



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

097.13 OPDH

01-05-05

DEC 29 2004

DEPARTMENT ORDER)
NO. **244**)
Series of 2004 *May 01-05-05*

**SUBJECT: Implementation of the Document
Tracking System (DoTS) for
Civil Works Contractors**

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 Project Management Offices (PMOs), Bureaus and Regional Offices shall utilize the Document Tracking System (DoTS). The following civil works documents shall be covered by the system:

1. Plans
2. Specifications
3. Program of Work (POW)
4. Approved Budget for Contract (ABC)
5. PQ Resolution
6. Resolution of Award
7. Notice of Award
8. Contract
9. Notice to Proceed
10. Pre-Clearance for Variation Order / Negotiated Procurement / Supplemental Agreement
11. Variation Order / Negotiated Procurement / Supplemental Agreement
12. Contract Time Extension
13. Memorandum of Agreement (MOA)/ Memorandum of Understanding (MOU)
14. RROW Payment
15. Advance Payment
16. First Progress Payments
17. Intermediate Progress Payments
18. Final Progress Payments
19. Other documents that the Executive Committee deem critical

Processing cycle starts in the preparation of these documents until the signing of the approving official.

Implementing and processing offices for the Central Office documents shall observe the prescribed time contained in Annex A and the implementing procedures contained in Annex B. Incomplete documents should be returned to the implementing office on the same day they were received.

Processing offices for the regional documents to be approved in the Central Office shall observe the prescribed time contained in Annex C and the implementing

procedures contained in Annex D. Incomplete documents should be returned to the Central Office (CO) DoTS Center on the same day they were received. The CO DoTS Center shall inform the Regional Office that their documents have been returned.

Regional Directors shall create a Regional DoTS Center where the regional transactions will be registered. Moreover, Regional Offices shall observe the prescribed time contained in Annex E and the implementing procedures contained in Annex F. The Regional DoTS Center is responsible for returning incomplete documents to the contractors.

Further, to ensure that all documents covered are registered in the DoTS, contractors/consultants/Regional liaison officers shall submit their DoTS documents to the respective DoTS Center. The DoTS Center shall register the document into the DoTS and forward the same to the concerned implementing/processing office. Regional and PMO Directors are advised to inform their contractors/Regional liaison officers of this submission procedure. Documents without the DoTS header should be returned to the implementing office without action.

Refer to Annex G for the 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 corresponding sanctions. The undersigned shall impose sanctions for the implementing and processing offices in the Central Office while the Regional Directors shall impose sanctions for processing offices in their respective Regional Offices.

This Order supersedes Department Order Nos. 273 Series of 2003, 32, 159 and 160 Series of 2004 and takes effect immediately.


FLORANTE SORIQUEZ
Acting Secretary

Plans

Activity	Office	Prescribed Time (wd)
Review and endorse	PMO	3
Review and endorse	BOD	22
Total		25

Specifications

Activity	Office	Prescribed Time (wd)
Review and endorse	PMO	3
Review and endorse	BRS	15
Recommend approval	ASEC for BRS	2
Recommend approval	Chief of Staff	5
Approve	Secretary	5
Total		30

Approved Budget for Contracts (ABC)

Activity	Office	Prescribed Time (wd)
Coordinate	PMO	1
Prepare document	Consultant	5
Review and endorse	PMO	2
Review and endorse	BOC	5
Recommend approval	ASEC for BOC	2
Recommend approval	ASEC / USEC for Operations	2
Recommend approval	Chief of Staff	5
Approve	Secretary	5
Total		27

Program of Work

Activity	Office	Prescribed Time (wd)
Coordinate	PMO	2
Prepare document	Consultant	5
Review and endorse	PMO	3
Review and endorse	BOC	5
Recommend approval	ASEC for BOC	2
Recommend approval	ASEC / USEC for Operations	2
Recommend approval	Chief of Staff	5
Approve	Secretary	5
Total		29

PQ Resolution

Activity	Office	Prescribed Time (wd)
Receive & Transmit	BAC	2
Evaluate PQ Documents	PMO	15
Deliberate	BAC	10
Prepare document	PMO	2
Sign	BAC	5
Recommend approval	Chief of Staff	5
Approve	Secretary	5
Concur	Bank	
Notify Contractor	BAC	1
Total		45

