



31 JUL 2017

Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
Bonifacio Drive, Port Area, Manila

097.13 DPWH
08-04-2017

DEPARTMENT ORDER)
NO. 96)
Series of 2017 *2017*)

SUBJECT: Implementation of the Document Tracking System (DoTS) for the Procurement of Goods

In line with the Department's thrust to fast track the procurement of goods and to be more transparent in its operations, all offices involved in the processing of documents in the procurement of goods, intended for the different offices of the Department, shall utilize the Document Tracking System (DoTS).

The following documents shall be covered by the System:

1. Project Procurement Management Plan (PPMP) / Updated Project Procurement Management (UPPMP)
2. Annual Procurement Plan (APP) / Updated Annual Procurement Plan (APP)
3. Purchase Request (PR)
4. Agency Purchase Request (APR)
5. Award and Signing of Purchase Order/Contract for Public Bidding (Non-Infra)
6. Award and Signing of Purchase Order/Contract for Public Bidding (Infra-related)
7. Disbursement Voucher (DV) for Procurement of Non-Common Goods
8. Disbursement Voucher (DV) for Reimbursement of Office Supplies and Equipment
9. Disbursement Voucher (DV) for Reimbursement of Service Vehicle Parts
10. Disbursement Voucher (DV) for Reimbursement (Per Diem and Incidental Expenses, Seminar/Workshop/Training Fees and Uncalendared Training Expenses and Extraordinary Expenses)
11. Payment for Utilities
12. Advance Payment
13. First Payment/Final Payment
14. Progress Payment
15. Final Progress Billing
16. Approved Budget for Contract (ABC)
17. Resolution of Award for Public Bidding
18. Signing of Contract for Non-IT
19. Signing of Contract for IT
20. Performance Bond/Surety Bond/Letter Credit/Bank Guarantee/CARI/Credit Line Certificate
21. Supplemental Agreement / Realignment for Feasibility Study, Detailed Engineering, Construction Supervision and Quality Control/Research
22. Supplemental Agreement / Realignment for IT Goods and Services

Processing cycle starts in the preparation of these documents until the signing of the approving official.

Goods shall refer to all items, supplies, materials and general support services, except civil works projects and consulting services, which may be needed in the transaction of public business.


All documents covered shall be registered in the DoTS. Consequently, all requesting offices shall submit their DoTS documents to the DoTS Center which shall register the document into the DoTS and forward the same to the concerned processing office. All Services/Bureaus/PMOs shall inform their Supply Officers of this procedure, documents without the DoTS header will be returned to the requesting office without action. In the flow of documents from one implementing/processing office to another, the one sending the document is responsible in ensuring that the said document is received by the concerned receiving office.

The processing of documents shall be undertaken by the concerned offices in accordance with the activity and prescribed time contained in Annex A. The implementing guidelines are contained in Annex B, and the checklists of required supporting documents and attachments are contained in Annex C.

The Memorandum dated 19 January 2004 which provides for "Additional Guidelines on the Imposition of Administrative Sanctions on Erring DPWH Officials and Employees Involved in Project Implementation and Processing of Project Documents" (Annex D) shall be strictly observed in the implementation of the DoTS.

The DoTS Evaluation Committee created under Special Order No. 100, Series of 2015, is hereby authorized to make necessary changes in the annexes hereof in coordination with the implementing offices.

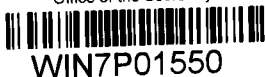
This Order shall supersede Department Order No. 150, series of 2016 and take effect immediately.



MARK A. VILLAR
Secretary

11.1.1 JPP/BEY

Department of Public Works and Highways
Office of the Secretary



DoTS SYSTEM PRESCRIBED TIME FOR GOODS

Annex A
Page 1 of 11

Project Procurement Management Plan

Activity	Office	Prescribed Time (wd)
Prepare Final PPMP with Budget Allocation as provided by the FS	Head of Office-End User	7
Review and process	PrS	3
Review, process and sign	FS	1
Issue PPMP to end user	PrS	1
TOTAL		12

Annual Procurement Plan

Activity	Office	Prescribed Time (wd)
Consolidate approved PPMP and prepare APP	PrS	15
Recommend approval	BAC	1
Approve	USEC for Support Services	2
Issue approve APP to GPPB, FS and PS-DBM	PrS	2
TOTAL		20

Updated Project Procurement Management Plan

Activity	Office	Prescribed Time (wd)
Review and process	PrS	3
Review, process and sign	FS	1
Issue UPPMP to end user	PrS	1
TOTAL		5

Updated Annual Procurement Plan

Activity	Office	Prescribed Time (wd)
Consolidate approved PPMP and final APP	PrS	15
Recommend approval	BAC	1
Approve	USEC for Support Services	2
Issue approve UAPP to GPPB, FS and PS-DBM	PrS	2
TOTAL		5

DoTS SYSTEM PRESCRIBED TIME FOR GOODS

Annex A
Page 2 of 11

A: LOCALLY FUNDED

Purchase Request (PR) for Common Office Supplies and Equipment Available in PS-DBM (Negotiated Procurement)

Activity	Office	Prescribed Time (wd)		
		P2.5M	P5M	P10M
Review PR against approved APP, Sign and Process	PrS	3	3	3
Approve PR/Recommend Approval	Head of Office-End User	2	1	1
Approve PR/Recommend Approval	ASEC Concerned	N/A	2	1
Approve PR	USEC Concerned	N/A	N/A	2
TOTAL		5	6	7

Agency Purchase Request (APR) for Common Supplies and Equipment Available in PS-DBM (Negotiated Procurement)

Activity	Office	Prescribed Time (wd)
Sign APR/Initial	Head of Office-End User	1
Sign APR/Initial	ASEC Concerned	1
Sign APR	USEC Concerned	2
Prepare, process and sign ORS and Sign APR	FS	4
Prepare and Approve DV/Recommend Approval	End User	1
Approve DV/Recommend Approval	ASEC Concerned	2
Approve DV	USEC Concerned	2
Process and sign DV	FS	5
Transmit approved APR with Pre-payment Check to PS-DBM	HRAS	4
TOTAL		22

Purchase Request for Consolidation

Activity	Office	Prescribed Time (wd)
Review PR against approved APP/UAPP, Sign and Process	PrS	3
Approve PR/Recommend PR	End User	1
Approve PR/Recommend PR	ASEC Concerned	1
Approve PR	USEC Concerned	2
TOTAL		7

DoTS SYSTEM PRESCRIBED TIME FOR GOODS

Annex A
Page 3 of 11

**Purchase Request (PR)/Purchase Order (PO) for Non-Common Goods
(Alternative Method) for Exclusive Distributorship**

Activity	Office	Prescribed Time (wd)
Review PR against approved APP, Sign and Process	PrS	4
Approve PR/Recommend Approval	End User	1
Approve PR/Recommend Approval	ASEC Concerned	1
Approve PR	USEC Concerned	2
Prepare Resolution of Award (ROA)	PrS	5
Sign ROA	USEC Concerned	1
Prepare Notice of Award (NOA) and Transmit NOA to Supplier and Prepare Purchase Order (PO)	PrS	6
Review PO and Prepare and Sign ORS Letter	End User	2
Prepare and Sign ORS and CAF	FS	4
Sign PO	USEC Concerned	3
Transmit PO to Supplier	PrS	1
TOTAL		30

Purchase Request (PR) through Public Bidding for Lease of Equipment

Activity	Office	Prescribed Time (wd)
Review PR against approved APP, Sign and Process	PrS	3
Recommend Approval	BOE	1
Approve PR	USEC for Operations	1
TOTAL		5

Purchase Request (PR) through Public Bidding for Infra-related Goods and Routine Road Maintenance (Except Equipment Lease)

Activity	Office	Prescribed Time (wd)
Review PR against approved APP, Sign and Process	PrS	3
Approve PR/Recommend Approval	Head of Office-End User	1
Approve PR/Recommend Approval	ASEC Concerned	1
Approve PR	USEC Concerned	1
TOTAL		6

DoTS SYSTEM PRESCRIBED TIME FOR GOODS

Annex A
Page 4 of 11

Purchase Request (PR) through Public Bidding for Purchase of Equipment and Service Vehicle

Activity	Office	Prescribed Time (wd)
Review PR against approved APP, Sign and Process	PrS	3
Approve PR/Recommend Approval	Head of Office-End User	1
Approve PR/Recommend Approval	ASEC for Technical Services	1
Approve PR	USEC for Technical Services	2
TOTAL		7

Award and Signing of Purchase Order/Contract for Public Bidding (Non-Infra)

Activity	Office	Prescribed Time (wd)
Prepare ITB, Canvass and Sign ITB, Advertise, Prepare Notice of Bid Opening, Open Bids, Deliberate, Prepare Resolution of Award (ROA) and Notice of Award (NOA), Transmit NOA to Supplier and Prepare PO	PrS	35
Review PO and Prepare and Sign ORS	End User	2
Prepare and sign ORS and CAF	FS	4
Sign PO/Contract	USEC Concerned	3
Transmit PO to Supplier	PrS	3
TOTAL		47

