



15 JUL 2016

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

097.13 DPWH
07-18-2016

DEPARTMENT ORDER)
NO. **150**)
Series of 2016)

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 Approval of Purchase Order
6. Award and Approval of Contract for Public Bidding
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 of Essential Services
12. Advance Payment
13. First Progress Billing
14. Interim Progress Billing
15. Final Progress Billing
16. Approved Budget for Contract (ABC)
17. Resolution of Award for Public Bidding
18. Awarding and Approval of Contract for Non-IT
19. Awarding and Approval of Contract for IT
20. Performance Bond/Surety Bond/Letter Credit/Bank Guarantee/CARI/Credit Line Certificate
21. Pre-Clearance (Supplemental Agreement / Realignment)
22. Supplemental Agreement / Realignment for Feasibility Study, Detailed Engineering, Construction Supervision and Quality Control/Research
23. Supplemental Agreement / Realignment for IT Goods and Services

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

This Order shall supersede Department Order No. 119, series of 2015 and take effect immediately.


RAFAEL B. YABUT
Acting Secretary

11.1.3 AMC/MNP

Department of Public Works and Highways
Office of the Secretary


WIN6P01422

Project Procurement Management Plan

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

Annual Procurement Plan

Activity	Office	Prescribed Time (wd)
Recommend approval	BAC Chairman	1
Approve	Secretary	2
Issue approve APP to GPPB, FMS and DBM-PS	PrS	2
TOTAL		5

Updated Project Procurement Management Plan

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

Updated Annual Procurement Plan

Activity	Office	Prescribed Time (wd)
Recommend approval	BAC Chairman	1
Approve	Secretary	2
Issue approve UAPP to GPPB, FMS and DBM-PS	PrS	2
TOTAL		5

A: LOCALLY FUNDED**Purchase Request (PR) for Common Office Supplies and Equipment Available in PS-DBM**

Activity	Office	Prescribed Time (wd)			
		P2.5M	P5M	P10M	Above P10M
Review PR against approved APP, Sign and Process	PrS	3	3	3	3
Approve PR/Recommend Approval	End User	2	1	1	1
Approve PR/Recommend Approval	Concerned ASEC	N/A	2	1	1
Approve PR/Recommend Approval	Concerned USEC	N/A	N/A	2	1
Approve PR	Secretary	N/A	N/A	N/A	2
TOTAL		5	6	7	8

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

Activity	Office	Prescribed Time (wd)			
		P2.5M	P5M	P10M	Above P10M
Sign APR/Initial	End User	2	1	1	1
Sign APR/Initial	Concerned ASEC	N/A	2	1	1
Sign APR/Initial	Concerned USEC	N/A	N/A	2	1
Sign APR	Secretary	N/A	N/A	N/A	2
Prepare, process and sign ORS and Sign APR	FMS	4	4	4	4
Prepare and Approve DV/Recommend Approval	End User	2	1	1	1
Approve DV/Recommend Approval	Concerned ASEC	N/A	N/A	2	1
Approve DV/Recommend Approval	Concerned USEC	N/A	N/A	N/A	2
Process and sign DV, Issue check	FMS	6	6	6	6
Serve approved APR with Pre-payment Check to PS-DBM	HRAS	3	3	3	3
TOTAL		17	17	20	22

Purchase Request for Consolidation

Activity	Office	Prescribed Time (wd)		
		P5M	P10M	Above 10M
Review PR against approved APP/UAPP, Sign and Process	PrS	3	3	3
Approve PR/Recommend PR	End User	2	1	1
Approve PR/Recommend PR	Concerned ASEC	N/A	2	1
Approve PR	Concerned USEC	N/A	N/A	2
TOTAL		5	6	7

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

Activity	Office	Prescribed Time (wd)		
		P5M	P10M	Above 10M
Review PR against approved APP, Sign and Process	PrS	4	4	4
Approve PR/Recommend Approval	End User	2	1	1
Approve PR/Recommend Approval	Concerned ASEC	N/A	2	1
Approve PR/Recommend Approval	Concerned USEC	N/A	N/A	2
Prepare and Sign Resolution of Award and Prepare NOA	PrS	15	15	15
Sign NOA	BAC Chairman	3	3	3
Serve NOA to Supplier and Prepare PO	PrS	2	2	2
Review PO and Prepare and Sign ObR Letter	End User	2	2	2
Prepare and Sign ObR and CAF	FMS	4	4	4
Sign PO	USEC for Support Services	3	3	3
Serve PO to Supplier	PrS	1	1	1
TOTAL		36	37	38

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

Activity	Office	Prescribed Time (wd)	
		P5M	Above P5M
Review PR against approved APP, Sign and Process	PrS	3	3
Recommend Approval	BOE	1	1
Approve PR/Recommend Approval	USEC for Operations	2	1
Approve PR	Secretary	N/A	2
TOTAL		6	7

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

Activity	Office	Prescribed Time (wd)			
		P1M	P3M	P5M	Above P5M
Review PR against approved APP, Sign and Process	PrS	3	3	3	3
Approve PR/Recommend Approval	End User	2	1	1	1
Approve PR/Recommend Approval	ASEC for Support Services	N/A	2	1	1
Approve PR/Recommend Approval	USEC for Support Services	N/A	N/A	2	1
Approve PR	Secretary	N/A	N/A	N/A	2
TOTAL		5	6	7	8

