

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

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FEB 28 2017

DEPARTMENT ORDER)
NO. **32**)
Series of 2017) 03.09.17

SUBJECT: Issuance of a Standard Procedures Manual for the Regional and District Engineering Offices

In order to ensure consistency in the delivery of services and to reduce variation within a given process, the Department has established a harmonized organizational framework through the issuance of a Standard Procedures Manual. This Manual contains detailed step-by-step instructions on how to do the tasks that are essential and who is responsible for these tasks.

The benefits of having the Manual are: i) reduced learning curve for new employees; ii) ensured business continuity; and iii) standardized processes. Therefore, all Regional and District Engineering Offices are hereby directed to implement the Standard Procedures Manual.

Since the Standard Procedures Manual is a living document, any proposed revisions shall be forwarded to the Overall Quality Management Representative.

Copies of this Manual (DPWH-SPM) will be provided by the Records Management Division (RMD) of the Human Resource and Administrative Service (HRAS).

This Order shall take effect immediately.


RAUL C. ASIS
Officer-in-Charge

11.1.3 NJM/NSP

Department of Public Works and Highways
Office of the Secretary




WIN7P01515




**Regional and
District Engineering Offices**

Standard Procedures Manual


Republic of the Philippines
Department of Public Works and Highways
Bonifacio Drive, Port Area, Manila

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices	Issue Date:	FEB 28 2017
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Office	Content Name	Code
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	2. Review, Interpretation and Processing of Contract Agreements / Other Instruments	DPWH-SPM-LS-02
	3. Action on Complaints	DPWH-SPM-LS-03
	4. Appearance in Courts and Other Administrative Bodies	DPWH-SPM-LS-04
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	4. Eligibility Process	DPWH-SPM-PRS-04
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	8. Request for Hardware Repair Process	DPWH-SPM-ICTS-08
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	4. Process in Pre-positioning of Resources and Monitoring on the Situation of National Roads and Bridges During Disasters/Calamities	DPWH-SPM-MD-04
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	9. Process in the Evaluation of Contract Related Documents/MOA and Monitoring of Implementation of Special Local Road Fund (SLRF) Project Funded Under Motor Vehicle User's Charge (MVUC)	DPWH-SPM-MD-09
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	8. Monthly Statement of Allotment, Obligation and Balances (SAOB) and Other Financial Reports (Regional Office Proper)	DPWH-SPM-FMD-08
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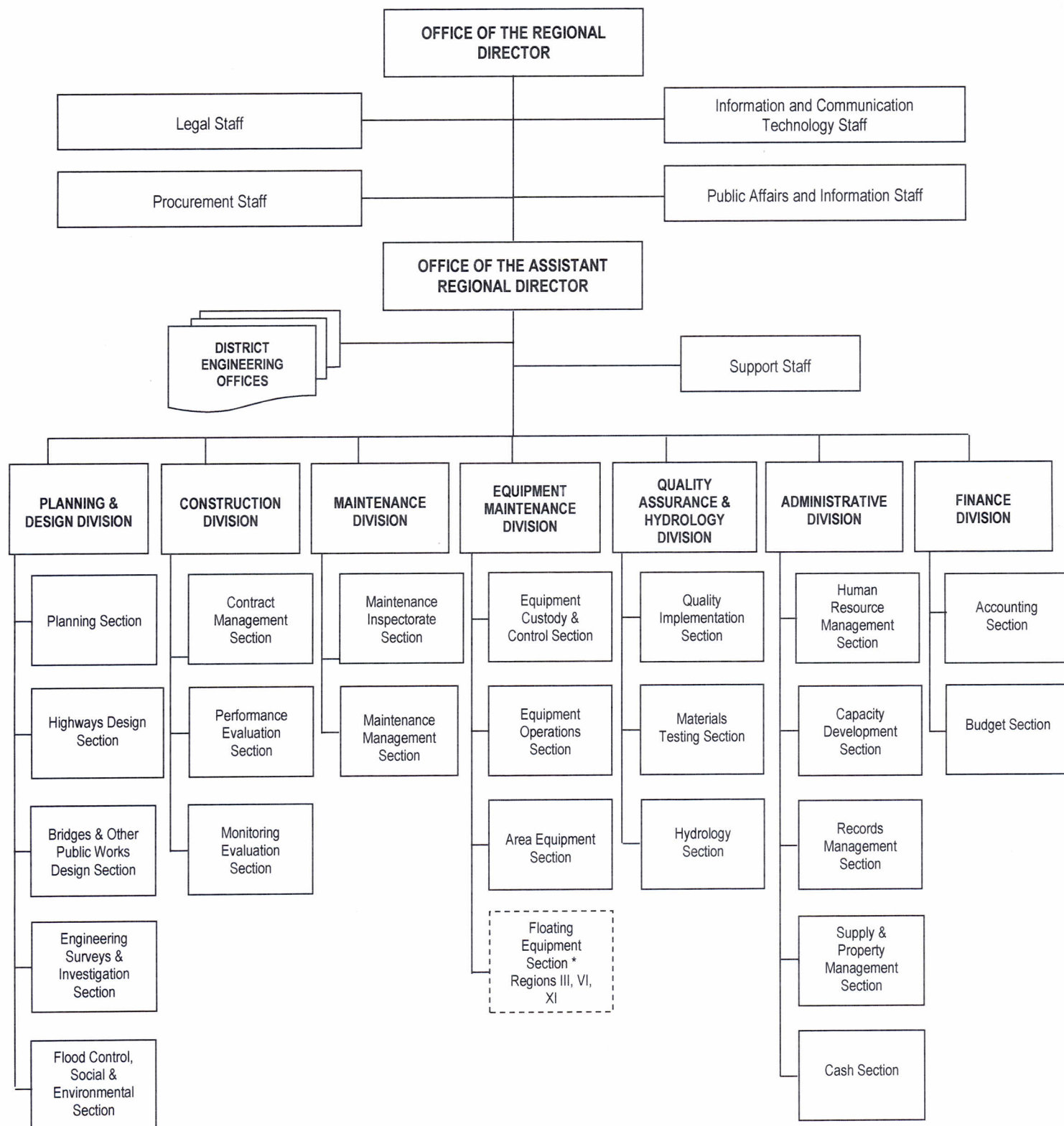
Office	Content Name	Code
Equipment Management Division (EMD)	Organizational Chart of Equipment Management Division	DPWH-SPM-EMD-00
	Process Flow	
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	2. Maintenance of Land-Based Equipment and Motor Vehicles in the Regional Offices	DPWH-SPM-EMD-02
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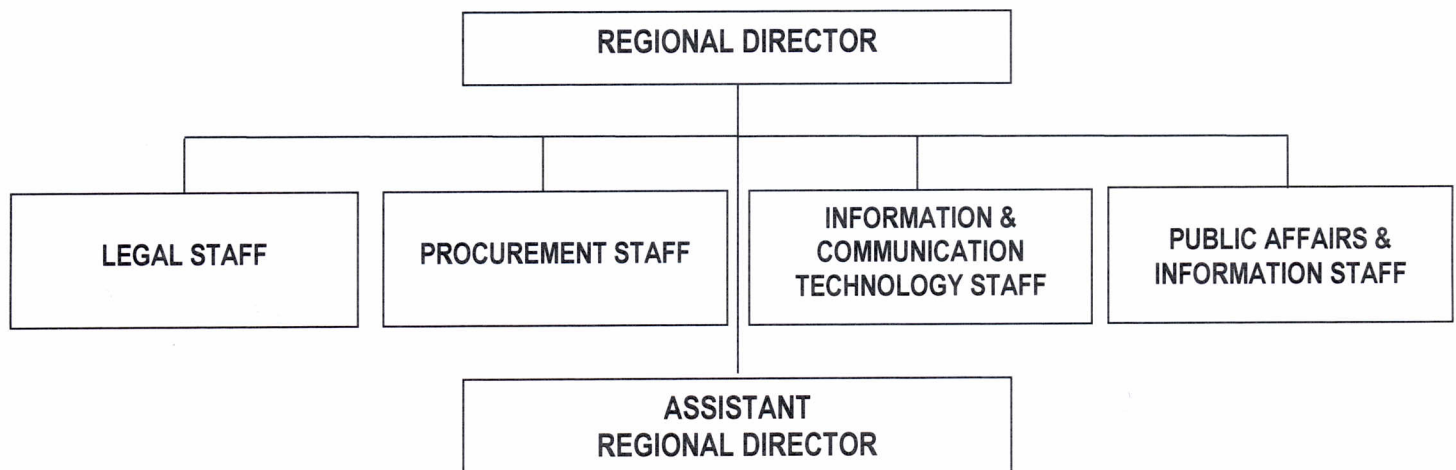