Resolution of Award

Activity	Office	Prescribed Time (wd)
Receive & Transmit	BAC	2
Evaluate	PMO	15
Deliberate	BAC	15
Prepare document	PMO	2
Sign Resolution	BAC	5
Recommend approval	Chief of Staff	5
Approve	Secretary	5
Concur	Bank	
Total		49

Notice of Award

Activity	Office	Prescribed Time (wd)
Prepare & Transmit	PMO	2
Sign	BAC Chairman	2
Transmit to Contractor	PMO	2
Total		6

Notice to Proceed

Activity	Office	Prescribed Time (wd)
Prepare & Transmit	PMO	2
Sign	ASEC / USEC for Operations	2
Transmit to Contractor	PMO	2
Total		6

Contract

Activity	Office	Prescribed Time (wd)
Coordinate	PMO	2
Prepare document	Consultant	10
Review and endorse	PMO	2
Issue ALOBS	CFMS	3
Review and endorse	BOC	3
Review and endorse	LS	10
Recommend approval	ASEC for BOC	2
Recommend approval	ASEC / USEC for Operations	2
Recommend approval	Chief of Staff	5
Approve	Secretary	5
Total		44

Pre-Clearance

Activity	Office	Prescribed Time (wd)
Coordinate	PMO	2
Prepare document	Consultant	10
Review and endorse	PMO	3
Verify Funding	CFMS	2
Recommend approval	ASEC / USEC for Operations	2
Recommend approval	Chief of Staff	5
Approve	Secretary	5
Total		29

Change Order / Extra Work Order

Activity	Office	Prescribed Time (wd)
Coordinate	PMO	2
Prepare document	Consultant	10
Review and endorse	PMO	2
Issue ALOBS	CFMS	2
Review and endorse	BOD	7
Review and endorse	BOC	5
Validate Bond (if nec.)	LS	5
Recommend approval	ASEC for BOC / BOD	2
Recommend approval	ASEC / USEC for Operations	2
Recommend approval	Chief of Staff	5
Approve	Secretary	5
Total		47

Final Variation Order

Activity	Office	Prescribed Time (wd)
Coordinate	PMO	2
Prepare document	Consultant	10
Review and endorse	PMO	2
Issue ALOBS	CFMS	3
Review and endorse	BOD	12
Review and endorse	BOC	7
Validate Bond (if nec.)	LS	5
Recommend approval	ASEC for BOC / BOD	2
Recommend approval	ASEC / USEC for Operations	2
Recommend approval	Chief of Staff	5
Approve	Secretary	5
Total		55

Supplemental Agreement / Negotiated Contract

Activity	Office	Prescribed Time (wd)
Coordinate	PMO	2
Prepare document	Consultant	10
Review and endorse	PMO	5
Issue ALOBS	CFMS	3
Review and endorse	BOD	7
Review and endorse	BOC	5
Review and endorse	LS	10
Recommend approval	ASEC for BOC / BOD	2
Recommend approval	ASEC / USEC for Operations	2
Recommend approval	Chief of Staff	5
Approve	Secretary	5
Total		56

Time Extension

Activity	Office	Prescribed Time (wd)
Coordinate	PMO	2
Prepare document	Consultant	10
Review and endorse	PMO	2
Review and endorse	BOC	5
Review and endorse	LS	4
Recommend approval	ASEC for BOC	2
Recommend approval	ASEC / USEC for Operations	2
Recommend approval	Chief of Staff	5
Approve	Secretary	5
Total		37

MOA / MOU

Activity	Office	Prescribed Time (wd)
Coordinate	PMO	2
Prepare document	Consultant	10
Review and endorse	PMO/Other Agency	1
Review and endorse	BOC	3
Review and endorse	LS	4
Recommend approval	ASEC for BOC	2
Recommend approval	ASEC / USEC for Operations	2
Recommend approval	Chief of Staff	5
Approve	Secretary	5
Total		34

RROW Payment

Activity	Office	Prescribed Time (wd)
Prepare documents & endorse	PMO	3
Process, record & initial	CFMS	5
Approve	ASEC / USEC for Operations	2
Request for NCA release from DBM	CFMS	1
Total		11

