



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

378-1204
D.O. 13 DPAH
3-4-04

MAR 11 2004

DEPARTMENT ORDER)
NO. 32)
Series of 2004 *2003-04*

SUBJECT: **Expanding the Coverage of Document Tracking System (DoTS) Implementation**

In connection with the implementation of D.O. No. 273 Series 2003, the coverage of the DoTS is hereby expanded to include the following documents processed by the Central Office:

1. RROW Payment
2. Advance Payment
3. 1st and Final Progress Payments
4. Intermediate Progress Payments
5. Other Documents that the Executive Committee deem critical

Processing of the abovementioned documents shall observe the system prescribed time contained in Annex A. Incomplete documents should be returned to the concerned office on the same day they were received.

Further, to ensure that all documents covered are registered in the DoTS, contractors/consultants shall submit their DoTS documents to the Monitoring and Information Service (MIS) instead of to the concerned PMO. The MIS shall register the document into the DoTS and forward the same to the concerned PMO. PMOs are advised to inform their contractors/consultants of this new submission procedure.

This Order supplements Department Order No. 273 - Implementation of the DoTS dated November 3, 2003, and takes effect immediately.


FLORANTE SORIQUEZ
Acting Secretary

Plans

Activity	Office	Duration
Review and endorse	PMO	3
Review and endorse	BOD	22
Recommend approval	Asst. Secretary (BOD)	2
Recommend approval	Chief of Staff	5
Approve	Secretary	2
Total		34

Specifications

Activity	Office	Duration
Review and endorse	PMO	3
Review and endorse	BRS	15
Recommend approval	Asst. Secretary (BRS)	2
Recommend approval	Chief of Staff	5
Approve	Secretary	2
Total		27

Approved Budget for Contracts (ABC)

Activity	Office	Duration
Coordinate	PMO	1
Prepare document	Consultant	5
Review and endorse	PMO	2
Review and endorse	BOC	5
Recommend approval	BAC Chairman	2
Recommend approval	Chief of Staff	5
Approve	Secretary	2
Total		22

Program of Work

Activity	Office	Duration
Coordinate	PMO	2
Prepare document	Consultant	5
Review and endorse	PMO	3
Review and endorse	BOC	5
Allocate Fund (if nec.)	PS	2
Recommend approval	Asst. Secretary	2
Recommend approval	Undersecretary	2
Recommend approval	Chief of Staff	5
Approve	Secretary	2
Total		28

PQ Resolution

Activity	Office	Duration
Receive & Transmit	BAC	2
Evaluate PQ Documents	PMO	15
Deliberate	BAC	10
Prepare document	PMO	2
Sign	BAC	5
Recommend approval	Chief of Staff	5
Approve	Secretary	2
Concur	Bank	
Notify Contractor	BAC	1
Total		42

Resolution of Award

Activity	Office	Duration
Receive & Transmit	BAC	2
Evaluate	PMO	15
Deliberate	BAC	15
Prepare document	PMO	2
Sign Resolution	BAC	5
Recommend approval	Chief of Staff	5
Approve	Secretary	2
Concur	Bank	
Total		46

Notice of Award

Activity	Office	Duration
Prepare & Transmit	PMO	2
Sign	BAC Chairman	2
Transmit to Contractor	PMO	2
Total		6

Notice to Proceed

Activity	Office	Duration
Prepare & Transmit	PMO	2
Initial	ASEC for Operations	2
Sign	USEC for Operations	2
Transmit to Contractor		2
Total		8

Contract

Activity	Office	Duration
Coordinate	PMO	2
Prepare document	Consultant	10
Review and endorse	PMO	2
Issue ALOBS	CFMS	2
Review and endorse	BOC	3
Review and endorse	LS	10
Approve	Asst. Secretary	2
Approve	Undersecretary	2
Recommend approval	Chief of Staff	5
Approve	Secretary	2
Total		40

Pre-Clearance

Activity	Office	Duration
Coordinate	PMO	2
Prepare document	Consultant	10
Review and endorse	PMO	3
Verify Funding	CFMS	1
Review and endorse	BOD	3
Review and endorse	BOC	3
Review and endorse	LS	2
Recommend approval	Asst. Secretary	2
Recommend approval	Undersecretary	2
Recommend approval	Chief of Staff	5
Approve	Secretary	2
Total		35

Change Order / Extra Work Order

Activity	Office	Duration
Coordinate	PMO	2
Prepare document	Consultant	10
Review and endorse	PMO	2
Issue ALOBS	CFMS	5
Review and endorse	BOD	7
Review and endorse	BOC	5
Validate Bond (if nec.)	LS	5
Recommend approval	Asst. Secretary	2
Recommend approval	Undersecretary	2
Recommend approval	Chief of Staff	5
Approve	Secretary	2
Total		47

Supplemental Agreement

Activity	Office	Duration
Coordinate	PMO	2
Prepare document	Consultant	10
Review and endorse	PMO	5
Issue ALOBS	CFMS	2
Review and endorse	BOD	7
Review and endorse	BOC	5
Review and endorse	LS	10
Recommend approval	Asst. Secretary	2
Recommend approval	Undersecretary	2
Recommend approval	Chief of Staff	5
Approve	Secretary	2
Total		52

Time Extension

Activity	Office	Duration
Coordinate	PMO	2
Prepare document	Consultant	10
Review and endorse	PMO	2
Review and endorse	BOC	5
Review and endorse	LS	4
Recommend approval	Asst. Secretary	2
Recommend approval	Undersecretary	2
Recommend approval	Chief of Staff	5
Approve	Secretary	2
Total		34

MOA / MOU

Activity	Office	Duration
Coordinate	PMO	2
Prepare document	Consultant	10
Review and endorse	PMO/Other Agency	1
Issue ALOBS	CFMS	2
Review and endorse	BOC	3
Review and endorse	LS	2
Recommend approval	Asst. Secretary	2
Recommend approval	Undersecretary	2
Recommend approval	Chief of Staff	5
Approve	Secretary	2
Total		31

RROW Payment (w/NCA, External Creditors only)

Activity	Office	Duration
Prepare documents & endorse	PMO	3
Process, record & initial	CFMS	5
Approve	ASEC/USEC	2
Request for NCA release from DBM	CFMS	1
Total		11

Advance Payment (w/NCA, External Creditors only)

Activity	Office	Duration
Receive request	PMO	1
Review and prepare doc.	Consultant	3
Review and endorse	PMO	2
Process, record & initial	CFMS	5
Recommend approval	ASEC/USEC	2
Recommend approval	Chief of Staff	5
Approve	Secretary	2
Request for NCA release from DBM	CFMS	1
Total		21

First and Final Progress Billing (w/NCA, External Creditors only)

Activity	Office	Duration
Receive request	PMO	1
Review and prepare doc.	Consultant	3
Review and endorse	PMO	2
Process, record & initial	CFMS	5
Recommend approval	ASEC/USEC	2
Recommend approval	Chief of Staff	5
Approve	Secretary	2
Request for NCA release from DBM	CFMS	1
Total		21

Intermediate Progress Billing (w/NCA, External Creditors)

Activity	Office	Duration
Receive request	PMO	1
Review and prepare doc.	Consultant	3
Review and endorse	PMO	2
Process, record & initial	CFMS	5
Approve	ASEC/USEC	2
Request for NCA release from DBM	CFMS	1
Total		14

Other documents that the ExCom deem critical

Activity	Office	Duration
Review and endorse	LS	2
Recommend approval	ASEC/USEC	2
Recommend approval	Chief of Staff	2
Approve	Secretary	2
Total		8