



NOV 08 2013

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

097.7 DPWH
11-11-2013

DEPARTMENT ORDER)
NO. 104)
Series of 2013 *11.11.13*

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)
2. Annual Procurement Plan (APP)
3. Purchase Request (PR)
4. Agency Purchase Request (APR)
5. Resolution of Award (ROA)
6. Approved Budget for Contract (ABC)
7. Purchase Order (PO)/Contract
8. Notice of Award (NOA)/Notice to Proceed (NTP)
9. Performance Bond/Surety Bond/Letter of Credit/Bank Guarantee/CARI/Credit Line Certificate
10. Certificate Disbursement Voucher (DV) for Regular Procurement
11. Disbursement Voucher (DV) for Reimbursement
12. Payment of Essential Services
13. Advance Payment
14. First Progress Payment
15. Interim Progress Payment
16. Final Progress Payment
17. Pre-Clearance for Supplemental Agreement/Realignment
18. Supplemental Agreement/Realignment

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 and 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. 70, Series of 2007, is hereby authorized to make necessary changes in the annexes hereof in coordination with the implementing offices.

This Order supersedes Department Order No. 08-A Series of 2012 and takes effect immediately.


ROGELIO L. SINGSON

Department of Public Works and Highways
Office of the Secretary



WIN3R00852

DoTS SYSTEM PRESCRIBED TIME FOR GOODS

Annex A
Page 1 of 10

Project Procurement Management Plan (PPMP)

Activity	Office	Prescribed Time (wd)
Prepare Final PPMP within Budget Allocation as provided by the FMS	End User	7
Review and Process	FMS	1
Review and Process	PrS	3
Approve	BAC Chairman	2
Issue Approved PPMP to End User	PrS	2
TOTAL		15

Annual Procurement Plan (APP)

Activity	Office	Prescribed Time (wd)
Consolidate Approved PPMP and prepare Final APP	PrS	15
Recommend Approval	BAC Chairman	1
Approve	USEC for Support Services	2
Issue Approved APP to GPPB, FMS and DBM-PS	PrS	2
TOTAL		20

Updated Project Procurement Management Plan (U-PPMP)

Activity	Office	Prescribed Time (wd)
Review and Process	FMS	1
Review and Process	PrS	3
Approve	BAC Chairman	2
Issue Approved PPMP to End User	PrS	2
TOTAL		8

Updated Annual Procurement Plan (U-APP)

Activity	Office	Prescribed Time (wd)
Consolidate Approved PPMP and prepare Final APP	PrS	15
Recommend Approval	BAC Chairman	1
Approve	USEC for Support Services	2
Issue Approved APP to GPPB, FMS and DBM-PS	PrS	2
TOTAL		20

DoTS SYSTEM PRESCRIBED TIME FOR GOODS

Annex A
Page 2 of 10

Purchase Request (PR) for Fuel and Common Supplies and Equipment Available in PS-DBM

Activity	Office	Prescribed Time (wd)		
		100T	3M	Above 3M
Review PR against approved APP, Sign and Process	PrS	3	3	3
Sign PR	HRAS Director	2	2	2
Approve PR/ Recommend Approval	ASEC for Support Services	NA	3	2
Recommend Approval	USEC for Support Services	NA	NA	2
Approve PR	Secretary	NA	NA	3
TOTAL		5	8	12

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

Activity	Office	Prescribed Time (wd)
Prepare, process and sign consolidated APR	PrS	5
Prepare, Process and Sign ObR and Sign APR	FMS	4
Approve APR	ASEC for Support Services	3
Prepare and Sign DV	HRAS	4
Process and Sign DV, Issue Check	FMS	6
Serve approved APR with Pre-Payment Check to PS-DBM	HRAS	3
TOTAL		25

DoTS SYSTEM PRESCRIBED TIME FOR GOODS

Annex A
Page 3 of 10

Purchase Request (PR)/ Purchase Order(PO) for Non-Common Goods Costing not more than P500T (Alternative Method) For Non-Exclusive Distributorship

Activity	Office	Prescribed Time (wd)	
		500T	3M
Review PR against approved APP, Sign and Process	PrS	4	4
Recommend Approval/Approve PR	HRAS Director	2	1
Recommend Approval/Approve PR	USEC for Support Services	NA	3
Prepare ITB, Canvass and Sign ITB, Advertise, Prepare Notice of Bid Opening, Open Bids, Deliberate, Prepare and Sign Resolution of Award and Prepare PO	PrS	32	32
Review PO and Prepare and Sign ObR Letter Request	End User	2	2
Prepare and Sign ObR and CAF	FMS	4	4
Approve PO	USEC for Support Services	3	3
Prepare Notice of Award(NO A)	PrS	3	3
Sign NOA	ASEC for Support Services	3	3
Serve NOA to Supplier	PrS	3	3
TOTAL		56	58

Purchase Request (PR)/ Purchase Order(PO) for Non-Common Goods Costing not more than P500T (Alternative Method) For Exclusive Distributorship

Activity	Office	Prescribed Time (wd)	
		500T	3M
Review PR against approved APP, Sign and Process	PrS	4	4
Approve PR/ Recommend Approval	HRAS Director	2	1
Approve PR	USEC for Support Services	NA	3
Prepare and Sign Resolution of Award and Prepare PO	PrS	15	15
Review PO and Prepare and Sign ObR Letter Request	End User	2	2
Prepare and Sign ObR and CAF	FMS	4	4
Approve PO	USEC for Support Services	3	3
Prepare Notice of Award	PrS	3	3
Sign NOA	ASEC for Support Services	3	3
Serve NOA to Supplier	PrS	3	3
TOTAL		39	41

DoTS SYSTEM PRESCRIBED TIME FOR GOODS

Annex A
Page 4 of 10

Purchase Request (PR) for Goods through Public Bidding

Activity	Office	Prescribed Time (wd)	
		3M	Above 3M
Review PR against approved APP, Sign and Process	PrS	3	3
Sign PR	HRAS Director	2	2
Approve PR/ Recommend Approval	ASEC for Support Services	3	1
Recommend Approval	USEC for Support Services	NA	1
Approve PR	Secretary	NA	3
Prepare Bid Documents , , Advertise, Prepare Notice of Bid Opening, Deliberate, Prepare Resolution of Award, Sign and Recommend Approval	PrS	26	26
Approve ROA/ Recommend Approval	USEC for Support Services	2	1
Approve ROA	Secretary	NA	3
Prepare Notice of Award (NOA)	PrS	3	3
Sign NOA	USEC for Support Services	2	1
Sign NOA	Secretary	NA	1
Serve NOA to Supplier and Furnish End User a copy	PrS	1	1
Prepare Contract and Prepare and Sign ObR Letter Request	End User	7	7
Prepare and Sign ObR and CAF	FMS	4	4
Approve Contract/ Recommend Approval	USEC for Support Services	1	1
Approve Contract	Secretary	NA	1
Prepare and process Notice to Proceed (NTP)	End User	1	1
Sign NTP	ASEC for Support Services	3	1
Sign NTP	USEC for Support Services	NA	2
Issue Contract and NTP	End User	2	2
TOTAL		60	65