Award and Signing of Purchase Order/Contract for Public Bidding (Infra-Related Goods)

Activity	Office	Prescribed Time (wd)
Send memo to submit Bid Documents and other Supporting Documents ¹	PrS	1
Submit Bid Documents and other Supporting Documents ²	End User	15
Advertise, Prepare Notice of Bid Opening, Deliberate, Prepare Resolution of Award (ROA) and Notice of Award (NOA)	PrS	26
Approve ROA ³ and NOA	USEC Concerned	1
Transmit NOA to Supplier	End User	1
Prepare letter of Confirmation and transmit to Bonding Company/Bank	PrS	1
Concur Performance Security/Bond	Bonding Company/Bank	-
Prepare Certification and transmit supporting documents to End User	PrS	2
Prepare Contract, and Prepare Request for ORS	End User	7

DoTS SYSTEM PRESCRIBED TIME FOR GOODS

Annex A
Page 5 of 11

Issue ORS, Prepare CAF and Sign Contract as Witness	FS	4
Approve Contract ⁴	USEC Concerned	1
Prepare and Initial Notice to Proceed (NTP)	End User	1
Sign NTP	USEC Concerned	2
Issue Contract and NTP to Supplier	End User	2
TOTAL		64

¹One (1) month before scheduled Pre-Procurement as per approved PPMP/APP

²Fifteen (15) days before scheduled Pre-Procurement

³The approval of ROA under Public Bidding for Purchase of Equipment and Service Vehicle up to P50M is Assistant Secretary Concerned and under Public Bidding for Lease of Equipment up to P5M is Undersecretary for Operations.

⁴The approval of Contract under Public Bidding for Lease of Equipment up to P5M is USEC for Operations.

Disbursement Voucher (DV) for Procurement of Non-Common Goods

Activity	Office	Prescribed Time (wd)
Received Delivery Receipt (DR)/Invoice, Prepare Request for Inspection, Inspect, Prepare and Sign Inspection and Acceptance Report (IAR), Prepare Requisition Issuance Slip (RIS) and Issue Goods to End User	HRAS	7
Accept Goods, Sign RIS and Submit Waste Material (if applicable)	End User	3
Prepare DV and attach supporting documents	HRAS	1
Process and sign DV	FS	6
Approve DV/Recommend Approval	End User	1
Approve DV	ASEC Concerned	1
Prepare, process and sign LDDAP-ADA	FS	1
Sign LDDAP-ADA (ADA portion)	HRAS	1
TOTAL		22

Disbursement Voucher (DV) for Reimbursement (Office Supplies and Equipment)

Activity	Office	Prescribed Time (wd)
Conduct inspection, Prepare and Sign IAR	HRAS	2
Process and sign DV	FS	6
Approve DV	Head of Office-End User	2
Prepare, process and sign LDDAP-ADA	FS	1
Sign LDDAP-ADA (ADA portion)	HRAS	1
TOTAL		12

DoTS SYSTEM PRESCRIBED TIME FOR GOODS

Annex A
Page 6 of 11

Disbursement Voucher (DV) for Reimbursement (Service Vehicle Parts)

Activity	Office	Prescribed Time (wd)
Conduct inspection, and Prepare and Sign IAR (Inspection Portion)	BOE	1
Sign IAR	End User	1
Process and sign DV	FS	6
Approve DV	Head of Office-End User	2
Prepare, process and sign LDDAP-ADA	FS	1
Sign LDDAP-ADA (ADA portion)	HRAS	1
TOTAL		12

Disbursement Voucher (DV) for Reimbursement (Per Diem and Incidental Expenses, Seminar/Workshop/Training Fees and Uncalendared Training Expenses and Extraordinary Expenses/Extraordinary Expenses)

Activity	Office	Prescribed Time (wd)
Prepare, process and sign ORS, DV and LDDAP-ADA	FS	6
Sign LDDAP-ADA (ADA portion)	HRAS	1
TOTAL		7

Payment for Utilities

Activity	Office	Prescribed Time (wd)
Prepare, process and sign ORS, Prepare and process DV and graph	HRAS (for Water and Electricity) End User (for Telephone trunk line, Internet and Leased Lines and NDD/IDD)	4
Prepare, process and sign ORS and DV	FS	5
Approve DV	HRAS (for Water and Electricity) End User (for Telephone trunk line, Internet and Leased Lines and NDD/IDD)	2
Prepare, process and sign LDDAP-ADA	FS	1
Sign LDDAP-ADA (ADA portion)	HRAS	1
TOTAL		13

DoTS SYSTEM PRESCRIBED TIME FOR GOODS

Annex A
Page 7 of 11

Advance Payment

Activity	Office	Prescribed Time (wd)
Receive Request, Review and Endorse DV	End User	3
Process, Record and Sign DV	FS	2
Certify DV (Box A)	ASEC for Operations	1
Approve DV	USEC for Operations	1
Prepare, Process and Sign LDDAP-ADA	FS	1
Sign LDDAP-ADA (ADA portion)	HRAS	1
Total		9

First Payment/Final Payment

Activity	Office	Prescribed Time (wd)
Receive Request, Review, Endorse Certificate of Monthly Payment and Prepare DV	End User	4
Recommend Approval	ASEC for Operations	1
Approve Certificate of Monthly Payment	USEC for Operations	1
Process, Record and Sign DV	FS	5
Certify DV (Box A)	ASEC for Operations	1
Approve DV	USEC for Operations	1
Prepare, Process and Sign LDDAP-ADA	FS	1
Sign LDDAP-ADA (ADA portion)	HRAS	1
Total		15

Progress Payment

Activity	Office	Prescribed Time (wd)
Receive Request, Review, Endorse Certificate of Monthly Payment, and Prepare DV	End User	3
Recommend Approval	ASEC for Operations	1
Approve Certificate of Monthly Payment	USEC for Operations	1
Process, Record and Sign DV	FS	5
Certify DV (Box A)	ASEC for Operations	1
Approve DV	USEC for Operations	1
Prepare, Process and Sign LDDAP-ADA	FS	1
Sign LDDAP-ADA (ADA portion)	HRAS	1
Total		14

DoTS SYSTEM PRESCRIBED TIME FOR GOODS

Annex A
Page 8 of 11

B: FOREIGN FUNDED

Approved Budget for Contract

Activity	Office	Prescribed Time (wd)
Review and endorse	PrS	5
Recommend approval	ASEC Concerned	2
Approve	USEC Concerned	2
TOTAL		9

Purchase Request (PR) through Public Bidding

Activity	Office	Prescribed Time (wd)
Review PR against approved APP, Sign and Process	PrS	3
Recommend Approval	ASEC Concerned	1
Approve	USEC Concerned	1
TOTAL		7

Resolution of Award for Public Bidding

Activity	Office	Prescribed Time (wd)
Prepare Bid Documents, Advertise, Prepare Notice of Bid Opening, Deliberate, Prepare Resolution of Award (ROA)	PrS	26
Recommend Approval	BAC	1
Approve ROA	USEC Concerned	5
Transmit ROA to Lending Institution/Bank	End User	2
Concur ROA	Lending Institution/Bank	0
Prepare Notice of Award (NOA)	PrS	3
Sign NOA	USEC Concerned	1
Post to DPWH and PhilGEPS website	PrS	1
Transmit NOA to Supplier	End User	2
TOTAL		41

DoTS SYSTEM PRESCRIBED TIME FOR GOODS

Annex A
Page 9 of 11

Signing of Contract for Non-IT

Activity	Office	Prescribed Time (wd)
Prepare and Endorse Contract including supporting document to DoTS Center, Submit copy of Performance Bond and request for verification to PrS	End User	14
Issue ORS and sign as witness	FS	3
Recommend approval	ASEC Concerned	1
Approve	USEC Concerned	1
Prepare Notice to Proceed and Transmit to Supplier	End User	2
TOTAL		21

Signing of Contract for IT

Activity	Office	Prescribed Time (wd)
Prepare and Endorse Contract including supporting document to DoTS Center, Submit copy of Performance Bond and request for verification to PrS	End User	14
Issue ORS and sign as witness	FS	3
Review and endorse (if End User is not IMS)	IMS	5
Recommend approval	ASEC Concerned	1
Approve	USEC Concerned	1
Prepare Notice to Proceed and Transmit to Supplier	End User	2
TOTAL		26

Performance Bond/Surety Bond/Letter of Credit/Bank Guarantee/CARI/Credit Line Certificate

Activity	Office	Prescribed Time (wd)
Prepare Request for verification	End User	2
Verify and Prepare Certification	PrS	7
TOTAL		9

