



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



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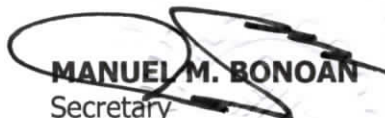
DN 01/03/2025

SUBJECT: Guidelines on the Maintenance and Management of National Government-Owned Buildings

As part of the Department's initiative to streamline its processes and provide standardized procedural guidelines for inventory, appraisal, insurance, budget allocation, and monitoring of repair and maintenance projects, including rental rates, of National Government Owned-Buildings Projects (NGOB) funded by Maintenance and Other Operating Expenses (MOOE), the adoption of this guideline is hereby ordered.

This Order is formulated to institutionalize and improve the current system, providing a standard policy approach to efficiently and effectively manage all NGOB within the jurisdictional bounds of the Department of Public Works and Highways with utmost transparency and sustainability.

This Order shall take effect immediately.


MANUEL M. BONOAN
Secretary

Department of Public Works and Highways
Office of the Secretary

WIN5S03759

Encl: Guidelines on the Maintenance and Management of National Government -Owned Buildings

7.1. GRAA/MGM/AGC

Guidelines on the Maintenance and Management of National Government-Owned Buildings

I. INTRODUCTION

A. Background

The Bureau of Maintenance (BOM) is mandated to manage the maintenance of the country's national infrastructure assets with the paramount objective of reducing the rate of deterioration and prolonging its service life. As such, Government Building, categorized as one of the nation's infrastructure assets shall be structurally sound, safe for occupancy, beneficial, and aesthetically appealing in order to holistically serve its purpose.

To deliver this mandate, the BOM has implemented systematic procedures for the inventory, insurance, appraisal including determination of reasonableness of rental rates, prioritization and monitoring of projects under repair and maintenance of National Government-Owned Buildings (NGOB), which are funded under the Maintenance and Other Operating Expenses (MOOE) in the General Appropriations Act (GAA). The Bureau's operational practice is guided in accordance with the provision promulgated by Executive Order No. 285 dated July 25, 1987, and Joint Circular No. 1 dated September 30, 1989, between Department of Budget and Management (DBM), Department of Environment and Natural Resources (DENR) and Department of Public Works and Highways (DPWH), that established the Manual on Building Services and Real Property Management.

B. Purpose

The formulation of this guideline is intended to establish and institutionalize a standardized guideline and procedure in the inventory, appraisal, insurance, budget allocation, and monitoring of repair and maintenance projects including rental rates of NGOB, to supplement and reinforce the aforementioned Executive Order and Joint Circular.

C. Coverage

This guideline applies to NGOB that are legally owned by the national government, specifically under the Executive, Legislative and Judicial Branches, as well as Constitutional Offices, excluding Government Financial Institutions (GFIs), Government-Owned and Controlled Corporations (GOCCs), Local Government Units (LGUs), Schools and Hospitals.

D. Definition of Terms

Appraisal/Valuation

- refers to the systematic, analytic, and logical analysis of the recording of property facts, circumstances, investments and other relevant data resulting in a supportable estimate or professional opinion of the value of the property as of a specific date and for a specific purpose.

BOM Appraiser	- Duly licensed Appraiser that holds a permanent position in the BOM, with relevant trainings in valuation/appraisal.
BOM Validator	- Technical Personnel from the BOM holding a permanent position who successfully completed relevant training.
Appraised value	- refers to the building value or present worth of the building. This value may be estimated by considering the reconstruction cost as per current labor, material, and equipment costs, depreciation, and capital improvements done in the building.
Capital Repair Works	- involves improvement, renovation, modernization, and alteration, designed to increase the amenity or appearance and functions of the building and grounds. This includes the following: interior decorating, re-flooring, re-partitioning, room enlarging, re-roofing, installing mezzanine, industrial air-conditioning, complete rewiring, and wiring for additional load of an electrical system, landscaping, and fencing, surfacing driveway or pavement, path walk, and parking space, and installing water tank/reservoir and pump, drainage system, security lights, flood lights, and other ground improvements.
Cost Approach	- a comparative approach to the value of property or another asset. It establishes the value of a real property by estimating the cost of acquiring land and building a new property with equal utility or adapting an old property to the same use with no undue cost to delay.
Market Data Approach	- a method that relates the data in the market to the property under appraisal and thus the value is determined from comparative results. Sales listings of comparable properties in comparable neighborhood are tabulated and analyzed. These are used as a "benchmark" with which to measure the value of the subject property.
Income Approach	- a comparative approach to the value that considers income and expense data relating to the property being valued and estimates value through capitalization process.
Main Building	- are the essential facilities that cater to administrative functions, research activities, accommodations, and residential needs within government premises.