Advance Payment

Activity	Office	Prescribed Time (wd)
Receive request	PMO	1
Review and prepare doc.	Consultant	3
Review and endorse	PMO	2
Process, record & initial	CFMS	5
Recommend approval	ASEC / USEC for Operations	2
Recommend approval	Chief of Staff	5
Approve	Secretary	5
Request for NCA release from DBM	CFMS	1
Total		24

First Progress Billing

Activity	Office	Prescribed Time (wd)
Receive request	PMO	1
Review and prepare doc.	Consultant	3
Review and endorse	PMO	2
Process, record & initial	CFMS	5
Recommend approval	ASEC / USEC for Operations	2
Recommend approval	Chief of Staff	5
Approve	Secretary	5
Request for NCA release from DBM	CFMS	1
Total		24

Intermediate Progress Billing

Activity	Office	Prescribed Time (wd)
Receive request	PMO	1
Review and prepare doc.	Consultant	3
Review and endorse	PMO	2
Process, record & initial	CFMS	5
Approve	ASEC / USEC for Operations	2
Request for NCA release from DBM	CFMS	1
Total		14

Final Progress Billing

Activity	Office	Prescribed Time (wd)
Receive request	PMO	1
Review and prepare doc.	Consultant	3
Review and endorse	PMO	2
Process, record & initial	CFMS	7
Recommend approval	ASEC / USEC for Operations	2
Recommend approval	Chief of Staff	5
Approve	Secretary	5
Request for NCA release from DBM	CFMS	1
Total		26

Other documents that the ExCom deem critical

Activity	Office	Prescribed Time (wd)
Review and endorse	LS	2
Recommend approval	ASEC / USEC for Operations	2
Recommend approval	Chief of Staff	5
Approve	Secretary	5
Total		14

DoTS IMPLEMENTING GUIDELINES
Implementing / Processing Offices

Doer	Activity
Contractor	1. Submit DoTS documents to the DoTS Center.
DoTS Center	2. Register document into DoTS. 3. Issue a receipt to the Contractor. 4. Print the DoTS header and attach to the document. 5. Forward the document to the Implementing Office (IO).
Implementing Office	6. Check completeness of documents. 7. Return incomplete document to the contractor within the day. 8. Otherwise, process document. 9. Assign approving officials. 10. Forward the document to the succeeding office. 11. Ensure that document sent was received by the succeeding processing office within the next 24 hours.
Processing Office / Approving Official	12. Check for the DoTS Header. For documents with no DoTS Header, return the document to the implementing office. 13. Check completeness of documents. 14. Return incomplete document to the office concerned within the day. 15. Otherwise, process document. 16. Forward the document to the succeeding office. 17. Ensure that document sent was received by the succeeding processing office within the next 24 hours.
Office of the Secretary	18. Record documents with no DoTS Header. 19. Forward list of documents with no DoTS Header to the DoTS Center every end of the month.
Implementing Office	20. Close the transaction in the DoTS upon completion of the process.

Plans

Activity	Office	Prescribed Time (wd)		
		30M-50M	50M - 100M	100M - Up
Review and endorse/ Approve	BOD	15	15	15
Recommend approval / Approve	ASEC for BOD	2	2	2
Recommend approval / Approve	ASEC / USEC for Operations	NA	2	2
Recommend approval	Chief of Staff	NA	NA	5
Approve	Secretary	NA	NA	5
Total		17	19	24

Program of Work

Activity	Office	Prescribed Time (wd)
Review and endorse	BOC	5
Recommend approval	ASEC for BOC	2
Recommend approval	ASEC / USEC for Operations	2
Recommend approval	Chief of Staff	5
Approve	Secretary	5
Total		19

Approved Budget for Contracts (ABC)

Activity	Office	Prescribed Time (wd)
Review and endorse	BOC	5
Recommend approval	ASEC for BOC	2
Recommend approval	ASEC / USEC for Operations	2
Recommend approval	Chief of Staff	5
Approve	Secretary	5
Total		19

Contract

Activity	Office	Prescribed Time (wd)
Review and endorse	BOC	5
Review and endorse	LS	5
Recommend approval	ASEC for BOC	2
Recommend approval	ASEC / USEC for Operations	2
Recommend approval	Chief of Staff	5
Approve	Secretary	5
Total		24