DoTS SYSTEM PRESCRIBED TIME FOR GOODS

Annex A
Page 10 of 11

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

Activity	Office	Prescribed Time (wd)
Prepare and Endorse Contract including supporting document to DoTS Center, Submit copy of Performance Bond and request for verification to PrS	End User	14
Issue ORS and sign as witness	FS	3
Review, endorse, and Recommend approval	ASEC Concerned	1
Review, endorse, and approval	USEC Concerned	1
TOTAL		19

Supplemental Agreement / Realignment for IT Goods and Services

Activity	Office	Prescribed Time (wd)
Prepare and Endorse Contract including supporting document to DoTS Center, Submit copy of Performance Bond and request for verification to PrS	End User	14
Issue ORS and sign as witness	FS	3
Review and endorse (if End User is not IMS)	IMS	5
Review, endorse, and Recommend approval	ASEC Concerned	1
Review, endorse, and approval	USEC Concerned	1
TOTAL		24

Advance Payment

Activity	Office	Prescribed Time (wd)
Receive Request, Review and Endorse DV	End User	3
Process, Record and Sign DV	FS	4
Certify DV (Box A)	ASEC for Operations	2
Approve DV	USEC for Operations	2
Prepare, Process and Sign LDDAP-ADA	FS	1
Sign LDDAP-ADA (ADA portion)	HRAS	1
Total		13

First Payment/Final Payment

Activity	Office	Prescribed Time (wd)
Receive Request, Review, Endorse Certificate of Monthly Payment and Prepare DV	End User	3
Recommend Approval	ASEC for Operations	1
Approve Certificate of Monthly Payment	USEC for Operations	1
Process, Record and Sign DV	FS	5

DoTS SYSTEM PRESCRIBED TIME FOR GOODS

Annex A
Page 11 of 11

Certify DV (Box A)	ASEC for Operations	1
Approve DV	USEC for Operations	1
Prepare, Process and Sign LDDAP-ADA	FS	1
Sign LDDAP-ADA (ADA portion)	HRAS	1
Total		14

Progress Payment

Activity	Office	Prescribed Time (wd)
Receive Request, Review, Endorse Certificate of Monthly Payment, and Prepare DV	End User	3
Recommend Approval	ASEC for Operations	1
Approve Certificate of Monthly Payment	USEC for Operations	1
Process, Record and Sign DV	FS	5
Certify DV (Box A)	ASEC for Operations	1
Approve DV	USEC for Operations	1
Prepare, Process and Sign LDDAP-ADA	FS	1
Sign LDDAP-ADA (ADA portion)	HRAS	1
Total		14

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

Project Procurement Management Plan (PPMP)

Doer	Activity
FS	1. Submit Budget Allocation for all End User to DoTS Center.
DoTS Center	2. Create PPMP transaction in DoTS for all End User. 3. Print and attach DoTS Header 4. Forward PPMP to all End User.
End User	5. Prepare Final PPMP within Budget Allocation as provided by the FS. 6. Process and Sign PPMP. 7. Forward documents to PrS.
PrS	8. Review and process PPMP. 9. Forward documents to FS.
FS	10. Review, process and sign PPMP. 11. Forward documents to PrS.
PrS	12. Issue PPMP to End User. 13. Close transaction in DoTS.

DoTS IMPLEMENTING GUIDELINES FOR GOODS
Implementing / Processing Offices

Annual Procurement Plan (APP)

Doer	Activity
PrS	1. Consolidate PPMP. 2. Prepare Final APP and attach SDs. 3. Submit APP to DoTS Center
DoTS Center	3. Check completeness of SDs. 4. Register APP into DoTS. 5. Print and attach DoTS Header. 6. Submit documents to BAC.
BAC	7. Recommend approval of APP. 8. Forward documents to Office of the USEC for Support Services.
USEC for Support Services	9. Approve APP. 10. Forward documents to PrS.
PrS	11. Issue approve APP to GPPB, FS and PS-DBM. 12. Close transaction in DoTS.

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

Updated Project Procurement Management Plan (UPPMP)

Doer	Activity
End User	1. Prepare UPPMP and Itemized List of Goods. 2. Submit UPPMP to DoTS Center
DoTS Center	3. Check completeness of SDs. 4. Register UPPMP into DoTS. 5. Print and attach DoTS Header. 6. Submit documents to PrS.
PrS	7. Review and process UPPMP. 8. Forward documents to FS.
FS	9. Review, process and sign UPPMP. 10. Forward documents to PrS.
PrS	11. Issue UPPMP to End User. 12. Close transaction in DoTS.

DoTS IMPLEMENTING GUIDELINES FOR GOODS
Implementing / Processing Offices

Updated Annual Procurement Plan (UAPP)

Doer	Activity
PrS	1. Consolidate UPPMP. 2. Prepare Final UAPP and attach SDs. 3. Submit UAPP to DoTS Center
DoTS Center	4. Check completeness of SDs. 5. Register UAPP into DoTS. 6. Print and attach DoTS Header. 7. Submit documents to BAC.
BAC	8. Recommend approval of UAPP. 9.
PrS	10. Issue approve UAPP to GPPB, FS and PS-DBM. 11. Close transaction in DoTS.

DoTS IMPLEMENTING GUIDELINES FOR GOODS (LOCALLY FUNDED)
Implementing / Processing Offices

Purchase Request (PR) for Common Office Supplies and Equipment Available in PS-DBM (Negotiated Procurement)

Doer	Activity
End User	<ol style="list-style-type: none"> 1. Prepare PR and attach SDs. 2. Submit PR to DoTS Center
DoTS Center	<ol style="list-style-type: none"> 3. Check completeness of SDs. 4. Register PR into DoTS. 5. Print and attach DoTS Header. 6. Submit documents to PrS.
PrS	<ol style="list-style-type: none"> 7. Review PR against Approved APP/UAPP. 8. Sign and process PR. 9. Forward documents to Head of Office-End User.
Head of Office-End User	<ol style="list-style-type: none"> 10. Approve PR amounting up to P2.5M, forward documents to PrS and close transaction to DoTS. 11. For PR amounting above P2.5M, initial and forward documents to Office of the ASEC Concerned.
Assistant Secretary Concerned	<ol style="list-style-type: none"> 12. Approve PR amounting up to P5M, forward documents to PrS and close transaction to DoTS. 13. For PR amounting above P5M, initial and forward documents to Office of the USEC Concerned.
Undersecretary Concerned	<ol style="list-style-type: none"> 3. Approve PR amounting above P10M and forward documents to PrS. 4. Close transaction in DoTS.

DoTS IMPLEMENTING GUIDELINES FOR GOODS (LOCALLY FUNDED)
Implementing / Processing Offices

Agency Purchase Request (APR) for Common Supplies and Equipment Available in PS-DBM (Negotiated Procurement)

Doer	Activity
PrS	1. Prepare APR and attach SDs. 2. Submit APR to DoTS Center.
DoTS Center	3. Check completeness of documents. 4. Register APR into DoTS. 5. Print and attach DoTS Header. 6. Submit documents to End User.
Head of Office-End User	7. Sign APR amounting up to P2.5M. 8. Prepare, process and sign ORS and submit documents to FS. 9. For APR amounting above P2.5M, initial and attach ORS 10. Forward the documents to Office of the ASEC Concerned.
Assistant Secretary Concerned	11. Sign APR amounting up to P5M and forward documents to FS. 12. Initial and forward documents to Office of the USEC Concerned.
Undersecretary Concerned	1. Approve APR amounting above P10M. 2. Forward documents to FS.
FS	3. Prepare, process and sign ORS. 4. Sign APR. 5. Forward documents to End User.
End User	6. Prepare DV. 7. Initial and forward documents to Office of the ASEC Concerned.

(see next page)

DoTS IMPLEMENTING GUIDELINES FOR GOODS (LOCALLY FUNDED)
Implementing / Processing Offices

Doer	Activity
Assistant Secretary Concerned	8. Approve DV, initial and forward documents to Office of the USEC Concerned.
Undersecretary Concerned	9. Approve DV and Forward documents to FS.
FS	10. Process and sign DV. 11. Forward documents and check to HRAS (SPMD).
HRAS (SPMD)	12. Transmit approved APR with Pre-payment check to PS-BDM. 13. Close transaction in DoTS.

DoTS IMPLEMENTING GUIDELINES FOR GOODS (LOCALLY FUNDED)
Implementing / Processing Offices

Purchase Request (PR) for Consolidation

Doer	Activity
End User	1. Prepare PR and attach SDs. 2. Submit PR to DoTS Center
DoTS Center	3. Check completeness of SDs. 4. Register PR into DoTS. 5. Print and attach DoTS Header. 6. Submit documents to PrS.
PrS	7. Review PR against Approved APP/UAPP. 8. Sign and process PR. 9. Forward documents to Head of Office-End User.
Head of Office-End User	10. Approve PR, initial and forward documents to Office of the ASEC Concerned.
Assistant Secretary Concerned	11. Approve PR, initial and forward documents to Office of the USEC Concerned.
Undersecretary Concerned	12. Approve PR and forward documents to PrS for consolidation. 13. Close transaction in DoTS.

