



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

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NO. 159)

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SUBJECT: Implementation of the Social and Environmental Management System Operations Manual

In line with the policy direction of the Department to fast-track implementation of infrastructure projects with the demand for integrating social and environmental requirements for sustainable development, the Social and Environmental Management System (SEMS) Operations Manual is hereby adopted for strict compliance in the preparation and implementation of social and environmental impact assessments (EIA), environmental monitoring for infrastructure projects, and other environmental and social related activities of the Department.

I. RATIONALE

The DPWH Social and Environmental Management System (SEMS) Operations Manual is in line with the policy direction of DPWH to integrate social and environmental requirements in compliance with the Presidential Decree 1586 otherwise known as the Philippine Environmental Impact Statement System and the Department of Environment and Natural Resources Administrative Order 30-2003 (DAO 30-2003). The SEMS Manual is intended primarily for operational use by the DPWH Implementing Offices and the Environmental and Social focal persons to streamline Environmental and Social Impact Assessment procedures and standardize environmental and social documents. This manual must be applied in all infrastructure projects, covered or not covered by the Philippine Environmental Impact Statement System.

II. OBJECTIVES

The SEMS Manual aims to:

- 1) Enhance the Department's social and environmental performance;
- 2) Provide guidance in complying with Philippine environmental laws, regulations, policies and other issuances;
- 3) Ensure social acceptability of projects through a process of public participation and consultation;
- 4) Avoid delays in project implementation arising from the lack of environmental permits and social acceptability;
- 5) Avoid penalties from non-compliance to environmental laws;

- 6) Streamline operations and standardize reports; and,
- 7) Streamline the review of reports and procedures.

III. ENVIRONMENTAL AND SOCIAL SAFEGUARDS POLICY FRAMEWORK

- a. The SEMS Operations Manual shall be applied in all infrastructure projects, covered or not covered by the Philippine Environmental Impact Statement System (PD 1586). Other projects not covered by the EIS System shall still be implemented in a manner compliant with the environmental regulations or management plan recommended in the SEMS Operations Manual.
- b. The prevailing provisions set in DENR Administrative Order No. 2003-30 or Implementing Rules and Regulations (IRR) for the Philippine Environmental Impact Statement (EIS) System shall be strictly observed.
- c. The provisions set in the DENR Administrative Order No. 2017-15 or Guidelines on Public Participation under the Philippine Environmental Impact Statement (EIS) System shall be strictly observed to ensure the involvement of the stakeholders in the entire EIA process.
- d. EMB Memorandum Circular 005-2014 or the Revised Guidelines for coverage screening and standardized requirement shall be utilized to identify project categorization and required EIA document.
- e. Foreign Funded Projects shall be governed by the Philippine environmental and social laws and regulations as well as the safeguards policies of the International Funding Agency. The Implementing Office shall level off with the Foreign Institution to come up with an agreement in resolving any policy gaps.

IV. OPERATIONAL FRAMEWORK

- a. A SEMS Committee shall be created to ensure that the SEMS Manual is always up to-date and approve any possible amendments and/or revisions from the SEMS Technical Working Group (TWG). Moreover, a SEMS TWG shall likewise be created to conduct an annual review of the SEMS Operations Manual and suggest possible amendments and/or revisions.

A revised version of the Manual may be released as often as necessary. The composition of the Organizational Structure of the SEMS Committee and SEMS TWG will be as follow:

SEMS Committee

Head: Planning Service Director

Members:

Project Directors, Unified Project Management Offices

Director, Legal Service
Director, Private-Public Partnership Service
Director, Bureau of Design
Director, Bureau of Construction
Director, Bureau of Maintenance
Director, Bureau of Research and Standard
Director, Bureau of Equipment

SEMS Technical Working Group (TWG)

Head: Division Chief, Environmental and Social Safeguards Division

Members:

Representative/s from Unified Project Management Offices
Representative/s from Legal Service
Representative/s from Private-Public Partnership Service
Representative/s from Bureau of Design
Representative/s from Bureau of Construction
Representative/s from Bureau of Maintenance
Representative/s from Bureau of Research and Standard
Representative/s from Bureau of Equipment
Environmental Management Specialist II from the Regional Offices

Secretariat: Environmental and Social Safeguards Division, Planning Service

- b. Regardless of the nature and size of the Infrastructure Projects, the Implementing Office shall conduct an Environmental Impact Assessment (EIA) for every undertaking in accordance with guidelines set forth locally and/or international Safeguards Policies.
- c. The Implementing Offices shall ensure the application of the following Safeguards Operations:

DPWH Process Model (OPERATIONS)	Safeguards Operations	Infrastructure Project Cycle
1. Data Gathering 2. Project Identification 3. Formulation of Plans and Investment Programs 4. Public	1. Screening 2. Scoping/ Consultations to the Stakeholders 3. Baseline Data Gathering 4. Impact Analysis and	1. Project Identification Phase 2. Project Preparation Phase - Project Feasibility Study

DPWH Process Model (OPERATIONS)	Safeguards Operations	Infrastructure Project Cycle
Consultation/Public Hearing 5. Engineering Surveys and Investigations 6. Plan Preparation 7. Cost Estimation	formulation of Environmental Management Plan 5. EIA Report writing and submission 6. Clearance Application	<ul style="list-style-type: none"> - Inclusion in the Public Investment Program - Fund Appropriation - Detailed Engineering - Right-of-Way Acquisition - Inclusion of Project in Annual Program
8. Project Implementation 9. Post Project Evaluation	7. Implementation of Environmental Management Plan and EIA Monitoring	3. Project Implementation Phase <ul style="list-style-type: none"> - Fund Release - Bidding and Contracting - Construction - Completion and Acceptance - Payment 4. Operation and Evaluation <ul style="list-style-type: none"> - Impact Evaluation
10. Infrastructure Asset Maintenance 11. Inspectorate and Monitoring 12. Evaluation and Control of Non-Conformity	8. Continuous Implementation of Environmental Management Plan and EIA Monitoring	3. Project Implementation Phase <ul style="list-style-type: none"> - Completion and Acceptance - Payment 4. Operation and Evaluation <ul style="list-style-type: none"> - Operation and Maintenance - Impact Evaluation

- d. All infrastructure projects must not be located in the critical geo-hazard areas or no-build zones identified or certified by the Mines and Geosciences Bureau (MGB).
- e. The required SEMS-related activities shall be determined during the project identification and project preparation phase.
- f. The Implementing Office shall prepare an annual budget incorporating the costs of implementing the activities in the SEMS Operations Manual such as the conduct of environmental and social studies, and application of environmental permits/clearances.
- g. The Implementing Office concerned shall ensure that the costs of implementing the environmental compliance and monitoring activities as indicated in the SEMS Operations Manual are included in the project budget.

- h. All EISs, IEECs, and PDs must be approved by the Implementing Office concerned to whom these documents were prepared before they are submitted to DENR-EMB concerned.
- i. Compliance with the conditions of the Environmental Compliance Certificates (ECCs), and implementation of the mitigating/enhancement measures as contained in the Environmental Management Plans (EMPs), including the implementation of the Environmental Monitoring Plan (EMoPs) shall be the responsibility of the Implementing Office. The field engineers or the designated pollution control officer from the Construction Division/Section of the Regional and District Offices shall be responsible to monitor environmental compliance during project implementation.
- j. To ensure compliance to the ECC conditions and commitment to EMP, the tender document for infrastructure projects subject to bidding shall contain a special provision for such environmental measures under "Environmental Clauses." The Implementing Office through the Construction Division/Section shall orient the DPWH Contractors with regard to the ECC conditions and the EMP to avoid any possible violations.

V. ENVIRONMENTAL AND SOCIAL SAFEGUARDS IN OPERATION BY PROJECT PHASE

- a. The Implementing Office shall be well informed about the listing and timing of safeguard activities per project phase: Project Identification, Project Preparation, Project Implementation, and Project Operation and Evaluation Phase. The list and timing of safeguards may vary depending on the nature, scale, and location of the proposed project.

VI. GOVERNMENT REGULATORY INSTRUMENTS

- a. After the issuance of ECC/CNC or simultaneous with the securing of ECC/CNC, the Implementing Office must secure other necessary environmental permits/clearances from other DENR Bureaus, other Government Agencies, and concerned Local Government Units as needed.
- b. The Implementing Offices shall prepare the necessary environmental document either an Environmental Impact Statement (EIS) or Initial Environmental Examination (IEE) Checklist to secure Environmental Compliance Certificate (ECC) for projects that fall under Category A (Environmental Critical Projects) and Category B (Non-ECP) covered under the Philippine EIS System.
- c. For projects considered as enhancement projects (Category C) or undertakings that directly enhance the quality of the environment or directly address existing environmental problems, the IOs must secure the corresponding Certificate of Non-Coverage (CNC).
- d. Projects or undertakings that are deemed unlikely to cause a significant adverse impact on the quality of the environment and fall under category D are not required to secure CNC but IOs may secure CNC as a pre-requisite requirement to secure

other environmental permits/clearances such as tree cutting permit, PAMB clearance, etc.