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

Activity	Office	Prescribed Time (wd)			
		P5M	P10M	P50M	Above P50M
Review PR against approved APP, Sign and Process	PrS	3	3	3	3
Approve PR/Recommend Approval	End User	2	1	1	1
Approve PR/Recommend Approval	ASEC for Technical Services	N/A	2	1	1
Approve PR/Recommend Approval	USEC for Technical Services	N/A	N/A	2	1
Approve PR	Secretary	N/A	N/A	N/A	2
TOTAL		5	6	7	8

Award and Approval of Purchase Order

Activity	Office	Prescribed Time (wd)
Prepare ITB, Canvass and Sign ITB, Advertise, Prepare Notice of Bid Opening, Open Bids, Deliberate, Prepare and Sign Resolution of Award and Prepare NOA	PrS	32
Sign NOA	BAC Chairman	3
Serve NOA to Supplier and Prepare PO	PrS	3
Review PO and Prepare and Sign ORS	End User	2
Prepare and sign ORS and CAF	FMS	4
Sign PO	USEC for Support Services	3
Serve PO to Supplier	PrS	3
TOTAL		50

Award and Approval of Contract for Public Bidding

Activity	Office	Prescribed Time (wd)	
		P10M	Above P10M
Prepare Bid Documents, Advertise, Prepare Notice of Bid Opening, Deliberate, Prepare Resolution of Award, Sign and Recommend Approval	PrS	26	26
Recommend Approval	BAC Chairman	1	1
Approve ROA/Recommend Approval ¹	USEC for Support Services	1	1
Approve ROA	Secretary	N/A	3
Prepare Notice of Award	PrS	3	3
Sign Notice of Award	BAC Chairman	1	1
Serve NOA to Supplier	PrS	1	1
Prepare Contract and Prepare and Sign ORS	End User	7	7
Prepare and Sign ORS and CAF	FMS	4	4
Approve Contract/Recommend Approval ²	USEC for Support Services	1	1
Approve Contract	Secretary	N/A	1
Prepare and Process Notice to Proceed (NTP)	End User	1	1
Sign NTP/Initial	USEC for Support Services	2	1
Sign NTP ³	Secretary	N/A	2
Issue Contract and NTP to Supplier	End User	2	2
TOTAL		50	55

¹The approval of ROA under Public Bidding for Purchase of Equipment and Service Vehicle up to P50M is Concerned Assistant Secretary and under Public Bidding for Lease of Equipment up to P5M is Undersecretary for Operations.

²The approval of Contract under Public Bidding for Lease of Equipment up to P5M is Usec for Operations.

³The approval of NTP under Public Bidding for Purchase of Equipment and Service Vehicle up to P10M is Concerned Assistant Secretary and under Public Bidding for Lease equipment up to P5M is Concerned Undersecretary.

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

Activity	Office	Prescribed Time (wd)		
		P5M	P10M	Above 10M
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	7	7
Accept Goods, Sign RIS and Submit Waste Material (if applicable)	End User	3	3	3
Prepare DV and attach SDs	HRAS	1	1	1
Process and sign DV	FMS	6	6	6
Approve DV/Recommend Approval	End User	2	1	1
Approve DV/Recommend Approval	Concerned ASEC	N/A	2	1
Approve DV	Concerned USEC	N/A	N/A	2
Prepare, process and sign LDDAP-ADA	FMS	2	2	2
TOTAL		21	22	23

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	FMS	6
Approve DV	End User Director	2
Prepare, process and sign LDDAP-ADA	FMS	2
TOTAL		12

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

Activity	Office	Prescribed Time (wd)
Conduct inspection, Prepare and Sign IAR	BOE	2
Process and sign DV	FMS	6
Approve DV	End User Director	2
Prepare, process and sign LDDAP-ADA	FMS	2
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	FMS	7
TOTAL		7

Payment of Essential Services

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	FMS	5
Approve DV	HRAS (for Water and Electricity) End User (for Telephone trunk line, Internet and Leased Lines and NDD/IDD)	2
Prepare and Issue check	FMS	2
TOTAL		13

Advance Payment

Activity	Office	Prescribed Time (wd)		
		P5M	P10M	Above 10M
Receive request for Advance Payment, Review and Prepare and process DV and Approve Invoice/Recommend Approval	End User	6	6	6
Approve Invoice/Recommend Approval	Concerned ASEC	N/A	2	1
Approve Invoice	Concerned USEC	N/A	N/A	2
Process, record and sign DV	FMS	8	8	8
Approve DV/Recommend Approval	End User	1	1	1
Approve DV/Recommend Approval	Concerned ASEC	N/A	1	1
Approve DV	Concerned USEC	N/A	N/A	1
Prepare, process and sign LDDAP-ADA	FMS	2	2	2
TOTAL		17	20	22

First Progress Billing

Activity	Office	Prescribed Time (wd)		
		P5M	P10M	Above 10M
Receive request for First Progress Billing, Review and Prepare and process DV and Approve Invoice/Recommend Approval	End User	6	6	6
Approve Invoice/Recommend Approval	Concerned ASEC	N/A	2	1
Approve Invoice	Concerned USEC	N/A	N/A	2
Process, record and sign DV	FMS	8	8	8
Approve DV/Recommend Approval	End User	1	1	1
Approve DV/Recommend Approval	Concerned ASEC	N/A	1	1
Approve DV	Concerned USEC	N/A	N/A	1
Prepare, process and sign LDDAP-ADA	FMS	2	2	2
TOTAL		17	20	22

