



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
Bonifacio Drive, Port Area Manila



097.13 DPWH

03.06.2024

MAR 04 2024

DEPARTMENT ORDER)
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NO. 30)
Series of 2024)

3/6/2024

SUBJECT: Roles and Responsibilities for the Conduct of Field Validation and Evaluation on Proposed Local Roads for Conversion into National Roads (vice-versa) for CY 2024

Pursuant to the provision of Section 5, item (i) of Executive Order No. 124, dated January 30, 1987, the DPWH is mandated to "Classify roads and highways into national, regional, provincial, city, municipal, and barangay roads and highways, based on objective criteria it shall adopt; provide or authorize the conversion of roads and highways from one category to another", based on the DPWH functional classification criteria stated in the most current issuance on the guidelines for conversion of local roads to national roads and vice-versa.

In line with the Department's efforts to continue its function anent the abovementioned activity, amidst the insufficient budget allocated for Fiscal Year 2024, and in pursuit of coping with the financial constraints and curtailing expenses associated with the field validation of proposed road conversion from local to national roads and vice versa, the following alternative procedures are hereby adopted:

I. Initial Evaluation and Actual Field Survey

1. The Regional Offices (ROs) / District Engineering Offices (DEOs) shall be responsible for all the requests for road conversion under their respective area of jurisdiction and initially identify if the proposed roads for nationalization meet any of the criteria per the most current issuance on the guidelines for conversion of local roads to national roads and vice-versa, using the Road Classification/Conversion Evaluation Sheet contained therein; Inspect and survey the configuration of the proposed road sections for conversion into national roads using the Road Classification/Conversion Inventory Survey Field Sheet; Validate the exact alignment by recording the station limits of the proposed road sections with the existing national road network in the area, including the geotagged photos of their start and end points; Identify and record notable establishments or infrastructures adjacent to the proposed road section that hold national significance.

Note: Requests from other proponent offices (aside from the RO/DEO) such as the LGU, Congress, and Senate received by the Planning Service, will be forwarded to the concerned RO/DEO for initial evaluation.

2. The ROs/DEOs shall forward the result of the actual field survey (including, but not limited to, geotagged photos of the start and end points of the road, a map reflecting the location of the alignment, and the multi-year project profile of the proposed road), as well as their initial evaluation, to the Statistics Division (SD), Planning Service (PS) for final evaluation. *[Please refer to Appendix A for the draft template intended for use in the initial evaluation to ensure consistency and uniformity in the submitted documents from the office(s) concerned].*



3. The ROs/DEOs shall ensure that proactive measures are taken by their office(s) in conducting the said survey to uphold the integrity and quality of the submitted data. It is also worth mentioning that the conduct of the field validation and initial evaluation by the ROs/DEOs *does not guarantee immediate conversion* of the requested roads for nationalization. These will still be subjected to further evaluation by the Planning Service for the approval of the Secretary.

Relative thereto, the abovementioned activities are to be carried out solely under the supervision and in the presence of both the Regional and District Road and Bridge Information Application (RBIA) Coordinators of the office(s) concerned.

II. Final Evaluation and Submission of Technical Documents

1. The SD, PS will review the submitted results of the field survey and initial evaluation of the proposed roads based on their conformity with the prevailing criteria and guidelines on road conversion for the final evaluation. Consequently, for roads found to be functionally meritorious, the concerned office(s) must ascertain whether the 20-meter Road Right-of-Way (RROW) for these sections has been fully acquired, correspondingly providing the below-listed documents. Otherwise, failure to confirm the acquisition of the 20-m RROW on the proposed roads will withhold the conversion process.

List of documents to be submitted if the proposed road is deemed meritorious for nationalization upon the final evaluation of the SD, PS:

- **Resolution** from the City/Municipal/Provincial Board indicating that they fully support and concur the transfer of administration of the proposed road to the national government as part of the process of conversion of local roads into national roads;
- **Certification** signed by the Regional Director, attested by the Chief of the Right-of-Way and Legal Division (ROWALD) on the authenticity of all RROW documents (*Refer to Appendix B, List of Road Right-Of-Way Documents*)
- **Certification** from the Regional Director/District Engineer indicating that the RROW acquisition of the proposed road (*Applicable for unclassified roads only*) has been funded by the Department through the General Appropriations Act (GAA) or any other government fund source.
- **Certification** from the concerned Regional Director/District Engineer that the road is within the DPWH's Standards (*6-meter carriageway width with at least gravel surfacing and in maintainable condition*)
- A **Board Resolution** from the Protected Area Management Board (PAMB), Department of Environment and Natural Resources (DENR) stating that the proposed road is located within the Multiple Use Zone. [Applicable for roads located in areas covered under the Expanded National Integrated Protected Areas System (ENIPAS) Act].