DoTS IMPLEMENTING GUIDELINES FOR GOODS (LOCALLY FUNDED)
Implementing / Processing Offices

**Purchase Request (PR) / Purchase Order (PO) for Non-Common Goods
(Alternative Method) for Exclusive Distributorship**

Doer	Activity
End User	1. Prepare PR and attach SDs. 2. Submit PR to DoTS Center.
DoTS Center	3. Check completeness of SDs. 4. Register PR into DoTS. 5. Print and attach DoTS Header. 6. Submit documents to PrS.
PrS	7. Review PR against approved APP/UAPP. 8. Sign and process PR. 9. Forward documents to Head of Office-End User.
Head of Office-End User	10. Approve PR, initial and forward documents to Office of the ASEC Concerned.
Assistant Secretary Concerned	11. Approve PR, initial and forward documents to Office of the USEC Concerned.
Undersecretary Concerned	12. Approve PR and forward documents to PrS.
PrS	13. Prepare Notice of Award (NOA). 14. Transmit NOA to Supplier. 15. Prepare Purchase Order (PO). 16. Forward PO to End User.
End User	17. Review PO. 18. Prepare and Sign ORS Letter. 19. Forward PO to FS.
FS	20. Prepare and Sign ORS and CAF 21. Initial and forward documents to Office of the USEC Concerned.
Undersecretary Concerned	22. Sign PO and forward documents to PrS.
PrS	23. Transmit P to Supplier. 24. Close transaction in DoTS.

(see next page)

DoTS IMPLEMENTING GUIDELINES FOR GOODS (LOCALLY FUNDED)
Implementing / Processing Offices
Purchase Request (PR) through Public Bidding for Lease of Equipment

Doer	Activity
End User	<ol style="list-style-type: none"> 1. Prepare PR and attach SDs. 2. Submit PR to DoTS Center.
DoTS Center	<ol style="list-style-type: none"> 3. Check completeness of SDs. 4. Register PR into DoTS. 5. Print and attach DoTS Header. 6. Submit documents to PrS.
PrS	<ol style="list-style-type: none"> 7. Review PR against approved APP/UAPP. 8. Sign and process PR. 9. Forward documents to End User (Head of Office).
BOE	<ol style="list-style-type: none"> 10. Recommend approval of PR 11. Forward documents to Office of Undersecretary for Operations.
USEC for Operations	<ol style="list-style-type: none"> 12. Approve PR. 13. Forward documents to PrS. 14. Close transaction in DoTS

DoTS IMPLEMENTING GUIDELINES FOR GOODS (LOCALLY FUNDED)
Implementing / Processing Offices

**Public Bidding for Infra-related Goods and Routine Road Maintenance
(Except Equipment Lease)**

Doer	Activity
Head of Office-End User	<ol style="list-style-type: none"> 1. Prepare PR and attach SDs. 2. Submit PR to DoTS Center.
DoTS Center	<ol style="list-style-type: none"> 3. Check completeness of SDs. 4. Register PR into DoTS. 5. Print and attach DoTS Header. 6. Submit documents to PrS.
PrS	<ol style="list-style-type: none"> 7. Review PR against approved APP/UAPP. 8. Sign and process PR. 9. Forward documents to Head of Office-End User.
End User	<ol style="list-style-type: none"> 10. Approve PR and initial and forward documents to Office of the ASEC Concerned.
ASEC Concerned	<ol style="list-style-type: none"> 11. Approve PR amounting up to P3M and forward documents to PrS. 12. For PR amounting above P3M, initial and forward documents to Office of the USEC Concerned.
USEC Concerned	<ol style="list-style-type: none"> 13. Approve PR. 14. Forward documents to PrS. 15. Close transaction in DoTS

DoTS IMPLEMENTING GUIDELINES FOR GOODS (LOCALLY FUNDED)
Implementing / Processing Offices

Public Bidding for Purchase of Equipment and Service Vehicle

Doer	Activity
End User	<ol style="list-style-type: none"> 1. Prepare PR and attach SDs. 2. Submit PR to DoTS Center.
DoTS Center	<ol style="list-style-type: none"> 3. Check completeness of SDs. 4. Register PR into DoTS. 5. Print and attach DoTS Header. 6. Submit documents to PrS.
PrS	<ol style="list-style-type: none"> 7. Review PR against approved APP/UAPP. 8. Sign and process PR. 9. Forward documents to Head of Office-End User.
Head of Office-End User	<ol style="list-style-type: none"> 10. Approve PR, initial and forward documents to Office of the ASEC for Technical Services.
ASEC for Technical Services	<ol style="list-style-type: none"> 11. Approve PR, initial and forward documents to Office of the USEC for Technical Services.
USEC for Technical Services	<ol style="list-style-type: none"> 1. Approve PR. 2. Forward documents to PrS. 3. Close transaction in DoTS.

DoTS IMPLEMENTING GUIDELINES FOR GOODS (LOCALLY FUNDED)
Implementing / Processing Offices

Award and Signing of Purchase Order/Contract for Public Bidding (Non-Infra Goods)

Doer	Activity
PrS	<ol style="list-style-type: none"> 1. Consolidate Approved PR. 2. Prepare Request for Quotation. 3. Submit Approved RFQ to DoTS Center.
DoTS Center	<ol style="list-style-type: none"> 4. Check completeness of SDs. 5. Register ROA into DoTS. 6. Print and attach DoTS Header. 7. Submit documents to PrS.
PrS	<ol style="list-style-type: none"> 8. Prepare Invitation to Bid (ITB). 9. Canvass and Sign ITB. 10. Advertise. 11. Prepare Notice of Bid Opening. 12. Open bids and deliberate. 13. If Bidding failed twice, go to Step 31. 14. If Bid is Greater than ABC, go to Step 31. 15. Prepare Resolution of Award (ROA). 16. Prepare NOA. 17. Transmit NOA to Supplier and Prepare PO. 18. Forward the documents to End User.
End User	<ol style="list-style-type: none"> 19. Review PO. 20. Prepare, process and sign ORS. 21. Forward documents to FS.
FS	<ol style="list-style-type: none"> 22. Prepare and sign ORS and CAF. 23. Forward documents to Office of the Undersecretary for Support Services.
Undersecretary for Support Services	<ol style="list-style-type: none"> 24. Sign PO/Contract. 25. Forward documents to PrS.
PrS	<ol style="list-style-type: none"> 26. Transmit PO to Supplier. 27. Close transaction in DoTS.

DoTS IMPLEMENTING GUIDELINES FOR GOODS (LOCALLY FUNDED)
Implementing / Processing Offices

**Award and Signing of Purchase Order (PO)/Contract for Public Bidding
(Infra-related Goods)**

Doer	Activity
PrS	<ol style="list-style-type: none"> 1. Consolidate Approved PR. 2. Prepare Notice of Pre-Procurement Conference. 3. Submit Notice of Pre-Procurement Conference to DoTS Center.
DoTS Center	<ol style="list-style-type: none"> 4. Check completeness of SDs. 5. Register ROA into DoTS. 6. Print and attach DoTS Header. 7. Submit documents to PrS.
PrS	<ol style="list-style-type: none"> 8. Send memo to End User on the submission of Bid Documents and other Supporting Documents. 9. Forward the documents to End User.
End User	<ol style="list-style-type: none"> 10. Submit Bid Documents and other Supporting Documents. 11. Forward the documents to PrS.
PrS	<ol style="list-style-type: none"> 12. Advertise. 13. Prepare Notice of Bid Opening. 14. Deliberate. 15. Prepare Resolution of Award (ROA). 16. Prepare Notice of Award (NOA). 17. Forward the documents to Office of USEC Concerned.
USEC Concerned	<ol style="list-style-type: none"> 18. Approve ROA and NOA 19. Forward documents to End User.
End User	<ol style="list-style-type: none"> 20. Transmit NOA to Supplier. 21. Forward documents to PrS.
PrS	<ol style="list-style-type: none"> 22. Prepare letter of Confirmation and transmit to Bonding Company/Bank. 23. Forward documents to Bonding Company/Bank. 24. Upon receipt of confirmation from the Bonding Company/Bank, prepare Certification and forward supporting documents to End User.
End User	<ol style="list-style-type: none"> 25. Prepare Contract. 26. Prepare Request for ORS. 27. Forward documents to FS.

(see next page)

**Award and Signing of Purchase Order (PO)/Contract for Public Bidding
(Infra-related Goods)**

Doer	Activity
FS	28. Issue ORS. 29. Prepare CAF. 30. Sign Contract as witness. 31. Forward documents to Office of USEC Concerned.
USEC Concerned	32. Approve Contract. 33. Forward documents to End User.
End User	34. Prepare and Initial Notice to Proceed (NTP). 35. Forward documents to Office of USEC Concerned.
USEC Concerned	36. Sign NTP. 37. Forward documents to End User.
End User	38. Issue Contract and NTP to Supplier. 39. Close transaction to DoTS.

