



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

FEB 14 2022

MEMORANDUM

TO : ALL Bureau Directors
Service Directors
UPMO Cluster Project Directors
Regional Directors
This Department

SUBJECT : FY 2021 DPWH Citizen's Charter

This is regarding the requirements of the Ant-Red Tape Authority (ARTA) in pursuant to Republic Act 11032 and Memorandum Circular No. 2019-002 regarding the Guidelines on the Implementation of the Citizen's Charter. As a result of the various consultation meetings with identified process owners and the incorporation of the 2021 targets for Streamlining and Process Improvement, the most updated and current version of the DPWH Citizen's Charter is now available for download in the DPWH intranet and internet websites, under the Citizen's Charter quick link: <https://www.dpwh.gov.ph/dpwh/citizens/charter>

With this, all offices are required to comply on the following provisions for the information dissemination of the DPWH Citizen's Charter, to wit:

1. All DPWH offices shall post the applicable frontline services in the Citizen's Charter Information Billboard. These may be done in the form of interactive information kiosks, electronic billboards, posters, tarpaulins standees, etc.
2. The Citizen's Charter Information Billboard is posted at the main entrance of the office or at the most conspicuous place of all offices with the applicable frontline service.
3. The printed Citizen's Charter Handbook is placed at the windows/counters of each frontline offices to complement the information on the services indicated in the Information Billboard.

Further, the Stakeholders Relations Service (SRS) and its counterpart offices shall monitor the compliance of all the above-listed requirements and shall submit evidence of posting to the office of the undersigned. The consolidated evidence of postings will be used for the Certificate of Compliance that will be submitted to ARTA on or before **March 31, 2022** as stated in the attached ARTA Memorandum Circular No. 2021-10 dated December 3, 2021.

For strict compliance.

ARDELIZA R. MEDENILLA, MNSA, CESO I
Undersecretary for Support Services
DARTT Chairperson (D.O. 169 series of 2018)

Encl: (1) ARTA Memorandum Circular No. 2021-10 dated December 3, 2021

Cc: Acting Secretary ROGER G. MERCADO

1.3 VTL/JGT



Department of
**PUBLIC WORKS
and HIGHWAYS**

citizen's

C H A R T E R

2021 EDITION



DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS



DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS

CITIZEN'S CHARTER (Version 2021-2)



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

FEB 14 2022

Atty. JEREMIAH B. BELGICA, REB, EnP

Director General
Anti-Red Tape Authority
Office of the President
Ground Floor, HPGV Bldg.
359 Senator Gil Puyat Avenue
Makati City, Philippines 1200

Dear Director Belgica,

This is regarding the requirements of the Anti-Red Tape Authority (ARTA) in pursuant to Republic Act 11032 and Memorandum Circular No. 2019-002 regarding the Guidelines on the Implementation of the Citizen's Charter. As a result of the various consultation meetings with identified DPWH process owners and the incorporation of the 2021 DPWH targets for Streamlining and Process Improvement, attached herewith is the most updated and current version of the DPWH Citizen's Charter.

For your information and reference.

Very truly yours,

ARDELIZA R. MEDENILLA, MNSA, CESO I

Undersecretary for Support Services
DARTT Chairperson
D.O. 169 series of 2018

Encl: (1) DPWH Citizen's Charter Version 2021.2

1.3 VTL/JGT



DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS

CITIZEN'S CHARTER (Version 2021-2)



I. Mandate

DPWH is mandated to undertake (a) the planning of infrastructure, such as national roads and bridges, flood control, water resources projects and other public works, and (b) the design, construction, and maintenance of national roads and bridges, and major flood control systems.

II. Vision

By 2030, DPWH is an effective and efficient government agency, improving the life of every Filipino through quality infrastructure.

III. Mission

To provide and manage quality infrastructure facilities and services responsive to the needs of the Filipino people in the pursuit of national development objectives.

IV. DPWH Quality Policy

We commit to provide quality, safe, and environment-friendly public infrastructure facilities that will improve the life of every Filipino.

We commit to comply with all requirements and to continually improve effectiveness and efficiency in serving the public.

We endeavor to implement the RIGHT PROJECTS at the RIGHT COST determined through transparent and competitive bidding; with the RIGHT QUALITY, according to international standards; delivered RIGHT ON TIME through close monitoring of project implementation; and carried out by the RIGHT PEOPLE who are competent and committed to uphold the values of public service, integrity, professionalism, excellence, and teamwork.



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Central Office

Stakeholders Relations Service (SRS)



Handling of Feedback and Inquiries

This frontline service enables citizens to utilize the Department's customer relations management program (Citizens Feedback Management Center) which endorses inquiries to concerned offices; customer feedback mechanism and recommends areas for improvement based on analytics to the management.

Office or Division:	Stakeholders Affairs Division			
Classification:	Simple			
Type of Transactions:	G2C - Government-to-Citizens G2G - Government-to-Government			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Contact details, mailing address, and/or supporting documents if needed		From the Client/Citizen		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Course feedback/ inquiries/request or commendation through any of the following modes: a. Visit DPWH Public Assistance and Complaints Desk and fill up Walk-in form located at the Front Desk of all DPWH Offices. b. Send an email to dpwh_feedback@yahoo.com c. Call the DPWH 24/7 165-02 Call Center Hotline or	1. Stakeholders Affairs Division (SAD) will encode details of feedback including contact details of client at the Stakeholders Affairs Division – Stakeholders Relations Service	None	5 minutes	Action Officer
	2. Provide reply to simple feedback.		10 minutes	



SRS Hotline d. Post at DPWH official social media accounts: Department of Public Works and Highways, Philippines Facebook Page and @DPWHph on Twitter.				
2. Wait for action within the set duration and a copy of the RFA. For complex and highly technical transactions, request for extension of time may be done by the concerned DPWH office.	3. Preparation and signing of Request for Action (RFA) Memorandum and endorsement to concerned DPWH offices	None	10 minutes	Action Officer
	4. Evaluation of feedback, investigation, preparation of reply of the concerned office and transmittal to Stakeholders Relations Service.		10 minutes	
	Simple Transaction		3 days	Concerned Regional / Service / Bureau Director
	Complex Transaction		7 days	
	Highly Technical Application		20 days	
	Provide feedback to Customer		10 minutes	Action Officer



END OF TRANSACTION	TOTAL:	None	3 – 20 working days	
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FEEDBACK AND COMPLAINTS MECHANISMS	
How to send a feedback	<p>Feedback can lodge through the following:</p> <ol style="list-style-type: none"> Call Center DPWH Hotline 16502 E-mail - citizens_feedback@dpwh.gov.ph Letter Referral – Presidential Complaint Center Facebook - facebook.com/dpwh Presidential Complaint Center 8888 Hotline Twitter - twitter.com/DPWHph
How feedback is processed	<p>Customers are requested to fill up the Customer Feedback Form pursuant to Department Order 169 series 2016.</p> <ol style="list-style-type: none"> The Action Officer evaluates and consolidates each feedback form. For simple inquiries, the Action Officer immediately provides a response. Action Officer prepares Qualitative and Quantitative analytical Reports on consolidated feedback. The Action Officer will generate a Request for Action Memorandum relative to negative received feedback and send it to the head of the concerned office for appropriate action. Action Officer obtains a response to the RFA indicating the action taken on the negative feedback
How to file a complain	<p>Fill-up Public Assistance and Complaint Desk Form or submit a letter thru various feedback platforms stating contact details and detailed concerns of the customer.</p>
	<ol style="list-style-type: none"> The Action Officer evaluates each



<p>How complaints are processed</p>	<p>complaint.</p> <ol style="list-style-type: none">2. For simple inquiries, the Action Officer immediately provides the request information.3. Action Officer identifies the complaint by its type whether complex or technical. The Action Officer calls the concerned office to verify the complaints of the customer.4. The Action Officer will generate a Request for Action Memorandum and send to the head of the concerned office for appropriate action.5. The Action Officer will give an update to the client.
	<p>citizens_feedback@dpwh.gov.ph</p> <p>DPWH Hotline 16502</p>



Accreditation of External Stakeholders and other Relevant Interested Parties (RIPS)

This frontline service encourages citizens to participate in the social marketing and social mobilization programs of the Department to strengthen relationships with external stakeholders. Specifically, non-government organizations and civil society organizations who want to take an active part in governance, thus, improving the image of the Department.

Office or Division:	Stakeholders Affairs Division		
Classification:	Technical		
Type of Transactions:	G2B - Government-to-Business		
Who may avail:	RIPs in the Philippines who have an interest in the field of good governance, infrastructure development, and other related activities may designate representatives to act as partners and/or observers in all stages of the project development cycle (identification, preparation, budgeting, procurement, implementation, operations, and post-evaluation) and other areas of mutual interest.		
CHECKLIST OF REQUIRMENTS		WHERE TO SECURE	
1. Properly accomplished Accreditation Application form		DPWH Website / Stakeholders Relations Service Office	
2. Copy of Securities and Exchange Commission registration (Duly Authenticated)		Securities and Exchange Commission (SEC)	
3. Copy of charter or constitution and by-laws and any other document that may explain the organization's purpose, aims, and initiatives (Duly Authenticated)		From CSO Applicant	
4. Proof of interest in good governance, infrastructure development, and other related tools. (e.g. reports, press releases, news clippings, newsletters, periodicals)		From CSO Applicant	



5. If the applicant is a network or similar member entity: a. description of the membership system, indicating the total number of members. b. type of their geographical distribution.		From CSO Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish CSO Accreditation Form provided by the Stakeholders Relations Service, DPWH Head Office.	1. Conduct preliminary interview and evaluate submitted requirements	None	1 day	CSO Action Officer
2. Submit documentary requirements needed for accreditation				
3. Wait for the approval/dissent on the application for accreditation.	2. Review and validation of the completeness of the documents submitted		2 days	
	3. Prepare evaluation report and memo for the Secretary recommending approval of the accreditation of the CSO applicant		10 days	CSO Action Officer / CSO Section Chief



	4. Approval of the evaluation report and memo for the accreditation of the CSO applicant		2 days	<i>CSO Action Officer</i>
END OF TRANSACTION	TOTAL:	None	7-15 working days	



Central Office

Human Resource and Administrative Service (HRAS)



Applying (for appointment) to Vacant Position in the Department

Through this frontline service, the Department can regulate the submission of application done by citizens who want to be part of the DPWH workforce.