Note: No proposed road shall be permitted for alignments located within buffer zones, strict nature reserves, or strict protection zones without a clearance/board resolution from the PAMB-DENR.



The abovementioned technical documents will be reviewed and assessed by the SD, PS requisite to drafting a DO together with its Aide Memoire, Registration and Impact Analysis Form (RIAF), and other related documents.

III. Supplementary Guidelines on the Evaluation and Field Validation

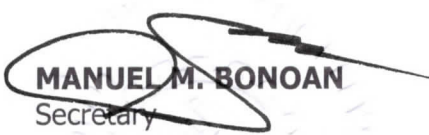
In instances involving complex situations and inconsistencies in the submission of ROs/DEOs, the SD, PS will eventually overtake further site validation before the final evaluation will be concluded.

The ROs/DEOs, however, have the discretion whether to request for the actual supervision of the representatives from the PS in the conduct of the field surveys, otherwise, the PS will evaluate the request based on the submitted data/information and justifications of the concerned ROs/DEOs.

IV. Implementation of Proposed Local Roads into National Roads

The proposed local roads evaluated to be meritorious in function by SD, PS and have complied with the necessary technical documents will be nationalized through the issuance of a DO, for their eventual integration in the RBIA.

This Department Order shall take effect immediately.


MANUEL M. BONOAN
Secretary

4.1.5 DAG/NBL/ATD/EMF

Department of Public Works and Highways
Office of the Secretary



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ANNEX A

Guidelines for the
Evaluation Process
on Local Roads
Proposed for
Conversion into
National Roads (or
Vice-Versa) for CY
2024



Department of
**PUBLIC WORKS
and HIGHWAYS**

Guidelines for the Evaluation Process on Local Roads Proposed for Conversion into National Roads (or Vice-Versa) for CY 2024

a. Initial Evaluation and Actual Field Survey

1. The ROs/DEOs shall initially identify if the proposed roads for nationalization meet any of the criteria per D.O. No. 133, s. 2018 using the Road Classification/Conversion Evaluation Sheet (*Tab "A"*);
Note: Requests from other proponent office (aside from the RO/DEO) such as the LGU, Congress, Senate received by the Planning Service, will be forwarded to the concerned RO/DEO for initial evaluation.
2. The ROs/DEOs shall inspect and survey the configuration of the proposed road sections for conversion into national roads using the Road Classification/Conversion Inventory Survey Field Sheet (*Tab "B"*);
3. The ROs/DEOs shall validate the exact alignment by recording the station limits of the proposed road sections in relation to the existing national road network in the area;
4. The ROs/DEOs shall identify and record notable establishments or infrastructures adjacent to the proposed road section that hold national significance;
5. The ROs/DEOs shall forward the result of the actual field survey (including, but not limited to, geotagged photos of the start and end points of the road, a map reflecting the location of the alignment, and the multi-year project profile of the proposed road), as well as their initial evaluation, to the SD, PS for final evaluation.
[Please refer to Appendix A for the draft template intended for use in the initial evaluation to ensure consistency and uniformity in the submitted documents from the office(s) concerned].
6. The ROs/DEOs shall ensure that proactive measures are taken by their office(s) in conducting the said survey to uphold the integrity and quality of the submitted data. It is also worth mentioning that the conduct of the field validation and initial evaluation by the ROs/DEOs *does not guarantee immediate conversion* of the requested roads for nationalization. These will still be subjected to further evaluation by the Planning Service for the approval of the Secretary.

Relative thereto, the abovementioned activities are to be carried out solely under the supervision and in the presence of both the Regional RBIA Coordinator and the RBIA District Coordinator of the office(s) concerned. It is, however, the discretion of the proponent ROs/DEOs whether to request for the actual supervision of the representatives from the PS in the conduct of the field surveys, otherwise, the PS will evaluate the request based on the submitted data/information and justifications of the concerned ROs/DEOs.

b. Final Evaluation and Submission of Technical Documents

1. The SD, PS will review the submitted results of the field survey and initial evaluation on the proposed roads based on their conformity with the prevailing criteria and guidelines for road conversion per DO No. 133, s. 2018 for the final evaluation.
2. If the proposed road for nationalization was evaluated by the SD, PS to be functionally meritorious, the concerned office(s) must ascertain whether the 20-meter Road Right-of-Way (RROW) for these sections has been fully acquired, correspondingly providing the below-listed documents. Otherwise, failure to confirm the acquisition of the 20-m RROW on the proposed roads will withhold the conversion process.