Supplemental Agreement / Negotiated Contract

Activity	Office	Prescribed Time (wd)
Review and endorse	BOD	7
Review and endorse	BOC	7
Review and endorse	LS	2
Recommend approval	ASEC for BOD / BOC	2
Recommend approval	ASEC / USEC for Operations	2
Recommend approval	Chief of Staff	5
Approve	Secretary	5
Total		30

Pre-Clearance for Variation Order / Negotiated Procurement

Activity	Office	Prescribed Time (wd)
Recommend approval	ASEC for Operations	2
Recommend approval	Chief of Staff	5
Approve	Secretary	5
Total		12

Variation Order / Negotiated Procurement

Activity	Office	Prescribed Time (wd)
Review and endorse	BOD	7
Review and endorse	BOC	7
Validate Bond (if nec.)	LS	5
Recommend approval	ASEC for BOD / BOC	2
Recommend approval	ASEC / USEC for Operations	2
Recommend approval	Chief of Staff	5
Approve	Secretary	5
Total		35

Time Extension

Activity	Office	Prescribed Time (wd)
Review and endorse	BOC	5
Review and endorse	LS	4
Recommend approval	ASEC for BOC	2
Recommend approval	ASEC / USEC for Operations	2
Recommend approval	Chief of Staff	5
Approve	Secretary	5
Total		23

MOA / MOU

Activity	Office	Prescribed Time (wd)
Review and endorse	BOC	3
Review and endorse	LS	4
Asst. Secretary	ASEC for BOC	2
Asst. Secretary	ASEC / USEC for Operations	2
Recommend approval	Chief of Staff	5
Approve	Secretary	5
Total		21

RROW Payment

Activity	Office	Prescribed Time (wd)
Approve	ASEC / USEC for Operations	2
Total		2

Other documents that the ExCom deem critical

Activity	Office	Prescribed Time (wd)
Review and endorse	LS	2
Recommend approval	ASEC / USEC for Operations	2
Recommend approval	Chief of Staff	5
Approve	Secretary	5
Total		14

Annex D

DoTS IMPLEMENTING GUIDELINES
Processing Offices

Doer	Activity
Regional Office (RO)	1. Submit DoTS documents to the Central Office (CO) DoTS Center.
CO DoTS Center	2. Register document into DoTS. 3. Issue a receipt to the RO Liaison Officer. 4. Print the DoTS header and attach to the document. 5. Forward the document to the Processing Office.
Processing Office / Approving Official	6. Check for the DoTS Header. For documents with no DoTS Header, forward the document to the CO DoTS Center. 7. Check completeness of documents. 8. Return incomplete document to the CO DoTS Center within the day. 9. Otherwise, process document. 10. Forward the document to the succeeding office. 11. Ensure that document sent was received by the succeeding processing office within the next 24 hours.
CO DoTS Center	12. In case of returned documents, inform the Regional Office that their documents have been returned.
Office of the Secretary	13. Record documents with no DoTS Header. 14. Forward list of documents with no DoTS Header to the CO DoTS Center every end of the month.
CO DoTS Center	15. Close the transaction in the DoTS upon completion of the process.

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

Annex F

DoTS IMPLEMENTING GUIDELINES
Regional Processing Offices

Doer	Activity
Contractor	1. Submit DoTS documents to the Regional DoTS Center.
Regional DoTS Center	2. Check completeness of documents. 3. Return incomplete document to the Contractor within the day. 4. Otherwise, register document into DoTS. 5. Issue a receipt to the Contractor. 6. Print the DoTS header and attach to the document. 7. Forward the document to the succeeding office. 8. Ensure that document sent was received by the succeeding processing office within the next 24 hours.
Processing Office / Approving Official	9. Check for the DoTS Header. For documents with no DoTS Header, forward the document to the Regional DoTS Center. 10. Check completeness of documents. 11. Return incomplete document to the office concerned within the day. 12. Otherwise, process document. 13. Forward the document to the succeeding office. 14. Ensure that document sent was received by the succeeding processing office within the next 24 hours.
Office of the Director	15. Record documents with no DoTS Header. 16. Forward list of documents with no DoTS Header to the Regional DoTS Center every end of the month.
Regional DoTS Center	17. Close the transaction in the DoTS upon completion of the process.