



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

SEP 23 2004

DEPARTMENT ORDER )  
NO. **159** )  
Series of 2004 *9-23-04*

**SUBJECT: Implementation of the Document Tracking System (DoTS) for the Regional Documents to be Approved in the Central Office**

In line with the Department's thrusts to fast track the completion of projects and to be transparent in its operations, Regional Offices shall register the following documents that will be approved in the Central Office in the Document Tracking System (DoTS):

1. Plans
2. Program of Work (POW)
3. Approved Budget for Contract (ABC)
4. Contract
5. Supplemental Agreement / Negotiated Contract
6. Pre-Clearance for Variation Order / Negotiated Procurement
7. Variation Order / Negotiated Procurement
8. Contract Time Extension
9. Memorandum of Agreement (MOA)/ Memorandum of Understanding (MOU)
10. RROW Payment
11. Other Documents that the Executive Committee deem critical

The DoTS Center shall register the document into the DoTS and forward the same to the next processing office.

Processing of the abovementioned documents shall observe the system prescribed time contained in Annex A. Incomplete documents should be returned to the DoTS Center. Returning of documents shall be done on the same day they were received. The DoTS Center shall inform the Regional Office that their documents have been returned.

This Order takes effect immediately.

  
FLORANTE SORIQUEZ  
Acting Secretary

**Plans**

Activity	Office	RO Prescribed Time		
		30M-50M	50M -100M	100M - Up
Review and endorse	BOD	15	15	15
Recommend approval	Asst. Secretary	NA	2	2
Recommend approval	Chief of Staff	NA	NA	2
Approve	Secretary	NA	NA	2
<b>Total</b>		<b>15</b>	<b>17</b>	<b>21</b>

**Program of Work**

Activity	Office	RO Prescribed Time
Review and endorse	BOC	5
Recommend approval	Asst. Secretary	2
Recommend approval	Chief of Staff	2
Approve	Secretary	2
<b>Total</b>		<b>11</b>

**Approved Budget for Contracts (ABC)**

Activity	Office	RO Prescribed Time
Review and endorse	BOC	5
Recommend approval	ASEC / USEC for Operations	2
Recommend approval	Chief of Staff	2
Approve	Secretary	2
<b>Total</b>		<b>11</b>

**Contract**

Activity	Office	RO Prescribed Time
Review and endorse	BOC	5
Review and endorse	LS	5
Approve	Asst. Secretary	2
Recommend approval	Chief of Staff	2
Approve	Secretary	2
<b>Total</b>		<b>16</b>

**Supplemental Agreement / Negotiated Contract**

Activity	Office	RO Prescribed Time
Review and endorse	BOD	7
Review and endorse	BOC	7
Review and endorse	LS	2
Recommend approval	Asst. Secretary	2
Recommend approval	Chief of Staff	2
Approve	Secretary	2
<b>Total</b>		<b>22</b>

**Pre-Clearance for Variation Order / Negotiated Procurement**

Activity	Office	RO Prescribed Time
Recommend approval	Asst. Secretary	2
Recommend approval	Chief of Staff	2
Approve	Secretary	2
<b>Total</b>		<b>6</b>

*July 4-23-04*

**Variation Order / Negotiated Procurement**

Activity	Office	RO Prescribed Time
Review and endorse	BOD	7
Review and endorse	BOC	7
Validate Bond (if nec.)	LS	5
Recommend approval	Asst. Secretary	2
Recommend approval	Undersecretary	2
Recommend approval	Chief of Staff	2
Approve	Secretary	2
<b>Total</b>		<b>27</b>

**Time Extension**

Activity	Office	RO Prescribed Time
Review and endorse	BOC	5
Review and endorse	LS	4
Recommend approval	Asst. Secretary	2
Recommend approval	Chief of Staff	2
Approve	Secretary	2
<b>Total</b>		<b>15</b>

**MOA / MOU**

Activity	Office	RO Prescribed Time
Review and endorse	BOC	3
Review and endorse	LS	4
Recommend approval	Asst. Secretary	2
Recommend approval	Chief of Staff	2
Approve	Secretary	2
<b>Total</b>		<b>13</b>

**RROW Payment**

Activity	Office	RO Prescribed Time
Approve	ASEC/USEC	2
<b>Total</b>		<b>2</b>

**Other documents that the ExCom deem critical**

Activity	Office	RO Prescribed Time
Review and endorse	LS	2
Recommend approval	ASEC/USEC	2
Recommend approval	Chief of Staff	2
Approve	Secretary	2
<b>Total</b>		<b>8</b>