



Republika ng Pilipinas
KAGAWARAN NG PAGAWAIN AT LANSANGANG PAMBAYAN
TANGGAPAN NG KALIHIM

Maynila

697.13 DPWH

11-03-2003

NOV 03 2003

DEPARTMENT ORDER)

NO. **273**)
Series of 2003)

SUBJECT: Implementation of the Document
Tracking System (DoTS)

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) and Bureaus shall utilize the Document Tracking System (DoTS). Initially, the following 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
11. Variation Order / Negotiated Procurement
12. Contract Time Extension
13. Memorandum of Agreement (MOA)/ Memorandum of Understanding (MOU)

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

Processing of documents shall observe the system prescribed time. Incomplete documents should be returned to the originating office on the same day they were received.

This Order shall take effect immediately.


FLORANTE SORIQUEZ
Acting Secretary

Prescribed Time Per Document

Document Type			
	Office	Activity	Duration
Plans			
	PMO	Review & Endorse	3
	BOD	Review & Endorse	22
	Assistant Secretary	Recommend Approval	2
	Secretary	Approve	2
TOTAL			29
Specifications			
	PMO	Review & Endorse	3
	BRS	Review & Endorse	15
	Assistant Secretary	Recommend Approval	2
	Secretary	Approve	2
TOTAL			22
Program of Work (POW)			
	PMO	Coordinate	2
	Consultant	Prepare Document	5
	PMO	Review & Endorse	3
	BOC	Review & Endorse	5
	PS	Allocate Fund (if nec.)	2
	Assistant Secretary	Recommend Approval	2
	Undersecretary	Recommend Approval	2
	Secretary	Approve	2
TOTAL			23
Approved Budget for Contract (ABC)			
	PMO	Coordinate	1
	Consultant	Prepare Document	5
	PMO	Review & Endorse	2
	BOC	Review & Endorse	5
	BAC Chairman	Recommend Approval	2
	Secretary	Approve	2
TOTAL			17
PQ Resolution (PQR)			
	BAC	Receive & Transmit	2
	PMO	Evaluate	15
	BAC	Deliberate	10
	PMO	Prepare Document	2
	BAC	Sign	5
	Secretary	Approve	2
	BANK	Concur	
	BAC	Notify Contractor	1
TOTAL			37
Resolution of Award			
	BAC	Receive & Transmit	2
	PMO	Evaluate	15
	BAC	Deliberate	15
	PMO	Prepare Document	2
	BAC	Sign	5
	Secretary	Approve	2
	Bank	Concur	
TOTAL			41

Document Type			
	Office	Activity	Duration
Notice of Award			
	PMO	Prepare & Transmit	2
	BAC Chairman	Sign	2
	PMO	Transmit to Contractor	2
TOTAL			6
Contract			
	PMO	Coordinate	2
	Consultant	Prepare Document	10
	PMO	Review & Endorse	2
	CFMS	Issue ALOBS	2
	BOC	Review & Endorse	3
	LS	Review & Endorse	10
	Assistant Secretary	Recommend Approval	2
	Undersecretary	Recommend Approval	2
	Secretary	Approve	2
TOTAL			35
Notice to Proceed			
	PMO	Prepare & Transmit	2
	ASEC for operations	Initial	2
	USEC for operations	Sign	2
	PMO	Transmit to Contractor	2
TOTAL			8
Pre-Clearance			
	PMO	Coordinate	2
	Consultant	Prepare Document	10
	PMO	Review & Endorse	3
	CFMS	Verify Funding	1
	LS	Review & Endorse	2
	BOD	Review & Endorse	3
	BOC	Review & Endorse	3
	Assistant Secretary	Recommend Approval	2
	Undersecretary	Recommend Approval	2
	Secretary	Approve	2
TOTAL			30
Change Order/Extra Work Order			
	PMO	Coordinate	2
	Consultant	Prepare Document	10
	PMO	Review, Endorse/Approve	2
	CFMS	Issue ALOBS	5
	LS	Validate Bond (if nec.)	5
	BOD	Review & Endorse	7
	BOC	Review, Endorse/Approve	5
	Assistant Secretary	Recommend Approval	2
	Undersecretary	Recommend Approval	2
	Secretary	Approve	2
TOTAL			42

Document Type			
	Office	Activity	Duration
Supplemental Agreement			
	PMO	Coordinate	2
	Consultant	Prepare Document	10
	PMO	Review & Endorse	5
	CFMS	Issue ALOBS	2
	BOD	Review & Endorse	7
	BOC	Review & Endorse	5
	LS	Review & Endorse	10
	Assistant Secretary	Recommend Approval	2
	Undersecretary	Recommend Approval	2
	Secretary	Approve	2
TOTAL			47
Time Extension			
	PMO	Coordinate	2
	Consultant	Prepare Document	10
	PMO	Review & Endorse	2
	BOC	Review & Endorse	5
	LS	Review & Endorse	4
	Assistant Secretary	Recommend Approval	2
	Undersecretary	Recommend Approval	2
	Secretary	Approve	2
TOTAL			29
MOA/MOU			
	PMO	Coordinate	2
	Consultant	Prepare Document	10
	PMO/Other Agency	Review & Endorse	1
	CFMS	Issue ALOBS	2
	BOC	Review & Endorse	3
	LS	Review & Endorse	2
	Assistant Secretary	Recommend Approval	2
	Undersecretary	Recommend Approval	2
	Secretary	Approve	2
TOTAL			26