Office or Division:	Human Resource Management Division			
Classification:	Simple			
Type of Transaction:	G2C – Government-to-Citizen			
Who may avail:	Walk-In Applicants			
CHECKLIST REQUIREMENTS		WHERE TO SECURE		
1. Covering Letter (Indicating Item Number of Position)		c/o Applicant		
2. Fully Accomplished Personal Data Sheet (PDS)		PDS (CS Form No. 212 rev. 2017) 1. Can be downloaded from http://www.csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/872-mc-no-11,-s-2017-personal-data-sheet-cs-form-no-212,-revised-2017.html 2. Obtain upon request from the Records Management Section and/or Employee and Staffing Section of the Human Resource Management Division (HRMD)		
3. Scholastic Records		c/o Applicant		
4. Certificates of Training		c/o Applicant		
5. Certificates of Eligibility (for positions requiring eligibility)		c/o Applicant		
6. Performance Appraisal Report for a rating period (if employed)		c/o Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Submit Application including documentary requirements	1. Receive and check the completeness of the requirements Forward application to ESS Section	None	30 minutes	<i>Administrative Assistant (Receiving Unit)</i>
	2. Reviews/evaluate the applicant's educational attainment and qualification	None	30 minutes	<i>Administrative Assistant/ Administrative Officer (Processor concerned)</i>
	3. Prepare/draft letter referring the application, including supporting documents to the office concerned	None	30 minutes	<i>Administrative Assistant/ Administrative Officer (Processor concerned)</i>
	4. Sign referral letter	None	1 hour	<i>Chief, HRMD</i>
2. Obtain a copy of the referral letter	5. Release/forward the referral letter including application and supporting documents to office concerned, copy furnished the applicant	None	30 minutes	<i>Administrative Assistant (Releasing unit)</i>
END OF TRANSACTION	TOTAL:	None	3 Hours	



Central Office

Bureau of Research and Standards (BRS)



Accreditation of DPWH Materials Engineers (Initial Accreditation)

To provide a visual guide and easy reference on the procedures in the processing of pertinent documents regarding the initial accreditation of DPWH Materials Engineers pursuant to Department Order No. 12, Series of 2013.

Office or Division:	Technical Working Group (TWG) - Accreditation Unit			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Registered and licensed civil engineers of DPWH with permanent plantilla item/position. (Other government engineers, GOCCs and Job Order personnel of DPWH are strictly NOT ALLOWED)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished Application Form (1 original copy) with letter request and transmittal from the DPWH Implementing Office		a. Downloadable online (www.dpwh.gov.ph) b. Any DPWH Regional Office (QAHD)		
2. Appointment Paper (certified true copy)		DPWH Office where the applicant is presently employed		
3. Training Certificates (certified true copies)		To be provided by the applicant		
4. Project Designation Orders (PDOs) (certified copies.		DPWH Office where the applicant is presently or was previously employed.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the application Form and the Requirements to the Chief of Quality Assurance and Hydrology Division (QAHD) of the DPWH Regional Office which has	1. Receive and evaluate the submitted documents from the sixteen (16) DPWH Regional Offices	None	1 day	DPWH Regional Office/Division Chief, Quality Assurance and Hydrology Division
	2. Endorse the evaluated applicants' document to BRS	None	1 day	Chief Quality Assurance and Hydrology Division



jurisdiction over the applicant	3. Review/encode and final evaluation of submitted documents	None	4 days	<i>BRS TWG Staff</i>
2. Receive the Notice of Examination Schedule from the DPWH Regional Office where the application was filed	4. Issuance of Memorandum to DPWH Materials Engineers informing the venue and room assignments of the applicants/examinees	None	3 days	<i>BRS TWG Staff/BRS Director/DPWH Regional Office/Chief, QAHD</i>
3. Take the Written Examination	4. Conduct of Written Examination	None	2 hours (1 day)	<i>BRS, DPWH/NCR Proctors and Supervisors</i>
	5. Checking and Re-Checking of Test Questionnaires and Encoding of Examinations	None	3 days	<i>BRS Non-technical Personnel/TWG staff</i>
4. Receive Notification whether client passed/failed the examination	6. Prepare/sign Report of Rating of the examinees	None	1 day	<i>TWG staff/BRS Director/DPWH Regional Office/Chief, QAHD</i>
5. Receive Notification re: Conduct of Practical Examination	7. Issuance of Memoranda re: Conduct and Schedule of Practical Examination	None	2 days	<i>TWG staff</i>
6. Take Practical Examination	8. Conduct of Practical Examination	None	1 day	<i>BRS Panel of Examiners and Evaluators created under Office Order No. 01, Series of 2019</i>
7. Submit documents for	9. Evaluation of submitted documents	None	1 day	<i>TWG Staff/Accreditation</i>



evaluation				<i>Committee</i>
8. Receive Certificate of Accreditation and IDs	10. Prepare proposed Department Order to those who qualified as Materials Engineer	None	2 days	<i>TWG staff/BRS Director</i>
	11. Approval and signature of accreditation documents	None	4 days	<i>Secretary (Department Order); Undersecretary and Assistant Secretary for Technical Services (Accreditation Certificate)</i>
	12. Issue Accreditation Certificates and IDs	None	2 days	<i>TWG staff</i>
	13. Updating Database PCMA	None	1 day (10 minutes)	<i>TWG staff</i>
END OF TRANSACTION	TOTAL:	None	25 working days	



Accreditation of DPWH Materials Engineers (Upgrading)

To provide a visual guide and easy reference on the procedures in the processing of pertinent documents regarding the upgrading of classification rank of DPWH Materials Engineers pursuant to Department Order No. 12, Series of 2013.

Office or Division:	TWG-Accreditation Unit			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Registered and licensed Civil Engineers of DPWH who are already accredited as DPWH Materials Engineer I (ME I)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished Application Form (1 original copy);		Downloadable online (www.dpwh.gov.ph)		
2. Letter request and transmittal from the head of the DPWH Implementing Office concerned;		To be provided by the applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the application Form and the Requirements to the BRS	1. Receive and evaluate the submitted documents	None	1 day (5 minutes)	<i>TWG Staff</i>
2. Receive Certificate of Accreditation and IDs	2. Prepare proposed Department Order to those who qualified for upgrading	None	1 day	<i>TWG Staff</i>
	3. Approval and signature of accreditation documents	None	4 days	<i>Secretary (Department Order); Undersecretary and Assistant Secretary for Technical</i>



				<i>Services (Accreditation Certificate)</i>
	4. Issue Accreditation Certificates and IDs	None	2 days	<i>TWG Staff</i>
	5. Updating Database (PCMA)	None	1 day (10 minutes)	<i>TWG Staff Office/Chief, QAHD</i>
END OF TRANSACTION	TOTAL:	None	9 working days	



Accreditation of Contractors'/Consultants' Materials Engineers (Initial)

To provide a visual guide and easy reference on the procedures involved in the processing of pertinent documents regarding the initial accreditation of Contractors' and Consultants' Materials Engineers pursuant to Department Order No. 98, Series of 2016.

Office or Division:	Technical Working Group (TWG) - Accreditation Unit			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Registered and licensed Civil Engineers employed by private construction companies/firms			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished/filled out Application Form with letter request and/or transmittal from the DPWH Regional Office		a. Downloadable online (www.dpwh.gov.ph) or; b. Any DPWH Regional Office (QAHD)		
2. Valid PRC License (1 photocopy)		Professional Regulations Commission (PRC)		
3. Affidavit not connected with any government agency and not working abroad (1 original copy)		Any Notary Public		
4. Certificate of Employment (1 original copy) or DTI License.		a. From the company where the applicant is presently employed or; b. Department of Trade and Industry (DTI)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Application Form and the Requirements to the Chief of Quality	1. Receive and evaluate the submitted documents from the sixteen (16) DPWH Regional Offices	None	1 day	DPWH Regional Office [Chief, Quality Assurance and Hydrology Division (QAHD)]



Assurance and Hydrology Division (QAHD) of any DPWH Regional Office	2. Endorse the evaluated documents of applicants to BRS	None	1 day	Chief, QAHD
	3. Review/Encode and final evaluation of submitted documents	None	5 days	BRS TWG Staff
2. Receive the Notice of Examination Schedule from the DPWH Regional Office where the application was filed	4. Issuance of Memorandum informing on the venue and room assignments of the applicants/examinees	None	3 days	BRS TWG Staff/BRS Director/DPWH Regional Office (Chief, QAHD)
3. Take the Written Examination	5. Conduct of Written Examination	None	1 day (2 hours)	BRS, DPWH-NCR/Regional Office Nos. VII and XI Proctors and Supervisors
	6. Checking and Re-Checking of Test Questionnaires and Encoding of Examinations	None	3 days	BRS Non-technical personnel/TWG staff
4. Wait for the exam results	7. Prepare/sign Report of Rating informing the examinees	None	2 days	TWG staff/BRS Director/DPWH Regional Office/Chief, QAHD
5. Receive Notification whether client passed/failed the examination	8. Prepare proposed Department Order to those who successfully passed the examination	None	2 days	TWG Staff/BRS Director
	9. Approval and signature of accreditation documents	None	5 days	Secretary (Department Order) Undersecretary and Assistant Secretary for Technical



				<i>Services (Accreditation Certificate)</i>
6. Receive Certificate of Accreditation and IDs	10. Issue Accreditation Certificates and IDs	None	2 days	<i>TWG staff</i>
	11. Updating Database PCMA	None	1 day (10 minutes)	<i>TWG staff</i>
END OF TRANSACTION	TOTAL:	None	23 working days	



Accreditation of Contractors'/Consultants' Materials Engineers (Upgrading)

To provide a visual guide and easy reference on the procedures involved in the processing of pertinent documents regarding the upgrading of classification rank of Contractors' and Consultants' Materials Engineers pursuant to Department Order No. 98, Series of 2016.

