



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
Bonifacio Drive, Port Area, Manila

097.13 DPWH
03-09-2015

MAR 06 2015

DEPARTMENT ORDER)
No. **30**)
Series of 2015)

**SUBJECT: INVOLVEMENT OF SPECIALIZED OFFICES
IN THE PROCUREMENT OF GOODS**

To provide for greater efficiency in the procurement of goods under the following categories, the end-user offices shall course their purchase requests to the specialized offices of the Department indicated below:

- a. Motor vehicle spare parts and accessories: Bureau of Equipment for procurement in the Central Office, and Equipment Management Division of the Regional Office for procurement in the Regional and District Offices.
- b. Surveying and design equipment: Bureau of Design for procurement in the Central Office, and Planning and Design Division of the Regional Office for procurement in the Regional and District Offices.
- c. Laboratory equipment: Bureau of Research and Standards for procurement in the Central Office, Materials and Quality Assurance Division of the Regional Office for procurement in the Regional and District Offices.
- d. Information technology (IT) equipment and related software: Information Management Service.

In particular, prior to the procurement of goods under the abovementioned categories, the concerned end-user offices shall secure the review and approval of the specialized offices stated above in the following aspects:

- i. Technical specifications for the goods.
- ii. Delivery schedules of the goods.
- iii. Job Orders for the goods.

Thereafter, the concerned end-user offices shall submit the documents in items i-iii above, as approved by the specialized offices, to the concerned Procurement Unit of the Central/Regional/District Office for the procurement of the goods.

Upon receipt of the goods from the supplier, the Supply and Property Management Division of the Human Resource and Administrative Service (Central Office) / Supply and Property Management Section of the Administrative Division (Regional Office) / Supply and Property Management Unit of the Administrative Section (District Office) shall secure the involvement

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and concurrence of the abovementioned specialized offices in the Final Inspection and Acceptance of the delivered goods.

This Order takes effect immediately.


ROGELIO L. SINGSON
Secretary

4.7.2 JABS/MGNO

Department of Public Works and Highways
Office of the Secretary



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