Interim Progress Billing

Activity	Office	Prescribed Time (wd)		
		P5M	P10M	Above 10M
Receive request for Interim Progress Billing, Review and Prepare and process DV and Approve Invoice/Recommend Approval	End User	6	6	6
Approve Invoice/Recommend Approval	Concerned ASEC	N/A	2	1
Approve Invoice	Concerned USEC	N/A	N/A	2
Process, record and sign DV	FMS	8	8	8
Approve DV/Recommend Approval	End User	1	1	1
Approve DV/Recommend Approval	Concerned ASEC	N/A	1	1
Approve DV	Concerned USEC	N/A	N/A	1
Prepare, process and sign LDDAP-ADA	FMS	2	2	2
TOTAL		17	20	22

Final Progress Billing

Activity	Office	Prescribed Time (wd)		
		P5M	P10M	Above 10M
Receive request for Final Progress Billing, Review and Prepare and process DV and Approve Invoice/Recommend Approval	End User	6	6	6
Approve Invoice/Recommend Approval	Concerned ASEC	N/A	2	1
Approve Invoice	Concerned USEC	N/A	N/A	2
Process, record and sign DV	FMS	8	8	8
Approve DV/Recommend Approval	End User	1	1	1
Approve DV/Recommend Approval	Concerned ASEC	N/A	1	1
Approve DV	Concerned USEC	N/A	N/A	1
Prepare, process and sign LDDAP-ADA	FMS	2	2	2
TOTAL		17	20	22

B: FOREIGN FUNDED**Approved Budget for Contract**

Activity	Office	Prescribed Time (wd)
Review and endorse	BOC	5
Recommend approval	Concerned ASEC	2
Recommend approval	Concerned USEC	2
Approve	Secretary	5
TOTAL		14

Purchase Request (PR) through Public Bidding

Activity	Office	Prescribed Time (wd)
Review PR against approved APP, Sign and Process	PrS	3
Recommend Approval	Concerned ASEC	1
Recommend Approval	Concerned USEC	1
Approve PR	Secretary	2
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, Sign and Recommend Approval	PrS	26
Recommend Approval	BAC Chairman	1
Approve ROA	Secretary	5
Transmit to Bank	End User	2
Concur	Bank	0
Prepare Notice of Award	PrS	3
Sign Notice of Award	BAC Chairman	1
Post to DPWH and PhilGEPS website	PrS	1
Serve NOA to Supplier	End User	2

TOTAL 41**Awarding and Approval of Contract for Non-IT**

Activity	Office	Prescribed Time (wd)
Issue ORS and sign as witness	FMS	3
Recommend approval	Concerned ASEC	1
Recommend approval	Concerned USEC	1
Approve	Secretary	5
Prepare Notice to Proceed and Transmit to Supplier	End User	2

TOTAL 12**Awarding and Approval of Contract for IT**

Activity	Office	Prescribed Time (wd)
Issue ORS and sign as witness	FMS	3
Review and endorse (if IO is not IMS)	IMS	5
Recommend approval	Concerned ASEC	1
Recommend approval	Concerned USEC	1
Approve	Secretary	5
Prepare Notice to Proceed and Transmit to Supplier	End User	2

TOTAL 17

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	FMS	7
TOTAL		9

Pre-Clearance (Supplemental Agreement / Realignment)

Activity	Office	Prescribed Time (wd)
Coordinate, review and endorse	End User	10
Recommend approval	Concerned ASEC	1
Recommend approval	Concerned USEC	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, review and endorse documents	End User	14
Issue ORS and sign as witness	FMS	3
Review, endorse, and Recommend approval	Concerned ASEC	1
Review, endorse, and Recommend approval	Concerned USEC	1
Approve	Secretary	5
TOTAL		24

Supplemental Agreement / Realignment for IT Goods and Services

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

Advance Payment

Activity	Office	Prescribed Time (wd)
Receive request for Advance Payment, Review and endorse	PMO	6
Recommend approval of Invoice/W/A	Concerned ASEC	1
Approve Invoice/W/A	Concerned USEC	1
Process, record and sign DV	FMS	8
Recommend Approval DV	Concerned ASEC	1
Recommend Approval DV	Concerned USEC	1
Approve DV	Secretary	5
Prepare, process and sign LDDAP-ADA	FMS	2
TOTAL		25

First Progress Billing

Activity	Office	Prescribed Time (wd)
Receive request for First Progress Billing, Review and endorse	PMO	6
Recommend approval of Invoice/W/A	Concerned ASEC	1
Approve Invoice/W/A	Concerned USEC	1
Process, record and sign DV	FMS	8
Recommend Approval DV	Concerned ASEC	1
Recommend Approval DV	Concerned USEC	1
Approve DV	Secretary	5
Prepare, process and sign LDDAP-ADA	FMS	2
TOTAL		25

Interim Progress Billing

Activity	Office	Prescribed Time (wd)
Receive request for Interim Progress Billing, Review and endorse	PMO	6
Recommend approval of Invoice/W/A	Concerned ASEC	1
Approve Invoice/W/A	Concerned USEC	1
Process, record and sign DV	FMS	8
Recommend Approval DV	Concerned ASEC	1
Approve DV	Concerned USEC	1
Prepare, process and sign LDDAP-ADA	FMS	2
TOTAL		20