Office or Division:	Technical Working Group (TWG) - Accreditation Unit	
Classification:	Complex	
Type of Transaction:	G2C – Government to Citizens	
Who may avail:	Registered and licensed Civil Engineers employed by private companies/firms who are already accredited as Contractors'/Consultants' Materials Engineer I (ME I)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly accomplished/filled out Application Form with letter request to take the practical examination;		Downloadable online (www.dpwh.gov.ph)
2. Valid PRC License (1 photocopy) and ME I Accreditation ID (1 photocopy);		Professional Regulations Commission (PRC)
3. Certificate of Employment (1 original copy or DTI Certification/PCAB License or a duly notarized affidavit not connected with any government agencies or not working abroad.		a. From the company where the applicant is presently employed. b. Department of Trade and Industry (DTI) Philippine Contractors Accreditation Board (PCAB)
4. Original or Certified Copy of Accreditation Certificate as Contractor's/Consultant's Materials Engineer I (ME I) or an Affidavit of Loss if the certificate is lost. <i>[NOTE: Marriage Contract (only if the applicant has changed civil status and wished to change her surname accordingly).]</i>		To be provided by the applicant



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the application form and the Requirements to the BRS	1. Receive and evaluate the submitted documents	None	1 day	<i>TWG Staff</i>
2. Inform on the schedule of the Practical Exam	2. Inform the applicant in writing through Notice of Practical Examination			<i>TWG Staff</i>
3. Undergo the Practical Examination	3. Administer the Practical Examination	None	1 day	<i>BRS Panel of Examiners and Evaluators created under Office Order No. 01, Series of 2019</i>
4. Receive Certificate of Accreditation and IDs	4. Evaluate the result of the Practical Examination	None	1 day	<i>BRS Panel of Examiners</i>
	5. Encode the Evaluation Worksheets	None	1 day	<i>BRS Panel of Examiners</i>
	6. Inform in writing the examinees on the result of the practical examination (Pass or Fail)	None	1 day	<i>TWG Staff/BRS Director</i>
	7. Prepare/Issue Department Order to those who qualified for upgrading	None	1 day	<i>TWG Staff</i>
	8. Approval and signature of accreditation documents	None	4 days	<i>Secretary (Department Order); Undersecretary and Assistant Secretary for</i>



				<i>Technical Services (Accreditation Certificate)</i>
	9. Issue Accreditation Certificates and IDs	None	1 day	<i>TWG Staff</i>
	10. Updating Database PCMA	None	1 day (10 minutes)	<i>TWG Staff</i>
END OF TRANSACTION	TOTAL:	None	12 working days	



Accreditation of Contractors'/Consultants' Materials Engineers (Renewal)

To provide a visual guide and easy reference on the procedures involved in the processing of pertinent documents regarding the renewal of certificate of accreditation of Contractors' and Consultants' Materials Engineers pursuant to Department Order No. 98, Series of 2016.

Office or Division:	Technical Working Group (TWG) - Accreditation Unit			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Registered and licensed Civil Engineers employed by private construction companies/firms who are already accredited as Contractors'/Consultants' Materials Engineers (either ME I or ME II)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished/filled out Application Form with letter request;		Downloadable online (www.dpwh.gov.ph)		
2. Photocopy of valid PRC License and ME Accreditation ID		Professional Regulations Commission (PRC)		
3. Certificate of Employment or DTI Certification/PCAB License		a. From the company where the applicant is presently employed. b. Department of Trade and Industry (DTI) Philippine Contractors Accreditation Board (PCAB)		
4. Affidavit not connected with any government agency and not working abroad		Any Notary Public		
5. Original or Certified Copy of Accreditation Certificate as Contractor's/Consultant's Materials Engineer I (ME I) or an Affidavit of Loss if the certificate is lost.		To be provided by the applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE	PROCESSING TIME	PERSON RESPONSIBLE



		PAID		
1. Submit the application Form and the Requirements personally to the BRS	1. Receive the submitted documents	None	1 day	TWG Staff
	2. Evaluate the submitted documents			
2. Wait for the notification of BRS	3. Prepare the renewed Accreditation Certificate	None	1 day	TWG Staff
	4. Endorse the renewed Accreditation Certificate for approval of the Undersecretary and Assistant Secretary for Technical Services			TWG Staff/BRS Director
	5. Approval and signature of the renewed Accreditation Certificates	None	3 days	Undersecretary and Assistant Secretary for Technical Services
3. Receive Certificate of Accreditation	6. Issue Accreditation Certificates	None	1 day (5 min)	TWG Staff
	7. Updating Database (PCMA)	None	1 day (10 min)	TWG Staff
END OF TRANSACTION	TOTAL:	None	6 working days	



Testing of Various Construction Materials

Testing of various construction materials in DPWH are available, namely: asphalt, cement and concrete, paints, soils/soil aggregates, and other miscellaneous materials.

Office or Division:	Materials Testing Division			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government			
Who may avail:	<ul style="list-style-type: none"> - DPWH Implementing Offices - Private Entities - Other Government Offices 			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application/ Request Letter (1 original)		Applicant/Client		
2. Filled-out Sample Card Form (1 original)		DPWH-BRS-MTD		
3. Sufficient Sample (Minimum Sample requirements)		Applicant/Client		
4. Original Official Receipt (1 original)		DPWH – Cashier Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Request Letter, Sample Card, and Sample of Materials	1. Evaluate the submitted request letter, sample card, and sample	See attached Schedule of Fees and Charges for Laboratory Testing of Construction Materials (D.O. No. 11, Series of 2020)	2 days	<i>Materials Testing Division/ Concerned Section Chief</i>
2. Pay Laboratory Testing Fee	2. Issue order of payment			
3. Submit Original Official	3. Receives samples upon		See attached Schedule of	<i>Materials Testing Division/ Division</i>



Receipt of Testing Fee	presentation of O.R. After, approves sample card for testing and assigned lab number. Once assigned, laboratory testing may commence.		Testing of Materials from	<i>Chief/ Section Chief/ Concerned Analyst</i>
	4. Test Report is drafted and will be valuated/ reviewed based on the Test Report. After, test report is finalized and approved via signature.		2 days	<i>Materials Testing Division/ Division Chief/ Section Chief/ Concerned Analyst/ Bureau Director/ Asst. Bureau Director</i>
4. Receive the Test Report	5. Issuance/ Release of Test Report		1 day	<i>Materials Testing Division/ Concerned Section Chief</i>
END OF TRANSACTION	TOTAL:	Variable	Variable	



Accreditation of Government and Private Testing Laboratory

The Accreditation of Government and Private Testing Laboratory is issued to testing laboratories authorizing/accrediting them to perform the required tests for Government infrastructure projects.

Office or Division:	Materials Testing Division			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government			
Who may avail:	<ul style="list-style-type: none"> - Private testing laboratories - Laboratories of Provincial Engineering Offices - Universities/Colleges 			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application/Request Letter (1 original, 1 photocopy)		Requesting laboratory		
2. Accomplished Form for Accreditation (BRS Form No. 1) (1 original)		DPWH official website (www.dpwh.gov.ph)		
3. Mayor's Permit/Business Permit/Municipal License (1 photocopy)		Office of the Mayor		
4. DTI/SEC Registration (1 photocopy)		DTI, SEC		
5. Quality Manual (1 photocopy)		Requesting laboratory		
6. Calibration Report (1 photocopy)		Requesting laboratory		
7. Original Official Receipt (Accreditation Fee based from D.O. No. 22, Series of 2018) (1 original)		DPWH – Cashier Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant files	1. Upon receipt of	PHP	2 days	<i>Materials Testing</i>



application with Supporting Documents intended for this purpose	the request /application from the Director's Office, the staff evaluates the completeness of the submitted documents.	1,000.00 (Accreditation Fee based from D.O. No. 22, Series of 2018)		<i>Division / Concerned Section Chief</i>
2. Pay Accreditation Fee	2. The office shall issue order of payment and schedule the date of the inspection and informs the applicants			
3. Submit original Official Receipt of Accreditation Fee and arrange Schedule of Inspection/ Assessment	3. Secures travel tickets (for Visayas and Mindanao)		4 days	<i>Materials Testing Division/ Division Chief/ Concerned Accreditors</i>
4. Assist and Attend the Inspection/ Assessment	4. Conducts Inspection/ Assessment. Exit dialogue with concerned applicants after inspection		3 days	<i>Materials Testing Division/ Concerned Accreditors</i>
	5. For applicants compliant with the requirements: Draft/finalize Inspection Reports for approval and certification		10 days	<i>Bureau Director/ Assistant Bureau Director</i>



5. Receive the Certificate	6. Issuance/ release of Certificate		1 day	<i>Materials Testing Division / Concerned Section Chief</i>
END OF TRANSACTION	TOTAL:	PHP 1,000.00	20 Working Days	



Accreditation of Private Asphalt and Portland Cement Concrete Batching Plants

The Accreditation of Private Asphalt and Portland Cement Concrete Batching Plants is issued to batching plants authorizing/accrediting them to supply Asphalt and Portland Concrete Cement for government infrastructure projects.