List of Documents to be submitted if the proposed road is deemed meritorious for nationalization upon the final evaluation of the SD, PS:

- **Resolution** from the City/Municipal/Provincial Board indicating that they fully support and concur the transfer of administration of the proposed road to the national government as part of the process of conversion of local roads into national roads;
- **Certification** signed by the Regional Director, attested by the Chief of the Right-of-Way and Legal Division (ROWALD) on the authenticity of all RROW documents (*Refer to Appendix B, List of Road Right-Of-Way Documents*)
- **Certification** from the Regional Director/District Engineer indicating that the RROW acquisition of the proposed road (*Applicable for unclassified roads only*) has been funded by the Department through General Appropriations Act (GAA) or any other government fund source.
- **Certification** from concerned Regional Director/District Engineer that the road is within the DPWH's Standards (*6-meter carriageway width with at least gravel surfacing and in maintainable condition*)
- A **Board Resolution** from the Protected Area Management Board (PAMB), Department of Environment and Natural Resources (DENR) stating that the proposed road is located within the Multiple Use Zone. (*Applicable for roads located in areas covered under the Expanded National Integrated Protected Areas System (ENIPAS) Act*)
Note: No proposed road shall be permitted for alignments located within buffer zones, strict nature reserves or strict protection zones without a clearance/board resolution from the PAMB-DENR.

The abovementioned technical documents will be reviewed and assessed by the SD, PS requisite to drafting a D.O. together with its Aide Memoire, Registration and Impact Analysis Form (RIAF), and other related documents.

c. Implementation of Proposed Local Roads into National Roads

The proposed local roads evaluated to be meritorious in function by SD, PS, and have complied the necessary technical documents will be nationalized through the issuance of a D.O. and upon the approval of the Honorable Secretary, for their eventual integration in the RBIA.



APPENDIX A

Template for Initial Evaluation



Department of
**PUBLIC WORKS
and HIGHWAYS**



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
<DISTRICT ENGINEERING OFFICE/
REGIONAL OFFICE>
<Location>



MEMORANDUM

FOR : <Name of the Planning Service Director>
<Designation>
Planning Service
This Department

THROUGH : <Name of the Chief of Statistics Division>
<Designation>
Division Chief, Statistics Division
Planning Service
This Department

SUBJECT : Initial Evaluation on the Proposed Conversion of <Road Name> into a National Road under the Jurisdiction of <District Engineering Office (DEO)>, <Region>

<Road Name>

DESCRIPTION:

The <Road Name> is a (local/unclassified) road situated in <location of the proposed road>

ALIGNMENT:

(Kindly specify the initial and terminal junctions of the proposed road)

START:

Begins at K___ + ___

END:

Ends at K___ + ___

LENGTH:

___ km

TECHNICAL CONDITIONS :

The alignment is a (single/dual) carriageway road section that has a carriageway width of ___ with (gravel/concrete/asphalt) surface

FUNCTIONAL CONDITIONS:

(State the initial evaluation along with supporting justifications)

RECOMMENDATIONS:

(Present a concise summary, outline the findings, and provide recommendations derived from the initial evaluation)

PREPARED BY:

<NAME OF EVALUATOR>

<Designation>

<DEO/RO>

REVIEWED AND CONCURRED:

<NAME OF CHIEF>

Chief, (Planning and Design Section/Planning and Design Division)

<DEO/RO>

NOTED:

<NAME OF DISTRICT ENGINEER/REGIONAL DIRECTOR>

(District Engineer/Regional Director)

<DEO/RO>



APPENDIX B

List of Road Right-Of-Way (RRROW) Documents



Department of
PUBLIC WORKS
and **HIGHWAYS**



**LIST OF ROAD RIGHT-OF-WAY DOCUMENTS
TO BE CERTIFIED BY THE CONCERNED
DPWH REGIONAL OFFICE**



The submission of Certification, serving as proof of the acquisition of the required 20-meter Road Right-of-Way (RROW), constitutes a legally binding document. It confirms that, at the time of signing, all pertinent documents—including Payments; Master List of Claimants (which details lot owner(s), lot number, affected area, appraisal cost, and payment status); Parcellary Plans (indicating owner names, lot numbers, and areas); Duly Notarized Deeds of Donation/ Deeds of Sale, and Transfer Certificate Title (TCT)—are readily accessible. This also guarantees the availability of legally accepted copies of these documents for any future instances where such documentation may be necessary.