DoTS SYSTEM PRESCRIBED TIME FOR GOODS

Annex A
Page 5 of 10

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

Activity	Office	Prescribed Time (wd)
Receive Delivery Receipt (DR)/Invoice, Prepare Request for Inspection, Inspect, Prepare and Sign Inspection and Acceptance Report (IAR)	HRAS	4
Inspect and Sign IAR	FMS	2
Prepare Requisition Issuance Slip (RIS) and Issue Goods to End User	HRAS	3
Accept Goods, Sign RIS and Submit Waste Material (If Applicable)	End User	3
Prepare and Sign DV	HRAS	4
Process, Sign DV and Issue Check to Supplier	FMS	8
TOTAL		24

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

Activity	Office	Prescribed Time (wd)
Conduct inspection, Prepare and sign IAR	HRAS	2
Conduct inspection and sign IAR	FMS	2
Prepare DV and attach supporting documents	End User	2
Process and Sign DV	FMS	6
Approve DV	End User Director	2
Prepare and issue Check	FMS	2
TOTAL		16

Disbursement Voucher (DV) for Reimbursement (Service Vehicle, Fuel and Parts)

Activity	Office	Prescribed Time (wd)
Conduct inspection and Prepare and sign IAR	BOE	2
Prepare DV and attach supporting documents	End User	2
Process and Sign DV	FMS	6
Approve DV	End User Director	2
Prepare and issue Check	FMS	2
TOTAL		14

DoTS SYSTEM PRESCRIBED TIME FOR GOODS

Annex A
Page 6 of 10

Payment of Essential Services

Activity	Office	Prescribed Time (wd)
Prepare, process and sign Request of ObR, DV and Graph	HRAS (for Water and Electricity) IMS (for Telephone trunk line, Internet and Leased Lines) Head of Offices (NDD/IDD)	4
Prepare, Process and Sign ObR and DV	FMS	5
Approve DV	HRAS (for Water and Electricity) IMS (for Telephone trunk line, Internet and Leased Lines) Head of Offices (NDD/IDD)	2
Prepare and issue Check	FMS	2
TOTAL		13

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

Activity	Office	Prescribed Time (wd)
Prepare, Process and Sign ObR and DV, issue Check	FMS	7
TOTAL		7

DoTS SYSTEM PRESCRIBED TIME FOR GOODS

Annex A
Page 7 of 10

Contract for Non-IT

Activity	Office	Prescribed Time (wd)
Coordinate, prepare and endorse document	IO	14
Issue OBR and sign as witness	FMS	3
Review and endorse	BOC	5
Recommend approval	ASEC Concerned	1
Recommend approval	USEC Concerned	1
Approve	Secretary	5
Prepare Notice to Proceed and Transmit to Supplier	IO	2
TOTAL		31

Contract for IT

Activity	Office	Prescribed Time (wd)
Coordinate, prepare and endorse document	IO	14
Issue OBR and sign as witness	FMS	3
Review and endorse (if IO is not IMS)	IMS	5
Recommend approval	ASEC Concerned	1
Recommend approval	USEC Concerned	1
Approve	Secretary	5
Prepare Notice to Proceed and Transmit to Supplier	IO	2
TOTAL		31

Resolution of Award

Activity	Office	Prescribed Time (wd)
Evaluate & Post Qualify bids	PrS	12
Deliberate	BAC	12
Prepare Notice of Disqualification	PrS	2
Sign	BAC	1
Prepare Resolution of Award	PrS	2
Sign	BAC	5
Approve	Secretary	5
Transmit to Bank	IO	2
Concur	Bank	0
Prepare Notice of Award	PrS	2
Sign	BAC	2
Post to DPWH & PhilGEPS website	PrS	1
Transmit to Supplier	IO	2
TOTAL		48

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

Activity	Office	Prescribed Time (wd)
Prepare Request for verification	IO	2
Verify and Prepare Certification	FMS	7
TOTAL		9

DoTS SYSTEM PRESCRIBED TIME FOR GOODS

Annex A
Page 8 of 10

Approved Budget for Contract (ABC)

Activity	Office	Prescribed Time (wd)
Coordinate, review and endorse	PMO	8
Review and endorse	BOC	5
Recommend approval	ASEC Concerned	2
Recommend approval	USEC Concerned	2
Approve	Secretary	5
TOTAL		22

Pre-Clearance (Supplemental Agreement / Realignment)

Activity	Office	Prescribed Time (wd)
Coordinate, prepare, review and endorse document	IO	10
Recommend approval	ASEC Concerned	1
Recommend approval	USEC Concerned	1
Approve	Secretary	5
TOTAL		17

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 OBR and sign as witness	FMS	3
Review and endorse	BOC	5
Review, Endorse and Recommend approval	ASEC Concerned	1
Review, Endorse and Recommend approval	USEC Concerned	1
Approve	Secretary	5
TOTAL		29

Supplemental Agreement / Realignment for IT Goods and Services

Activity	Office	Prescribed Time (wd)
Coordinate, prepare, review and endorse document	IO	14
Issue OBR and sign as witness	FMS	3
Review and endorse (if IO is not IMS)	IMS	5
Review, Endorse and Recommend approval	ASEC Concerned	1
Review, Endorse and Recommend approval	USEC Concerned	1
Approve	Secretary	5
TOTAL		29

DoTS SYSTEM PRESCRIBED TIME FOR GOODS

Annex A
Page 9 of 10

Advance Payment

Activity	Office	Prescribed Time (wd)
Receive request for Advance Payment, review and endorse	PMO	6
Recommend approval of Invoice/W/A	ASEC Concerned	1
Approve Invoice/W/A	USEC Concerned	1
Process, record & sign DV	FMS	8
Recommend approval DV	ASEC Concerned	1
Recommend approval DV	USEC Concerned	1
Approve DV	Secretary	5
Request for NCA release from DBM	FMS	1
TOTAL		24