- e. All Implementing Offices through the designated Pollution Control Officer or assigned Project Engineer shall ensure the submission of Compliance Monitoring Report (CMR) semi-annually as may be required in the ECC condition.
- f. All Implementing Offices through the designated Pollution Control Officer must submit quarterly a Self-Monitoring Report (SMR) if their respective Offices have been issued with a discharge permit, permit to operate Generator Set, or as may be required in the ECC condition.
- g. The Proponent shall coordinate with the DENR-BMB to secure PAMB clearance/SAPA for all projects of the Department that will traverse within the declared protected area as mandated by the Republic Act No. 11038 and DENR Administrative Order 2019-05. All infrastructure projects to be implemented within the National Integrated Protected Area System (NIPAS) must avoid strict protected zone and must be done in a way that eliminates or minimizes the risk of biodiversity loss.
- h. The Proponent shall coordinate with the DENR-FMB to secure a Gratuitous Permit for the Special Uses of Forest lands for all projects of the Department that will traverse within public forest lands pursuant to the provision of DENR Administrative Order No. 2022-01. Further, all infrastructure projects or facilities for public service other than roads and bridges shall be applied with a Presidential Proclamation within one (1) year from the issuance of GSUP.
- i. The Project Proponent shall apply for an Area Clearance with the DENR Regional Executive Director (ORED) should the proposed infrastructure project include an area for reclamation over portions of foreshore and submerged that is found suitable and available for reclamation and issuance of special patents, subject existing DENR rules and regulations. Further, all reclamation projects should be issued with ECC and approved by the PRA Governing Board or the President of the Philippines.
- j. All infrastructure projects located within the LLDA jurisdiction, the Implementing Office shall secure LLDA Laguna Lake Development Authority Clearance/Expansion or Exemption.
- k. All Implementing Offices shall strictly observe the procedures and requirements for the application of Tree Cutting permit in compliance with DENR Administrative Order No. 2018-16 and DAO No. 2020-06, which shall cover the removal and relocation of trees for the construction of roads, bridges, flood control and other infrastructure projects of the DPWH.
- l. The uniform seedling replacement ratio for planted trees in private and forest lands not exclusive for tree plantations/timber production purposes shall be 1:50 while naturally growing trees shall have a 1:100 ratio in accordance to DENR Memorandum Order No. 2012-02.

- m. The Implementing Offices shall apply for a Coconut Tree-Cutting Permit at the Philippine Coconut Authority Office whenever the proposed project will cut coconut trees in accordance with provisions of PCA AO 03 s. 2018 or the Revised Implementing Rules and Regulations of Republic Act No. 8048, as Amended by Republic Act 10593.
- n. When the proposed infrastructure project will be unavoidably located in an ancestral domain, the Implementing Office shall include in the Environmental Work Program, during the Project Identification Phase, the requirements of NCIP such as FPIC, MOA, and Certification Precondition, pursuant to RA 8371 Indigenous Peoples Rights Act of 1997 and its implementing rules and regulations.

VII. NATURAL ENVIRONMENT AND SOCIAL ENVIRONMENT IN OPERATION

- a. The Implementing Office shall assess the existing environmental condition in terms of Land, Water, Air, and People of all proposed infrastructure development and shall include the result of the assessment in the Pre-Feasibility Study Report, Feasibility Study Report, or Project Concept Paper. The collection of baseline data (primary or secondary) should start at the Project Identification stage and continues during the Feasibility Stage then more detailed information shall be collected for detailed engineering design that shall serve as baseline information. The variety of environmental parameters to measure (quantitatively or qualitatively) and the volume of data to describe these components shall depend on the project type, size, and kind of environment.
- b. The key potential environmental impacts and its assessment approach during the project cycle (Pre-construction, Construction, Operation and Maintenance, and Decommissioning) in Land, Water, Air and People will vary depending on the project type, size, and the kind of environment. An environmental Management Plan shall be crafted and included in the Pre-Feasibility Study Report, Feasibility Study Report, or Project Concept Paper to list down the committed mitigation/enhancement measures and monitoring actions set to a timeline with specific responsibility assigned and follow-up actions that can be updated annually during the operational life of the infrastructure project.