Minor repair	- is the repair or replacement of a building component subjected to critical structural loads and stresses and which are estimated to cost less than 10% of the standard building unit, such as the repair of windows, doors, partitions, etc.
Major Repair	- is the repair or replacement of building components that are subjected to critical standard loads and stresses, regardless of cost.
National Government Owned-Building (NGOB)	- refers to the buildings that are legally owned by the national government under the Executive, Legislative and Judicial Branches, along with Constitutional Offices excluding GFIs, GOCCs, LGUs, Schools, and Hospitals.
Other Building	- these buildings fulfill specialized roles within government complexes, contributing to power infrastructure, water supply, security, and visitor management.
Rental Rates	- amount paid by the National Government Agency (Lessee) for the use and/or occupancy of the privately-owned building/lot to the Lessor, where payment is usually on a monthly basis.
Utility Building	- serve supportive roles by providing storage, maintenance, and additional services that complement the primary functions of government facilities.
Usufruct	- right to enjoy the property of other with obligation to preserve its form and substance, unless the title of its constitution or the law authorizes otherwise.
Validation/Valuation Team	- compose of BOM Validator/Appraiser, DME, RNBPP and DNBPP

E. Acronyms

BCD	- Building Component Damage
BOM	- Bureau of Maintenance
BVCI	- Buildings Visual Condition Index
CO	- Central Office
DE	- District Engineer
DEO	- District Engineering Office

DNBPP	- District National Building Point Person
EMCA	- Equivalent Maintenance Cost per Area
GAA	- General Appropriations Act
GFIs	- Government Financing Institutions
GOCCs	- Government Owned and Controlled Corporations
GSIS	- Government Service Insurance
LGUs	- Local Government Units
MOA	- Memorandum of Agreement
NBPP	- National Building Point Person
NBSD	- National Building Services Division
NGAs	- National Government Agencies
NGOB	- National Government-Owned Buildings
NHCP	- National Historical Commission of the Philippines
PCMA	- Project and Contract Management Application
PE	- Project Engineer
PPE	- Property Plants and Equipment
RD	- Regional Director
RNBPP	- Region National Building Point Person
RO	- Regional Office
TCT	- Transfer Certificate of Title

II. INVENTORY OF NGOB

This contains the detailed list or record of all NGOB, including their locations, specifications, usage and other pertinent details. Building information is the ultimate source of data from which effective decision making could be derived, such as building status, timely execution of needed repair and maintenance, insurance application, asset valuation and latest repair activity. It is imperative for the DPWH through the BOM to establish an accurate and reliable inventory of NGOB. The data and information provided in the inventory shall be validated and updated to preserve the integrity of the database.

A. District Engineering Office Physical Inventory

a.1. Frequency of Submission

The inventory of all NGOB shall be **updated annually** and shall be submitted to the BOM through the National Building Services Division (NBSD) by the **end of 1st Quarter**, using the prescribed inventory forms in Annexes "A", "B" and "C".

a.2. Building Information and Updating

- a.2.1. The District National Building Point Person (DNBPP) shall provide all the necessary information, proof of ownership such as Transfer Certificate of Title (TCT), Absolute Deed of Sale, Usufruct, Deed of Donation, Memorandum of Agreement (MOA) and Tax Declaration of the Real Property. The DNBPP shall also provide supporting documents as stated in Annex "M" for both DPWH and other NGAs buildings as required in the inventory forms.
- a.2.2. The Book Value from the Property Plants and Equipment (PPE) Schedule or Book of Accounts, and Appraised Value shall be updated annually reflecting the cost of Repair and Maintenance received by the property and incurred annual depreciation.
- a.2.3. Buildings that had undergone demolition, both DPWH and NGAs, shall be properly reflected in the inventory, provided that a copy of Inventory and Inspection Report (I & I Report), District Engineer's Certification, Demolition Permit from the Local Authority and Geotagged Photos are submitted to the BOM.
- a.2.4. Buildings without sufficient information and proof of ownership shall not be included in the inventory and shall not be considered for budget allocation under repair and maintenance.

a.3. Building Inspection Procedure

- a.3.1. The assigned DNBPP shall execute the following every first quarter of the year to established inventory of NGOB:
 - a.3.1.1. For DPWH-Owned Building, coordinate with the Regional Office's (RO) and District Engineering Office's (DEO) Inventory Committee regarding the building condition.

- a.3.1.2. For other NGAs, conduct inventory and inspect the building condition and its damage.
- a.3.1.3. Inspect NGOB subject for repair and maintenance which includes partial or total replacement of defective or worn-out parts of a building and/or its components and facilities (mechanical, electrical, plumbing and drainage).
- a.3.1.4. Prepare factual detailed estimates to serve as basis for quantifying necessary intervention works for buildings identified as minor and major repair.
- a.3.1.5. Accomplish Annexes "A", "B" and "C" for both DPWH ROs, DEOs, and other NGAs buildings for the purpose of repair and maintenance. All necessary documents listed in Annex "M" shall likewise be prepared as attachments in the inventory submission to the BOM.
- a.3.2. The DEO shall submit their inventory along the required documents to the RO **fifteen (15) working days before the end of the 1st Quarter** of every year. Copies of the same shall be retained in scanned or hard copy.
- a.3.3. The RO through the Maintenance Division, represented by RNBPP shall evaluate and consolidate the report submitted by the DEOs and shall prepare Regional Summary Report. (see Annex "C")
- a.3.4. The RO represented by the Regional Director shall submit the Regional Summary Report together with necessary documents to BOM for evaluation and further validation **every end of 1st Quarter**.
- a.3.5. For those building subject for total rehabilitation/reconstruction, the office concerned shall submit necessary request to the BOM for evaluation and subsequent submission to the Planning Service for possible funding.