NOTE: The approval of ROA under Public Bidding for Purchase of Equipment and Service Vehicle up to P50M is Assistant Secretary Concerned and under Public Bidding for Lease of Equipment up to P5M is Undersecretary for Operations.

DoTS IMPLEMENTING GUIDELINES FOR GOODS (LOCALLY FUNDED)
Implementing / Processing Offices

Disbursement Voucher (DV) for Procurement of Non-Common Goods

Doer	Activity
Supplier	1. Submit Delivery Receipt (DR)/Invoice to DoTS Center.
DoTS Center	2. Check completeness of SDs. 3. Register Invoice into DoTS. 4. Print and attach DoTS Header. 5. Submit Documents to HRAS.
HRAS	6. Receive DR and Invoice. 7. Prepare Request for Inspections. 8. Conduct inspection. 9. Prepare and sign Inspection and Acceptance Report (IAR). 10. Prepare Requisition Issuance Slip. 11. Issue Goods and forward RIS to the End User.
End User	12. Accept Goods. 13. Sign RIS. 14. Return RIS and submit Waste Material Report (if applicable) to HRAS (SPMD).
HRAS	15. Prepare DV. 16. Attach SDs 17. Forward documents to End User.
FS	18. Process and sign DV. 19. Forward documents to End User.
End User	20. Approve DV, initial and forward documents to Office of ASEC Concerned.
ASEC Concerned	21. Approve DV 22. Forward documents to FS.
FS	23. Prepare, process and sign LDDAP-ADA. 24. Forward documents to HRAS.
HRAS	25. Sign LDDAP-ADA (ADA portion). 26. Close transaction to DoTS.

DoTS IMPLEMENTING GUIDELINES FOR GOODS (LOCALLY FUNDED)
Implementing / Processing Offices

Disbursement Voucher (DV) for Reimbursement (Office Supplies and Equipment)

Doer	Activity
End User	1. Submit Invoice and attach SDs to DoTS Center.
DoTS Center	2. Check completeness of SDs. 3. Register Invoice into DoTS. 4. Print and attach DoTS Header. 5. Submit Documents to HRAS.
HRAS	6. Conduct inspection. 7. Prepare and sign Inspection and Acceptance Report (IAR). 8. Issue Post-Inspection and Acceptance Report and History of Repair to FS.
FS	9. Process and sign DV. 10. Forward documents to Head of Office-End User.
Head of Office-End User	11. Approve DV. 12. Forward approved DV to FS.
FS	13. Prepare, process and sign LDDAP-ADA. 14. Forward LDDAP-ADA to HRAS.
HRAS	15. Sign LDDAP-ADA (ADA portion). 16. Close transaction to DoTS.

DoTS IMPLEMENTING GUIDELINES FOR GOODS (LOCALLY FUNDED)
Implementing / Processing Offices

Disbursement Voucher (DV) for Reimbursement (Service Vehicle Parts)

Doer	Activity
End User	1. Submit Invoice and attach SDs to DoTS Center.
DoTS Center	2. Check completeness of SDs. 3. Register Invoice into DoTS. 4. Print and attach DoTS Header. 5. Submit Documents to HRAS.
BOE	6. Conduct inspection. 7. Prepare and sign Post-Repair Inspection Report.
Head of Office-End User	8. Sign IAR. 9. Forward IAR to BOE.
BOE	10. Issue Post Inspection and Acceptance Report and History of Repair to FS.
FS	11. Prepare, process and sign ORS. 12. Process and sign DV. 13. Forward documents to End User.
Head of Office-End User	14. Approve DV. 15. Forward approved DV to FS.
FS	16. Prepare, process and sign LDDAP-ADA. 17. Forward LDDAP-ADA to HRAS.
HRAS	18. Sign LDDAP-ADA (ADA portion). 19. Close transaction to DoTS.

DoTS IMPLEMENTING GUIDELINES FOR GOODS (LOCALLY FUNDED)
Implementing / Processing Offices

Disbursement Voucher (DV) for Reimbursement (Per Diems and Incidental Expenses, Seminar/Workshop/Training Fees and Uncalendared Training Expenses/Extraordinary Expenses)

Doer	Activity
End User	1. Prepare and sign ORS and DV. 2. Attach SDs. 3. Submit to DoTS Center
DoTS Center	4. Check completeness of SDs. 5. Register DV into DoTS. 6. Print and attach DoTS Header. 7. Submit Documents to FS.
FS	8. Prepare, process and sign LDDAP-ADA. 9. Forward LDDAP-ADA to HRAS.
HRAS	10. Sign LDDAP-ADA (ADA portion). 11. Close transaction to DoTS.

DoTS IMPLEMENTING GUIDELINES FOR GOODS (LOCALLY FUNDED)
Implementing / Processing Offices

Payment for Utilities

Doer	Activity
Service Provider	1. Submit Bill to the DoTS Center
DoTS Center	2. Register Bill into DoTS. 3. Print and attach DoTS Header. 4. Submit Documents to Head of Office-End User.
HRAS	For Water and Electricity 5. Prepare, process and sign ORS. 6. Prepare and process DV. 7. Forward document to FS.
Head of Office-End User	For Telephone trunk line, Internet and Leased Lines and NDD/IDD 5. Prepare, process and sign ORS 6. Prepare and process DV. 7. Forward document to FS.
FS	8. Prepare, process and sign ORS. 9. Process and sign DV. 10. Forward documents to Head of Office-End User.
HRAS	For Water and Electricity 11. Approve DV. 12. Forward documents to FS.
Head of Office-End User	For Telephone trunk line, Internet and Leased Lines and NDD/IDD 13. Approve DV. 14. Forward documents to FS.
FS	12. Prepare, process and sign LDDAP-ADA. 13. Forward LDDAP-ADA to HRAS.
HRAS	14. Sign LDDAP-ADA (ADA portion). 15. Close transaction to DoTS.

DoTS IMPLEMENTING GUIDELINES FOR GOODS (LOCALLY FUNDED)
Implementing / Processing Offices

Advance Payment

Doer	Activity
Supplier	<ol style="list-style-type: none"> 1. Prepare Invoice and attach SDs. 2. Submit to DoTS Center
DoTS Center	<ol style="list-style-type: none"> 3. Check completeness of SDs. 4. Register Invoice into DoTS. 5. Print and attach DoTS Header. 6. Submit Documents to End User.
End User	<ol style="list-style-type: none"> 7. Receive request for Advance Payment. 8. Review request. 9. Endorse DV. 10. Initial and forward documents to FS.
FS	<ol style="list-style-type: none"> 11. Process, Record and Sign DV. 12. Forward document to Office of ASEC for Operations.
ASEC for Operations	<ol style="list-style-type: none"> 13. Certify DV (Box A). 14. Forward documents to Office of USEC for Operations.
USEC for Operations	<ol style="list-style-type: none"> 15. Approve DV. 16. Forward documents to FS.
FS	<ol style="list-style-type: none"> 16. Prepare, process and sign LDDAP-ADA. 17. Forward LDDAP-ADA to HRAS.
HRAS	<ol style="list-style-type: none"> 18. Sign LDDAP-ADA (ADA portion). 19. Close transaction to DoTS.

DoTS IMPLEMENTING GUIDELINES FOR GOODS (LOCALLY FUNDED)
Implementing / Processing Offices

First Payment/Final Payment

Doer	Activity
Supplier	<ol style="list-style-type: none"> 1. Prepare Invoice and attach SDs. 2. Submit to DoTS Center
DoTS Center	<ol style="list-style-type: none"> 3. Check completeness of SDs. 4. Register Invoice into DoTS. 5. Print and attach DoTS Header. 6. Submit Documents to End User.
End User	<ol style="list-style-type: none"> 7. Receive request for First Payment/Final Payment. 8. Review request. 9. Endorse Certificate of Monthly Payment 10. Prepare DV. 11. Initial and forward documents to Office of ASEC for Operations.
ASEC for Operations	<ol style="list-style-type: none"> 12. Approve, initial and forward documents to Office of USEC for Operations.
USEC for Operations	<ol style="list-style-type: none"> 13. Approve Certificate of Monthly Payment. 14. Forward documents to FS.
FS	<ol style="list-style-type: none"> 15. Review request for First/Final Payment. 16. Prepare, process and sign ORS. 17. Process, record and sign DV. 18. Forward document to Office of ASEC for Operations.
ASEC for Operations	<ol style="list-style-type: none"> 19. Certify DV (Box A). 20. Forward documents to Office of USEC for Operations.
USEC for Operations	<ol style="list-style-type: none"> 21. Approve DV. 22. Forward documents to FS.
FS	<ol style="list-style-type: none"> 20. Prepare, process and sign LDDAP-ADA. 21. Forward LDDAP-ADA to HRAS.
HRAS	<ol style="list-style-type: none"> 22. Sign LDDAP-ADA (ADA portion). 23. Close transaction to DoTS.