Office or Division:	Materials Testing Division			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government			
Who may avail:	<ul style="list-style-type: none"> - DPWH Implementing Offices - Private Entities 			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application/Request Letter (1 original)		Applicant/Client		
2. Accomplished Form for Accreditation (BRS Form No. 2) (1 original)		DPWH-BRS-MTD		
3. Mayor's Permit/Business Permit/Municipal License (1 photocopy)		Office of the Mayor		
4. DTI/SEC Registration (1 photocopy)		DTI, SEC		
5. Quality Manual (1 photocopy)		Requesting laboratory		
6. Calibration Report (1 photocopy)		Requesting laboratory		
7. Original Official Receipt (Accreditation Fee based from D.O. No. 253, Series of 2003) (1 original)		DPWH – Cashier Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant files application with Supporting Documents	1. Upon receipt of the request/ application from the Director's Office,	Small (Below 50 Tons/ Hr) Php 3,000.00	2 days	<i>Materials Testing Division/ Concerned Section Chief</i>



intended for this purpose	evaluate the completeness of the submitted documents and categorize the plant capacity	Medium (50 to Below 100 Tons/Hr) Php 4,000.00		
		Large (100 and Above Tons/Hr) Php 6,000.00		
2. Pay Accreditation Fee	2. Issue order of payment	(Accreditation Fees based from D.O. No. 253, Series of 2003)		
3. Submit Original Official Receipt of Accreditation Fee and Arrange Schedule of Inspection/Assessment	3. Schedules the date of the inspection and informs the applicants and secures travel tickets (for Visayas and Mindanao)		7 days	<i>Materials Testing Division/ Concerned Accreditors</i>
4. Assist and Attend the Inspection/ Assessment	4. Conducts Inspection/ Assessment. After, an exit Dialogue with Concerned Applicants will be conducted. For applicants compliant with the requirements, draft/finalize Inspection Reports for Approval and Certification		10 days	<i>Bureau Director/ Asst. Bureau Director</i>
5. Receive the Certificate	5. Issuance/ Release of Certificate		1 day	<i>Materials Testing Division/ Concerned Section Chief</i>
END OF TRANSACTION	TOTAL:	Variable	20 Working Days	



Central Office

Procurement Service (PRS)



Purchase Bid Documents (Civil Works)

Accommodates purchase of complete set of Bidding Documents to interested bidders for them to participate in the bidding of contracts related to civil works.

Office or Division:	Civil Works Division			
Classification:	Simple			
Type of Transactions:	G2B - Government-to-Business			
Who may avail:	General Public/Contractor			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Company ID or any government issued ID 2. Authorization Letter (if not an authorized liaison officer in the CWA, i.e. Special Power of Attorney for Sole Proprietorship; or Board/Partnership/Joint Venture Resolution with Secretary's Certificate for Corporation/Partnership/Joint Venture/Cooperative) 3. Letter of Intent (for Foreign Funded Projects)		To be provided by the bidder/contractor		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client presents the required documents for the issuance of approved Request of Order of Payment.	1. Receive, verify and issue approved Request of Order of Payment	None	5 minutes	<i>Civil Works Division Action Officer</i>
2. Client presents the approved Request of Order	2. FS-Accounting Division to issue approved Order of	Fee depends on project		<i>Accounting Division Action Officer</i>



of Payment to the Accounting and Cash Division. After payment, the client presents the Official Receipt to PrS-Civil Works Division and receive the Bidding Documents.	Payment	ABC		
	3. HRAS-Cash Division to issue Official Receipt			<i>Cashier Division Action Officer</i>
	4. PrS-Civil Works Division to issue Bid Documents		2.5 minutes	<i>Civil Works Division Action Officer</i>
END OF TRANSACTION	TOTAL:	Variable	7.5minutes	



Purchase of Complete Set of Bidding Documents (Consultancy Services)

Accommodates purchase of complete set of Bidding Documents to interested bidders for them to participate in the bidding of contracts related to consultancy services.

Office or Division:	Consulting Services Division			
Classification:	Simple			
Type of Transactions:	G2B - Government-to-Business			
Who may avail:	Shortlisted Bidders (Consultant)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Company ID or any government issued ID 2. Authorization Letter (i.e. Special Power of Attorney for Sole Proprietorship; or Board/Partnership/Joint Venture Resolution with Secretary's Certificate for Corporation/Partnership/Joint Venture/Cooperative) 3. Letter of Intent (for Foreign Funded Projects)		To be provided by the bidder/consultant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client presents the required documents for the issuance of approved Request of Order of Payment.	1. Receive, verify and issue approved Request of Order of Payment	None	5 minutes	Consulting Services Division Action Officer
2. Client presents the approved Request of Order of Payment to the Accounting and Cash Division. After payment, the client presents the Official Receipt to PrS-Consulting Services Division and receive the Bidding Documents.	2. FS-Accounting Division to issue approved Order of Payment	Fee depends on project ABC		Accounting Division Action Officer
	3. HRAS-Cash Division to issue Official Receipt			Cashier Division Action Officer
	4. PrS- Consulting Services Division to issue Bid		2.5 minutes	Consulting Services Division



	Documents			<i>Action Officer</i>
END OF TRANSACTION	TOTAL:	Variable	7.5 minutes	



Purchase of Complete Set of Bidding Documents (Goods and Services)

Accommodates purchase of complete set of Bidding Documents to interested bidders for them to participate in the bidding of contracts related to the delivery of goods.

Office or Division:	Goods and Services Division			
Classification:	Simple			
Type of Transactions:	G2B - Government-to-Business			
Who may avail:	General Public/Supplier			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Company ID or any government issued ID 2. Authorization Letter (i.e. Special Power of Attorney for Sole Proprietorship; or Board/Partnership/Joint Venture Resolution with Secretary's Certificate for Corporation/Partnership/Joint Venture/Cooperative) 3. Letter of Intent (for Foreign Funded Projects)		To be provided by the bidder/supplier		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client presents the required documents for the issuance of approved Request of Order of Payment.	1. Receive, verify and issue approved Request of Order of Payment	None	5 minutes	<i>Goods and Services Division Action Officer</i>
2. Client presents the approved Request of Order of Payment to the Accounting and Cash Division. After payment, the client presents the Official Receipt to PrS-Goods and Services Division and receive the Bidding Documents.	2. FS-Accounting Division to issue approved Order of Payment	Fee depends on project ABC		<i>Accounting Division Action Officer</i>
	3. HRAS-Cash Division to issue Official Receipt			<i>Cashier Division Action Officer</i>
	4. PrS-Goods and Services Division to issue Bid Documents		2.5 minutes	<i>Goods and Services Division Action Officer</i>



END OF TRANSACTION	TOTAL:	Variable	7.5 minutes	
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Registration of New Contractors in the Civil Works Application (Civil Works)

Administers the inclusion of contractors in the Civil Works Application to facilitate the determination of their eligibility to bid for the project they intend to participate.

Office or Division:	Civil Works Division			
Classification:	Complex			
Type of Transactions:	G2B - Government-to-Business			
Who may avail:	Civil Works Contractors who have interest to participate in the infrastructure projects of the agency.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Dully filled-out Contractor's Confidential Application Statement for Registration (CCASR) Form		DPWH Website		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client accomplishes and submits CCASR Form downloadable from the DPWH website.	1. Conduct evaluation and validation of submitted requirements.	none	2-4 working days	<i>Civil Works Division Evaluators</i>
2. Client waits for the approval and issuance of Contractor Registration Certificate (CRC).	2. Issuance of Contractor Registration Certificate		1 working day	<i>Civil Works Division Action Officer</i>
END OF TRANSACTION	TOTAL:	None	3-5 working days	



Updating of Contractor's Information (Civil Works)

Administers the updating of Contractor's Information to facilitate the determination of their eligibility to bid for the project they intend to participate.

Office or Division:	Civil Works Division
Classification:	Complex
Type of Transactions:	G2B - Government-to-Business
Who may avail:	DPWH-CWA included Civil Works Contractors who have interest to participate in the infrastructure projects of the agency.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> For Updating of Legal/Technical/Financial Documents: <ol style="list-style-type: none"> Request Letter Affidavit of Authenticity Originally Stamped Certified True Copy (by Authorized Managing Officer (AMO) or Issuing Office) of document/s to be updated: <ol style="list-style-type: none"> Mayor's Permit Tax Clearance Certificate SEC/DTI/CDA Certificate PhilGEPS Certificate PCAB License Audited Financial Statement & Income Tax Return (stamped "received" by the BIR.) 	To be provided by the contractor
	Local Government Unit
	Bureau of Internal Revenue
	SEC/DTI/CDA
	DBM-PS PhilGEPS
	PCAB
	To be provided by the contractor
<ul style="list-style-type: none"> For Updating (Addition/Removal) of Authorized Liaison Officer (ALO)/AMO: <ol style="list-style-type: none"> Request Letter Affidavit of Authenticity Duly notarized Authorization by AMO/Owner (for Sole Proprietor) or Board/Partnership/Joint Venture Resolution with Secretary's Certificate (for Corporation/Partnership/Cooperative) 2x2 ID Picture of ALO/AMO Originally Stamped Certified True Copy (by AMO or Issuing Office) of two (2) valid IDs with specimen signatures 	To be provided by the contractor