B. BOM Physical Inventory

b.1. Frequency of Inventory

Actual physical validation of inventory of all NGOBs shall be conducted by the Validation Team **every three (3) years**, to check and verify the accuracy, and completeness of the buildings' data for updating and maintaining the NGOB database.

b.2. Validation Procedure

- b.2.1. From the submitted information of NGOB Profile, and Inventory of NGOB (Annexes "A", "B" and "C"), as reflected in the database, the BOM Validator, as leader, together with RNBPP, District Maintenance Engineer (DME) and DNBPP collectively called "Validation Team" shall conduct actual field validation.
- b.2.2. The Validation Team shall verify on field the actual status of all NGOBs listed in their latest inventory in order to check the accuracy, reliability and correctness of the data in the NGOB database. The BOM Validator shall among others, prepare the validation report. (see Annexes "B" and "D")
- b.2.3. An Exit meeting shall be conducted in the presence of the Validation Team together with District Engineer/Assistant District Engineer (DE/ADE) to discuss the result and observation gathered during the actual field validation to address the concern and for the spirit of transparency.
- b.2.4. The BOM Validator shall prepare and submit a Regional Summary Report five (5) working days from the date of arrival for subsequent updating of the Nationwide Summary of NGOB database. (see Annex "C")

C. Competency of BOM Validator / RNBPP / DNBPP

Civil Engineer holding a permanent position and must have undertaken Training/Seminar on the National Building Services and Management and National Government-Owned Building Information Application, completed any of the following training seminar (1) Comprehensive Training for DPWH Field Engineers; (2) Training on DPWH Quality Assurance; (3) Cost Estimation, and have at least two (2) years relevant experience, and apprenticeship as Validator.

III. APPRAISAL AND RENTAL RATES

The building's appraised value is important data and a prerequisite information in government transaction requirement such as Insurance application, and also needed in accounting matters as cited in the Government Accounting Manual. Building appraisal is an art of estimating the value of an adequately described property on a given time point and shall be conducted by a duly licensed professional that performs estimation and arriving at an opinion which shall be finally rendered by the preparation of the report in acceptable written form. The appraisal report, including its content and methods of valuation must be prepared in accordance with the standards of professional appraisal practice in the Philippines.

The building appraisal shall be conducted in accordance with the existing laws, orders and regulations in terms of building evaluation using the fully acceptable valuation techniques and principles utilizing any of the three (3) traditional methodology, namely:

- Cost Approach

- Market Data Approach
- Income Approach

Rental rates are considered reasonable when they represent or approximate the value of what the Lessee gets in terms of accommodation, facility, and convenience from the leased buildings/space. The Lessor gets an equitable return of his capital or investment in the construction and maintenance of the building/space.

A. Frequency of Building Appraisal

BOM shall conduct building appraisal and computation of rental rates for NGOB covered by this guideline on the hereunder frequency;

Table 1. Frequency of Appraisal and Rental Rates

Offices	Frequency	
	Appraisal	Rental Rates
1. For DPWH	Annually	As requested
2. For other NGAs	Every 3 years or as requested	As requested

However, BOM may accommodate building appraisal request from other NGAs not covered by this guideline subject to the Appraiser's availability and Director's approval.

B. Appraisal Procedure

- b.1. For DPWH Building, the DNBPP shall prepare building plan, vicinity map and previous appraisal report (if available), of the subject building prior to the arrival of the BOM Appraiser.
- b.2. For other NGAs that request building appraisal, a letter request must be sent to BOM Director, the BOM shall then prepare letter of communication to requesting NGAs stating the requirement, terms and schedule of appraisal.
- b.3. From the submitted documents, the BOM Appraiser, as leader, together with RNBPP, DME and DNBPP collectively called "Valuation Team" shall conduct actual field appraisal/valuation.
- b.4. Valuation Team shall perform appraisal/valuation of all NGOB included in the ROs/DEOs inventory, and/or other NGAs (as approved), subject to their area of assignment, and prepare an Appraisal Report including photos of the subject building using Annex "D".
- b.5. An exit meeting shall be conducted in the presence of the Valuation Team together with DE/ADE for DPWH-Owned Building, and Head of Office for other NGAs, to discuss the results and observations gathered during the actual field appraisal/valuation.
- b.6. The BOM Appraiser shall prepare and submit Appraisal Report five (5) working days from the date of arrival and shall be transmitted to the concerned DPWH IOs or other NGAs.

C. Competency of BOM / RO / DEO Appraiser

Duly licensed Appraiser that holds a permanent position in the BOM who possesses the necessary qualifications, abilities, and experiences to execute or direct the valuation/appraisal of real property, and also undertaken necessary training relevant in performing valuation/appraisal duties. In the event of unavailability of a licensed appraiser, a Civil Engineer from the BOM/RO/DEO who has successfully completed Property Appraisal Training/Seminar, and have at least one (1) year relevant experience, may be delegated by the BOM Director to perform the valuation/appraisal duties.