Final Progress Billing

Activity	Office	Prescribed Time (wd)
Receive request for First Progress Billing, Review and endorse	PMO	6
Recommend approval of Invoice/W/A	Concerned ASEC	1
Approve Invoice/W/A	Concerned USEC	1
Process, record and sign DV	FMS	8
Recommend Approval DV	Concerned ASEC	1
Recommend Approval DV	Concerned USEC	1
Approve DV	Secretary	5
Prepare, process and sign LDDAP-ADA	FMS	2
TOTAL		25

DoTS IMPLEMENTING GUIDELINES FOR GOODS
Implementing / Processing Offices

Project Procurement Management Plan (PPMP)

Doer	Activity
FMS	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 FMS. 6. Process and Sign PPMP. 7. Forward documents to PrS.
PrS	8. Review and process PPMP. 9. Forward documents to FMS.
FMS	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	<ol style="list-style-type: none"> 1. Consolidate PPMP. 2. Prepare Final APP and attach SDs. 3. Submit APP to DoTS Center
DoTS Center	<ol style="list-style-type: none"> 3. Check completeness of SDs. 4. Register APP into DoTS. 5. Print and attach DoTS Header. 6. Submit documents to BAC Chairman.
BAC Chairman	<ol style="list-style-type: none"> 7. Recommend approval of APP. 8. Forward documents to Office of the Secretary.
Secretary	<ol style="list-style-type: none"> 9. Approve APP. 10. Forward documents to PrS.
PrS	<ol style="list-style-type: none"> 11. Issue approve APP to GPPB, FMS and DBM-PS. 12. Close transaction in DoTS.

DoTS IMPLEMENTING GUIDELINES FOR GOODS
Implementing / Processing Offices

Updated Project Procurement Management Plan (UPPMP)

Doer	Activity
End User	<ol style="list-style-type: none"> 1. Prepare UPPMP and Itemized List of Goods. 2. Submit UPPMP to DoTS Center
DoTS Center	<ol style="list-style-type: none"> 3. Check completeness of SDs. 4. Register UPPMP into DoTS. 5. Print and attach DoTS Header. 6. Submit documents to PrS.
PrS	<ol style="list-style-type: none"> 7. Review and process UPPMP. 8. Forward documents to FMS.
FMS	<ol style="list-style-type: none"> 9. Review, process and sign UPPMP. 10. Forward documents to PrS.
PrS	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 1. Consolidate UPPMP. 2. Prepare Final UAPP and attach SDs. 3. Submit UAPP to DoTS Center
DoTS Center	<ol style="list-style-type: none"> 4. Check completeness of SDs. 5. Register UAPP into DoTS. 6. Print and attach DoTS Header. 7. Submit documents to BAC Chairman.
BAC Chairman	<ol style="list-style-type: none"> 8. Recommend approval of UAPP. 9. Forward documents to Office of the Secretary.
Secretary	<ol style="list-style-type: none"> 10. Approve UAPP. 11. Forward documents to PrS.
PrS	<ol style="list-style-type: none"> 12. Issue approve UAPP to GPPB, FMS and DBM-PS. 13. 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

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 Director.
End User Director	<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 Concerned Assistant Secretary.
Concerned Assistant Secretary	<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 Concerned Undersecretary.
Concerned Undersecretary	<ol style="list-style-type: none"> 14. Approve PR amounting P10M, forward documents to PrS and close transaction to DoTS. 15. For PR amounting above P10M, initial and forward documents to Office of the Secretary.
Secretary	<ol style="list-style-type: none"> 16. Approve PR amounting above P10M and forward documents to PrS. 17. 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

Doer	Activity
PrS	<ol style="list-style-type: none"> 1. Prepare APR and attach SDs. 2. Submit APR to DoTS Center.
DoTS Center	<ol style="list-style-type: none"> 3. Check completeness of documents. 4. Register APR into DoTS. 5. Print and attach DoTS Header. 6. Submit documents to End user.
End User	<ol style="list-style-type: none"> 7. Sign APR amounting up to P2.5M. 8. Prepare, process and sign ORS and submit documents to FMS. 9. For APR amounting above P2.5M, initial and attach ORS 10. Forward the documents to Office of the Concerned Assistant Secretary.
Concerned Assistant Secretary	<ol style="list-style-type: none"> 11. Sign APR amounting up to P5M and forward documents to FMS. 12. For APR amounting above P5M, initial and forward documents to Office of the Concerned Undersecretary.
Concerned Undersecretary	<ol style="list-style-type: none"> 13. Sign APR amounting up to P10M and forward documents to FMS. 14. For APR amounting above P10M, initial and forward documents to Office of the Secretary.
Secretary	<ol style="list-style-type: none"> 15. Approve APR amounting above P10M. 16. Forward documents to FMS.
FMS	<ol style="list-style-type: none"> 17. Prepare, process and sign ORS. 18. Sign APR. 19. Forward documents to End user.
End User	<ol style="list-style-type: none"> 20. Prepare DV. 21. Approve DV amounting up to P5M and forward documents to FMS. 22. For DV amounting above P5M, initial and forward documents to Office of the Concerned Assistant Secretary.

