



Republika ng Pilipinas  
**KAGAWARAN NG PAGAWAIN AT LANSANGANG PAMBAYAN**  
**TANGGAPAN NG KALIHIM**  
Maynila

097-13-DPWH  
1-26-2001



**JAN 26 2001**

DEPARTMENT ORDER )


Subject: **IMPLEMENTATION OF THE NEW  
PROCESS ON PAYMENT OF  
CONSULTANT CLAIMS.**

No. **25** )  
Series of 2001 **1/26/2001** )  
X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X

In line with the Department's policy to improve the delivery of its services, all DPWH implementing offices and consultants are hereby required to follow the new process for the payment of consultants claims developed by the Road Information and Management Support System (RIMSS) as part of the Accounting/Financial Management Business Improvement Project (BIIP). This new process is contained in two Manuals, as follows:

- 1) The Manual containing the "Guidelines and Procedures to Implementing Offices (IOs)" shall be used by DPWH implementing offices, including the Project Management Offices (PMOs), Regional and District Offices, for verification and checking the completeness of billing documents submitted by consultants and in the preparation of necessary supporting documents required by the Accounting Division;
- 2) The Manual containing the "Guidelines to Contractors of Civil Works Projects which covers advance payment, monthly progress payments and final payment shall be used by the consultants in the preparation of billings to ensure that documents are prepared accurately and properly prior to submission for payment of claims to the Department; and,
- 3) Copies of these two Manuals can be obtained from the Bids and Awards Committee Technical Working Group (BAC-TWG) office, DPWH Building, Bonifacio Drive, Port Area, Manila.

This order shall take effect immediately, and all other issuances inconsistent herewith are hereby revoked.

  
**GREGORIO R. VIGILAR**  
Secretary

6154-0075