DoTS IMPLEMENTING GUIDELINES FOR GOODS (LOCALLY FUNDED)
Implementing / Processing Offices

Progress Payment

Doer	Activity
Supplier	<ol style="list-style-type: none"> 1. Prepare Invoice and attach SDs. 2. Submit to DoTS Center
DoTS Center	<ol style="list-style-type: none"> 3. Check completeness of SDs. 4. Register Invoice into DoTS. 5. Print and attach DoTS Header. 6. Submit Documents to End User.
End User	<ol style="list-style-type: none"> 7. Receive and review request for Progress Payment. 8. Endorse Certificate of Monthly Payment. 9. Prepare DV. 10. Initial and forward documents to Office of ASEC for Operations.
ASEC for Operations	<ol style="list-style-type: none"> 11. Initial and forward documents to Office of USEC for Operations.
USEC for Operations	<ol style="list-style-type: none"> 12. Approve Certificate of Monthly Payment. 13. Forward documents to FS.
FS	<ol style="list-style-type: none"> 14. Process, Record and Sign DV. 15. Forward document to Office of ASEC for Operations.
ASEC for Operations	<ol style="list-style-type: none"> 16. Certify DV (Box A). 17. Forward documents to Office of USEC for Operations.
USEC for Operations	<ol style="list-style-type: none"> 18. Approve DV. 19. Forward documents to FS.
FS	<ol style="list-style-type: none"> 20. Prepare, process and sign LDDAP-ADA. 21. Forward LDDAP-ADA to HRAS.
HRAS	<ol style="list-style-type: none"> 22. Sign LDDAP-ADA (ADA portion). 23. Close transaction to DoTS.

DoTS IMPLEMENTING GUIDELINES FOR GOODS (Foreign Funded)
Implementing / Processing Offices

Doer	Activity
Supplier	<ol style="list-style-type: none"> 1. Use ear tags for each attached supporting document and should sequentially follow the checklist. 2. Submit DoTS documents/receiving copy to the DoTS Center.
DoTS Center	<ol style="list-style-type: none"> 3. Check completeness of supporting documents and attachments. 4. Return incomplete document to the Supplier immediately within the day. 5. Otherwise, register document into DoTS. 6. Issue a receipt to the Supplier. 7. Print the DoTS Header and attach to the document. 8. Forward the document to the End User.
End User	<ol style="list-style-type: none"> 9. Check completeness of documents. 10. Return incomplete document to the Supplier within the day. 11. Otherwise, process document. 12. Forward the document to the succeeding office. 13. Ensure that document sent was received by the succeeding processing office within the next 24 hours.
Processing Office / Approving Official	<ol style="list-style-type: none"> 14. Check for the DoTS Header. For documents with no DoTS Header, return to the End User. 15. Return incomplete document to the office concerned within the day. 16. Otherwise, process document. 17. Forward the document to the succeeding office. 18. Ensure that document sent was received by the succeeding processing office within the next 24 hours.
Office of the Secretary	<ol style="list-style-type: none"> 19. Record documents with no DoTS Header. 20. Forward list of documents with no DoTS Header to the DoTS Center every end of the month.
End User	<ol style="list-style-type: none"> 21. Close the transaction in the DoTS upon completion of the process.

CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS

PPMP/APP/UPPMP/UAPP

A. PPMP/UPPMP

- ☐ 1. Itemized List of Goods

B. APP/UAPP

- ☐ 1. Approved PPMP/UPPMP
☐ 2. Itemized List of Goods

I hereby certify that the above supporting document is complete

Print Name: _____
Designation: _____
Date: _____

CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS

Purchase Request (PR)

- ☐ 1. Approved Project Procurement Management Plan (PPMP) / Updated Project Procurement Management Plan (UPPMP) – copy of specific pages where items are listed/indicated
- ☐ 2. Approved Annual Procurement Plan (APP) / Updated Annual Procurement Plan (UAPP) – copy of specific pages where items are listed/indicated including the last page approval
- ☐ 3. Budget Earmarking fund allocation (Capital Outlay) from Budget Division
- ☐ 4. Stock Position Sheet (if applicable)

I. Additional Requirements for New Procurement

A. ICT Equipment

- ☐ 1. IMS Approved Specification

B. Aircon

- ☐ 1. Installation Layout with specific measurement

C. Equipment and Service Vehicle and Lease of Equipment

- ☐ 1. Authority to Purchase / Lease from Private Lessor

D. Other Equipment (for Exclusive Distributor)

- ☐ 1. Original/Updated Price Quotation
- ☐ 2. Clear copy of Certificate Of Sole/Exclusive Distributorship duly authenticated by the Philippine Consulate from country origin

E. Concurrence of the Lending Institution on the Rankings

- ☐ 1. IMS Evaluation Certification/approved specification

II. Additional Requirements for Repair and Maintenance

- ☐ 1. Certified True Copy of Property Acknowledgement Receipt (PAR)
- ☐ 2. Pre-Inspection Report (SPMD)

A. Land, Aircraft, Water Equipment and Service Vehicle

- ☐ 1. Original Copy of Job Order (BOE)
- ☐ 2. Original or Certified True Copy of History of Repair (BOE)
- ☐ 3. Certified True Copy of Vehicle Registration
- ☐ 4. Original Copy of Certification that the Vehicle is included in the Department Inventory of Vehicle (BOE)

B. ICT Equipment

- ☐ 1. IMS Spot Report
- ☐ 2. HRAS-SPMD Pre-Inspection Report
- ☐ 3. Certified True Copy of Property Acknowledgement Receipt (PAR)

C. Aircon

- ☐ 1. HRAS-FMD Spot Report
- ☐ 2. HRAS-SPMD Pre-Inspection Report
- ☐ 3. Certified True Copy of Property Acknowledgement Receipt (PAR)
- ☐ 4. Site Inspection Report
- ☐ 5. Layout Plan and Program of Works

D. Buildings and Facilities Repair

- ☐ 1. Certificate of Completion and Acceptance of Installation, Labor and other Services included and required in the contract by the implementing office
- ☐ 2. Site Inspection Report
- ☐ 3. Layout Plan and Program of Works

I hereby certify that the above supporting document is complete

Print Name: _____

Designation: _____

Date: _____

CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS

Award and Approval of Purchase Order

- ☐ 1. Approved Request for Quotation (RFQ)

I hereby certify that the above supporting document is complete

Print Name: _____

Designation: _____

Date: _____

CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS

Award and Signing of Contract for Public Bidding

- ☐ 1. Notice of Pre-Procurement Conference
- ☐ 2. Copy of Approved Purchase Request (PR)

I hereby certify that the above supporting document is complete

Print Name: _____
Designation: _____
Date: _____

CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS

Agency Purchase Request

- ☐ 1. Purchase Request (PR)
- ☐ 2. Stock Position Sheet (if applicable)
- ☐ 3. PPMP/UPPMP
- ☐ 4. APP/UAPP
- ☐ 5. Property Acknowledgement Receipt (PAR) (if applicable)

I hereby certify that the above supporting document is complete

Print Name: _____
Designation: _____
Date: _____

CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS

Disbursement Voucher (DV) for Non-Common Goods

I. To be submitted by the Supplier

- ☐ 1. Delivery Receipt (DR)
- ☐ 2. Official Receipt (OR)* / Invoice
- ☐ 3. Original Purchase Order (PO)
- ☐ 4. Original Notice of Award

I.B To be submitted by the End-User under Contract - Goods

- ☐ 1. Executive Summary
- ☐ 2. Complete Set of Approved Contract

II. To be prepared by Procurement Service (Goods and Services Division) for Purchase Order and Contract

- ☐ 1. Approved Purchase Request (PR)
- ☐ 2. Stock Position Sheet, for single item costing P1000 and above
- ☐ 3. Project Procurement Management Plan (PPMP) / Updated Project Procurement Management Plan (UPPMP)
- ☐ 4. Annual Procurement Plan (APP) / Updated Annual Procurement Plan (UAPP)
- ☐ 5. Bid Documents (Quotation, Abstract of Bids and Resolution of Award compliance to Technical & Financial Proposals should also be submitted including Bid Security Declaration)
- ☐ 6. Certified True Copy of Submission of Purchase/Work Order/Contract to COA-Resident Auditor
- ☐ 7. Approved BAC Resolution of Award
- ☐ 8. Authority of Signing official/Board Resolution/Secretary's Certificate, if applicable
- ☐ 9. Notice of Award with Supplier's Conforme
- ☐ 10. Funding Source for Obligation Request and Status (ORS) from implementing Office issued by the DPWH Budget Officer
- ☐ 11. Certification from the Head/Central Procurement Office (PrS), this Department, that the Notice of Award was posted in the PhilGEPS, the website of the procuring entity and any conspicuous place in the premises of the procuring entity
Posting of the Award of Contract in the website prescribed by the foreign government or international financing institution (for Foreign Assisted Projects - inclusive of proof of advertisement in a newspaper or in the PhilGEPS website)
- ☐ 12. Performance Security duly verified by the SAC as to validity and authenticity, if in the form of Surety Bond, Certification from Insurance Commission that the bonding company is authorized to issue such security
- ☐ 13. DTI Business Name/SEC Registration of Supplier
- ☐ 14. Latest income and business tax returns duly stamped and received by the BIR and duly validated with the tax payments made thereon
- ☐ 15. Tax clearance from the BIR to prove and timely payment of taxes
- ☐ 16. Certificate of PhilGEPS Registration
- ☐ 17. Latest Mayor's/Business Permit
- ☐ 18. Omnibus Sworn Statement (for Public Bidding)