(see next page)

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

Doer	Activity
Concerned Assistant Secretary	23. Approve DV amounting up to P10M and forward documents to FMS. 24. For DV amounting above P10M, initial and forward documents to Office Concerned Undersecretary.
Concerned Undersecretary	25. Approve DV amounting above P10M. 26. Forward documents to FMS.
FMS	27. Process and sign DV. 28. Issue check. 29. Forward documents and check to HRAS (SPMD).
HRAS (SPMD)	30. Serve approved APR with Pre-payment check to PS-BDM. 31. Close transaction in DoTS.

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

Purchase Request (PR) for Consolidation

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 PR. 9. Forward documents to End User Director.
End User Director	<ol style="list-style-type: none"> 10. Approve PR amounting up to P5M, forward documents to PrS and close transaction to DoTS. 11. For PR amounting above P5M, initial and forward documents to Office of the Concerned Assistant Secretary.
Concerned Assistant Secretary	<ol style="list-style-type: none"> 12. Approve PR amounting up to P10M, forward documents to PrS and close transaction to DoTS. 13. For PR amounting above P10M, initial and forward documents to Office of the Concerned Undersecretary.
Concerned Undersecretary	<ol style="list-style-type: none"> 14. Approve PR amounting above P10M and forward documents to PrS for consolidation. 15. 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	<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 Director.
End User Director	<ol style="list-style-type: none"> 10. Approve PR amounting up to P5M and forward documents to PrS. 11. For PR amounting above P5M, initial and forward documents to Office of the Concerned Assistant Secretary.
Concerned Assistant Secretary	<ol style="list-style-type: none"> 12. Approve PR amounting up to P10M and forward documents to PrS. 13. For PR amounting above P10M, initial and forward documents to Office of the Concerned Undersecretary.
Concerned Undersecretary	<ol style="list-style-type: none"> 14. Approve PR amounting above P10M. 15. Forward documents to PrS.
PrS	<ol style="list-style-type: none"> 16. Prepare and sign Resolution of Award (ROA). 17. Prepare NOA. 18. Forward NOA to BAC Chairman
BAC Chairman	<ol style="list-style-type: none"> 19. Sign NOA. 20. Forward NOA to PrS.
PrS	<ol style="list-style-type: none"> 21. Serve NOA to Supplier. 22. Prepare Purchase Order (PO). 23. Forward documents to End User

(see next page)

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

Doer	Activity
End User	24. Review and Process PO. 25. Prepare and sign ORS. 26. Forward documents to FMS.
FMS	27. Prepare and Sign ORS and CAF. 28. Forward documents to Office of Undersecretary for Support Services.
Undersecretary for Support Services	29. Sign PO. 30. Forward documents to PrS.
PrS	31. Serve PO to Supplier 32. Close transaction in DoTS.

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 BOE.
BOE	<ol style="list-style-type: none"> 7. Recommend approval of PR 8. Forward documents to PrS.
PrS	<ol style="list-style-type: none"> 9. Review PR against approved APP/UAPP. 10. Sign and process PR. 11. Forward documents to End User (Head of Office).
Usec for Operations	<ol style="list-style-type: none"> 12. Approve PR amounting up to P5M and forward documents to PrS. 13. For PR amounting above P5M, initial and forward documents to Office of the Secretary.
Office of the Secretary	<ol style="list-style-type: none"> 14. Approve PR. 15. Forward documents to PrS. 16. 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
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).
End User	<ol style="list-style-type: none"> 10. Approve PR amounting up to P1M and forward documents to PrS. 11. For PR amounting above P1M, initial and forward documents to Office of the ASEC Concerned.
Asec Concerned	<ol style="list-style-type: none"> 12. Approve PR amounting up to P3M and forward documents to PrS. 13. For PR amounting above P3M, initial and forward documents to Office of the USEC Concerned.
Usec Concerned	<ol style="list-style-type: none"> 14. Approve PR amounting up to P5M and forward documents to PrS. 15. For PR amounting above P5M, initial and forward documents to Office of the Secretary.
Secretary	<ol style="list-style-type: none"> 16. Approve PR. 17. Forward documents to PrS. 18. 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 End User (Head of Office).
End User	<ol style="list-style-type: none"> 10. Approve PR amounting up to P5M and forward documents to PrS. 11. For PR amounting above P5M, initial and forward documents to Office of the Asec for Technical Services.
Asec for Technical Services	<ol style="list-style-type: none"> 12. Approve PR amounting up to P10M and forward documents to PrS. 13. For PR amounting above P10M, initial and forward documents to Office of the Usec for Technical Services.
Usec for Technical Services	<ol style="list-style-type: none"> 14. Approve PR amounting up to P50M and forward documents to PrS. 15. For PR amounting above P50M, initial and forward documents to Office of the Secretary.
Office of the Secretary	<ol style="list-style-type: none"> 16. Approve PR. 17. Forward documents to PrS. 18. Close transaction in DoTS.