First Progress Billing

Activity	Office	Prescribed Time (wd)
Receive request for First Billing, review and endorse	PMO	6
Recommend approval of Invoice/W/A	ASEC Concerned	1
Approve Invoice/W/A	USEC Concerned	1
Process, record & sign DV	FMS	8
Recommend approval DV	ASEC Concerned	1
Recommend approval DV	USEC Concerned	1
Approve DV	Secretary	5
Request for NCA release from DBM	FMS	1
TOTAL		24

Interim Progress Billing

Activity	Office	Prescribed Time (wd)
Receive request for Interim Billing, review and endorse	PMO	6
Recommend approval of Invoice/W/A	ASEC Concerned	1
Approve Invoice/W/A	USEC Concerned	1
Process, record & sign DV	FMS	8
Recommend approval DV	ASEC Concerned	1
Approve DV	USEC Concerned	1
Request for NCA release from DBM	FMS	1
TOTAL		19

DoTS SYSTEM PRESCRIBED TIME FOR GOODS

Annex A
Page 10 of 10

Final Progress Billing

Activity	Office	Prescribed Time (wd)
Receive request for Final Billing, review and endorse	PMO	6
Recommend approval of Invoice/W/A	ASEC Concerned	1
Approve Invoice/W/A	USEC Concerned	1
Process, record & sign DV	FMS	8
Recommend approval DV	ASEC Concerned	1
Recommend approval DV	USEC Concerned	1
Approve DV	Secretary	5
Request for NCA release from DBM	FMS	1
TOTAL		24

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

Project Procurement Management Plan (PPMP)

Doer	Activity
FMS	1. Send approved budget allocation (e-copy) to the DoTS Center.
DoTS Center	2. Create PPMP transaction in DoTS for all End Users (Heads of Offices). 3. Forward approved budget allocation to all End Users (Heads of Offices). 4. Print DoTS Header and forward it to all End Users.
End User	5. Prepare Final PPMP within Budget Allocation as provided by the FMS. 6. Process and Sign PPMP. 7. Forward PPMP to FMS.
FMS	8. Evaluate PPMP and sign. 9. Forward PPMP to PrS.
PrS	10. Process, Record and Sign PPMP. 11. Submit the PPMP to the BAC Chairman.
BAC Chairman	12. Approve PPMP. 13. Forward the document to the PrS.
PrS	14. Forward approved PPMP to End User.
End User	15. Close the transaction in the DoTS.

DoTS IMPLEMENTING GUIDELINES
Implementing / Processing Offices

Annual Procurement Plan (APP)

Doer	Activity
DoTS Center	1. Verify completeness of Approved PPMP. 2. Create APP transaction in DoTS. 3. Print DoTS Header and submit to the PrS.
PrS	4. Consolidate approved PPMP and Prepare Final APP in accordance with the approved budget allocation. 5. Attach DoTS Header, process and Sign APP. 6. Submit the APP to the BAC Chairman.
BAC Chairman	7. Initial and forward the APP to the Office of the Undersecretary for Support Services.
Undersecretary for Support Services	8. Review and approve APP. 9. Forward the document to the PrS.
PrS	10. Issue Approved APP to GPPB, FMS and DBM-PS.
DoTS Center	11. Close the transaction in the DoTS.

DoTS IMPLEMENTING GUIDELINES
Implementing / Processing Offices

Updated Project Procurement Management Plan (U-PPMP)

Doer	Activity
End User	1. Prepare U-PPMP within Budget Allocation as provided by the FMS and submit to the DoTS Center.
DoTS Center	2. Check completeness of SDs. 3. Register U-PPMP into DoTS. 4. Print and attach DoTS Header. 5. Forward U-PPMP to FMS.
FMS	6. Evaluate U-PPMP and sign. 7. Forward U-PPMP to PrS.
PrS	8. Process, Record and Sign U-PPMP. 9. Submit U-PPMP to the BAC Chairman.
BAC Chairman	10. Approve U-PPMP. 11. Forward the document to the PrS.
PrS	12. Furnish End User with approved.
DoTS Center	13. Close the transaction in the DoTS.

DoTS IMPLEMENTING GUIDELINES
Implementing / Processing Offices

Updated Annual Procurement Plan (U-APP)

Doer	Activity
DoTS Center	1. At the third week of March, June, September and December, verify completeness of Approved U-PPMP. 2. Create U-APP transaction in DoTS. 3. Print DoTS Header and submit to the PrS.
PrS	4. Consolidate approved U-PPMP if any and Prepare Final U-APP in accordance with the approved budget allocation. 5. Attach DoTS Header, Process and Sign U-APP. 6. Submit the U-APP to the BAC Chairman.
BAC Chairman	7. Initial and forward the U-APP to the Office of the Undersecretary for Support Services.
Undersecretary for Support Services	8. Review and approve U-APP. 9. Forward the document to the PrS.
PrS	10. Issue Approved U-APP to GPPB, FMS and DBM-PS.
DoTS Center	11. Close the transaction in the DoTS.

DoTS IMPLEMENTING GUIDELINES
Implementing / Processing Offices

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

Doer	Activity
End User	1. Prepare PR, ObR Letter Request and Supporting Documents (SDs) and submit to the DoTS Center.
DoTS Center	2. Check completeness of SDs. 3. Register PR into DoTS. 4. Print DoTS Header and attach to the PR. 5. Forward the documents to the PrS.
PrS	6. Review PR against approved APP. 7. Sign PR. 8. Forward the documents to the office of the HRAS Director.
HRAS Director	9. Approve PR amounting up to P50T and forward the documents to the PrS. 10. For PR above P50T up to P3M, Initial and forward the documents to the Office of the Assistant Secretary for Support Services.
Assistant Secretary for Support Services	11. Approve PR amounting to 3M and forward the documents to the PrS for consolidation and send the DoTS document to the DoTS Center. 12. For PR above P3M, Initial and forward the documents to the Office of the Undersecretary for Support Services.
Undersecretary for Support Services	13. For PR above P3M, Initial and forward the documents to the Office of the Secretary for Approval.
Secretary	14. For PR above P3M, Approve and forward the documents to the PrS for consolidation and send the DoTS document to the DoTS Center.
DoTS Center	15. Close transaction in the DoTS.

