



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

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097-13 DPWH

9-23-04

SEP 23 2004

DEPARTMENT ORDER)

NO. **158**)

Series of 2004 *Sending 9-23-04*

SUBJECT: Discontinuance of the Use of
Manual Routing Slip in
Document Tracking System
(DoTS) Transactions

In connection with the implementation of Department Order Nos. 273 Series of 2003 – Implementation of DoTS and 32 Series of 2004 – Expanding the coverage of DoTS Implementation, and in order to promote and maximize the use of DoTS, it is hereby directed that the use of the manual routing slip for the following documents/transactions be discontinued:

1. Plans
2. Specifications
3. Program of Work (POW)
4. Approved Budget for Contract (ABC)
5. PQ Resolution
6. Resolution of Award
7. Notice of Award
8. Contract
9. Notice to Proceed
10. Pre-Clearance for Variation Order / Negotiated Procurement
11. Variation Order / Negotiated Procurement
12. Contract Time Extension
13. Memorandum of Agreement (MOA)/ Memorandum of Understanding (MOU)
14. RROW Payment
15. Advance Payment
16. First and Final Progress Payments
17. Intermediate Progress Payments

Heads of Offices and DoTS Officers shall ensure that all of the above documents/transactions are registered in the DoTS. Further, to ensure that the above documents/transactions are registered in the DoTS, implementing offices shall refrain from allowing the contractor/consultant's liaison officer to hand carry the documents to the processing offices.

This Order takes effect immediately.


FLORANTE SORIQUEZ
Acting Secretary