



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

097.13 DPWH
10-12-89

October 3, 1989

DEPARTMENT ORDER

NO.

153

Series of 1989

SUBJECT: Designation of Maintenance Action
Men to Identify Defects and
Deficiencies on National Roads
and Bridges and Ensure Immediate
Response thereto

To improve the delivery of services to the people, the Regional Directors and District and City Engineers shall strengthen maintenance and thus keep all national roads and bridges safe and convenient to the travelling public at all times.

1. POLICY

- 1.1 The District and City Engineers (D/CEs) shall be directly responsible for the efficient maintenance of roads and bridges in their jurisdiction.
- 1.2 The D/CEs shall be accountable for the proper expenditure of maintenance funds for such roads and bridges.
- 1.3 The Regional Directors shall institute positive measures and closely monitor the performance of D/CEs to ensure success in the DPWH objective for better roads.

2. PROCEDURAL GUIDELINES

- 2.1 The D/CE shall designate an Action Man (AM), a Supervising Civil Engineer from the Maintenance Section, who shall conduct an inspection of all national roads and bridges twice a month for the purpose of identifying and recording defects and deficiencies using the Report of Inspection (ROI) format (Annex A).
- 2.2 The AM shall immediately submit his accomplished ROI to the D/CE together with the recommended priority list of maintenance activities and immediate response measures to correct the defects noted.
- 2.3 At least twice a month, the D/CE shall meet the District/City Maintenance Engineers, Maintenance Area Engineers and AM for the purpose of preparing the Quincenal Schedule using the attached format (Annex B) based on the accomplished ROI.

- 2.4 The District/City Maintenance Engineers and Maintenance Area Engineers shall be responsible for the efficient completion of maintenance activities per approved Quincenal Schedule.
- 2.5 At least twice a month, the AM shall conduct another inspection of all roads and bridges to monitor the progress of works scheduled during the preceeding quincena. A Quincenal Accomplishment Report (QAR) listing activities and locations shall be submitted for the purpose using the format in Annex C.
- 2.6 The Regional Director, thru his Regional Maintenance Engineer and Regional Maintenance Inspectorate, shall conduct, at least twice a month, field inspections in the districts and cities to monitor compliance with this Memorandum. The D/CEs shall make available file copies of ROI and QAR as mentioned in paragraph 2.1- 2.5. The Regional Inspectorate shall submit to the Regional Director its reports of inspection containing, findings, comments and recommendations, furnishing copies to the Director, Bureau of Maintenance.
- 2.7 The Bureau of Maintenance Inspectorate shall also conduct periodic inspections of Districts and Cities to monitor compliance with this instruction. A report of inspection, with findings, comments and recommendations shall be submitted immediately after each inspection.

The designated AM shall be provided by the D/CE a permanent service vehicle so that he can perform his functions and duties efficiently.

It should be understood that the Highway Maintenance Management System as established shall continue to be implemented.

This Order shall take effect immediately.


FIORELLO R. ESTUAR
Secretary