DoTS IMPLEMENTING GUIDELINES FOR GOODS
Implementing / Processing Offices

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

Doer	Activity
DoTS Center	1. Verify completeness of Approved PR. 2. Create APR transaction in DoTS. 3. Print DoTS Header and submit to the PrS.
PrS	4. Prepare process and sign APR and forward the documents to the FMS.
FMS	5. Prepare, Process and Sign ObR. 6. Sign APR. 7. Forward the documents to the Office of the Assistant Secretary for Support Services.
Assistant Secretary for Support Services	8. Approve APR. 9. Return the documents to the HRAS (SPMD).
HRAS	10. Prepare and sign DV. 11. Forward the documents to the FMS.
FMS	12. Process and sign DV, issue check remit to LBP. 13. Forward the documents to the HRAS (SPMD).
HRAS	14. Close transaction in the DoTS.

DoTS IMPLEMENTING GUIDELINES FOR GOODS
Implementing / Processing Offices

Purchase Request (PR) /Purchase Order (PO) for Non-Common Goods Costing not more than P500T (Alternative Method) For Non-Exclusive Distributorship

Doer	Activity
End User	1. Prepare PR and Supporting Documents (SDs) and submit to the DoTS Center.
DoTS Center	2. Check completeness of SDs. 3. Register PR into DoTS. 4. Print DoTS Header and attach to the PR. 5. Forward the documents to the PrS.
PrS	6. Review PR against the approved APP. 7. Sign PR. 8. Forward the documents to the office of the HRAS Director.
HRAS Director	9. Approve PR amounting up to P50T. 10. For PR above P50T up to P500T, Initial and forward the documents to the Office of the Assistant Secretary for Support Services.
Assistant Secretary for Support Services	11. Approve PR. 12. Return approved PR and SDs to the PrS.
PrS	13. Prepare Invitation to Bid (ITB). 14. Canvass. 15. Sign/Initial ITB. 16. Advertise. 17. Prepare Notice of Bid Opening. 18. Open bids and deliberate. 19. If Bidding failed twice, go to Step 36. 20. If Bid is Greater than ABC, go to Step 36. 21. Prepare and sign Resolution of Award (ROA). 22. Prepare PO. 23. Forward the documents to the End User.
End User	24. Review and process PO. 25. Prepare and sign ObR Letter Request. 26. Forward PO and ObR Letter Request to the FMS.

(see next page)

Doer	Activity
FMS	27. Prepare and Sign ObR and CAF. 28. Forward the documents to the Office of the Undersecretary for Support Services.
Undersecretary for Support Services	29. Approve PO. 30. Return documents to the PrS
PrS	31. Prepare and Sign and Notice of Award (NOA). 32. Forward the documents to the the Office of the Assistant Secretary for Support Services.
Assistant Secretary for Support Services	33. Sign NOA. 34. Return documents to the PrS.
PrS	35. Serve NOA. 36. Close the transaction in the DoTS upon completion of the process.

DoTS IMPLEMENTING GUIDELINES FOR GOODS
Implementing / Processing Offices

Purchase Request (PR) /Purchase Order (PO) for Non-Common Goods Costing not more than P500T (Alternative Method) For Exclusive Distributorship

Doer	Activity
End User	1. Prepare PR and Supporting Documents (SDs) and submit to the DoTS Center.
DoTS Center	2. Check completeness of SDs. 3. Register PR into DoTS. 4. Print DoTS Header and attach to the PR. 5. Forward the documents to the PrS.
PrS	6. Review PR against the approved APP. 7. Sign PR. 8. Forward the documents to the office of the HRAS Director.
HRAS Director	9. Approve PR amounting up to P50T. 10. For PR above P50T up to P500T, Initial and forward the documents to the Office of the Assistant Secretary for Support Services.
Assistant Secretary for Support Services	11. Approve PR. 12. Forward the documents to the PrS.
PrS	13. Prepare and sign Resolution of Award (ROA). 14. Prepare PO. 15. Forward the PO to the End User.
End User	16. Review and process PO. 17. Prepare and sign ObR Letter Request. 18. Forward PO and ObR Letter Request to the FMS.
FMS	19. Prepare and Sign ObR and CAF. 20. Forward the documents to the the Office of the Undersecretary for for Support Services.
Undersecretary for Support Services	21. Approve PO. 22. Return documents to the PrS.
PrS	23. Prepare and Sign and Notice of Award (NOA). 24. Forward the documents to the the Office of the Assistant Secretary for Support Services.
Assistant Secretary for Support Services	25. Sign NOA. 26. Return documents to the PrS.
PrS	27. Serve NOA to Supplier. 28. Close the transaction in the DoTS upon completion of the process.

DoTS IMPLEMENTING GUIDELINES FOR GOODS
Implementing / Processing Offices

Purchase Request (PR) for Goods through Public Bidding

Doer	Activity
End User	1. Prepare PR and Supporting Documents (SDs) and submit to the DoTS Center.
DoTS Center	2. Check completeness of SDs. 3. Register PR into DoTS. 4. Print DoTS Header and attach to the PR. 5. Forward the documents to the PrS
PrS	6. Review PR against approved APP. 7. Sign PR. 8. Forward the documents to the office of the HRAS Director.
HRAS Director	9. Sign/Initial PR. 10. Forward PR up to P3M and SDs to the Office of the Assistant Secretary for Support Services.
Assistant Secretary for Support Services	11. Approve PR. 12. For PR above P3M, initial and forward SDs to the office of the Undersecretary for Support Services.
Undersecretary for Support Services	13. Approve PR. 14. Forward PR and SDs to the Office of the Secretary
Secretary	15. Approve PR. 16. Forward approved PR and SDs to the PrS
PrS	17. Prepare Bid Documents. 18. Conduct Pre-Procurement Conference (optional for goods costing P2M and below). 19. Advertise Invitation to Apply and Eligibility to Bid (ITAEB). 20. Issue Bid Documents. 21. Prepare Notice for Pre-Bid Conference (optional for goods costing below P1M). 22. Conduct Pre-Bid Conference (P1M and above). 23. Open bids and determine Lowest Complying Bidder (LCB). 24. Endorse eligibility requirement, technical and financial proposal and abstract to bids to End User. 25. Deliberate. 26. Prepare and sign Resolution of Award (ROA). 27. For approved PR up to P3M, forward ROA to the Office of the Undersecretary for Support Services.
Undersecretary for Support Services	28. Approve ROA and forward approved ROA to PrS. 29. For approved PR above P3M, initial and forward ROA to the Office of the Secretary.