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

Award and approval of Purchase Order

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. 10. Sign/Initial ITB. 11. Advertise. 12. Prepare Notice of Bid Opening. 13. Open bids and deliberate. 14. If Bidding failed twice, go to Step 32. 15. If Bid is Greater than ABC, go to Step 32. 16. Prepare and sign Resolution of Award (ROA). 17. Prepare NOA. 18. Forward the documents to the BAC Chairman.
BAC Chairman	<ol style="list-style-type: none"> 19. Sign NOA. 20. Forward documents to PrS.
PrS	<ol style="list-style-type: none"> 21. Serve NOA to Supplier. 22. Prepare PO. 23. Forward documents to End User.
End User	<ol style="list-style-type: none"> 24. Review PO. 25. Prepare, process and sign ORS. 26. Forward documents to FMS.
FMS	<ol style="list-style-type: none"> 27. Prepare and sign ORS and CAF. 28. Forward documents to Office of the Undersecretary for Support Services.
Undersecretary for Support Services	<ol style="list-style-type: none"> 29. Sign PO. 30. Forward documents to PrS.
PrS	<ol style="list-style-type: none"> 31. Serve PO to Supplier. 32. Close transaction in DoTS.

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

Award and Approval of Contract for Public Bidding

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. Prepare Bid Documents. 9. Conduct Pre-Procurement Conference (optional for goods costing P2M and below). 10. Advertise Invitation to Apply and Eligibility to Bid (ITAEB). 11. Issue Bid Documents. 12. Prepare Notice for Pre-Bid Conference (optional for goods costing below P1M). 13. Conduct Pre-Bid Conference (P1M and above). 14. Open bids and determine Lowest Complying Bidder (LCB). 15. Endorse eligibility requirement, technical and financial proposal and abstract to bids to End User. 16. Deliberate. 17. Prepare and sign Resolution of Award (ROA). 18. Forward the documents to the BAC Chairman.
BAC Chairman	<ol style="list-style-type: none"> 19. Recommend Approval. 20. Forward documents to Office of the Undersecretary for Support Services.
USEC for Support Services	<ol style="list-style-type: none"> 21. Approve ROA amounting up to P10M and forward documents to PrS 22. For ROA amounting above P10M, initial and forward documents to Office of the Secretary.
Secretary	<ol style="list-style-type: none"> 23. Approve ROA amounting above P10M. 24. Forward documents to PrS.
PrS	<ol style="list-style-type: none"> 25. Prepare Notice of Award (NOA). 26. Forward documents to BAC Chairman.
BAC Chairman	<ol style="list-style-type: none"> 27. Sign Notice of Award. 28. Forward documents to PrS.

(see next page)

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

Doer	Activity
PrS	29. Serve NOA to Supplier 30. Forward documents to End User.
End User	31. Prepare Contract. 32. Prepare and Sign ORS. 33. Forward documents to FMS.
FMS	34. Process and sign ORS and CAF 35. Sign as witness 36. Forward documents to Office of USEC for Support Services.
USEC for Support Services	37. Approve Contract amounting up to P10M and forward documents to End User. 38. For Contract amounting above P10M, initial and forward documents to Office of the Secretary.
Secretary	39. Approve Contract amounting above P10M. 40. Forward documents to End User.
End User	41. Prepare and process Notice to Proceed (NTP). 42. Forward documents to Office of the Undersecretary for Support Services.
USEC for Support Services	43. Sign NTP amounting up to P10M and forward documents to End User. 44. For NTP above P10M, initial and forward documents to Office of the Secretary.
Secretary	45. Sign NTP. 46. Forward documents to End User.
End User	47. Issue approve Contract and NTP. 48. Close transaction to DoTS.

NOTE: The approval of ROA under Public Bidding for Purchase of Equipment and Service Vehicle up to P50M is Concerned Assistant Secretary 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.
FMS	18. Process and sign DV. 19. Forward documents to End User.
End User	20. Approve DV amounting up to P5M and forward documents to FMS. 21. For DV amounting above P5M, initial and forward documents to Asec Concerned.
Asec Concerned	22. Approve DV amounting P10M and forward documents to FMS. 23. For DV amounting above P10M, initial and forward documents to Usec Concerned.
Usec Concerned	24. Approve DV 25. Forward documents to FMS.
FMS	26. Prepare, process and sign LDDAP-ADA. 27. Issue payment to Supplier. 28. 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 FMS.
FMS	9. Prepare, process and sign ORS. 10. Process and sign DV. 11. Forward documents to End User Director.
End User Director	12. Approve DV. 13. Forward approved DV to FMS.
FMS	14. Prepare, process and sign LDDAP-ADA. 15. Issue payment to end user. 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. 8. Issue Post Inspection and Acceptance Report and History of Repair to FMS.
FMS	9. Prepare, process and sign ORS. 10. Process and sign DV. 11. Forward documents to End User Director.
End User Director	12. Approve DV. 13. Forward approved DV to FMS.
FMS	14. Prepare, process and sign LDDAP-ADA. 15. Issue payment to end user. 16. 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	<ol style="list-style-type: none"> 1. Prepare and sign ORS and DV. 2. Attach SDs. 3. Submit to DoTS Center
DoTS Center	<ol style="list-style-type: none"> 4. Check completeness of SDs. 5. Register DV into DoTS. 6. Print and attach DoTS Header. 7. Submit Documents to FMS.
FMS	<ol style="list-style-type: none"> 8. Prepare, process and sign ORS. 9. Process and sign DV. 10. Prepare, process and sign LDDAP-ADA. 11. Issue payment to end user. 12. Close transaction to DoTS