<ul style="list-style-type: none"> • For Updating of Email Address or Telephone No. <ol style="list-style-type: none"> 1. Request Letter 2. Affidavit of Authenticity 	To be provided by the contractor
<ul style="list-style-type: none"> • For Updating of Business Address <ol style="list-style-type: none"> 1. Request Letter 2. Affidavit of Authenticity 3. Originally Stamped Certified True Copy (by AMO or Issuing Office) of Mayor's Permit 4. Originally Stamped Certified True Copy (by AMO or Issuing Office) of Amended Articles of Incorporation/Partnership/Cooperation (for Corporation/Partnership/Cooperative) 	To be provided by the contractor
	Local Government Unit
	To be provided by the contractor
<ul style="list-style-type: none"> • For Updating of Projects <ol style="list-style-type: none"> A. <i>DPWH-Completed/Accepted Projects (For contracts with Notice to Proceed date prior to 2018)</i> <ol style="list-style-type: none"> 1. Request Letter (indicating the Contract ID Nos. of projects for updating) 2. Originally Stamped Certified True Copies (by AMO or Issuing Office) of the following: <ol style="list-style-type: none"> a. Certificates of Completion, and/or; b. Certificate of Final Acceptance B. <i>LGU/Government/Private Sector-Completed/Accepted Projects</i> <ol style="list-style-type: none"> 1. Request Letter 2. Originally Stamped Certified True Copies (by AMO or Issuing Office) of the following: <ol style="list-style-type: none"> a. List of Completed Projects (Annex I of CCASR Form) b. Certificate of Completion or Final Inspection Report c. Certificate of Final Acceptance or CPES with at least Satisfactory Rating (for LGUs or Other Government Agency) <p><i>And, if project is not yet encoded in the CWA:</i></p> <ol style="list-style-type: none"> d. Notice of Award 	DPWH-Implementing Office
	To be provided by the contractor/ Local Government Unit/Other Government Agency/Private Sector



<ul style="list-style-type: none"> e. Notice to Proceed f. Contract Agreements with copy of Scope of Work and Contract Costs and Bill of Quantities g. Joint Venture Agreement stating percent participation, for Joint Ventures <p><i>C. DPWH-On-Going Projects (For contracts with Notice to Proceed date prior to 2018)</i></p>	<p>To be provided by the contractor</p>
<ul style="list-style-type: none"> 1. Request Letter (indicating the Contract ID Nos. of projects for updating) 2. Latest percent (%) Statement of Works Accomplished (SWA) and percent (%) Time Elapsed Originally Stamped Certified True Copies (by AMO or Issuing Office) <p><i>D. LGU/Government/Private Sector-On-Going Projects</i></p> <ul style="list-style-type: none"> 1. Request Letter 2. Originally Stamped Certified True Copies (by AMO or Issuing Office) of the following: <ul style="list-style-type: none"> a. Latest percent (%) Statement of Works Accomplished (SWA) and percent (%) Time Elapsed b. List of on-going contracts including those already awarded but not yet started (Annex J of CCASR Form) <p><i>And, if project is not yet encoded in the CWA:</i></p> <ul style="list-style-type: none"> c. Contract Agreement with copy of Scope of Work and Contract Costs and Bill of Quantities d. Certificate of Posting of Invitation to Bid in PhilGEPS (for LGUs or Other Government Agency) e. Notice of Award f. Notice to Proceed g. Joint Venture Agreement stating percent participation, for Joint Venture 	<p>To be provided by the contractor/ Local Government Unit/Other Government Agency/Private Sector</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits required documents for updating.	1. Evaluate and update the documents submitted.	None	1-5 working days	<i>Civil Works Division Evaluators</i>
END OF TRANSACTION	TOTAL:	None	1-5 working days	



DPWH Regional Offices



Application for Issuance of Excavation Permit for Utility Companies Along National Roads

This Excavation Permit is issued to clients whose excavation or digging works are (a) within the DPWH Road-Right-Of-Way, (b) on the carriageway, (c) have a total restoration cost of above Php 500,000.00, (d) and have complied with all the provisions of DPWH Department Order No. 26, s. 2011, Department Order No. 124, s. 2014, and Department Order No. 83, s. 2018.

This frontline service involves multi-stage processing. The total “Processing Time” below is the ideal assessment and process duration for an application whose documents are complete and in accordance with the “Checklist of Requirements,” and the Applicant’s prompt response to DPWH notices/calls.

Office or Division:	Maintenance Division – DPWH Regional Office		
Classification:	Highly Technical		
Type of Transactions:	G2B - Government-to-Business G2G - Government-to-Government		
Who may avail:	Utility Companies and other Government Agencies		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Application Form (1 original)		DEO - Maintenance Section	
2. Authority of Signing Official of the Applicant - issued by the President/Manager of the Company or Board Resolution, whichever is applicable (1 original, duly notarized)		To be provided by the Applicant	
3. Endorsement from the District Engineering Office (DEO) concerned to the Regional Director (1 original, duly signed by the concerned District Engineer)		DEO - Maintenance Section	
4. Inspection Report - prepared by the DEO representative/s (1 original, duly signed by the DEO representative/s)		DEO - Maintenance Section	
5. Bar/Gantt Chart or PERT-CPM Chart showing the duration of excavation and restoration activities (1 original, duly signed by the contractor Project Manager/Engineer and the		To be provided by the Applicant	



official/s or authorized representative of the utility company)	
6. Program of Works - with corresponding detailed estimates for the costs of excavation and restoration works (1 original, duly signed by the contractor Project Manager/Engineer and the official/s or authorized representative of the utility company)	To be provided by the Applicant
7. Typical Road Section - Typical Road Section of the utility project (pipelaying) on existing concrete pavement (carriageway), curb and gutter, and concrete sidewalk indicating all dimensions such as length, width, and depth among others deemed necessary information relative hereof, in A3 size bond paper (1 original, duly signed by the contractor Project Manager/Engineer and the official/s or authorized representative of the utility company)	To be provided by the Applicant
8. Proposed Plan/Drawing - Proposed Plan/Drawing of the utility project (pipelaying) on existing concrete pavement (carriageway), curb and gutter, and concrete sidewalk and the restoration work of the affected road pavement, concrete curb and gutter, and sidewalk throughout the project limit, in A3 size bond paper (1 original, duly signed by the contractor Project Manager/Engineer and the official/s or authorized representative of the utility company)	To be provided by the Applicant
9. Terms and Condition (1 original, duly signed by the official/s or authorized representative of the utility company)	DEO - Maintenance Section
10. Official Receipt for Supervision Fee Supervision Fee shall be paid by the Applicant after the conduct of a joint inspection with the RO and DEO representative/s (1 original, signed by the DEO's Cashier)	DEO - Cashier
11. Performance Bond - to be provided together with the certificates of authenticity from the Insurance Commission and Insurance Company, and Performance Bond Receipt. The bond must be callable on demand, equivalent to 100% of the full restoration/reconstruction cost of the affected	To be provided by the Applicant



area, taking into consideration the type and class of pavement structure. It shall be posted/provided by the Applicant when the Program of Works has been already approved by the DEO.
(1 original, duly notarized)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit accomplished application form with attached documents to the Administrative Section.	1. Receive the submitted application 2. Check the completeness of the attached documents 2.1 Provide the Applicant with the checklist of requirements if the attached documents are incomplete, and return the submitted application together with the attachments to the Applicant for re-submission 2.2 Forward the submitted application to the District Engineer if the attached documents are complete 3. Delegate to the Maintenance Section the task of evaluating the submitted application 4. Assign technical personnel to	None	4 Days	<i>Records Officer</i> Administrative Section of the concerned District Engineering Office -do- -do- -do- District Engineer Section Chief Maintenance



	<p>evaluate the application</p> <p>5. Evaluate the submitted application and attachments as to the compliance with D.O. 26, s. 2011, D.O. 124, s. 2014, and D.O. 83, s. 2018.</p> <p>5.1 Inform the Applicant to resubmit certain documents if there is a non-compliance in the submitted application</p> <p>5.2 Notify the Applicant for the schedule of Joint Inspection if the documents are compliant</p>			<p>Section of the concerned District Engineering Office</p> <p><i>Engineer II</i> Maintenance Section of the concerned District Engineering Office</p> <p>-do-</p> <p>-do-</p>
2. Conduct Joint Inspection with the Maintenance Section Technical Personnel and the Regional Office Representative at the proposed site.	<p>6. Conduct Joint Inspection with the Applicant and the Regional Office Representative/s to determine the extent and actual location of the proposed work.</p> <p>6.1 Inform the Applicant regarding the necessary revisions in their submitted Program of Works if there are</p>	None	2 Days	<i>Engineer II</i> Maintenance Section of the concerned District Engineering Office



	<p>deviations (in the extent of their proposed work) identified during the Joint Inspection, and prepare a report therefor.</p> <p>6.2 Prepare a report including the calculation of "Supervision Fee" based on the submitted Program of Works if there are no deviations identified during the Joint Inspection.</p> <p>7. Provide the Applicant and the Accounting Unit with the calculated amount of "Supervision Fee" based on the result of the Joint Inspection.</p>			
3. Pay the non-refundable amount for "Supervision Fee" to the Cashier	8. Receive the payment and provide official receipt.	<p>a. If the restoration cost is below Php 50,000.00</p> <p>SF = Restoration Cost x 3%</p> <p>b. If the restoration cost is equal to or greater than Php 50,000.00</p> <p>SF = Restoration Cost x</p>	10 Minutes	<p><i>Cashier</i> Administrative Section of the concerned District Engineering Office</p>