(see next page)

Doer	Activity
Secretary	30. Approve ROA. 31. Forward approved ROA to PrS.
PrS	32. Prepare and Sign Notice of Award (NOA). 33. For NOA up to P3M, forward NOA to the Office of the Undersecretary for Support Services.
Undersecretary for Support Services	34. Approve NOA. 35. For NOA above P3M, initial and forward NOA to the Office of the Secretary.
Secretary	36. Approve NOA. 37. Forward approved NOA to PrS.
PrS	38. Serve NOA to Supplier. 39. Furnish End User a copy of NOA.
End User	40. Prepare and process Contract. 41. Prepare and sign ObR Letter Request. 42. Forward the Contract, ObR Letter Request and SDs to the FMS.
FMS	43. Process and sign ObR and CAF. 44. For Contract up to P3M, forward Contract and SDs to the Office of the Undersecretary for Support Services.
Undersecretary for Support Services	45. Approve Contract. 46. For Contract above P3M, initial and forward Contract and SDs to the Office of the Secretary.
Secretary	47. Approve Contract. 48. Return approved Contract and SDs to End User.
End User	49. Prepare and process and sign Notice to Proceed (NTP). 50. For NTP up to P3M, initial and forward NTP and SDs to the Office of the Assistant Secretary for Support Services.
Assistant Secretary for Support Services	51. Approve NTP. 52. For NTP above P3M, initial and forward NTP and SDs to the Office of the Undersecretary for Support Services.
Undersecretary for Support Services	53. Approve NTP. 54. Forward NTP to End User.
End User	55. Issue Contract and NTP to Supplier. 56. Close the transaction in the DoTS.

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

Purchase Request (PR) for Fuel

Doer	Activity
End User	1. Prepare PR, ObR Letter Request and Supporting Documents (SDs) and submit to the DoTS Center.
DoTS Center	2. Check completeness of SDs. 3. Register PR into DoTS. 4. Print DoTS Header and attach to the PR. 5. Forward the documents to the PrS.
PrS	6. Review PR against approved APP. 7. Sign PR. 8. Forward the documents to the office of the HRAS Director.
HRAS Director	9. Approve PR amounting up to P50T and forward the documents to the End User. 10. For PR above P50T up to P3M, Initial and forward the documents to the Office of the Assistant Secretary for Support Services.
Assistant Secretary for Support Services	11. Approve PR amounting to 3M and forward the documents to the End User. 12. For PR above P3M, Initial and forward the documents to the Office of the Undersecretary for Support Services.
Undersecretary for Support Services	13. For PR above P3M, Initial and forward the documents to the Office of the Secretary for Approval.
Secretary	14. For PR above P3M, Approve and forward the documents to the End User.
End User	15. Close the transaction in the DoTS. 16. Forward the documents to the BOE when needed.

DoTS IMPLEMENTING GUIDELINES FOR GOODS
Implementing / Processing Offices

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

Doer	Activity
Supplier	1. Submit Delivery Receipt (DR)/ Invoice to the DoTS Center.
DoTS Center	2. Register DV into DoTS. 3. Print DoTS Header and attach to the Delivery Receipt (DR)/ Invoice. 4. Forward the DR/ Invoice to the HRAS (SPMD).
HRAS	5. Receive DR/Invoice, prepare Request for Inspection. 6. Conduct inspection and Prepare and sign Inspection and Acceptance Report (IAR). 7. Forward the IAR to the FMS (ASMCD).
FMS	8. Conduct inspection and sign IAR. 9. Return IAR to the HRAS (SPMD).
HRAS	10. Prepare Requisition Issuance Slip (RIS). 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 the HRAS (SPMD).
HRAS	15. Prepare and sign DV. 16. Forward DV to the FMS.
FMS	17. Process, sign DV and issue Check to Supplier. 18. Close the transaction in the DoTS.

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

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

Doer	Activity
End User	1. Prepare and submit request for Inspection report signed by End User and Delivery Receipt (DR)/ Invoice to the DoTS Center.
DoTS Center	2. Register DV into DoTS. 3. Print DoTS Header and attach to the End User request for inspection report and Delivery Receipt (DR)/ Invoice. 4. Forward the request for Inspection report and and Delivery Receipt (DR)/ Invoice to the HRAS (SPMD).
HRAS	5. Conduct inspection and Prepare and sign Inspection and Acceptance Report (IAR). 6. Forward the IAR to the FMS (ASMCD).
FMS	7. Conduct inspection and sign IAR. 8. Issue Post Inspection and Acceptance Report and History of Repair to the End User.
End User	9. Prepare DV and attach SDs. 10. Forward document/s including of at least three (3) canvass from reputable suppliers (for items amounting more than P1,000 per invoice) to the FMS
FMS	11. Process and Sign DV. 12. Forward DV to the office of the office of the End User Director.
End User Director	13. Approve DV. 14. Forward approved DV to FMS.
FMS	15. Prepare and issue Check to End User. 16. Close the transaction in the DoTS.

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

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

Doer	Activity
End User	1. Prepare and submit request for Inspection report signed by End User and supporting documents (SDs) to the DoTS Center.
DoTS Center	2. Check completeness of Supporting Documents (SDs) and attachments. 3. Register DV into DoTS. 4. Print DoTS Header and attach to the End User request for inspection report. 5. Forward the document to the BOE (CESPD).
BOE	6. Conduct inspection. 7. Prepare and sign Post Repair Inspection Report. 8. Issue Post Inspection and Acceptance Report and History of Repair to the End User.
End User	9. Prepare DV and attach supporting documents. 10. Forward document/s including of at least three (3) canvass from reputable suppliers (for items amounting more than P1,000 per invoice) to the FMS
FMS	11. Process and Sign DV. 12. Forward DV to the office of the End User Director.
End User Director	13. Approve DV. 14. Forward approved DV to FMS.
FMS	15. Prepare and issue Check to End User. 16. Close the transaction in the DoTS.