D. Determination of Reasonableness of Rental Rates

The computation of Determination of the Reasonableness of Rental Rates shall be performed by Appraiser or competent Civil Engineer from BOM, ROs and/or DEOs subject to the approval of the BOM Director. Computation of rental rates for privately-owned buildings/spaces leased by NGAs shall be guided using the hereunder computation.

Factors in Determining the Reasonable Rental Rates

- a. Unit Construction cost which is the estimated prevailing and/or current cost of construction per square meter of comparable building being appraised.
- b. Depreciation which is the value lost due to physical deterioration (wear and tear and obsolescence). Common types of determining depreciation are as follows:

b.1. Straight Line Depreciation (SLD)

$$\text{Depreciation Rate per year} = \frac{\text{Construction Cost}}{\text{Estimated Life}}$$

Depreciation Value (DV) is equal to one (1) less the Depreciation Rate (DR)

$$D V = 1 - D R$$

b.2. Observed Depreciation

If the Construction Cost and Date are not available, Observed Depreciation shall be used, based on the actual condition of the building, the DR is as follows:

Good:	0.20
Fair:	0.40
Poor:	0.60
Very Poor:	0.80

- c. Reproduction cost which is the estimated total of cost replacing the building with same utility. It is sometimes called "Replacement Cost."

Reproduction Cost per square meter= Unit construction Cost x Depreciation Value

d. Capitalization rate which is the interest rate on the cost or value of the property.

Formula Rate = Reproduction cost per sq.m x Monthly Capitalization Rate

e. Factor Value – the rating factor where locations and site conditions, neighborhood data and building structural condition, functionality, facilities and other requirements, including free services and facilities offered by the Lessor are considered.

Table 2. Rating Factor

	RATING FACTORS	WEIGHT (%)	RATING
I.	Locations and Site Conditions		
1.	Accessibility	25	
2.	Topography and Drainage	20	
3.	Sidewalk and Waiting Shed	15	
4.	Parking Space	15	
5.	Economic Potentiality	10	
6.	Land Classifications, Utilization and Assessment	10	
7.	Other Added Amenities	5	
	Subtotal (I)	100	
II.	Neighborhood Data		
1.	Prevailing Rental Rates	20	
2.	Sanitation and Health Condition	20	
3.	Adverse Influence	15	
4.	Property Utilization	15	
5.	Police and Fire Station	15	
6.	Cafeterias	10	
7.	Banking/Postal/Telecom	5	
	Subtotal (II)	100	
III.	Building		
1.	Structural Condition	30	
2.	Functionality		
	b.1. Module	6	
	b.2. Room Arrangement	6	
	b.3. Circulation	6	
	b.4. Light and Ventilation	6	
	b.5. Space Requirements	6	
3.	Facilities		
	a. Water Supply and Toilet	6	
	b. Lighting System	6	
	c. Elevators	6	
	d. Fire Escapes	6	
	e. Firefighting Equipment	6	
4.	Other requirements		
	a. Maintenance	5	
	b. Attractiveness	5	

	RATING FACTORS	WEIGHT (%)	RATING
	Subtotal (III)	100	
IV.	Free Service and Facilities		
1.	Janitorial and Security	20	
2.	Air Conditioning	20	
3.	Repair and Maintenance	20	
4.	Water and Light Consumption	20	
5.	Secured Parking Space	20	
	Subtotal (IV)	100	

Rental Rate Factor Value	Rating	x	Value	
1. Location and Site condition	_____	x	0.20	= _____
2. Neighborhood data	_____	x	0.20	= _____
3. Building	_____	x	0.50	= _____
4. Free Services and Facilities	_____	x	0.10	= _____
Factor Value:				_____

- f. Rental which is the amount paid by the NGA (Lessee) for the use and/or occupancy of the privately-owned building/lot to the Lessor, where payment is usually on a monthly basis.

Rental rate per sq.m = Formula Rate x Factor Value

Monthly Rental = Floor Area (Rentable) x Rate (per sq.m. per Month)

- g. Area is the total rentable area of the building in square meters being occupied by the Lessee. Rentable area is that area of floor spaces less common area like lobby, stairway, elevator hall, common comfort room, machine room for aircon and other area of common use by the public or upper floor occupants.
- h. Below is the illustrative example (*rates are based on 1987*) on the determining the reasonable rental rates:

Office Building "A"

Estimated Unit Construction Cost		=	P 1,900.00/sq.m.
Depreciation Rate (DR)		=	.20
Depreciation Value = (1 - DR)		=	.80
Capitalization Rate (Annual)		=	16%
Factor Value		=	98%
Reproduction Cost	= 1,900 x 0.80	=	P 1,520.00/sq.m.
Formula Rate	= 1,520 x 0.013	=	P 19.76 sq.m/mo
Rental Rate	= 19.76 x 0.98	=	P 19.36 /sq.m
Area Rentable		=	200 sq.m
Monthly Rental	= 200 x P 19.36	=	P 3,872.00
SAY		=	P 3,870.00/month

IV. INSURANCE

Pursuant to the existing laws, to indemnify or compensate the Government for any damage to, or loss of, its properties due to fire, earthquake, storm, or other casualty, all buildings under the DPWH Central Office (CO), RO and DEO are hereby required to insure its properties, with the fund against any insurable risk and pay the premiums thereon. All DPWH Buildings shall be insured through the General Insurance Fund (GIF) as mandated under existing laws, to provide the most appropriate insurance coverage at the least cost to the Department.

