

DPWH 13
02-24-2009



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

FEB 23 2009

DEPARTMENT ORDER)
No. 12)
Series of 2009 02-24-09)

**SUBJECT: REVISED PROCEDURES IN SEEKING
PRIOR CLEARANCE FROM THE
SECRETARY FOR VARIATION ORDERS
ON CIVIL WORKS AND CONSULTANCY
SERVICES CONTRACTS**

In line with our continuing effort to simplify operating procedures, all Requests for Prior Clearance to Issue Variation Order on Civil Works and/or Consultancy Services Contracts for approval/disapproval of the Secretary shall, henceforth, be submitted by the concerned Implementing Offices directly to the Office of the Undersecretary for Operations concerned, for review and recommendation.

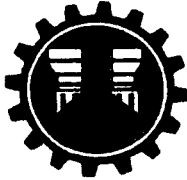
Prior clearance to issue variation order should not be taken as an outright approval for the variation order itself. A "request for prior clearance" should only be an "anuncio" for the approving official to establish the need for additional works/variations. As such, the request need not be supported by voluminous supporting documents normally required for the review/evaluation of plans and proposed variation orders. Thus, only the basic documents required under the Memorandum of the Secretary dated 25 August 2003 (copy attached) shall be submitted. To facilitate the review process, the Implementing Office concerned shall provide the corresponding Executive Summary, Routing Slip and Checklist of required supporting documents.

After the review of the request by the concerned Undersecretary for Operations, the request shall be referred to the Assistant Secretary for Planning for assessment and recommendation as to funding availability and if warranted, NEDA-ICC requirements. In case there are no funds available, the request shall be returned by the Assistant Secretary for Planning to the Undersecretary for Operations for further discussions with the Implementing Office concerned. In case the request for prior clearance requires a more thorough review, the Undersecretary for Operations concerned may require the submission of additional supporting documents and/or may refer the matter to the concerned Bureau(s)/Service(s) for further assessment, validation and/or evaluation.

This order shall amend/modify other previous issuances inconsistent herewith and shall take effect immediately.

[Signature]
HERMOGENES E. EBDAÑE, JR.
Secretary





897,9 DPWH
08.27.2003

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
MANILA

25 August 2003

MEMORANDUM

T O : **ALL PMO PROJECT DIRECTORS AND MANAGERS**
This Department

SUBJECT : **PRIOR CLEARANCE FOR VARIATION ORDERS FOR**
FOREIGN-ASSISTED CONTRACTS

To provide for more efficient implementation and management of foreign-assisted projects, you are hereby directed to secure prior clearance from the Secretary, through the Undersecretary/Assistant Secretary for Operations concerned, before implementing any Variation Order (Change Order/Extra Work Order) on a foreign-assisted contract for civil works/consulting services, except for Variation Orders within your delegated authority to approve.

In your request for such prior clearance for a Variation Order, you shall submit the following basic documents to the Secretary through the Undersecretary/Assistant Secretary for Operations concerned:

1. Memorandum-request for clearance/authority to implement the Variation Order, with justifications.
2. Project Profile (using the format prescribed for ODA projects)
3. Implementation Schedule and Financial Program (using PIO Form No. 1-2003)

For compliance.


FLORANTE SORIQUEZ
Acting Secretary