for Regional Operations)
			Approval of Resolutions of Award above P50M and Approval of Contract above P200M (Secretary)
	c) Entering into contract up to P50M (Assistant District Engineer)		c) Entering into contract above P50M up to P200M (Concerned Assistant Secretary for Regional Operations)
			Entering into contract above P200M (Undersecretary for Regional Operations)

Note: Amounts pertain to project cost limits unless otherwise stated.

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	District Office	Regional Office	Central Office
<b>IMPLEMENTATION</b>	a) Issuance of NTP up to P50M (District Engineer)		a) Issuance of NTP above P50M (Undersecretary for Regional Operations)
	b) Implementation of projects up to P50M	b) Implementation of projects above P50M	
		c) Supervision of projects up to P50M	c) Supervision of projects above P50M
	d) Sign Certificate of Inspection prior to first and final payments, below P50M (District Engineer)		d) Sign Certificate of Inspection prior to first and final payments, above P50M (Undersecretary for Regional Operations)
	e) Preparation of SWA up to P50M	e) Preparation of SWA above P50M	
		f) Recommend approval of SWA and payment of claims above P50M	
	g) Approval of SWA and payment of claims up to P50M (District Engineer)		g) Approval of SWA and payment of claims, above P50M up to P100M, except first and final payments (concerned Assistant Secretary for Regional Operations)  Approval of first and final payments of claims, above P50M up to P100M (Undersecretary for Regional Operations)  Approval of SWA and payment of claims, above P100M up to P200M, except first and final payments (Undersecretary for Regional Operations)  Approval of SWA and payment of claims, above P200M (Secretary)  Approval of first and final payments of claims, above P100M (Secretary)

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	District Office	Regional Office	Central Office
<b>VARIATION ORDER, TIME EXTENSION AND LIQUIDATED DAMAGES</b>			a) Review of Variation Order (VO) involving an amount exceeding P5M (BOD/BOC)
	b) Approval of Variation Order (VO) for projects up to P20M in cost (District Engineer)	b) Approval of VO for projects above P2M but not exceeding P5M in cost (Regional Director)	b) Approval of VO involving an amount above P5M but not exceeding P10M (Assistant Secretary for Technical Services)
			Approval of VO involving an amount above P10M but not exceeding P20M (Undersecretary for Technical Services)
			Approval of VO involving an amount exceeding P20M (Secretary)
	c) Review and recommend approval of Time Extension (TE) and Time Suspension/Resumption (TS/R) up to a total of one month (District Engineer)	c) Review and recommend approval of TE and TS/R greater than one month total (Regional Director)	c) Approval of TE and TS/R greater than one month total up to 6 months (Undersecretary for Regional Operations)
		Approval of TE and TS/R up to one month total (Regional Director)	Approval of TE and TS/R greater than 6 months (Secretary)
<b>RESCISSION/TERMINATION</b>	d) Approval of Liquidated Damages up to P20M project cost (District Engineer)	d) Approval of Liquidated Damages above P20M up to P50M project cost (Regional Director)	d) Approval of Liquidated Damages above P50M project cost (Secretary)
	a) Recommend approval up to P20M (District Engineer)	a) Recommend approval above P20M (Regional Director)	
			b) Review Regional Director's recommendation (BOD/ BOC/ Undersecretary for Regional Operations)
		c) Approval up to P20M (Regional Director)	c) Approval above P20M (Secretary)



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	District Office	Regional Office	Central Office
AS-BUILT PLANS	a) Approval up to P50M (District Engineer)	a) Approval above P50M (Regional Director)	

**OTHER SPECIFIC AUTHORITIES**

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

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