



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

097-13 DPWH  
6-25-03 484

JUN 25 2003

DEPARTMENT ORDER)

NO. 168 )  
Series of 2003 *May 6-23*

SUBJECT: **Additional Guidelines in the  
Submission of Due and Demandable  
Claims**

In order to facilitate the payments of due and demandable claims in the DPWH Field Offices and as agreed upon during the coordination meeting between the DBM and the DPWH held last May 6, 2003, the following additional guidelines are hereby prescribed in the submission of the Lists of Due and Demandable Claims to the DBM:

1. Only duly approved Disbursement Vouchers shall be included in the List of Due and Demandable Claims, in accordance with the pertinent provisions of Department Order No. 1, series of 2003.
2. The Lists of Due and Demandable Claims being submitted by the DPWH Field Offices shall be coursed thru the DPWH Regional Office concerned for consolidation and indorsement to the DBM-Regional Office (DBM-RO) concerned.
3. The Consolidated Statements of Due and Demandable Claims to be submitted by the DPWH Regional Offices to the Central Office must include only lists that are duly received by the corresponding DBM-RO's on or before the deadline set by the concerned DBM-RO's.
4. The DBM-RO deadline shall be strictly observed. Reports not submitted within the prescribed deadline shall be included in the List of Due and Demandable Claims of the succeeding month.

Any violation of the foregoing guidelines shall subject the erring official/employee concerned to appropriate administrative sanction.

Compliance is hereby enjoined.

  
**FLORANTE SORIOQUEZ**  
Acting Secretary