To ensure compliance with existing laws regarding insurance, all ROs and DEOs shall submit to BOM a copy of proof of payment and insurance policy together with the updated Inventory of Insured DPWH-Owned Building. (see Annex "G")

In the event of damage, loss or urgent repair needs for any or all structural members of DPWH-Owned Buildings insured with the GSIS, resulting from natural or human-induced disasters, the DEOs and ROs shall refer to the insurance policy guidelines regarding the submission of insurance claims and the preparation of necessary documents, ensuring compliance within the GSIS's stipulated timeframe.

Payment and Renewal of Insurance Premiums

All payments for the insurance of DPWH-Owned Buildings under CO/ROs/DEOs shall be made directly by their respective offices to the Government Service Insurance System (GSIS), and that funding for this purpose shall be sourced from their respective annual appropriation. Insurance Policy of these buildings shall be renewed annually by the respective offices diligently pursuant to the existing laws.

For buildings within the jurisdiction or utilized by the DPWH CO, the BOM is hereby mandated to process the Insurance Policy as well as its annual renewal to the GSIS.

V. BUDGET ALLOCATION

DPWH, designated as overall custodian of the NGOB, shall be responsible in the preparation of National Budget Proposal based on the Inventory of NGOB intended for the repair and maintenance covered by this guideline. The approved allocation shall be distributed to the respective DEOs as per the computed Equivalent Maintenance Cost per Area (EMCA).

A. Parameters on Prioritization and Allocation

- a.1. **First priorities** are Main Building Group that requires major repairs with total repair cost not exceeding 30% of the building's appraised value for an equitable distribution of the NGOB repair/maintenance fund amongst the DEOs.
- a.2. **Second priorities** are Main Building Group that requires minor repairs with estimated repair cost not exceeding 30% of the building's appraised value.
- a.3. **Third priorities** are Main Building Group depreciated to more than 50% of their book value and with a total repair cost not exceeding 30% of the building's appraised value.

a.4. **Fourth priorities** are Utility Building and Other Building Group.

a.5. **Last priority** will be given to buildings that require capital repair works.

Table 3. Building Group

Main Building	Utility Building	Other Building
a. Office/Administrative Buildings	a. Warehouse	a. Power House
b. Laboratories	b. Garages	b. Pump Houses
c. Rest House/Living Quarters	c. Gymnasium	c. Guardhouse
d. Multi-purpose Building with majority of the floor area is for similar function under this category	d. Satellite office	d. Waiting Areas
	e. Equipment Repair Bay	
	f. Multi-purpose Building with majority of the floor area is for similar function under this category	

a.6. Buildings which are fifty (50) years and above covered by the National Historical Commission of the Philippines (NHCP) and are included in the Inventory database shall be prioritized for the repair and maintenance, regardless of cost, subject to the approval of the Commission.

a.7. DEOs who are not able to fully utilize the allocated fund from previous year, and/or DEOS whose projects on the current year are still reported "Not Yet Started" (NYS) by the end of 2nd Quarter, shall not be included in the priority list.

B. Establishment of Standard Equivalent Maintenance Cost per Area (EMCA)

To institute standard approach amongst DEOs in terms of funding allocation intended for the proposed repair and maintenance of NGOB under the GAA, BOM shall use the EMCA. The EMCA shall be computed from the Total Estimated Amount for Buildings Needing Repair divided by the Total Floor Area Needing Repair as indicated in the Inventory of NGOB. The computed EMCA shall be approved by the DPWH Secretary annually.

$$\text{EMCA} = \frac{\text{Estimated Amount for Buildings Needing Repair}}{\text{Total Floor Area Needing Repair}}$$

The DEO allocation can then be computed by multiplying the EMCA by the District Total Funded Floor Area for Repair by Priority:

$$\text{District Allocation} = \text{EMCA} \times \text{District Total Funded Floor Area for Repair by Priority}$$

C. Field Validation and Prioritization Procedure

c.1. The DNBPP shall prepare all the documents regarding NGOB funding requirements stipulated in these guidelines (see Annex "M") prior to BOM's actual field validation.

