



097.13-DPW
9-24-89

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
MANILA

13 September 1989

DEPARTMENT ORDER)

) SUBJECT: Streamlining procedures in
processing of contractors
claim for payment on their
work accomplishment.

NO. 145 9/24
SERIES OF 1989

To further improve the delivery of frontline services and simplify the procedures in the processing of contractors claims for payment on their work accomplishment the following steps and attached formats shall be adopted.

1. The contractor shall submit this request for partial/full payment (Annex "1"), and Statement of Work Accomplished on the revised Form C1-3A, together with other supporting documents, to the Regional Director/District Engineer thru the Project/Resident Engineer concerned.
2. The Project/Resident Engineer shall review/check/sign the Statement of Work Accomplished and other documents submitted by the Contractor and shall prepare/sign the Statement of Time Elapsed and Work Accomplished. (Annex "2")
3. The Materials Engineer shall review/certify/sign that all materials used have passed requirements, then the relevant documents are forwarded and finally approved by the Chief of Office concerned.

This Department Order supersedes all Department Orders, Circulars and Memoranda or portions thereof inconsistent herewith, and shall take effect immediately.


FIORELLO R. ESTUAR
Secretary

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