		1.50%		
4. Post a surety in the form of a Performance Bond to the Maintenance Section	<p>9. Receive the Performance Bond</p> <p>10. Coordinate with the Procurement Unit regarding the authenticity of the posted Performance Bond</p> <p>11. Prepare a memorandum of endorsement for the application</p> <p>12. Check the prepared memorandum of endorsement, including the application and the documents thereof</p> <p>12.1 Return the prepared memorandum of endorsement, including the application and the documents thereof, if there is a concern</p> <p>12.2 Submit the prepared memorandum of endorsement, including the application and the</p>	None	5 Days	<p><i>Engineer II</i> Maintenance Section of the concerned District Engineering Office</p> <p>-do-</p> <p>-do-</p> <p><i>Section Chief</i> Maintenance Section of the concerned District Engineering Office</p> <p>-do-</p> <p>-do-</p>



	documents thereof, to the District Engineer			
	13. Sign the prepared memorandum of endorsement			<i>District Engineer</i>
	14. Forward the signed memorandum of endorsement, including the application and the documents thereof, to the Administrative Section and copy furnish the Maintenance Section			<i>Clerical Staff Office of the District Engineer</i>
	15. Submit the signed memorandum and the necessary attachments to the Regional Office			<i>Clerical Staff Administrative Section of the concerned District Engineering Office</i>
	16. Receive the submitted endorsement including the application and the documents thereof			<i>Records Officer Administrative Division of the concerned Regional Office</i>
	17. Forward the endorsement, including the application and the documents thereof, to the Regional Director			<i>-do-</i>



	<p>18. Delegate to the Maintenance Division the task of reviewing the endorsed application</p> <p>19. Assign technical personnel to review the endorsed application</p> <p>20. Review the endorsed application and attachments thereof as to the compliance with D.O. 26, s. 2011, D.O. 124, s. 2014, and D.O. 83, s. 2018.</p> <p>20.1 Notify the concerned DEO if there is any non-compliance or concern in the endorsed application</p> <p>20.2 Prepare the Excavation Permit if all the documents are compliant</p> <p>21. Check the result of review conducted by the assigned personnel</p> <p>21.1 Return the</p>			<p><i>Regional Director</i></p> <p><i>Division Chief Maintenance Division of the concerned Regional Office</i></p> <p><i>Engineer II or III Maintenance Division of the concerned Regional Office</i></p> <p>-do-</p> <p>-do-</p> <p><i>Division Chief Maintenance Division of the concerned</i></p>
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	<p>reviewed application to the assigned technical personnel if there is a concern</p> <p>21.2 Submit the prepared Excavation Permit to the Assistant Regional Director for his/her initials and the approval of the Regional Director</p> <p>22. Affix initials on the prepared Excavation Permit</p> <p>23. Approve the Excavation Permit</p> <p>24. Forward the approved Excavation Permit to the Administrative Division and copy furnish the Maintenance Division</p> <p>25. Return the application, including the approved Excavation Permit, to the concerned DEO</p>			<p>Regional Office</p> <p>-do-</p> <p>-do-</p> <p><i>Assistant Regional Director</i></p> <p><i>Regional Director</i></p> <p><i>Clerical Staff Office of the Regional Director</i></p> <p><i>Clerical Staff Administrative Division of the concerned Regional Office</i></p>
5. Receive the Excavation Permit from the Administrative Section.	<p>26. Receive the application including the approved Excavation Permit</p> <p>27. Forward the</p>	None	1 Day	<p><i>Records Officer Administrative Section of the concerned District Engineering Office</i></p>



	<p>approved application, including a copy of the approved Excavation Permit, to the Maintenance Section</p> <p>28. Notify the Applicant for the issuance of the Excavation Permit</p> <p>29. Release the Excavation Permit</p>			<p>-do-</p> <p><i>Engineer II</i> Maintenance Section of the concerned District Engineering Office</p> <p><i>Records Officer</i> Administrative Section of the concerned District Engineering Office</p>
END OF TRANSACTION	TOTAL:	Variable	12 Days, 10 Minutes	

Application for Issuance of Excavation Permit for Utility Company is qualified for multi-stage processing



Application for Highway Permit for Extraordinary Types of Freight Truck & Other Vehicle

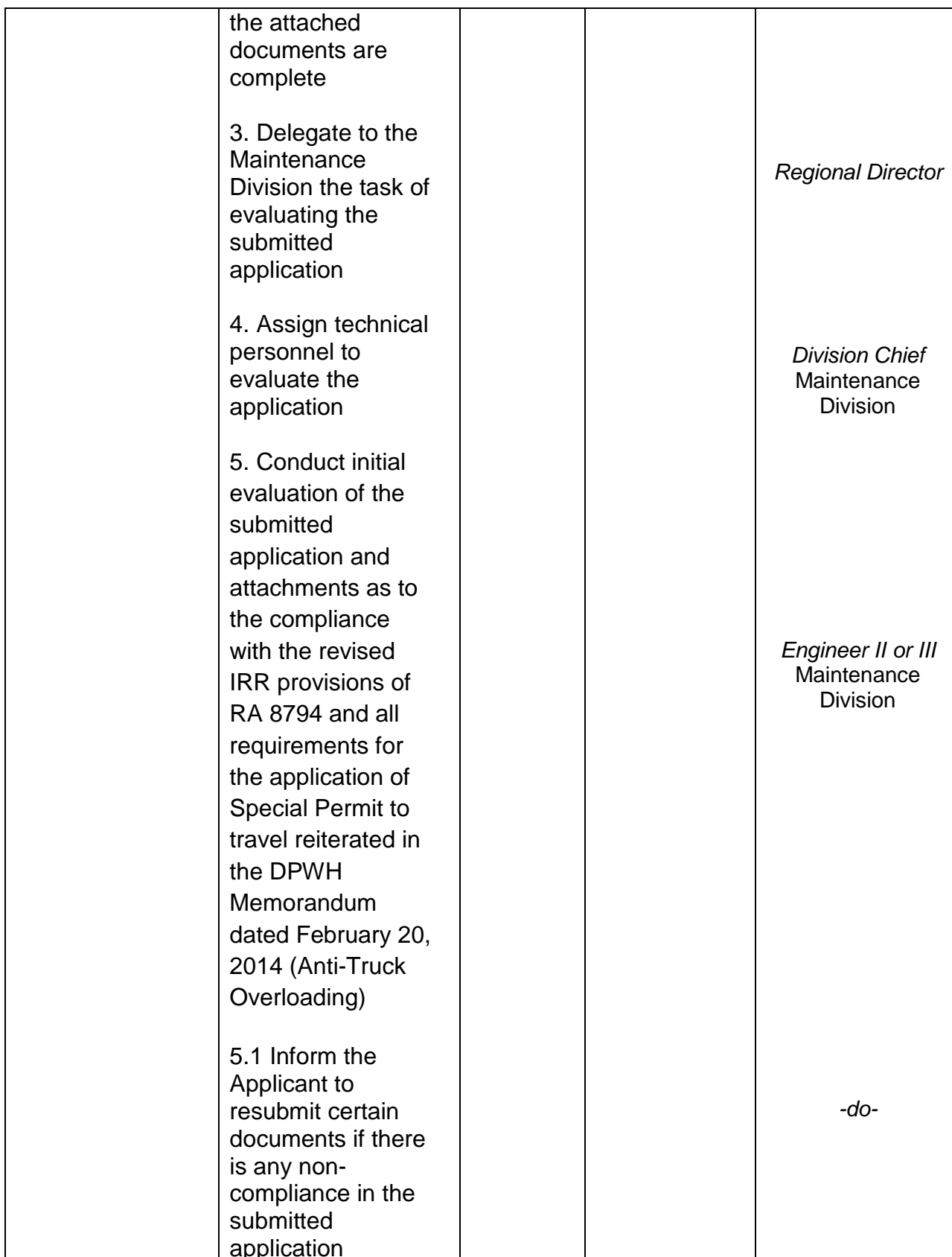
This DPWH Special Permit is issued to clients that will traverse national roads and bridges with extraordinary type of vehicle loaded with inseparable/or special cargoes which exceeds the maximum allowable gross vehicle weight (GVW) and/or with configuration different from those illustrated in the revised Implementing Rules and Regulations (IRR) of Republic Act 8794 dated April 5, 2013. The provision in the revised IRR of RA 8794 particularly Section 7.2 Highway Travel Permit and all Requirements for Application for Special Permit to Travel is reiterated in the DPWH Memorandum dated February 20, 2014 with the subject "Anti-Truck Overloading," attention to all DPWH Regional Maintenance Engineers.

The total "Processing Time" below is the ideal assessment and process duration for an application whose documents are complete and in accordance with the "Checklist of Requirements," and the Applicant's prompt response to DPWH notices/calls.

