



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

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DEPARTMENT ORDER)

**SUBJECT: Guidelines for the Prompt
Release of Quick Response Fund**

NO. 81)

Series of 2020 *9/8/2020*

Under Section 22 (c) of Republic Act No. 10121, otherwise known as the "Philippine Disaster Risk Reduction and Management Act of 2010", thirty percent (30%) of the amount appropriated for the NDRRM Fund (former Calamity Fund) "shall be allocated as Quick Response Fund (QRF) or stand-by fund for relief and recovery programs in order that situation and living conditions of people in communities or areas stricken by disasters, calamities, epidemics, or complex emergencies, may be normalized as quickly as possible."

In this regard, an efficient process for the utilization of QRF under the DPWH budget must necessarily be established in order to address the challenges and disruptions brought by the ongoing COVID-19 pandemic and other possible disasters or calamities henceforth. Thus, the following guidelines for the evaluation system are set and prescribed, consistent with existing laws and management policies of the Department:

1. The Regional Office (RO) shall identify projects due for reconstruction and rehabilitation to address works requiring immediate attention to prevent further damage or injury caused by calamities, epidemics, crises, and catastrophes to public infrastructure or the public in general and quickly normalize areas affected by such. The RO shall prepare a program of work or list of project requests based on its inspection of site damages and assessment of local needs. It shall also prepare the following documentary requirements in support of its identified program/list of project requests:
 - Project Profile, including the description, site location map, identification of specific implementing office (IO), scope of work, and estimated cost per project component/detailed estimates with unit price analysis
 - Pictures with caption indicating date taken
 - Certification that the proposed project is not covered by any other funding source, can be implemented within the validity of the appropriation, and consistent and aligned with the Department's mandate and policies for the fiscal year
 - Other supporting documents as may be needed or required under D.O. No. 15, Series of 2015

The RO shall thereafter endorse the program/list of project requests, together with the supporting documents, to the Bureau of Construction (BOC) for reconstruction and to the Bureau of Maintenance (BOM) for rehabilitation, which

shall evaluate whether the same are qualified as reconstruction or rehabilitation projects, respectively, and whether it conforms to the Detailed Unit Price Analysis (DUPA). Geotagged photographs are also required in the assessment of these projects in order to ensure a transparent and accurate reporting of the same.

2. BOC and BOM shall thereafter forward their lists of identified and duly verified projects for reconstruction and rehabilitation to the concerned Undersecretary for Operations or Undersecretary for UPMO Operations, in case of projects related to flood control, quarantine and health facilities, for approval.
3. The concerned Undersecretary for Operations or Undersecretary for UPMO Operations, as the case may be, shall prepare a Memorandum, copy furnished the Office of the Secretary (OSEC), endorsing the approved projects to the Finance Service (FS) and authorizing release of funds therefor to the concerned IO.
4. The FS shall issue the sub-allotment advices (SAAs) sourced from the QRF to facilitate the release of funds therefrom to the appropriate IOs, subject to existing accounting and auditing rules and regulations.
5. If funds are not sufficient or available, FS shall forward the Memorandum endorsement to the Planning Service (PS) for the latter's submission of request for funds to the pertinent Agency.

This Order supplements D.O. No. 15, Series of 2015, and amends any existing Department Orders or provisions thereof that may be inconsistent herewith.

This Order shall take effect immediately.



MARK A. VILLAR
Secretary

Department of Public Works and Highways
Office of the Secretary