DoTS IMPLEMENTING GUIDELINES FOR GOODS
Implementing / Processing Offices

Payment of Essential Services

Doer	Activity
Service Provider	1. Submit Bill to the DoTS Center.
DoTS Center	2. Register the Bill into DoTS. 3. Print and attach the DoTS Header. 4. Submit the Bill to the HRAS for processing.
HRAS	For Water and Electricity 5. Prepare, process and sign Request of ObR, DV and Graph 6. Process bills. 7. Forward the documents to the FMS.
IMS	For Telephone Trunk Line, Internet and Leased Lines 5. Prepare, process and sign Request of ObR, and DV 6. Process bills. 7. Forward the documents to the FMS.
Head of Offices	For Long Distance Calls 5. Prepare, process and sign Request of ObR, and DV 6. Process bills. 7. Forward the documents to the FMS.
FMS	8. Prepare process and Sign ObR. 9. Process and Sign DV. 10. Forward DV, ObR and other documents to the office of the HRAS Director.
HRAS/IMS/Head of Offices	11. Approve DV. 12. Forward approved DV to FMS.
FMS	13. Prepare and issue Check to the Billing Company. 14. Close the transaction in the DoTS.

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

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

Doer	Activity
End User	1. Prepare and Sign ObR Letter Request and DV and attach Supporting Documents (SDs) and submit to the DoTS Center.
DoTS Center	2. Check completeness of SDs. 3. Register DV into DoTS. 4. Print DoTS Header and attach to the DV. 5. Forward the documents to the FMS.
FMS	6. Prepare process and Sign ObR. 7. Process and Sign DV. 8. Prepare and issue Check to End User. 9. Close the transaction in the 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 Implementing Office (IO).
Implementing Office	<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 implementing office. 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.
Implementing Office	<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

Purchase Request (PR)

I. New Procurement

A. Goods and Services

- ☐ 1. Approved Annual Procurement Plan (APP) - copy of specific pages where items are listed/indicated
- ☐ 2. Project Procurement Management Plan (PPMP)
- ☐ 3. Budget Earmarking fund allocation (Capital Outlay) from Budget Division

B. Additional Requirements for the following...

- ☐ a. Concurrence of the Lending Institution on the Rankings
 - ☐ 1. IMS Evaluation Certification/approved specification
- ☐ b. Aircon
 - ☐ 1. Installation Layout with specific measurement
- ☐ c. 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

II. Repair and Maintenance

A. Land, Aircraft and Water Equipment/Service Vehicle, Building and Other Equipment

- ☐ 1. Approved Annual Procurement Plan (APP) - copy of specific pages where items are listed/indicated
- ☐ 2. Project Procurement Management Plan (PPMP)
- ☐ 3. Budget Earmarking fund allocation from Budget Division
- ☐ 4. Certified True Copy of Acknowledgement Receipt of Equipment (ARE)

B. Additional Requirements for the following...

- ☐ a. Land, Aircraft and Water Equipment/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. IT HelpDesk Certification/Evaluation Report
 - ☐ 2. Pre-Inspection Report (SPMD)
- ☐ c. Aircon
 - ☐ 1. Spot Inspection Report by Facilities and Maintenance Division (FMD)
 - ☐ 2. Pre-Inspection Report (SPMD)
- ☐ d. Building
 - ☐ 1. Program of Work and Detailed estimates by FMD
- ☐ e. Other Equipment
 - ☐ 1. Pre-Inspection Report (SPMD)

I hereby certify that the above
supporting documents are complete

Print Name: _____
Designation: _____
Date: _____

CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS

Disbursement Voucher (DV) for Reimbursement

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

- ☐ 1. Disbursement Voucher (DV)
- ☐ 2. Obligation Request (ObR)
- ☐ 3. Inspection and Acceptance Report (IAR) (If applicable)
- ☐ 4. Official Receipt/Sales Invoice
- ☐ 5. Purchase Request (If applicable)
- ☐ 6. Approved Annual Procurement Plan (APP) (If applicable)
- ☐ 7. Project Procurement Management Plan (PPMP) (If applicable)
- ☐ 8. Quotation from at least 3 suppliers (per Invoice Receipt Costing above 1 Thousand Pesos) (If applicable)
- ☐ 9. Certificate of Emergency Purchase (If applicable)

II. Additional Requirements on Spare Parts for Motor Vehicle and other Equipment To be prepared by Implementing Office

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

To be prepared by BOE

- ☐ 1. Approved Job Order/ Post Inspection Report
- ☐ 2. Approved Waste Material Report
- ☐ 3. History of Repair

III. Additional Requirements for the following...

- ☐ A. ICT Equipment
 - ☐ 1. IMS Spot Report
 - ☐ 2. SPMD-HRAS Pre-Inspection Report
 - ☐ 3. ARE
- ☐ B. Aircon
 - ☐ 1. FMD-HRAS Spot Report
 - ☐ 2. SPMD-HRAS Pre-Inspection Report
 - ☐ 3. ARE
- ☐ C. Other Equipment
 - ☐ 1. SPMD-HRAS Pre-Inspection Report
 - ☐ 2. ARE
- ☐ D. Fuel and Petroleum Products
 - ☐ 1. Driver's Trip Tickets duly accomplished and approved
 - ☐ 2. Certification of no fuel withdrawal (BOE)
- ☐ E. Per Diem and Other Incidental Expenses
 - ☐ 1. Travel Order
 - ☐ 2. Itinerary of Travel
 - ☐ 3. Appendix B (Certificate of Travel Completed)
 - ☐ 4. Reimbursement Expense Receipt
 - ☐ 5. Certificate of Appearance, if applicable
 - ☐ 6. Bus Ticket, if applicable
 - ☐ 7. Plane Ticket, if applicable

CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS

- ☐ F. 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)

I hereby certify that the above
supporting documents are complete

Print Name: _____
Designation: _____
Date: _____

CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS

Disbursement Voucher (DV) for Regular Procurement

I. Office Supplies, Spare Parts for Motor Vehicle and Other Equipment and Materials for Repair and Maintenance of Building

- ☐ 1. Disbursement Voucher (DV)
- ☐ 2. Obligation Request (ObR)
- ☐ 3. Inspection and Acceptance Report (IAR)
- ☐ 4. Official Receipt/Sales Invoice
- ☐ 5. Purchase Request/APR
- ☐ 6. Approved Annual Procurement Plan (APP)
- ☐ 7. Project Procurement Management Plan (PPMP)
- ☐ 8. Purchase Order
- ☐ 9. Notice of Award
- ☐ 10. Bid Documents (Quotation, Abstract of Bids and Resolution of Award)
- ☐ 11. Certified True Copy of Submission of Purchase/Work Order to COA-Resident Auditor
- ☐ 12. Advertisement (Newspaper and/or Website)*
- ☐ 13. Stock Position Sheet, for single item costing P1000 and above
- ☐ 14. Performance Bond
- ☐ 15. Test Results, for items that are subject to Test