VIII. RIGHT-OF-WAY-ACTION PLAN AND INDIGENOUS PEOPLE'S DEVELOPMENT PLAN

- a. In accordance with Department Order No. 5 series of 2003, the Implementing Office shall prepare the Right-of-Way Action Plan (RAP) in all projects, whether local or foreign-funded, that will require right-of-way (ROW) acquisitions will have their respective RAP formulated.
- b. The Implementing Office shall prepare the Indigenous People's Development Plan (IPDP) for infrastructure projects that will traverse an Ancestral Domain and with potential adverse effects in Indigenous Peoples (IPs) to ensure and safeguards the rights of the IPs in close coordination with the National Commission on Indigenous Peoples (NCIP) pursuant to Republic Act 8371 "Indigenous People's Rights Act of 1997".

- c. The RAP document shall describe the project, expected impacts and mitigating measures, socio-economic profile of project affected persons (PAPs), compensation package, time table of implementation, institutional arrangements, monitoring and evaluation arrangements, participation, consultation and grievance procedures.
- d. The IPDP document shall provide a description and objective of the project, profile and features of the Ancestral Domain, socio-economic profile of the affected IP communities, expected impacts and mitigating measures, public consultation and participation, overview and result of the FPIC process, institutional arrangement, grievance procedure and management, monitoring and evaluation.
- e. In accordance with Executive Order No. 1035 of 1985, every agency, office and instrumentality of the government proposing to implement a development project which requires acquisition of right-of-way shall first make consultations with all stakeholders in every barangay traversed by the project to gain support and assistance for the smooth implementation of the project. The preparation of the RAP and IPDP for the project shall be done in a highly participatory manner, not only informing PAPs of the available options but also working out those options with the PAPs so that local preference and views are incorporated integrally
- f. Monitoring of RAP and IPDP shall be conducted to be able to determine whether the objectives of the RAP and IPAPs were being carried out as planned in accordance to the Department's policies and guidelines.

IX. GENDER AND DEVELOPMENT

- a. The Implementing Office shall prepare the GAD Action Plan in accordance to the Department Order 48, s. 2011, which will serve as a guide to implement and monitor strategies to achieve gender responsive road and transportation goals for all stakeholder.
- b. The Implementing Office shall ensure that all data that will be gathered for the conduct of gender analysis is sex-disaggregated to develop a gender-biased information.
- c. The Implementing Office shall prepare standard gender-sensitive design of infrastructure and facilities that caters to the practical needs of women, aged people and children, as well as people with disabilities and special needs (according to the requirements of the accessibility law) and formulate gender equality cost and benefits in the economic evaluation to support development planning and policy making.
- d. The Gender Sensitivity in the report should integrate the concerns and voices of women as well as men, and girls and boys.
- e. The Implementing Office shall prepare the Harmonized GAD Guidelines and Project Implementation and Management, and Monitoring Evaluation (PIMME) Checklist.

- g. In accordance to the D.O. 111 series of 2016, the Implementing Office shall be required to mainstream anti-trafficking in persons (TIP) work in the DPWH core functions and services to ensure the inclusion of a zero tolerance requirement with regards to the staff upon hiring, anti-TIP awareness raising, trainings of staff and giving out of information materials for clients, including signage, and institutionalization of mechanism for redress for TIP cases involving DPWH personnel.
- h. In accordance to Department Order 130, series of 2016, the Implementing Office, concerned local government unit/s and Contractors/Subcontractors shall purposively employ women, to comprise at least 20% of total workforce in skilled or unskilled positions, in various phases and stages of construction/civil work, from planning, design, pre-construction and construction and maintenance for each particular project.
- i. The GAD Focal Point System shall conduct a gender audit at the level of road infrastructure projects to assess the relative progress made in mainstreaming gender in all stages of project development and implementation; establish a baseline of good practices towards the achievement of gender equality in road infrastructure projects; identify critical gaps and challenges; and recommend ways of addressing them and suggests new and more effective strategies for upcoming projects.

The copies of the Social and Environmental Management System Manual can be obtained from the Environmental and Social Safeguards Division, Planning Service and electronic copies may be accessed through the DPWH Website (www.dpwh.gov.ph).

This Order shall supersede the following Department Orders and shall take effect immediately:

Department Order No. 245, Series of 2003
Department Order No. 57, Series of 2016
Department Order No. 116, Series of 2018

For strict compliance.


MANUEL M. BONOAN
Secretary

4.1.4. FMRD/MBOV/ACS/MCESU/MMBQ/EMSN/RMSG/MVOL/RBdR

Department of Public Works and Highways
Office of the Secretary



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