Office or Division:	Maintenance Division – DPWH Regional Office		
Classification:	Highly Technical		
Type of Transactions:	G2C - Government-to-Citizen G2B - Government-to-Business		
Who may avail:	General Public and Truck Companies		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Application/Letter Request - addressed to the concerned Regional Office (RO) (1 original)		To be provided by the Applicant	
2. Vehicle Registration Certificate (2 copies)		To be provided by the Applicant	
3. Official Receipt of Vehicle Registration (2 copies)		To be provided by the Applicant	
4. Manufacturer's brochure or vehicle diagram showing the technical data of the vehicle such as: a. Gross weight of the vehicle b. Plan and side elevation with dimensions of the vehicle c. Number of wheels per axle d. Load per axle (empty and loaded) (2 copies, duly signed by the owner/operator)		To be provided by the Applicant	



5. Road Map - showing specific route to be taken including road/s and bridge/s (2 copies, signed by the owner/operator)		To be provided by the Applicant		
6. Engineering Plan and Design Computations for shoring and/or reinforcement of bridge this shall be submitted if the capacity of the existing derated bridge (with a posted load limit of less than 20 tons) is insufficient to carry the vehicle including its freights/cargoes. The Applicant shall evaluate first the capacity of all the existing derated bridges to be crossed by the vehicle. (2 copies, duly signed by a Structural Bridge Engineer)		To be provided by the Applicant		
7. Authority of Signing Official of the Applicant - if the Applicant is a representative of the company. It should be issued by the President/Manager of the Company or Board Resolution, whichever is applicable (1 original, duly notarized)		To be provided by the Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the application letter with attached documents to the Administrative Section.	1. Receive the submitted application	None	5 Days	<i>Records Officer Administrative Division</i>
	2. Check the completeness of the attached documents			-do-
	2.1 Provide the Applicant with the checklist of requirements if the attached documents are incomplete, and return the submitted application together with the attachments to the Applicant for re-submission			-do-
	2.2 Forward the submitted application to the Regional Director if			-do-





	<p>5.2 Coordinate with the Planning and Design Division (PDD) regarding the submitted application and provide them with a second copy of the attachments, if these documents are compliant</p> <p>6. Evaluate the structural capacity of all derated bridges and road sections included in the specific route concerning the technical data of the vehicle</p> <p>7. Provide recommendations based on the result of the evaluation</p> <p>7.1 Prepare a letter addressed to the Applicant regarding the rejection/denial of the application if the structural capacity of all derated bridges and road sections included in the specific route are insufficient to carry the vehicle including its freights/cargoes</p> <p>7.2 Notify the Applicant and the</p>			<p>-do-</p> <p><i>Engineer II or III</i> Planning and Design Division</p> <p>-do-</p> <p><i>Engineer II or III</i> Maintenance Division</p> <p>-do-</p>
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	concerned DEO for the schedule of Joint Inspection if the structural capacity of all derated bridges (with or without provision of shoring and/or reinforcement) and road sections included in the specific route are sufficient to carry the vehicle including its freights/cargoes			
2. Conduct Joint Inspection with the Technical Personnel from the Maintenance Division (MD) and Planning and Design Division (PDD), and the District Engineering Office Representative along the proposed route	<p>8. Conduct Joint Inspection with the Applicant, PDD Representative/s, and DEO Representative/s to validate the evaluation and orient the Applicant regarding the conditions needed to adhere to once the application is approved</p> <p>9. Prepare an inspection report and the Special Permit to Travel</p> <p>10. Check and review the prepared inspection report and Special Permit to Travel</p> <p>10.1 Return the prepared Special Permit to Travel if</p>	None	4 Days	<p><i>Engineers II or III</i> Maintenance Division, and Planning and Design Division</p> <p><i>Engineer II or III</i> Maintenance Division</p> <p><i>Division Chief</i> Maintenance Division</p> <p>-do-</p>



	<p>there is a concern</p> <p>10.2 Endorse the prepared Special Permit to Travel to the Assistant Regional Director for his/her initial, and approval/sign of the Regional Director</p> <p>11. Affix initial on the prepared Special Permit to Travel</p> <p>12. Approve/sign the prepared Special Permit to Travel</p> <p>13. Forward the approved/signed Special Permit to Travel to the Administrative Division and copy furnish the Maintenance Division</p> <p>14. Furnish the concerned DEO with a copy of the approved/ signed Special Permit to Travel</p>			<p>-do-</p> <p><i>Assistant Regional Director</i></p> <p><i>Regional Director</i></p> <p><i>Clerical Staff Office of the Regional Director</i></p> <p><i>Clerical Staff Administrative Division</i></p>
3. Receive the DPWH Special Permit to Travel from the Administrative Section.	<p>15. Notify the Applicant for the issuance of the Special Permit to Travel</p> <p>16. Release the Special Permit to</p>	None	1 Day	<p><i>Engineer II Maintenance Division</i></p> <p><i>Records Officer Administrative Division</i></p>



	Travel			
END OF TRANSACTION	TOTAL:	None	10 Days	



Application for Issuance of Utility Attachment Permit on Bridge, Billboard, Utility Poles, etc.

This DPWH Utility Attachment Permit on Bridge is issued to clients whose proposed installation of public or private utilities would be attached on national bridges, with corresponding conditions stipulated in the February 11, 2021 Memorandum of Director Samson L. Hebra, CESO IV, Bureau of Design (BOD).

The total "Processing Time" below is the ideal assessment and process duration for an application whose documents are complete and in accordance with the "Checklist of Requirements," and the Applicant's prompt response to DPWH notices/calls.

Office or Division:	Maintenance Division – DPWH Regional Office	
Classification:	Highly Technical	
Type of Transactions:	G2B - Government-to-Business G2G - Government-to-Government	
Who may avail:	Utility Companies and other Government Agencies	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Application/Letter Request - addressed to the concerned Regional Office (RO) (1 original)		To be provided by the Applicant
2. Complete Proposed Plan/Location Sketch and Bar Chart of the utility project for the requested Bridge Attachments - it should be in A3 size bond paper (2 original, duly signed and sealed by technical personnel from the company or agency)		To be provided by the Applicant
3. Proposed Total Load Distribution Analysis and Specification of the utility to be attached on the bridge - (2 original, duly signed and sealed by technical personnel from the company or agency)		To be provided by the Applicant



4. Authority of Signing Official of the Applicant - if the Applicant is a representative of the company/agency. It should be issued by the President/Manager of the Company or Board Resolution, whichever is applicable (1 original, duly notarized)			To be provided by the Applicant	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the application letter with attached documents to the Administrative Section.	1. Receive the submitted application	None	4 Days	<i>Records Officer Administrative Division</i>
	2. Check the completeness of the attached documents			-do-
	2.1 Provide the Applicant with the checklist of requirements if the attached documents are incomplete, and return the submitted application together with the attachments to the Applicant for re-submission			-do-
	2.2 Forward the submitted application to the Regional Director if the attached documents are complete			-do-
	3. Delegate to the Maintenance Division the task of evaluating the submitted application			<i>Regional Director</i>
	4. Assign technical personnel to			<i>Division Chief Maintenance</i>



	<p>evaluate the application</p> <p>5. Conduct initial evaluation of the submitted application and attachments as to the compliance with February 11, 2021 Memorandum of Director Samson L. Hebra, CESO IV, Bureau of Design (BOD)</p> <p>5.1 Inform the Applicant to resubmit certain documents if there is any non-compliance in the submitted application</p> <p>5.2 Coordinate with the Planning and Design Division (PDD) regarding the submitted application and provide them with a second copy of the attachments, if these documents are compliant</p> <p>6. Evaluate the structural capacity and aesthetic of the bridge concerning the load distribution of the proposed utility line</p>			<p>Division</p> <p><i>Engineer II or III</i> Maintenance Division</p> <p>-do-</p> <p>-do-</p> <p><i>Engineer II or III</i> Planning and Design Division</p>
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	<p>7. Provide recommendations based on the result of the evaluation</p> <p>7.1 Prepare a letter addressed to the Applicant regarding the rejection/denial of the application if the structural capacity and aesthetic of the bridge would be undermined and affected respectively by the proposed utility line</p> <p>7.2 Prepare the Utility Attachment Permit if the structural capacity and aesthetic of the bridge would not be undermined and affected respectively by the proposed utility line</p> <p>8. Check and review the prepared Utility Attachment Permit</p> <p>8.1 Return the prepared Utility Attachment Permit if there is a concern</p> <p>8.2 Endorse the prepared Utility Attachment Permit to the Assistant Regional Director for his/her initial, and</p>			<p>-do-</p> <p><i>Engineer II or III</i> Maintenance Division</p> <p>-do-</p> <p><i>Division Chief</i> Maintenance Division</p> <p>-do-</p> <p>-do-</p>
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	<p>approval/sign of the Regional Director</p> <p>9. Affix initial on the prepared Utility Attachment Permit</p> <p>10. Approve/sign the prepared Utility Attachment Permit</p> <p>11. Forward the approved /signed Utility Attachment Permit to the Administrative Division and copy furnish the Maintenance Division</p> <p>12. Furnish the concerned DEO with a copy of the approved/signed Utility Attachment Permit</p>			<p><i>Assistant Regional Director</i></p> <p><i>Regional Director</i></p> <p><i>Clerical Staff Office of the Regional Director</i></p> <p><i>Clerical Staff Administrative Division</i></p>
2. Receive the DPWH Utility Attachment Permit from the Administrative Division	<p>13. Notify the Applicant for the issuance of the Utility Attachment Permit</p> <p>14. Release the Utility Attachment Permit</p>	None	1 Day	<p><i>Engineer II Maintenance Division</i></p> <p><i>Records Officer Administrative Division</i></p>
END OF TRANSACTION	TOTAL:	None	5 Days	



DPWH District Engineering Offices



Application for Issuance of Excavation Permit on National Roads

This Permit is issued to clients whose excavation or digging works are (a) within the DPWH Road-Right-Of-Way, (b) outside the carriageway, (c) have a total restoration cost of Php 500,000.00 and below, (d) and have complied with all the provisions of DPWH Department Order No. 26, s. 2011, Department Order No. 124, s. 2014, and Department Order No. 83, s. 2018.

The total "Processing Time" below is the ideal assessment and process duration for an application whose documents are complete and in accordance with the "Checklist of Requirements," and the Applicant's prompt response to DPWH notices/calls.