II. Additional Requirements on Spare Parts for Motor Vehicle and other Equipment To be prepared by Implementing Office

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

To be prepared by BOE

- ☐ 1. Approved Job Order
- ☐ 2. Approved Waste Material Report (WMR)
- ☐ 3. History of Repair

III. Additional Requirements for the following...

A. ICT Equipment

- ☐ 1. IMS Spot Report
- ☐ 2. SPMD-HRAS Pre-Inspection Report
- ☐ 3. ARE

B. Aircon

- ☐ 1. FMD-HRAS Spot Report
- ☐ 2. SPMD-HRAS Pre-Inspection Report
- ☐ 3. ARE

C. Other Equipment

- ☐ 1. SPMD-HRAS Pre-Inspection Report
- ☐ 2. ARE

I hereby certify that the above
supporting documents are complete

Print Name: _____

Designation: _____

Date: _____

CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS

Payment of Essential Services

I. Bills

- | | |
|--------------------------|------------------------------|
| <input type="checkbox"/> | 1. Maynilad Bill |
| <input type="checkbox"/> | 2. Meralco Bill |
| <input type="checkbox"/> | 3. ETPI Bill (Trunk Line) |
| <input type="checkbox"/> | 4. Innove Bill (Internet) |
| <input type="checkbox"/> | 5. ePLDT Bill (Leased Lines) |

I hereby certify that the above
supporting documents are complete

Print Name: _____
Designation: _____
Date: _____

CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS

Contract

- ☐ 1. Executive Summary
- ☐ 2. Proposed Contract Agreement for Supplier Services
 - 2.1. General Conditions of Contract
 - 1.1. Special Conditions of Contract
 - 1.2. Appendices
 - 1.3. Instruction to Bidders
 - 1.4. Bid Data Sheet
 - 1.5. Minutes of the Meeting
 - 1.6. Bid Bulletin No. 1
 - 1.7. Bidders Clarification No. 1
- ☐ 3. Forwarding memorandum from the Implementing Office for the Hon. Secretary (for consideration and approval for the proposed contract Agreement)
- ☐ 4. Advertisements/Invitation

Local – Invitation to Bid/Request for Expression of Interest in one (1) newspaper of general nationwide circulation including Certification from the Head Central 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

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.
- ☐ 5. Funding Source (Request for Obligation Authority (ObR) form Implementing Office /approved Request for Obligation Authority (ObR) 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)
- ☐ 6. Approved BAC Resolution of Award
- ☐ 7. Authority of Signing official /Board Resolution/Secretary's Certificate
- ☐ 8. Notice of Award with Supplier's Conforme
- ☐ 9. 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.
- ☐ 10. 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
- ☐ 11. Approved Budget for the Contract (ABC)
- ☐ 12. DTI Business Name/SEC Registration of Supplier
- ☐ 13. Latest income and business tax returns duly stamped and received by the BIR and duly validated with the tax payments made thereon
- ☐ 14. Tax clearance from the BIR to prove and timely payment of taxes

- ☐ 15. Certification under oath stating that the Supplier is free and clear of all tax liabilities to the Government (for local Supplier only)
- ☐ 16. Copy of Approved Terms of Reference
- ☐ 17. One set certified true copy of all the documents submitted for accounting's copy.

I hereby certify that the above
supporting documents are 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 documents are complete

Print Name: _____
Designation: _____
Date: _____

CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS

S.A./Addendum/Amendments/Extension/Realignment

- | | |
|--------------------------|--|
| <input type="checkbox"/> | 1. Executive Summary |
| <input type="checkbox"/> | 2. Approved Prior Clearance/Authority to Issue
S.A./Addendum/Amendments/Extension/Realignment |
| <input type="checkbox"/> | 3. Copy of Original Contract |
| <input type="checkbox"/> | 4. Copy of Approved S.A./Amendments/Extension/Addendum/Realignment (if any) |
| <input type="checkbox"/> | 5. Obligation Request (ObR), Certificate of Availability of Funds |
| <input type="checkbox"/> | 6. Summary of Cost and Detailed Estimates |
| <input type="checkbox"/> | 7. Revised Manning Schedule, if any |
| <input type="checkbox"/> | 8. Approved Time Extension for goods (if applicable) |
| <input type="checkbox"/> | 9. Revised Work Schedule |
| <input type="checkbox"/> | 10. Progress Report of International Supplier (if applicable) |
| <input type="checkbox"/> | 11. Revised/Amended Terms of Reference (if there are changes in the scope of services) |
| <input type="checkbox"/> | 12. Technical Justifications for the proposed changes in the Original Contract |
| <input type="checkbox"/> | 13. Copy of Approved Terms of Reference |

I hereby certify that the above
supporting documents are complete

Print Name: _____
Designation: _____
Date: _____

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
- ☐ 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 prepared by the Implementing Office

- ☐ 1. Obligation Request (ObR)
- ☐ 2. Certification on the Validity and Authenticity of the Bank Guarantee from SAC
- ☐ 3. Transmittal of Contract Documents to COA (duly received by COA)
- ☐ 4. Certification per DO # 55 of 1988 – Revised Guidelines for the Processing of Contractor Claims for payment relative to Infra-structure projects implementation
- ☐ 5. Certification from IO that the Supplier has satisfactorily rendered services
- ☐ 6. Executive Summary
- ☐ 7. Billing Summary
- ☐ 8. Disbursement Voucher
- ☐ 9. Foreign Portion of the A/P
 - Special Account Withdrawal Application
 - FCDU Fund Transfer Slip
 - Lending Institution Direct Application for Withdrawal
- ☐ 10. One set certified true copy of all the documents submitted for accounting's copy

I hereby certify that the above
supporting documents are complete

Print Name: _____
Designation: _____
Date: _____

CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS

First / Interim Progress Billing

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.

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. Certification per DO # 55 of 1988 – Revised Guidelines for the Processing of Contractor Claims for payment relative to Infra-structure projects implementation
- ☐ 7. Certification from IO that the Supplier has satisfactorily rendered services
- ☐ 8. Transmittal of Contract Documents to COA (duly received by COA)
- ☐ 9. Method and Conditions of Contract under SCC of Bid Docs (GCC 16.1 of SCC)
- ☐ 10. One set certified true copy of all the documents submitted for accounting's copy.

