



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

12124-1933
097-130PWH

9-23-04

SEP 23 2004

DEPARTMENT ORDER)

NO. **160**)

Series of 2004 *Aug 19-23-04*

SUBJECT: Implementation of the Document
Tracking System (DoTS) in the
Regional Offices

In line with the Department's thrusts to fast track the completion of projects and to be transparent in its operations, all offices involved in the processing of documents on the procurement and implementation of local and foreign-assisted civil works projects undertaken by Regional Offices shall utilize the Document Tracking System (DoTS). The following documents shall be covered by the system:

1. Plans
2. Program of Work (POW)
3. Approved Budget for Contract (ABC)
4. Resolution of Award
5. Notice of Award
6. Contract
7. Notice to Proceed
8. Change Order / Extra Work Order / Supplemental Agreement
9. Contract Time Extension
10. Memorandum of Agreement (MOA) Memorandum of Understanding (MOU)
11. RROW Payment
12. Advance Payment
13. First Progress Billing
14. Intermediate Progress Billing
15. Final Progress Billing
16. Other Documents that the Executive Committee deem critical

Regional Directors shall create a Regional DoTS Center, and shall instruct each office involved in processing the abovementioned documents to designate a DoTS Officer and an alternate.

Contractors/consultants shall submit their documents to the Regional DoTS Center. The Regional DoTS Center shall register the document into the DoTS and forward the same to the next processing office. Regional Directors shall inform their contractors/consultants of this new submission procedure.

Processing of the abovementioned documents shall observe the system prescribed time contained in Annex A. Incomplete documents should be returned to the concerned office or to the Regional DoTS Center on the same day they were received. The Regional DoTS Center is responsible for returning incomplete documents to the contractors/consultants.

Refer to memorandum dated 19 January 2004 with subject "Additional Guidelines on the Imposition of Administrative Sanctions on Erring DPWH Officials and Employees Involved in Project Implementation and Processing of Project Documents" for sanctions that shall be imposed by the Regional Directors.

This Order takes effect immediately.

[Signature]
FLORANTE SORIQUEZ
Acting Secretary

Plans

Activity	Office	Prescribed Time
Prepare Documents	Planning and Design Division	
Per km. of Roads inc. drainage		
- Existing		10
- Rolling		12
- Mountainous		14
Per Bridge		30
Per Building		22
Recommend Approval	ARD	1
Approve	RD	1

Program of Work

Activity	Office	Prescribed Time
Prepare, Review and Endorse	Planning and Design Division / IO	6
Recommend Approval	ARD	1
Approve	RD	1

Approved Budget for Contract

Activity	Office	Prescribed Time
Prepare, Review and Check	Estimating Committee	5
Recommend Approval	BAC Chairman	1
Approve	RD	1

Resolution of Award

Activity	Office	Prescribed Time
Deliberate	BAC	7
Prepare Resolution	BAC Secretariat	2
Sign Resolution	BAC	2
Approve	RD	1

Notice of Award

Activity	Office	Prescribed Time
Prepare Documents	BAC Secretariat	1
Review and Sign	BAC	1
Sign	RD	1
Transmit to Contractor	BAC Secretariat	1

Contract

Activity	Office	Prescribed Time
Prepare Documents	BAC Secretariat	3
Issue ALOBS	CFMD	1
Recommend Approval	ARD	1
Approve	RD	1

Notice to Proceed

Activity	Office	Prescribed Time
Prepare Documents	BAC Secretariat	1
Review and Endorse	IO	1
Review and Sign	ARD	1
Approve	RD	1
Transmit to Contractor	BAC Secretariat	1

Change Order / Extra Work Order / Supplemental Agreement

Activity	Office	Prescribed Time
Prepare, Check, Review and Endorse	Construction Division	10
Issue ALOBS	CFMD	1
Review and Endorse	Planning and Design Division	4
Initial	ARD	1
Recommend	RD	1

Time Extension

Activity	Office	Prescribed Time
Prepare, Review and Endorse	Construction Division	7
Recommend Approval	ARD	1
Approve	RD	1

MOA/MOU

Activity	Office	Prescribed Time
Prepare, Review and Endorse	Construction Division	5
Recommend Approval	CFMD	2
Initial	ARD	1
Approve	RD	1

Advance Payment / First Progress Billing / Inter Progress Billing / Final Progress Billing

Activity	Office	Prescribed Time
Prepare, Process, Initial and Sign	Construction Division	7
Initial	ARD	1
Approve	RD	1
Process, Record, Review and Sign	CFMD	3
Check and Sign Voucher	Construction Division	1
Initial	ARD	1
Approve	RD	1

RROW Payment

Activity	Office	Prescribed Time
Process, Record and Initial	CFMD	2
Approve	RD	1