III. To be prepared by HRAS-SPMD

- ☐ 1. Test Result, for items that are subject to Test
- ☐ 2. Disbursement Voucher (DV)
- ☐ 3. Inspection & Acceptance Report by SPMD/BOE/IMS/FMD

IV. Additional Requirements for the following:

A. Spare Parts for Motor Vehicle and Other Equipment

- ☐ 1. Certified True Copy of current LTO Registration
- ☐ 2. Certification that the Vehicle is included in the Department Inventory
- ☐ 3. Certified True Copy of Property Acknowledgement Receipt (PAR)

- ☐ 4. Approved Job Order
- ☐ 5. History of Repair

B. ICT Equipment

- ☐ 1. IMS Spot Report
- ☐ 2. HRAS-SPMD Pre-Inspection Report
- ☐ 3. Certified True Copy of Property Acknowledgement Receipt (PAR)

C. Aircon

- ☐ 1. HRAS-FMD Spot Report
- ☐ 2. HRAS-SPMD Pre-Inspection Report
- ☐ 3. Certified True Copy of Property Acknowledgement Receipt (PAR)
- ☐ 4. Site Inspection Report
- ☐ 5. Layout Plan and Program of Works

D. Other Equipment

- ☐ 1. HRAS-SPMD Pre-Inspection Report
- ☐ 2. Certified True Copy of Property Acknowledgement Receipt (PAR)

E. Buildings and Facilities Repair

- ☐ 1. Certificate of Completion and Acceptance of Installation, Labor and other Services included and required in the contract by the implementing office
- ☐ 2. Site Inspection Report
- ☐ 3. Layout Plan and Program of Works

* Official Receipts are to be submitted and attached to the DV after the preparation of Disbursement Voucher (DV) by the SPMD to reflect the net amount due to Supplier/Contractor

I hereby certify that the above supporting document is complete

Print Name: _____
Designation: _____
Date: _____

CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS

Disbursement Voucher (DV) for Reimbursement

I. Office Supplies, Spare Parts for Motor Vehicle and Other Equipment and Materials for Repair and Maintenance of Building, Per Diem and other incidental expenses, Seminar/Workshop/Training Fees, Fuel and Extraordinary Expenses

- ☐ 1. Official Receipt (OR)/Invoice (If applicable)
- ☐ 2. Disbursement Voucher (DV)
- ☐ 3. Obligate Request and Status (ORS)
- ☐ 4. Request for Inspection (If applicable)
- ☐ 5. Purchase Request (PR) (If applicable)
- ☐ 6. Annual Procurement Plan (APP) / Updated Annual Procurement Plan (UAPP) (If applicable)
- ☐ 7. Project Procurement Management Plan (UPPMP) / Updated Project Procurement Management Plan (UPPMP) (If applicable)
- ☐ 8. Quotation from at least 3 suppliers (per Invoice Receipt Costing above 1 Thousand Pesos) (If applicable)
- ☐ 9. SPMD-HRAS Pre-Inspection Report (If applicable)
- ☐ 10. Certified True Copy of Property Acknowledgement Receipt (PAR)
- ☐ 11. Certified True Copy of current LTO Registration (If applicable)
- ☐ 12. Approved Waste Materials Report (If applicable)

II. Additional Requirement for the following

A. ICT Equipment

- ☐ 1. IMS Spot Report
- ☐ 2. HRAS-SPMD Pre-Inspection Report
- ☐ 3. Certified True Copy of Property Acknowledgement Receipt (PAR)

B. Aircon/Material for the Repair and Maintenance of Buildings

- ☐ 1. HRAS-FMD Spot Report
- ☐ 2. HRAS-SPMD Pre-Inspection Report
- ☐ 3. Certified True Copy of Property Acknowledgement Receipt (PAR)
- ☐ 4. Site Inspection Report
- ☐ 5. Layout Plan and Program of Works

C. Per Diem

- ☐ 1. Travel Order
- ☐ 2. Itinerary of Travel
- ☐ 3. Appendix B (Certificate of Travel Completed)
- ☐ 4. Certificate of Appearance (If applicable)
- ☐ 5. Reimbursement Expense Receipt
- ☐ 6. Bus Ticket (If applicable)
- ☐ 7. Plane Ticket (If applicable)
- ☐ 8. Boat Ticket (If applicable)
- ☐ 9. Toll Fees (If applicable)
- ☐ 10. Driver's Trip Ticket duly accomplished and approved (If applicable)

D. Fuels and Petroleum Products

- ☐ 1. Certification of no fuel withdrawal
- ☐ 2. Driver's Trip Ticket duly accomplished and approved

E. Seminar/Workshop/Training Fees and Uncalendared Training Expenses

- ☐ 1. Statement of Expenditures (If applicable)
- ☐ 2. Approved Training Memorandum
- ☐ 3. Attendance (If applicable)
- ☐ 4. Training Request from other Gov't. agencies (If applicable)

III. To be prepared by BOE (Service Vehicle)

- ☐ 1. Certification that the vehicle is included in the Department Inventory of Vehicle
- ☐ 2. Certification of Emergency Purchase
- ☐ 3. Inspection and Acceptance Report (IAR)
- ☐ 4. Approved Job Order/Post-Inspection Report
- ☐ 5. History of Repair

IV. To be prepared by HRAS-SPMD (Office Supplies, Other Equipment and Materials for the Repair and Maintenance of Buildings)

- ☐ 1. Inspection and Acceptance Report (IAR)

I hereby certify that the above supporting document is complete

Print Name: _____

Designation: _____

Date: _____

CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS

Payment for Utilities

I. Bills

- ☐ 1. Maynilad
- ☐ 2. Meralco
- ☐ 3. ETPI (Trunk Line)
- ☐ 4. Innove (Internet)
- ☐ 5. ePLDT (Leased Line)
- ☐ 6. Skycable
- ☐ 7. Photocopying Services (Rental)

I hereby certify that the above supporting document is complete

Print Name: _____

Designation: _____

Date: _____

CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS

Contract (Local)

- ☐ 1. Executive Summary
- ☐ 2. Proposed Contract Agreement for Supplier Services
 - ☐ 2.1 General Condition of Contract
 - ☐ 2.2 Special Condition of Contract
 - ☐ 2.3 Instruction to Bidders
 - ☐ 2.4 Bid Data Sheet
- ☐ 3. Advertisement
 - ☐ 3.1 Local – Invitation to Bid/Request for Expression of Interest in one (1) newspaper of general nationwide circulation including Certification from the Head of Procurement Office (PrS), this Department, that the invitation was posted continuously in the DPWH Website, PhilGEPS Website and Posted at any Conspicuous place reserved for the purpose in the premises of the procuring entity concerned for seven (7) calendar days, as required per Section 21.2 of the Revised IRR of R.A. 9184
 - ☐ 3.2 International – Foreign Newspaper Clippings or Letter of Invitation to Foreign Embassy. Posting in the website prescribe by the foreign government/foreign or international financing institution, if applicable.
- ☐ 4. Approved BAC Resolution of Award
- ☐ 5. Authority of Signing official /Board Resolution/Secretary's Certificate
- ☐ 6. Notice of Award with Supplier's Conforme
- ☐ 7. Funding Source (Request for Obligation and Request Status (ORS) form Implementing Office /approved Request for Obligation and Request Status (ORS) issued by the DPWH Budget Officer/Multi Year Obligational Authority (MYOA) if it is a Multi Year Supplier Services issued by the Department of Budget and Management)
- ☐ 8. Certification from the Head/Central Procurement Office (PrS), this Department, that the Notice of Award was posted in the PhilGEPS, the website of the procuring entity and any conspicuous place in the premises of the procuring entity.
Posting of the Award of Contract in the website prescribed by the foreign government/foreign or international financing institution (for Foreign Assisted Projects)
- ☐ 9. Performance Security
- ☐ 10. Approved Purchase Request
- ☐ 11. DTI Business Name/SEC Registration of Supplier
- ☐ 12. Latest income and business tax returns duly stamped and received by the BIR and duly validated with the tax payments made thereon
- ☐ 13. Tax clearance from the BIR to prove and timely payment of taxes
- ☐ 14. Certificate of PhilGEPS Registration
- ☐ 15. One set certified true copy of all the documents submitted for accounting's copy.

