



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

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097.13-DPWH
11-13-2000

DEPARTMENT ORDER) Subject: **IMPLEMENTATION OF THE NEW**
) **PROCESS ON PAYMENT OF**
) **CONTRACTORS CLAIMS FOR**
) **CIVIL WORKS PROJECTS**
No. 207)
Series of 2000 11-13)
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In line with the Department's policy to improve the delivery of its services, all DPWH implementing offices and contractors are hereby required to follow the new process for the payment of contractor claims for Civil Works Projects developed by the Road Information and Management Support System (RIMSS) as part of the Accounting/Financial Management Business Improvement Project (BIIP). This new process is contained in two Manuals, as follows:

- 1) The Manual containing the "Guidelines and Procedures to Implementing Offices (IOs)" shall be used by DPWH implementing offices, including the Project Management Offices (PMOs), Regional and District Offices, for verification and checking the completeness of billing documents submitted by contractors and in the preparation of necessary supporting documents required by the Accounting Division;
- 2) The Manual containing the "Guidelines to Contractors of Civil Works Projects", which covers advance payment, partial payment of materials on site, monthly progress payments, final payment and release of retention, shall be used by the contractors in the preparation of billings to ensure that documents are prepared accurately and properly prior to submission for payment of claims to the Department; and,
- 3) Copies of these two Manuals can be obtained from the Bids and Awards Committee Technical Working Group (BAC-TWG) office, DPWH Building, Port Area, Manila.

This Order shall take effect immediately, and all other issuances inconsistent herewith are hereby revoked.


GREGORIO R. VIGILAR
Secretary

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