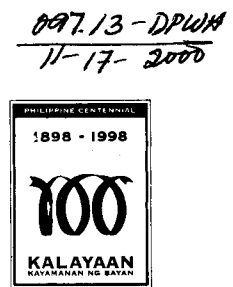




Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
Manila



NOV 16 2000

DEPARTMENT ORDER

No. 216
Series of 2000 *for 11-17*

SUBJECT: Project Records

All DPWH staff and personnel, including consultants, assigned in the implementation of construction projects are hereby reminded that any project can become a subject of litigation. To protect the interests of government whenever disputes occur, it is imperative that construction records documenting day-by-day events and project activities be properly established and maintained. This is particularly important since in many disputes, especially those that are submitted to the Construction Industry Arbitration Commission (CIAC), decisions are based primarily on the strength of documentary evidence.

Aside from the contract documents, particularly the plans and specifications which are indispensable in constructing the project, it is hereby therefore directed that all project engineers shall faithfully maintain for every project the following construction records:

1. Progress of Work. This is a daily construction report containing items relating to work progress such as description of all on-going works and their status, new works started; name, size and type of all major pieces of construction equipment at the site each day indicating whether these are operational or not, and if operational whether it is idle, and the reason why; number of supervisory and non-supervisory personnel on-site; weather condition and visitors to the site. If no work was performed at all, a daily report shall still be filed stating "No Work". (The daily record of personnel and equipment is particularly important in view of the possibility of contractor's claims for stand-by cost of idle equipment and personnel arising from causes that may be attributed to the Department).
2. Diary or Log. A daily diary or log book shall be maintained by the supervisory staff. An entry shall be made every day, whether or not work was performed. Included in such diary shall be, among others, notices issued to, and abstracts of all oral commitments made by or to, the contractor, field problems encountered during construction and how such problems are resolved. The Diary or Log shall be signed by both the

DPWH Resident Engineer for the project as well as by the Contractor's Senior Representative for the project.

3. Tests of Materials. A record shall be kept of all material samples sent to the laboratory for testing as well as those tests performed at the site including the results of the tests performed.
4. Minutes of all meetings documenting the substance of discussions particularly commitments, if any, made by the participants in the meeting. Those making commitments or important statements should be identified in the minutes.
5. Correspondence files to and from (a) the contractor (b) District/Regional/Head Office; (c) others.
6. Construction schedules – original and revised, including reasons for the revision.
7. Change Order logs and records with emphasis on the reasons for the change order.
8. Contractor's requests for payment, quantities recommended for payment including calculations, and the corresponding actual payment. (The quantities recommended for payment and their calculations are important to show that works completed by contractor which are unacceptable are not included in the recommendation for payment until same are re-done to acceptable standards).
9. Sureties and insurance certificates.
10. Monthly Progress Reports including photographic records. Photographs shall be taken preferably with cameras capable of imprinting dates when the photographs were taken.

For strict compliance.



GREGORIO R. VIGILAR
Secretary