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

Payment of Essential Services

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 End User (Head of Offices).
HRAS	For Water and Electricity 5. Prepare, process and sign ORS. 6. Prepare and process DV. 7. Forward document to FMS.
End User (Head of Offices)	For Telephone Trunk Line, Internet, Leased Lines, and Long Distance Call 5. Prepare, process and sign ORS 6. Prepare and process DV. 7. Forward document to FMS.
FMS	8. Prepare, process and sign ORS. 9. Process and sign DV. 10. Forward documents to End User Director.
End User	11. Approve DV. 12. Forward documents to FMS.
FMS	13. Prepare and Issue check to the Billing Company. 14. 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. Prepare, process and sign ORS. 10. Prepare and process DV and Attach SD. 11. Approve Invoice amounting up to P5M and forward documents to FMS. 12. For Invoice amounting above P5M, initial and forward documents to the Office of Asec Concerned.
Asec Concerned	<ol style="list-style-type: none"> 13. Approve Invoice amounting up to P10M and forward documents to FMS. 14. For Invoice amounting above P10M, initial and forward documents to the Office of Usec Concerned.
Usec Concerned	<ol style="list-style-type: none"> 15. Approve Invoice amounting above P10M. 16. Forward documents to FMS.
FMS	<ol style="list-style-type: none"> 17. Review request for Advance Payment. 18. Prepare, process and sign ORS. 19. Process, record and sign DV. 20. Forward document to End User.
End User	<ol style="list-style-type: none"> 21. Approve DV amounting up to P5M and forward documents to FMS. 22. For DV amounting above P5M, initial and forward documents to Asec Concerned.
Asec Concerned	<ol style="list-style-type: none"> 23. Approve DV amounting up to P10M and forward documents to FMS. 24. For DV amounting above P10M, initial and forward documents to Usec Concerned.
Usec Concerned	<ol style="list-style-type: none"> 25. Approve DV above P10M. 26. Forward documents to FMS.
FMS	<ol style="list-style-type: none"> 27. Prepare, process and sign LDDAP-ADA. 28. Issue payment to Supplier. 29. Close transaction to DoTS

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

First Progress Billing

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 Billing. 8. Review request. 9. Prepare, process and sign ORS. 10. Prepare and process DV and Attach SD. 11. Approve Invoice amounting up to P5M and forward documents to FMS. 12. For Invoice amounting above P5M, initial and forward documents to the Office of Asec Concerned.
Asec Concerned	<ol style="list-style-type: none"> 13. Approve Invoice amounting up to P10M and forward documents to FMS. 14. For Invoice amounting above P10M, initial and forward documents to the Office of Usec Concerned.
Usec Concerned	<ol style="list-style-type: none"> 15. Approve Invoice amounting above P10M. 16. Forward documents to FMS.
FMS	<ol style="list-style-type: none"> 17. Review request for First Billing. 18. Prepare, process and sign ORS. 19. Process, record and sign DV. 20. Forward document to End User.
End User	<ol style="list-style-type: none"> 21. Approve DV amounting up to P5M and forward documents to FMS. 22. For DV amounting above P5M, initial and forward documents to Asec Concerned.
Asec Concerned	<ol style="list-style-type: none"> 23. Approve DV amounting up to P10M and forward documents to FMS. 24. For DV amounting above P10M, initial and forward documents to Usec Concerned.
Usec Concerned	<ol style="list-style-type: none"> 25. Approve DV above P10M. 26. Forward documents to FMS.
FMS	<ol style="list-style-type: none"> 27. Prepare, process and sign LDDAP-ADA. 28. Issue payment to Supplier. 29. Close transaction to DoTS.

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

Interim Progress Billing

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 Interim Billing. 8. Prepare, process and sign ORS. 9. Prepare and process DV and Attach SD. 10. Approve Invoice amounting up to P5M and forward documents to FMS. 11. For Invoice amounting above P5M, initial and forward documents to the Office of Asec Concerned.
Asec Concerned	<ol style="list-style-type: none"> 12. Approve Invoice amounting up to P10M and forward documents to FMS. 13. For Invoice amounting above P10M, initial and forward documents to the Office of Usec Concerned.
Usec Concerned	<ol style="list-style-type: none"> 14. Approve Invoice amounting above P10M. 15. Forward documents to FMS.
FMS	<ol style="list-style-type: none"> 16. Review request for Interim Billing. 17. Prepare, process and sign ORS. 18. Process, record and sign DV. 19. Forward document to End User.
End User	<ol style="list-style-type: none"> 20. Approve DV amounting up to P5M and forward documents to FMS. 21. For DV amounting above P5M, initial and forward documents to Asec Concerned.
Asec Concerned	<ol style="list-style-type: none"> 22. Approve DV amounting up to P10M and forward documents to FMS. 23. For DV amounting above P10M, initial and forward documents to Usec Concerned.
Usec Concerned	<ol style="list-style-type: none"> 24. Approve DV above P10M. 25. Forward documents to FMS.
FMS	<ol style="list-style-type: none"> 26. Prepare, process and sign LDDAP-ADA. 27. Issue payment to end user. 28. Close transaction to DoTS