Office or Division:	Maintenance Section – DPWH District Engineering Office		
Classification:	Highly Technical		
Type of Transactions:	G2B - Government-to-Business G2G - Government-to-Government		
Who may avail:	Utility Companies and other Government Agencies		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Application Form (1 original)		DEO - Maintenance Section	
2. Authority of Signing Official of the applicant issued by the President/Manager of the Company or Board Resolution, whichever is applicable (1 original, notarized)		To be provided by the Applicant	
3. Map, Sketch plan with specifications showing the exact location of the project, including the name of the road section, type of underground or aerial facility/structure to be installed, and other relative appurtenances (1 original, duly signed and sealed by technical personnel from the company or agency)		To be provided by the Applicant	
4. Bar/Gantt Chart or PERT-CPM Chart showing the duration of excavation and restoration activities (1 original, duly signed by technical personnel from the company or agency)		To be provided by the Applicant	
5. Program of Works - with corresponding detailed estimates for the costs of excavation and restoration works (1 original, duly signed by		To be provided by the Applicant	



technical personnel from the company or agency)				
6. Typical Section & Specifications - type and total area of pavement to be excavated, type and extent of work to be undertaken and name and address of contractor if by contract (1 original, duly signed and sealed by technical personnel from the company or agency)		To be provided by the Applicant		
7. Terms and Condition - (1 original, duly signed by the official/s or authorized representative of the utility company)		DEO - Maintenance Section		
8. Performance Bond - together with the certificates of authenticity from the Insurance Company and Insurance Commission, and Performance Bond Receipt. The bond should be callable on demand, equivalent to 100% of the full restoration/reconstruction cost of the affected area, taking into consideration the type and class of pavement structure. It shall be posted/provided by the Applicant when the Program of Works has been already approved by the DEO. (1 original, duly notarized)		To be provided by the Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit accomplished application form with attached documents to the Administrative Section.	1. Receive the submitted application	None	3 Days	Records Officer Administrative Section
	2. Check the completeness of the attached documents			-do-
	2.1 Provide the Applicant with the checklist of requirements if the attached documents are incomplete, and return the submitted application together with the attachments to the Applicant for re-submission			-do-
	2.2 Forward the			



	<p>submitted application to the District Engineer if the attached documents are complete</p> <p>3. Delegate to the Maintenance Section the task of evaluating the submitted application</p> <p>4. Assign technical personnel to evaluate the application</p> <p>5. Evaluate the submitted application and attachments as to the compliance with D.O. 26, s. 2011, D.O. 124, s. 2014, and D.O. 83, s. 2018.</p> <p>5.1 Inform the Applicant to resubmit certain documents if there is a non-compliance in the submitted application</p> <p>5.2 Notify the Applicant for the schedule of Joint Inspection if the documents are compliant</p>			<p>-do-</p> <p><i>District Engineer</i></p> <p><i>Section Chief Maintenance Section</i></p> <p><i>Engineer II Maintenance Section</i></p> <p>-do-</p> <p>-do-</p>
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<p>2. Conduct Joint Inspection with the Maintenance Section Personnel at the proposed site.</p>	<p>6. Conduct Joint Inspection with the Applicant to determine the extent and actual location of the proposed work.</p> <p>6.1 Inform the Applicant regarding the necessary revisions in their submitted Program of Works if there are deviations (in the extent of their proposed work) identified during the Joint Inspection, and prepare a report therefor.</p> <p>6.2 Prepare a report including the calculation of "Supervision Fee" based on the submitted Program of Works if there are no deviations identified during the Joint Inspection.</p> <p>7. Provide the Applicant and the Accounting Unit with the calculated amount of "Supervision Fee" based on the result of the Joint Inspection.</p>	<p>None</p>	<p>1 Day</p>	<p><i>Engineer II</i> Maintenance Section</p>
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3. Pay the non-refundable amount for "Supervision Fee" to the Cashier	8. Receive the payment and provide official receipt.	<p>a. If the restoration cost is below Php 50,000.00</p> <p>SF = Restoration Cost x 3%</p> <p>b. If the restoration cost is equal to or greater than Php 50,000.00</p> <p>SF = Restoration Cost x 1.50%</p>	10 Minutes	Cashier Administrative Section
4. Post a surety in the form of a Performance Bond, callable in demand, to the Maintenance Section	<p>9. Receive the Performance Bond</p> <p>10. Coordinate with the Procurement Unit regarding the authenticity of the posted Performance Bond</p> <p>11. Prepare the Excavation Permit</p> <p>12. Check the prepared Excavation Permit</p> <p>12.1 Return the prepared Excavation Permit to the assigned technical personnel if there is a concern</p> <p>12.2 Endorse the prepared Excavation</p>	None	3 Day	<p>Engineer II Maintenance Section</p> <p>-do-</p> <p>-do-</p> <p>Section Chief Maintenance Section</p> <p>-do-</p>



	Permit to the District Engineer for approval 13. Approve the prepared Excavation Permit 14. Forward the approved Excavation Permit to the Administrative Section and copy furnish the Maintenance Section			-do- <i>District Engineer</i> <i>Clerical Staff</i> Office of the District Engineer
5. Receive the Excavation Permit from the Administrative Section.	15. Notify the Applicant for the issuance of the Excavation Permit 16. Release the Excavation Permit	None	1 Day	<i>Engineer II</i> Maintenance Section <i>Records Officer</i> Administrative Section
END OF TRANSACTION	TOTAL:	Variable	8 Days, 10 Minutes	



Application for Issuance of DPWH Clearance for Billboard, Utility Poles, etc.

This Clearance is issued to clients whose proposed installation/construction/relocation of signboard/billboard or utility poles, etc., does not encroach on DPWH Road-Right-of-Way (ROW). Related issuances for this frontline service include Department Order No. 73, s. 2014 (Prohibited Uses Within the Right-of-Way of National Roads); Section 23 of Presidential Decree 17 (Revised Philippine Highway Act); Rule XX of the Implementing Rules and Regulations (IRR) of Presidential Decree 1096 (National Building Code of the Philippines); National Building Code Development Office (NBCDO) Memorandum Circular No. 01, s. 2008.

The total “Processing Time” below is the ideal assessment and process duration for an application whose documents are complete and in accordance with the “Checklist of Requirements,” and the Applicant’s prompt response to DPWH notices/calls.

Office or Division:	Maintenance Section – DPWH District Engineering Office		
Classification:	Complex		
Type of Transactions:	G2C - Government-to-Citizen G2G - Government-to-Government G2B - Government-to-Business		
Who may avail:	Advertising Agencies, Public/Private Utility Companies, and General Public		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Application Letter (1 original)		To be provided by the Applicant	
2. Plans, Maps, and Specifications - showing deck plan (for roof mounted billboard) as well as the dimensions of the signboard or utility poles and supports/anchorages; showing the exact location of the signboard or utility poles to be installed/constructed/relocated; indicating the details of materials to be used (1 copy with technical personnel's signature and seal)		To be provided by the Applicant	
3. Structural Design Analysis (1 copy with Structural Engineer's signature and seal)		To be provided by the Applicant	
4. Lease Contract - if the Applicant does not own the property or the building (1 copy)		To be provided by the Applicant	



5. Original Certificate of Title (OCT) or Transfer Certificate of Title (TCT) - if the Applicant owns the property or the building (1 copy)			To be provided by the Applicant	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the application letter with attached documents to the Administrative Section.	1. Receive the submitted application	None	2 Days	<i>Records Officer Administrative Section</i>
	2. Check the completeness of the attached documents			-do-
	2.1 Provide the Applicant with the checklist of requirements if the attached documents are incomplete, and return the submitted application together with the attachments to the Applicant for re -submission			-do-
	2.2 Forward the submitted application to the District Engineer if the attached documents are complete			-do-
	3. Delegate to the Maintenance Section the task of evaluating the submitted application			<i>District Engineer</i>
	4. Assign technical personnel to evaluate the application			<i>Section Chief Maintenance Section</i>



	<p>5. Evaluate the submitted application and attachments as to the compliance with D.O. 73, s. 2014, P.D. 1096, and NBCDO MC 01, s. 2008.</p> <p>5.1 Inform the Applicant to resubmit certain documents if there is a non-compliance in the submitted application.</p> <p>5.2 Notify the Applicant for the schedule of Joint Inspection if the documents are compliant.</p>			<p><i>Engineer II</i> Maintenance Section</p> <p>-do-</p> <p>-do-</p>
2. Conduct Joint Inspection with the Maintenance Section Personnel on site.	<p>6. Conduct Joint Inspection with the Applicant to ensure that the proposed signboard or utility poles will not encroach on RROW and the minimum setbacks (from the property line adjoining RROW) will be observed.</p> <p>7. Submit an Inspection Report to the Maintenance Section Chief recommending for issuance of clearance.</p>	None	3 Days	<p><i>Engineer II</i> Maintenance Section</p> <p>-do-</p> <p>-do-</p>



	<p>8. Prepare the Clearance</p> <p>9. Endorse the Clearance to the District Engineer for approval</p> <p>10. Approve the Clearance</p> <p>11. Forward the approved DPWH Clearance to the Administrative Section and copy furnish the Maintenance Section</p>			<p><i>Section Chief Maintenance Section</i></p> <p><i>District Engineer</i></p> <p><i>Clerical Staff Office of the District Engineer</i></p>
3. Receive the DPWH Clearance from the Administrative Section.	<p>12. Notify the Applicant for the issuance of the Clearance</p> <p>13. Release the Clearance to the Applicant</p>	None	1 Day	<p><i>Engineer II Maintenance Section</i></p> <p><i>Records Officer Administrative Section</i></p>
END OF TRANSACTION	TOTAL:	None	6 Days	



VII. Directory of Officials

Name/Position:	Email Address:	Contact Information
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Regional Directors

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Unified Project Management Offices (UPMOs) Directors

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Technical Working Group (TWG) Head, DARTT

D.O. 169 series of 2018

Approved by:

Ardeliza R. Medenilla

ARDELIZA R. MEDENILLA, MNSA, CESO I

Undersecretary for Support Services

DARTT Chairperson

D.O. 169 series of 2018

Date: **FEB 14 2022**

1.3 VFL



Department of
PUBLIC WORKS
and **HIGHWAYS**



Department of Public Works and Highways
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