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 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 Equipments/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 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 DO # 55 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 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 documents are complete

Print Name: _____
Designation: _____
Date: _____



ANNEX D
897.7 DPWH
01-21-2004

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

19 January 2004

MEMORANDUM

TO ALL : Undersecretaries
Assistant Secretaries
Regional Directors/Asst. Regional Directors
Bureau Directors/Asst. Bureau Directors
Project Directors/Asst. Project Directors
Project Managers/Asst. Project Managers
District Engineers/Asst. District Engineers
Division/Section Chiefs
Others Concerned
This Department

SUBJECT : Additional Guidelines on the Imposition of Administrative Sanctions on Erring DPWH Officials and Employees Involved in Project Implementation and Processing of Project Documents

In addition to the administrative offenses with corresponding penalties which are already defined under existing laws and civil service rules and regulations and in order to have consistent guidelines for the imposition of administrative sanctions against erring DPWH officials and employees involved in project implementation and processing of project documents pending the issuance of a Department Order covering sanctions on irresponsible actuations in all phases of the project cycle, from planning to implementation, these guidelines are hereby prescribed.

The guidelines shall cover all DPWH officials and employees involved in project implementation regardless of employment status, whether or not they hold permanent, temporary, contractual, casual in hold-over or officer-in-charge capacity.

1.0 Quality Control

1.1 For Project Engineers, Project Inspectors and Materials Engineers

The sanctions shall be consistent with the guidelines prescribed in the memorandum of then Secretary Gregorio R. Vigilar dated 29 January 1999 (Annex A).

1.2 For Regional Directors, Asst. Regional Directors for Operations, Project Directors, Asst. Project Directors, Project Managers, Asst. Project Managers, District Engineers, Asst. District Engineers and Chiefs of Construction Divisions/Sections of Field Offices.

The sanctions shall be based on the quarterly ratings of quality control performance in project implementation pursuant to Memorandum dated 7 April 1989 as amended by Department Order No. 137, series of 1991. Department Order No. 9, series of 2004, further amends Department Order No. 137 shifting the quality control rating to quarterly.

The following sanctions shall be imposed on the above officials when their implementing office is rated "Unsatisfactory".

- a. An Unsatisfactory rating for a quarter – Reprimand
- b. Unsatisfactory rating for two (2) consecutive quarters – Suspension for three (3) months.

The sanction shall be imposed on the Regional Director, Asst. Regional Director for Construction Operations and the Chief of the Construction Division if the implementing office is a Regional Office.

The sanction shall be imposed on the Project Director and Asst. Project Director, or Project Manager and Asst. Project Manager as the case may be, if the implementing office is a Project Management Office.

The sanction shall be imposed on the District Engineer, Asst. District Engineer and the Chief of the Construction Section if the implementing office is a District Office.

Unlike the sanctions for Project Engineers, Project Inspectors and Materials Engineers, the sanctions on the DPWH officials shall not be cumulative. If a reprimand was given on any given quarter and no sanction was given on the succeeding quarter, the sanction for the subsequent quarter will not be suspension but will still be a reprimand.

2.0 Physical Accomplishment

2.1 For Project Engineers and Project Inspectors

A sanction shall be imposed if in any given reporting period:

- a) he fails to *initiate* calibrated actions (in accordance with D.O. 102, series of 1988) on a project/s under his supervision with a negative slippage, and
- b) he gets ten (10) points or greater based on the values shown in Table 1.

Table 1

SLIPPAGE	POINTS		
	1 Project	2 Projects	3 Projects
5% - 10%	-	5	10
11% - 15%	5	10	15
> 15%	10	15	20

The calibrated sanction shall be as follows:

1 st Offense	-	Reprimand
2 nd Offense	-	Suspension for six (6) months
3 rd Offense	-	Suspension for one (1) year

2.2 For Heads/Deputies of Implementing Office

A sanction shall be imposed on the Regional Directors, Asst. Regional Directors for Construction Operations, Project Directors, Asst. Project Directors, Project Managers, Asst. Project Managers, District Engineers and Chiefs of Construction Divisions/Sections of Field Offices, if in any given reporting period:

- a) he fails to *institute* calibrated actions (in accordance with D.O. 102, series of 1988) on a project/s with negative slippage under his supervision; and
- b) he gets ten (10) points or greater based on the values shown in Table 1.

1 st Offense	-	Reprimand
2 nd Offense	-	Suspension for three (3) months
3 rd Offense	-	Suspension for six (6) months

3.0 Maintenance

The sanctions shall be consistent with the guidelines prescribed in Department Order No. 31, series of 2000 (Annex B).

4.0 Documents Processing

The documents referred to in this section are those included in the Documents Tracking System (DoTS) as listed in D.O. No. 273, series of 2003. The sanctions are based on the failure to use the DoTS and/or failure to process documents within the prescribed period.

4.1 Non Usage of the DoTS

- 4.1.1 The calibrated sanction for designated DoTS officers are as follows:

1 st Offense	-	Reprimand
2 nd Offense	-	Suspension for one (1) month
3 rd Offense	-	Suspension for six (6) months
4 th Offense	-	Suspension for one (1) year

4.1.2 The calibrated sanction for heads and deputies of the processing offices are as follows:

1st Offense - Warning
2nd Offense - Reprimand

4.2 Processing Exceeded Prescribed Time

The calibrated sanction for failure to process documents within the prescribed time are shown in Table 2.

Table 2

OFFENSE (Frequency) OFFICIAL	1st Offense (3 times)	2nd Offense (5 times)	3rd Offense (7 times)	4th Offense (More than 7 times)
Action Officers	Reprimand	Suspension for 6 mos.	Suspension for 1 year	-
Division Chiefs / Section Chiefs / Chiefs of Staff	Warning	Reprimand	Suspension for 6 mos.	Suspension for 1 year
Heads of Office (DE/RD/BD/SD/PD) and their Assistants and Action Officers of Asec/Usec/Sec)	Warning	Reprimand	Suspension for 3 mos.	Suspension for 6 mos.

In case a DPWH official or employee was sanctioned simultaneously for quality control, physical accomplishment, maintenance or processing of documents, the heavier penalty shall be imposed.

All officials and employees will be required to explain in writing for any violation committed prior to the imposition of sanction, if their explanations are not acceptable.

For your guidance and compliance.


FLORANTE SORIQUEZ
Acting Secretary