



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

097.13 DPWH
01-31-2018

31 JAN 2018

DEPARTMENT ORDER)

**SUBJECT: Guidelines for Geotagging DPWH
Civil Works Projects**

NO. **16**)
Series of 2018)

In line with the Department's continued Project and Contract Management Application (PCMA) objective to improve project monitoring and contract management processes and in accordance with the 2018 General Appropriations Act (GAA) provision, geotagged Monthly Progress and Completion for all Road and/or Bridge Civil Works project components for 2018 onwards are hereby required from Implementing Offices (IOs). Additional geotagged photos for the Before Stage, at Mobilization Stage, and for other Infrastructure types are required as outlined in the schedule contained herein.

There are four (4) specific stages and purposes for capture of these photographs:

1	Before	'Before' photos are the responsibility of the IO Planning and Design Division/Section and shall be captured during budget preparation.
2	Mobilization	'Mobilization' photos are the responsibility of IO Construction Division/Section and shall be captured during the conduct of the joint field as-staked survey to ensure the Project is in same location as was funded, and to confirm site availability and condition as compared to the "Before" stage.
3	Monthly Progress	'Monthly Progress' photos, which best represent accomplishments during the month are the responsibility of IO Construction Division/Section and shall be captured to show physical progress.
4	Completion	'Completion' photos are the responsibility of IO Construction Division/Section, shall be captured during final inspection, and should be uploaded before or on the day of issuance of Certificate of Completion to show the completed infrastructure.

The Information Management Service (IMS) is responsible for the issuance and updating of the Geotagging Guidelines which specifies the standards, along with the number and type of photograph per stage, provides the web-based and mobile geotagging application, and ensures that necessary training is provided to end-users. All photographs will be stored in the Geographic Information System (GIS), which shall be accessible in the DPWH Website.

The Development Planning Division (DPD), Planning Service (PS), shall be responsible for the review and quality assurance of photographs for Stage 1 (Before). IO Project Engineers (PEs) shall be responsible for the review and quality assurance of photographs for stages 2, 3, and 4 (Mobilization through Completion).

The Head of the Implementing Office is ultimately responsible for ensuring compliance and integrity of the photographs. The schedule for compliance for all stages and for other infrastructure types is as follows:

Schedule	Activity
By end of January 2018	<ul style="list-style-type: none">• Pilot technology in Region I.
By end of April 2018	<ul style="list-style-type: none">• Geotagged "Before" photos for all Road and/or Bridge Civil Works project components regardless of cost and for all other Civil Works Project Components with cost greater than Php 50 million for 2018 projects.
By end of May 2018	<ul style="list-style-type: none">• Geotagged "Before" photos for all Road and/or Bridge Civil Works project components being proposed for 2019, and other Civil Works Project Components with cost greater than Php 50 Million.
Starting April 2018	<ul style="list-style-type: none">• Mobilization, Monthly Progress, and Completion Photos for Major Flood Control Structures and Dredging project components.
Starting September 2018	<ul style="list-style-type: none">• Mobilization, Monthly Progress, and Completion Photos for all project components monitored in Project and Contract Management Application (PCMA) regardless of cost, infrastructure type, or fund source.
Starting March 2019	<ul style="list-style-type: none">• All civil works project components for all four (4) stages regardless of cost, fund source, and/or infrastructure type. "Before" photos for years 2020 onwards are due in April each year of the preceding year during budget preparation. All other stages (e.g. mobilization, monthly progress and completion) should be carried out during the month of the activity specified.

This Order shall supersede Department Order No. 79, series of 2017 and take effect immediately.

MARK A. VILLAR
Secretary


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Undersecretary
Officer-In-Charge

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11.1.1 ETC/RBC/NSP