



REPUBLIC OF THE PHILIPPINES  
MINISTRY OF PUBLIC WORKS AND HIGHWAYS  
OFFICE OF THE MINISTER  
MANILA

August 5, 1982

MINISTRY ORDER) SUBJECT: Guidelines on Actions to be taken in case  
) of Damages caused by Calamities on National  
) Highways and Public Works Facilities and  
NO. 58) Structures

In order to standardize actions to be taken in case of damages caused by calamities on national highways and public works facilities and structures, the following guidelines are hereby promulgated:

1. Reporting the Damages

1.1 After the occurrence of the calamity and upon inspection of the damages, the District and City Engineers shall submit a report by the fastest means of communications (like telegram or telex message) to the Central Office and to their Regional Directors, not later than one (1) week, stating briefly the nature, location and extent of damages.

1.2 Within one (1) week, after the telegraphic report of the damages, the District and City Engineers shall submit to the Regional Director the detailed reports on the damages (with pictures or some drawings or sketches as are necessary to show the damages), including realistic cost estimates for the repair/restoration of the damaged facilities and structures. The cost estimates shall consist of two (2) categories, as follows:

1.2.1 First Category - The amount needed to make the damaged facility structure safely passable or useable or to undertake provisional repairs of hardly passable road sections to make them easier to travel on.

1.2.2 Second Category - The additional amount to complete the repair work.

1.3 For expediency, the detailed reports shall be sent thru a courier (instead of thru mails).

1.4 The Regional Directors shall review, verify and inspect the damages and submit the reports to the Central Office with their comments and recommendations, within ten (10) days after receipt of the detailed reports from the District and City Engineers. However, even prior to the verification of the damages, the Regional Director shall submit by telegram or telex message or by courier an advance report to the Central Office of the damages with cost estimates in order to have a preliminary information on costs.

1.5 There are certain cases which, although equally important and deserving early attention and appropriate action, should preferably not be included in these reports. Examples of such cases could be:

- 1.5.1 Accident at a bridge that may be due to a passing vehicle or equipment and causing damage to the bridge.
- 1.5.2 A bridge approach cut off due to an ordinary flood.
- 1.5.3 Certain road sections in such condition that may already need reconstruction.

Such cases should be covered under separate reports, not under the reports on damages due to calamities.

## 2. Urgent Repairs

- 2.1 In urgent cases which need immediate/priority attention for the safety of the facility and the public, the necessary repair/restoration work shall be undertaken without delay.
- 2.2 The Regional Director shall exercise sound discretion and wise judgement in the allocation of the Five Percent (5%) retained highway maintenance fund. If contingent or calamity funds for the damages are not yet available at the time, he may allocate amounts from the above-mentioned 5% fund to aid Districts and Cities in the early repair of damaged national road sections and bridges that need immediate attention.
- 2.3 The cost of the emergency repair shall be reported by the District/City Engineer to the Regional Director, together with the pictures to show the work done.
- 2.4 When the Regional Director's discretionary funds (5%) are all expended, any available maintenance fund may be used to make the road passable.
- 2.5 For flood control structures, school buildings, national buildings, and rural water supply structures, any available maintenance fund for the corresponding structures may be used to make the structures useable.

## 3. Works upon receipt of funds

- 3.1 Upon receipt of contingent or calamity funds for the repair/restoration of damaged infrastructures, the District/City Engineering Offices shall undertake or continue to undertake the necessary works, based on the approved Programs of Work. In order not to radically disrupt the operations of the District/City and Regional maintenance crews, some emergency crews may be employed in the repair work on the damaged road sections and structures.
- 3.2 A work schedule for the repair shall be prepared by the District/City Engineer indicating the starting date of repair and the scheduled date of completing the repair for each damaged infrastructure.
- 3.3 The work schedule shall be submitted to the Regional Director.

## 4. Prompt submission of required periodic reports

- 4.1 District and City Engineers shall submit a monthly progress accomplishment report of the repair work to their respective Regional Directors. As repair/restoration projects are completed, the corresponding completion report should be submitted.
- 4.2 Regional Directors shall submit to the Central Office a regional consolidated report of the progress accomplishment, including completion reports.



5. Inspection by Engineers of Regional Offices

5.1 Engineers of Regional Offices shall make frequent inspection in order to have as much coverage as is feasible, facilitate review, verification or assessment of reports of work accomplished and actual expenditures incurred.

6. Reprogramming of balances of contingent or calamity funds

6.1 After completion of the repairs or restoration of the damaged facilities and structures, the savings or balances from the contingent or calamity funds may be reprogrammed for rehabilitation (and/or periodic maintenance in the case of national highways).

6.2 The selection of the facilities or structures to be included in said program should be made according to priorities.

6.3 Reprogramming within the same District or City shall be subject to the approval of the Regional Director, while reprogramming for national highways and public works facilities or structures of another District or City within the same Region shall be subject to the approval of the Minister.

7. BOM Maintenance Functions

7.1 The Bureau of Maintenance shall collate, further review and verify, where further verification is deemed necessary, the reports coming from the Regions affected by the calamity.

7.2 A consolidated report shall be submitted to the Minister of Public Works and Highways for his information and reference and for purposes of funding.

This order takes effect immediately.



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Minister