



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

097. 13 DPWH  
03. 07. 2007

MAR 07 2007

DEPARTMENT ORDER ) SUBJECT: **REVISED PROCEDURES IN SEEKING**  
 ) **PRIOR CLEARANCE FROM THE**  
No. 17 ) **SECRETARY FOR VARIATION ORDERS**  
 ) **ON CIVIL WORKS AND CONSULTANCY**  
Series of 2007 ) **SERVICES CONTRACTS**  
 )

In line with our continuing effort to simplify operating procedures, particularly in seeking prior clearance from the Secretary for variation orders on contracts previously approved by the Secretary, as required under Department Order No. 03, series of 2005, all Requests for Prior Clearance to Issue Variation Order on Civil Works and/or Consultancy Services Contracts shall, henceforth, be submitted by the concerned Implementing Offices directly to the Office of the Assistant Secretary 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 a corresponding Executive Summary using the attached format. A Routing Slip (see attached) which includes a checklist of required supporting documents shall likewise be prepared by the Implementing Office concerned.

After the review of the request by the concerned Assistant Secretary for Operations, the same shall be forwarded to the Office of the Undersecretary for Operations concerned, prior to the approval/disapproval of the Secretary. In case the request for prior clearance requires a more thorough review, the Undersecretary/Assistant Secretary 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. If the request involves additional funding, then it shall be referred to the Planning Service for evaluation and recommendation.

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

  
MANUEL M. BONOAN  
Officer-in-Charge



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

**REQUEST FOR PRIOR CLEARANCE TO ISSUE VARIATION ORDER**

Reference No. \_\_\_\_\_ Date: \_\_\_\_\_

**EXECUTIVE SUMMARY**

F O R : The Secretary

T H R U : The Assistant Secretary and Undersecretary for Operations Concerned

- 
1. Subject : Request for Prior Clearance to Issue Variation Order for the  
(Project Title/Location) \_\_\_\_\_
  2. Action Recommended : \_\_\_\_\_
  3. Implementing Office : \_\_\_\_\_
  4. Consultants : \_\_\_\_\_
  5. Reason for this request : \_\_\_\_\_
  6. Contractor : \_\_\_\_\_

7.0 CONTRACTUAL DATA	CONTRACT AMOUNT	CONTRACT TIME	TIME	REMARKS
7.1 Original Contract				
7.2 Previously Approved Variation Order/s				(+) ___% increase from the original contract
7.3 Previously Approved Time Extension/s				
7.4 Budgetary Requirement for this Variation Order				(+) ___% increase from the original contract
7.5 Revised Contract Cost/Time due to this Variation (if approved)				(+) ___% increase from the original contract

8. Remarks:

The subject Variation Order is needed for the completion of the project and in accordance with clause \_\_\_\_ of the Conditions of Contract, hence, the approval of this request for prior clearance/authority to issue Variation Order is respectfully recommended. Notwithstanding its approval, it is understood that the request for Variation Order itself shall be reviewed by the concerned Bureaus/Services, prior to approval.

\_\_\_\_\_  
(Head, Implementing Office)

Recommending Approval:

\_\_\_\_\_  
Assistant Secretary for Operations

\_\_\_\_\_  
Undersecretary for Operations

OK AS TO FUNDING:

Approved:

\_\_\_\_\_  
Director, Planning Service

\_\_\_\_\_  
Secretary



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

**REQUEST FOR PRIOR CLEARANCE TO ISSUE VARIATION ORDER**

Reference No. \_\_\_\_\_ Date: \_\_\_\_\_

**ROUTING SLIP**

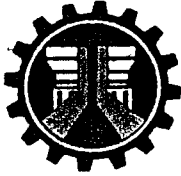
Project Title/Location: \_\_\_\_\_

Contractor: \_\_\_\_\_

DOCUMENT FLOW	TIME/DATE				REMARKS
	IN	INITIAL	OUT	INITIAL	
1. Implementing Office					
2. Asst. Secretary for Operations					
3. Undersecretary for Operations					
4. Secretary					

**CHECKLIST OF REQUIRED DOCUMENTS**

1. Executive Summary.
2. Memorandum of the concerned Project Director requesting for prior clearance/authority with justification(s).
3. Supporting Documents:
  - 3.1 Pre-investment Clearance
  - 3.2 Project Profile
  - 3.3 Implementation Schedule
  - 3.4 Copy of Original Contract
  - 3.5 Copy of previously approved Variation Orders, if any



094,9 DPWH  
OP-27-2023

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**

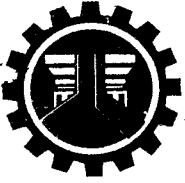
To provide for more efficient implementation and management of foreign-assisted projects, you are hereby directed to secure prior clearance from the Secretary, through the Undersecretary/Assistant Secretary for Operations concerned, before implementing any Variation Order (Change Order/Extra Work Order) 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



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

097. 13 DPWH  
01-10-2005

JAN 10 2005

DEPARTMENT ORDER) SUBJECT: PRIOR CLEARANCE FROM THE SECRETARY  
NO. **03** ) BEFORE UNDERTAKING ANY WORK  
Series of 2005 *(01-10-05)* ) OUTSIDE THE COVERAGE OF THE  
CONTRACTS ON CIVIL WORKS AND  
CONSULTANCY SERVICES

It has been observed that most of the Requests for Prior Clearance to Issue Variation Order on Civil Works submitted to the Office of the Secretary for approval, the works thereof had already been started/completed by the concerned contractor, thus pre-empting the office of its action on said request. This had been prevalent despite the provisions of Item 3.1, Annex E of the IRR of RA 9184. By virtue hereof, it is hereby ordered that:

1. No work shall be commenced covering any Variation Order (Change Order/Extra Work Order) of foreign or locally funded projects without the Request for Prior Clearance being first approved by the Secretary;
2. No Services pertaining to any Addendum/Re-alignment/Supplemental Agreement of foreign or local consultant shall be commenced without first securing approval of the Request for Prior Clearance to Issue Addendum/Re-alignment/Supplemental Agreement;
3. Works undertaken by the Contractor or Services performed by the Consultant in violation of items 1 and 2 hereof shall not be paid by the Department (Implementing Office) and shall be deemed personal liability of the person who authorized the commencement of the work; and
4. All officials and employees who allowed the commencement of such work shall be liable administratively after hearing, pursuant to existing Civil Service Laws Rules and Regulations.

As to the exception provided for under item 3.1a (1&2), b of the IRR of RA 9184, strict adherence thereof is enjoined.

In order that projects needing Variation Order would not be delayed unnecessarily, Annex are the Checklist, Executive Summary and other requirements, and it is incumbent upon the head of the DPWH implementing office to follow-up with the Secretary or Office of the Secretary the approval of the Prior Clearance/Authority.

Any existing Department Order, Memorandum, Regulation or Issuance repugnant hereto shall be deemed repealed, modified, amended or abrogated accordingly. This Order shall take effect immediately.

  
FLORANTE SORIQUEZ  
Acting Secretary