- c.2. The BOM shall generate the Shortlist of Priority NGOB Projects from the submitted Inventory Database to be validated on field to check the building actual status, correctness of the data, quantity and scope of work, urgency of the repair and project implementability.
- c.3. Based on the actual field validation, the BOM Validator shall prepare report (see Annexes "D, E and F") and categorized the Shortlist of Priority NGOB Projects if it is recommended for funding together with its evaluated cost of repair/maintenance. The said Report shall be signed by the Validation Team duly noted by the concerned DE/ADE.
- c.4. An exit conference shall be conducted with the presence of ADE/DE to discuss the result of the validation and other observations.
- c.5. The BOM Validator shall prepare and submit their report five (5) working days from the date of arrival.
- c.6. The BOM Validation Report shall be the sole source of Final List of NGOB Priority Project that will be subject for allocation. In no case shall a certain project which was not validated be included in the Final List of NGOB Priority Project. The BOM shall prepare the Final Priority List Projects for various DEOs based on the current GAA, and submit the same for approval and release of maintenance fund.

VI. MONITORING OF NGOB- FUNDED PROJECTS

To ensure that all NGOB-Funded Projects under repair and maintenance are implemented according to plans and schedules, and given that these projects are not included in the Project and Contract Management Application (PCMA), the BOM shall monitor and conduct field validation of all ongoing and completed NGOB-Funded Projects in accordance with the guidelines set forth herein.

All NGOB-Funded Projects shall be monitored by the BOM, and appropriate action shall be carried out by the Implementing Office as guided by current Department Order relating to "Administrative Action on Contracts with Negative Slippage in Accordance with the Revised IRR of R.A. 9184".

A. Reporting of Accomplishment Status

- a.1. All DEOs with NGOB-funded projects shall submit their Monthly Status Reports using Annexes "H" and "I", every **20th day of the month to RO**. These reports shall be evaluated and consolidated by the concerned RO for submission every **1st week of the following month** until the project completion to the BOM using Annex "J".
- a.2. In the event that the DEO has approved Variation Order and Time Variance, as the need so warrant, the DEO shall inform the BOM through memorandum regarding the said changes.

B. Project Validation

b.1. Frequency of Validation

Validation shall be conducted **once a year** by the Validation Team for all DEOs with NGOB-funded projects. Moreover, the BOM may schedule validation of projects with at least 50% accomplishment, six (6) months after the date of release of fund or upon project completion. The BOM Director, based on the submitted status report of ROs and DEOs, may order random validation on on-going projects that incurred negative slippage of more than 15%.

b.2. Parameters

- b.2.1. Verify and validate actual site accomplishment, scope of works against the submitted monthly reports, geotagged pictures, and financial accomplishments.
- b.2.2. For completed projects, the Validation Team shall inspect the actual project site to verify its conformity with the approved plans and scope of works.

b.3. Project Validation Procedures

- b.3.1. The DNBPP shall prepare project related documents prior to BOM actual site validation (see Annex "N").
- b.3.2. The Validation Team shall conduct actual site validation in accordance with the parameters set forth in Item VI.b.2.
- b.3.3. An exit conference shall be conducted with the presence of ADE/DE to discuss the result of the validation and other observations gathered on field.
- b.3.4. The BOM Validator shall prepare and submit their reports within five (5) working days from the date of arrival.
- b.3.5. A consolidated National Report on the result of the field validation on all NGOB Projects together with the findings and observations shall be submitted to the Undersecretary for Technical Services for further instruction.

VII. ROLES AND RESPONSIBILITIES

A. Central Office

The Bureau of Maintenance shall be the overall head and responsible for effective and successful implementation of this Order.

B. Regional Office

- b.1. Regional Director (RD) shall ensure that all matters pertaining to the management of NGOB stipulated in this Order are properly implemented by the DEOs under their jurisdiction. The Assistant Regional Director shall assist the RD in performing their duties.
- b.2. Regional Maintenance Engineer (RME) shall also monitor and supervised the DEOs for the effective implementation of this Order. They shall assign (1) principal and two (2) alternate Regional – NBPP from the Maintenance Division, and submit every 20th day of January or when changes has been made, to the BOM using the standard format provided in Annex “K”.

C. District Engineering Office

- c.1. The DE shall monitor and supervise the overall operation of the Maintenance Section in the implementation of this order from inventory, appraisal, insurance, budget allocation and monitoring of repair and maintenance projects. The ADE is enjoined to assist the DE in performing their duties.
- c.2. DME shall strictly observe all the provisions of this Order for the effective and successful management of NGOB. They shall assign one (1) principal and two (2) alternate District – NBPP from the Maintenance Section, and submit every 20th day of January or when changes have been made, to the BOM using the standard format provided in Annex “L”.
- c.3. Only the DEO shall implement repair and maintenance of NGOB projects. Project within the DPWH – RO compound shall be implemented by the respectively DEO who has jurisdiction over the area.



DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
Quality Management System
National Government-Owned Buildings Profile

ANNEX "A"

DPWH-QMSP-16-24-Rev00

Region					
District					
Agency					
Name of Building					
Location					
Group					
Property Status	Lot Status		Lot Area, in sq.m.		BIR Zonal Value, in PhP/sq.m.
	Building Status		Total Floor Area, in sq.m.		
Description of Building	No. of Storey				Book Value, in PhP
	Type of Construction				Appraised Value, in PhP
	Year of Construction				
Condition of Building	Condition		Estimated Cost		
Remarks					
Geotagged Photographs	LATITUDE			LONGITUDE	
FRONT VIEW			RIGHT SIDE VIEW		
LEFT SIDE VIEW			REAR VIEW		



Department of Public Works and Highways
Quality Management System
National Government-Owned Buildings Profile

DPWH-QMSP-16-24-Rev00

Type of Proof of Ownership	
Proof of Ownership/Document Number	
Attached Scanned Copy of Proof of Ownership	

Prepared by:

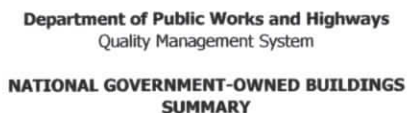
Checked by: *(if applicable)*

Approved and Submitted / Noted by:

(Name, Designation)
Date: _____

(Name, Designation)
Date: _____

(Name, Designation)
Date: _____



DPWH-QMSP-16-26-Rev00

(additional sheets may be used if necessary)

(Name, Designation)

Date: _____



Department of Public Works and Highways
Quality Management System

**NATIONAL GOVERNMENT-OWNED BUILDING
GEOTAGGED PHOTOGRAPHS**

DPWH-QMSP-16-27-Rev00

REGION	:	
DISTRICT	:	
INVENTORY/PROJECT/ DEMOLITION	:	(AGENCY NAME) Building (Name of Attached Agency/Office), (Name of Building)
LOCATION	:	

GEOTAGGED PHOTOGRAPHS:

(PICTURE)	(PICTURE)
Description:	Description:
(PICTURE)	(PICTURE)
Description:	Description:

Prepared by:

Checked by: *(if applicable)*

Noted/Submitted by:

(Name, Designation)

Date: _____

(Name, Designation)

Date: _____

(Name, Designation)

Date: _____



Year: _____
 Region: _____
 District: _____
 Date of Validation: _____

[illegible]

Validated and Prepared by:

(Name, Designation)

Date: _____

Noted by:

(Name, Designation)

Date: _____

Page _____ of _____

ANNEX "G"



DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
Quality Management System

**NATIONAL GOVERNMENT-OWNED BUILDINGS FUNDED PROJECT/S
STATUS REPORT**

DPWH-QMSP-16-31-Rev00

YEAR :										
AS OF :										
REGION :										
DISTRICT :										
CONTRACT ID :										
PROJECT NAME :										
LOCATION :										
CONTRACT DETAILS										
FUND RELEASE	SCHEDULE	ACCOMPLISHMENT		FUND UTILIZATION	REMARKS					
		PHYSICAL, %	FINANCIAL, ₱							
a. SAA Number b. SAA Date c. Allocation (Php) (1)	a. Actual Start Date b. Original Expiry Date c. Revised Expiry Date d. Original Project Duration (CD) e. Revised Total Project Duration (CD) (2)	a. Planned b. Revised c. Actual d. Slippage (3)	a. Planned b. Revised c. Actual (4)	a. Contract Amount b. Revised Contract Amount c. Cumulative Disbursement d. Balance (5)	(6)					
a. b. c.	a. b. c. d. e.	a. b. c. d.	a. b. c. d.	a. b. c. d.						
SCOPE OF WORK										
ITEM NO.	DESCRIPTION	QUANTITY	UNIT	UNIT COST		% Wt	PHYSICAL, %		FINANCIAL, ₱	
					Planned		Actual	Planned	Actual	
		original								
		revised								
		original								
		revised								
		original								
		revised								
		original								
		revised								
		original								
		revised								
		original								
		revised								

(additional sheets may be used if necessary)

Prepared by:

Checked by: (if applicable)

Noted/Submitted by:

(Name, Designation)
Date: _____

(Name, Designation)
Date: _____

(Name, Designation)
Date: _____



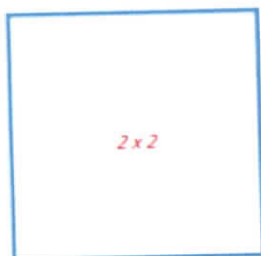
DPWH-QMSP-16-32-Rev00

(additional sheets may be used if necessary)



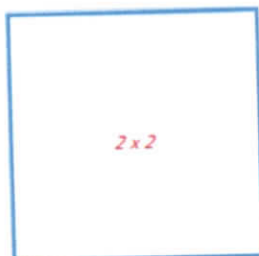
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS

Regional Office No. ____
(Address)



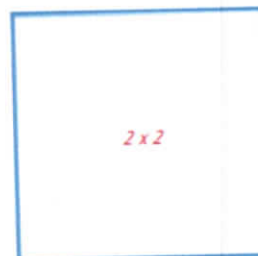
Name

Regional Director
Contact No.



Name

Assistant Regional Director
Contact No.

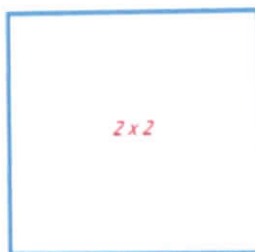


Name

Regional Maintenance Engineer
Contact No.