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

Final Progress Billing

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 Final Billing. 8. Review request. 9. Prepare, process and sign ORS. 10. Prepare and process DV and Attach SD. 11. Approve Invoice amounting up to P5M and forward documents to FMS. 12. For Invoice amounting above P5M, initial and forward documents to the Office of Asec Concerned.
Asec Concerned	<ol style="list-style-type: none"> 13. Approve Invoice amounting up to P10M and forward documents to FMS. 14. For Invoice amounting above P10M, initial and forward documents to the Office of Usec Concerned.
Usec Concerned	<ol style="list-style-type: none"> 15. Approve Invoice amounting above P10M. 16. Forward documents to FMS.
FMS	<ol style="list-style-type: none"> 17. Review request for Final Billing. 18. Prepare, process and sign ORS. 19. Process, record and sign DV. 20. Forward document to End User.
End User	<ol style="list-style-type: none"> 21. Approve DV amounting up to P5M and forward documents to FMS. 22. For DV amounting above P5M, initial and forward documents to Asec Concerned.
Asec Concerned	<ol style="list-style-type: none"> 23. Approve DV amounting up to P10M and forward documents to FMS. 24. For DV amounting above P10M, initial and forward documents to Usec Concerned.
Usec Concerned	<ol style="list-style-type: none"> 25. Approve DV above P10M. 26. Forward documents to FMS.
FMS	<ol style="list-style-type: none"> 27. Prepare, process and sign LDDAP-ADA. 28. Issue payment to end user. 29. 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 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

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 Acknowledgement Receipt of Equipment (ARE)
- ☐ 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. IT Helpdesk Certification/Evaluation Report

C. Aircon

- ☐ 1. Spot Inspection Report by Facilities and Maintenance Division

D. Building

- ☐ 1. Program of Works and Detailed estimates by FMD
- ☐ 2. Layout/Floor Plan

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 Approval 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. Acknowledgement Receipt of Equipment (ARE)(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

II. To be prepared by HRAS-SPMD

- ☐ 1. Purchase Request (PR)
- ☐ 2. Stock Position Sheet, for single item costing P1000 and above
- ☐ 3. Project Procurement Management Plan (PPMP) / Updated Annual Procurement Management Plan (UPPMP)
- ☐ 4. Annual Procurement Plan (APP) / Updated Annual Procurement Plan (UAPP)
- ☐ 5. Advertisement (Newspaper and/or Website)
- ☐ 6. Bid Documents (Quotation, Abstract of Bids and Resolution of Award)
- ☐ 7. Certified True Copy of Submission of Purchase/Work Order to COA-Resident Auditor
- ☐ 8. Performance Bond
- ☐ 9. Test Result, for items that are subject to Test
- ☐ 10. Disbursement Voucher (DV)
- ☐ 11. Obligation Request and Status (ORS)

III. 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 Acknowledgement Receipt of Equipment (ARE)
- ☐ 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 Acknowledgement Receipt of Equipment (ARE)

C. Aircon

- ☐ 1. HRAS-FMD Spot Report
- ☐ 2. HRAS-SPMD Pre-Inspection Report
- ☐ 3. Certified True Copy of Acknowledgement Receipt of Equipment (ARE)

D. Other Equipment

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

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 Acknowledgement Receipt of Equipment (ARE) (If applicable)
- ☐ 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

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

- ☐ 1. FMD-HRAS Spot Report

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)

CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS

F. Extraordinary Expenses

- ☐ 1. Notice of meeting
- ☐ 2. Attendance

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 Essential

I. Bills

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

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
 - ☐ 2.5 Minutes of Meeting
- ☐ 3. Forwarding memorandum from the Implementing Office for the Honorable Secretary (for consideration and approval for the proposed contract Agreement)
- ☐ 4. Advertisement
 - ☐ 4.1 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
 - ☐ 4.2 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.
- ☐ 5. Approved BAC Resolution of Award
- ☐ 6. Authority of Signing official /Board Resolution/Secretary's Certificate
- ☐ 7. Notice of Award with Supplier's Conforme
- ☐ 8. 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)
- ☐ 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.
Posting of the Award of Contract in the website prescribed by the foreign government/foreign or international financing institution (for Foreign Assisted Projects)
- ☐ 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 Purchase Request
- ☐ 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. 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 Minutes of Meeting
 - ☐ 2.7 Bid Bulletin No. 1
 - ☐ 2.8 Bidders Clarification No. 1
- ☐ 3. Forwarding memorandum from the Implementing Office for the Honorable Secretary (for consideration and approval for the proposed contract Agreement)
- ☐ 4. Advertisement
 - ☐ 4.1 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
 - ☐ 4.2 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.
- ☐ 5. Approved BAC Resolution of Award
- ☐ 6. Authority of Signing official /Board Resolution/Secretary's Certificate
- ☐ 7. Notice of Award with Supplier's Conforme
- ☐ 8. 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)
- ☐ 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.

Posting of the Award of Contract in the website prescribed by the foreign government/foreign or international financing institution (for Foreign Assisted Projects)
- ☐ 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 Contract
- ☐ 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

CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS

- ☐ 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 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 Request (ObR), 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 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. 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 / 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 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 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)(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

Final 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 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 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 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

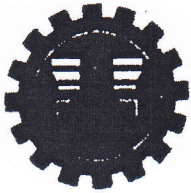
- ☐ 1. Letter Request for Verification

I hereby certify that the above supporting documents is complete

Print Name: _____

Designation: _____

Date: _____



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

ANNEX D

897.7 DPWH
01-21-2004

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.

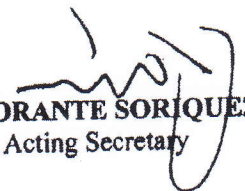
Table 2

OFFENSE (Frequency) OFFICIAL	1 st Offense (3 times)	2 nd Offense (5 times)	3 rd Offense (7 times)	4 th 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