I hereby certify that the above supporting document is complete

Print Name: _____
Designation: _____
Date: _____

CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS

Contract (Foreign)

- ☐ 1. Executive Summary
- ☐ 2. Proposed Contract Agreement for Supplier Services
 - ☐ 2.1 General Condition of Contract
 - ☐ 2.2 Special Condition of Contract
 - ☐ 2.3 Appendices
 - ☐ 2.4 Instruction to Bidders
 - ☐ 2.5 Bid Data Sheet
 - ☐ 2.6 Bid Bulletin No. 1
 - ☐ 2.7 Bidders Clarification No. 1
- ☐ 3. Advertisement
 - ☐ 3.1 Local – Invitation to Bid/Request for Expression of Interest in one (1) newspaper of general nationwide circulation including Certification from the Head of Procurement Office (PrS), this Department, that the invitation was posted continuously in the DPWH Website, PhilGEPS Website and Posted at any Conspicuous place reserved for the purpose in the premises of the procuring entity concerned for seven (7) calendar days, as required per Section 21.2 of the Revised IRR of R.A. 9184
 - ☐ 3.2 International – Foreign Newspaper Clippings or Letter of Invitation to Foreign Embassy. Posting in the website prescribe by the foreign government/foreign or international financing institution, if applicable.
- ☐ 4. Approved BAC Resolution of Award
- ☐ 5. Authority of Signing official /Board Resolution/Secretary's Certificate
- ☐ 6. Notice of Award with Supplier's Conformance
- ☐ 7. Funding Source (Request for Obligation and Request Status (ORS) form Implementing Office /approved ORS issued by the DPWH Budget Officer/Multi Year Obligational Authority (MYOA) if it is a Multi Year Supplier Services issued by the Department of Budget and Management)
- ☐ 8. Certification from the Head/Central Procurement Office (PrS), this Department, that the Notice of Award was posted in the PhilGEPS, the website of the procuring entity and any conspicuous place in the premises of the procuring entity.

Posting of the Award of Contract in the website prescribed by the foreign government/foreign or international financing institution (for Foreign Assisted Projects)
- ☐ 9. Performance Security
- ☐ 10. Approved Budget for Contract
- ☐ 11. DTI Business Name/SEC Registration of Supplier
- ☐ 12. Latest income and business tax returns duly stamped and received by the BIR and duly validated with the tax payments made thereon
- ☐ 13. Tax clearance from the BIR to prove and timely payment of taxes
- ☐ 14. Certificate of PhilGEPS Registration
- ☐ 15. Copy of Approved Terms of Reference
- ☐ 16. One set certified true copy of all the documents submitted for accounting's copy.

I hereby certify that the above supporting document is complete

Print Name: _____
Designation: _____
Date: _____

CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS

**Pre-Clearance for S.A./Addendum/Amendments/
Extension/Realignment**

- ☐ 1. Executive Summary
- ☐ 2. Memorandum of the concerned Project Director requesting for prior clearance/authority with justification(s)
- ☐ 3. Funding Strategy, if any
- ☐ 4. Project Profile
- ☐ 5. Implementation Schedule
- ☐ 6. Copy of Original Contract
- ☐ 7. Copy of previously approved S.A. / Addendum / Amendments / Extension / Realignment

I hereby certify that the above supporting document is 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 and Request Status (ORS), Certificate of Availability of Funds
- ☐ 6. Summary of Cost and Detailed Estimates
- ☐ 7. Revised Manning Schedule, if any
- ☐ 8. Approved Time Extension for goods (if applicable)
- ☐ 9. Revised Work Schedule
- ☐ 10. Progress Report of International Supplier (if applicable)
- ☐ 11. Revised/Amended Terms of Reference (if there are changes in the scope of services)
- ☐ 12. Technical Justifications for the proposed changes in the Original Contract
- ☐ 13. Copy of Approved Terms of Reference

I hereby certify that the above supporting document is complete

Print Name: _____
Designation: _____
Date: _____

CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS

Advance Payment

I. To be submitted by the Supplier

- ☐ 1. Letter Request of the Supplier
- ☐ 2. Advance Payment Invoice
- ☐ 3. Bank Guarantee for Advance Payment and Certification on the validity and authentication of the Bank Guarantee from SAC
- ☐ 4. Certified True Copy of the Notice to Proceed
- ☐ 5. Certified True Copy of the Resolution of Award
- ☐ 6. Certified True Copy of Approved Contract
- ☐ 7. One set certified true copy of all the documents submitted for accounting's copy

II. To be submitted by the End User

- ☐ 1. Executive Summary
- ☐ 2. Billing Summary
- ☐ 3. Disbursement Voucher
- ☐ 4. Obligation Request and Status (ORS)
- ☐ 5. Transmittal of Contract Documents to COA (duly received by COA)
- ☐ 6. Certification from Implementing Office as to validity and authenticity of supporting documents
- ☐ 7. Certification from IO that the Supplier has satisfactorily delivered goods and rendered services according to specifications
- ☐ 8. Foreign Portion of the A/P
Special Account Withdrawal Application
FCDU Fund Transfer Slip
Lending Institution Direct Application for Withdrawal
- ☐ 9. One set certified true copy of all the documents submitted for accounting's copy

I hereby certify that the above supporting document is complete

Print Name: _____

Designation: _____

Date: _____

CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS

First Payment/Final Payment

I. To be submitted by the Supplier

- ☐ 1. Letter Request of the Supplier
- ☐ 2. Invoice
- ☐ 3. Invoice Summary
- ☐ 4. Supporting Summary for Remuneration-Local Project Staff, if any
- ☐ 5. Supporting Summary for Delivery Receipts, Inventory Receipts and attendance sheet
- ☐ 6. Budgeted Balance Summary
- ☐ 7. One set certified true copy of all the documents submitted for accounting's copy.
- ☐ 8. Bank Guarantee for Advance Payment and Certification on the validity and authentication of the Bank Guarantee from SAC

II. To be submitted by the End User

- ☐ 1. Obligation Request and Status
- ☐ 2. Disbursement Voucher
- ☐ 3. Summary of Charges
- ☐ 4. Executive Summary
- ☐ 5. Foreign Portion of the billing
- ☐ 6. Certification from Implementing Office as to validity and authenticity of supporting documents
- ☐ 7. Certification from IO that the Supplier has satisfactorily rendered services
- ☐ 8. Transmittal of Contract Documents to COA (duly received by COA) (if applicable)
- ☐ 9. Method and Conditions of Contract under SCC of Bid Docs (GCC 16.1 of SCC) (if applicable)
- ☐ 10. One set certified true copy of all the documents submitted for accounting's copy

I hereby certify that the above supporting document is complete

Print Name: _____

Designation: _____

Date: _____

CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS

Progress Payment

I. To be submitted by the Supplier

- ☐ 1. Letter Request of the Supplier
- ☐ 2. Invoice
- ☐ 3. Invoice Summary
- ☐ 4. Supporting Summary for Remuneration-Local Project Staff, if any
- ☐ 5. Supporting Summary of Other Recoverable Cost
- ☐ 6. Budgeted Balance Summary
- ☐ 7. Inventory and Costing of Turned-over Equipment's/Memorandum and Acknowledgement Receipt
- ☐ 8. Implementing Office Certificate of Clearance
- ☐ 9. One set certified true copy of all the documents submitted for accounting's copy.

II. To be submitted by the End User

- ☐ 1. Obligation Request and Status
- ☐ 2. Disbursement Voucher
- ☐ 3. Summary of Charges
- ☐ 4. Executive Summary
- ☐ 5. Foreign Portion of the billing
- ☐ 6. Certificate of Completion
- ☐ 7. SPMD Clearance Certificate on Property Accountability
- ☐ 8. Certification from Implementing Office as to validity and authenticity of supporting documents
- ☐ 9. Transmittal of Contract Documents to COA (duly received by COA)
- ☐ 10. Foreign Portion of the A/P
 - Special Account Withdrawal Application
 - FCDU Fund Transfer Slip
 - Lending Institution Direct Application for Withdrawal
- ☐ 11. One set certified true copy of all the documents submitted for accounting's copy

I hereby certify that the above supporting document is complete

Print Name: _____

Designation: _____

Date: _____

CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS

**Performance Bond/Surety Bond/Letter of
Credit/Bank Guarantee/CARI/Credit Line Certificate**

I. To be submitted by the Supplier

- ☐ 1. Performance Bond/Surety Bond/Letter of Credit/Bank Guarantee/CARI/Credit Line Certificate

II. To be prepared by the End User

- ☐ 1. Letter Request for Verification

I hereby certify that the above supporting documents is complete

Print Name: _____

Designation: _____

Date: _____