UPDATED LIST OF REGION-NATIONAL BUILDING POINT PERSONS

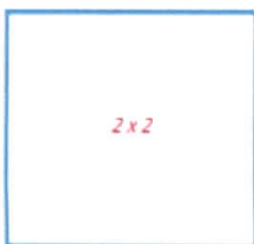
AS OF (months, year)



Name

(Position)
Contact No.

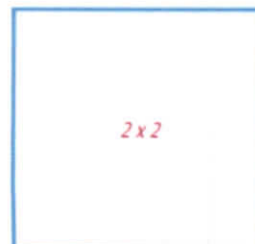
Principal RNBPP



Name

(Position)
Contact No.

Alternate RNBPP



Name

(Position)
Contact No.

Alternate RNBPP

Prepared By:

Signature over Printed Name

Regional Director

Prepared By:

Signature over Printed Name

Assistant Regional Director

Submitted By:

Signature over Printed Name

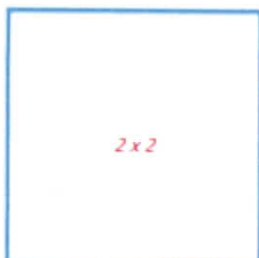
Regional Maintenance Engineer

Note: 1. Kindly provide the required information written in RED ink.
2. Photographs of the designated person preferably in proper office uniform.



DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS

District Engineering Office
(Address)



2 x 2

Name

District Engineer
Contact No.



2 x 2

Name

Assistant District Engineer
Contact No.



2 x 2

Name

District Maintenance Engineer
Contact No.

UPDATED LIST OF DISTRICT-NATIONAL BUILDING POINT PERSONS

AS OF (months, year)

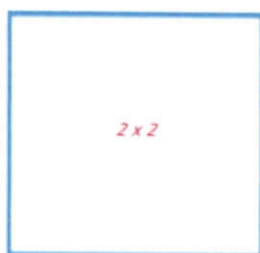


2 x 2

Name

(Position)
Contact No.

Principal DNBPP

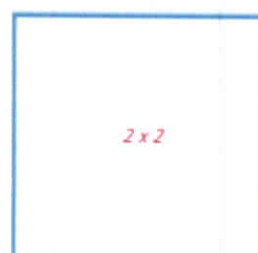


2 x 2

Name

(Position)
Contact No.

Alternate DNBPP



2 x 2

Name

(Position)
Contact No.

Alternate DNBPP

Prepared By:

Signature over Printed Name

District Maintenance Engineer

Prepared By:

Signature over Printed Name

Assistant District Engineer

Submitted By:

Signature over Printed Name

District Engineer

Note: 1. Kindly provide the required information written in RED ink.

2. Photographs of the designated person preferably in proper office uniform.



Republic of Philippines
Department of Public Works and Highways

**Checklist of Document Required for
 Inventory/Updating of National Government-Owned Buildings**

Item No.	Description
<input type="checkbox"/> 1	Proof of Ownership _____
<input type="checkbox"/> 2	Approved Program of Works (POW) with Detailed Unit Price Analysis (DUPA)
<input type="checkbox"/> 3	Approve Plans Indicating the existing and proposed plans with emphasis on the areas to be repaired (hatched, clouded, or color-coded)
<input type="checkbox"/> 4	Detailed Estimates and Back-Up Quantity Calculations
<input type="checkbox"/> 5	Geo-tagged Photographs of Proposed Repair Works
<input type="checkbox"/> 6	Appraised Value Computation
<input type="checkbox"/> 7	Unit Cost of Repair
<input type="checkbox"/> 8	For Demolished Building Updating <ul style="list-style-type: none"> • Demolition Permit • Geotagged Photos of Demolition Activity (Certification NHC)
<input type="checkbox"/> 9	Others <i>Pls specify:</i> _____ _____ _____

Prepared by:

Checked by:

 DNBPP

 District Maintenance Engineer

Date: _____

Date: _____



Republic of Philippines
Department of Public Works and Highways

**Checklist of Document Required for
 Site Validation of NGOB-Funded Project**

Item No.	Description
<input type="checkbox"/> 1	Project Procurement Management Plan
<input type="checkbox"/> 2	Construction Plans
<input type="checkbox"/> 3	Program of Works
<input type="checkbox"/> 4	Notice of Award
<input type="checkbox"/> 5	Contract of Agreement
<input type="checkbox"/> 6	Notice to Proceed
<input type="checkbox"/> 7	Construction Schedule __PERT/CPM __PDM
<input type="checkbox"/> 8	Project Engineer's Designation Order with Accreditation ID
<input type="checkbox"/> 9	Variation Order
<input type="checkbox"/> 10	Contract Time Extension
<input type="checkbox"/> 11	Work Suspension Order
<input type="checkbox"/> 12	Statement of the Work Accomplishment
<input type="checkbox"/> 13	Final Inspection Report
<input type="checkbox"/> 14	Certificate of Completion
<input type="checkbox"/> 15	Certificate of Turn Over (if applicable)
<input type="checkbox"/> 16	Updated Book of Accounts/RPCPP per Bldg. (DPWH only)
<input type="checkbox"/> 17	Others <i>Pls specify:</i> _____ _____ _____

Prepared by:

 District Maintenance Engineer

Date: _____