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Organizational & Functional Profile

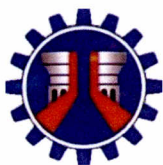
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**OFFICE OF THE REGIONAL DIRECTOR
ORGANIZATIONAL CHART**



OFFICE OF THE REGIONAL DIRECTOR FUNCTIONS

OFFICE OF THE REGIONAL DIRECTOR
<ol style="list-style-type: none">1. Provides overall supervision to the Regional and District Engineering Offices (DEOs) in the exercise of their functions;2. Coordinates with other agencies and local government units in the exercise of its functions;3. Approves and recommends approval of Programs of Work, plans, specifications, estimates, Time Suspension/Extension, Variation Orders and contracts/MOAs;4. Approves procurement of goods, consultancy services and civil works projects;5. Approves appointments, transfers, designations, leave of absence/s, and other administrative actions;6. Approves disbursement vouchers and other financial transactions;7. Approves the utilization, preventive maintenance and repair of land and water-based equipment;8. Recommends appointments of District Engineers, Assistant District Engineers, and Division Chiefs;9. Coordinates with Regional/Provincial Disaster Risk Reduction and Management Council in times of calamities and other disasters;10. Monitors the implementation of UPMO and other special projects implemented by the Central Office and recommends corrective measures when necessary; and11. Approves donations and disposals of unserviceable equipment and other physical assets.



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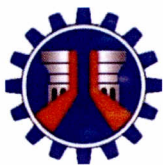
OFFICE OF THE REGIONAL DIRECTOR FUNCTIONS

LEGAL STAFF

1. Assists the Regional Director on all legal matters involving enforcement and administration of laws;
2. Prepares memoranda of agreement and other legal instruments pertaining to the activities of the region and the District Engineering Offices under its jurisdiction;
3. Reviews, interprets and processes contract agreements and other instruments entered into by the Region and the District Engineering Offices under its jurisdiction;
4. Conducts investigations and hearings on complaints and grievances against officials and employees arising from violations of laws, office rules, and regulations, prepare decisions, rulings or opinions on those cases and submit recommendations to appropriate authorities;
5. Facilitates the acquisition of right-of-ways for infrastructure projects and other physical assets including its transfer in the name of DPWH;
6. Appears in legal courts and other administrative bodies for cases where DPWH or its officials are parties and acts as collaborating or Special Counsel with the Office of the Solicitor General;
7. Provides legal assistance to the different units of the Regional and District Engineering Offices within its jurisdiction;
8. Issues certificates of pending administrative cases.

PROCUREMENT STAFF

1. Manages procurement activities and processes of the Regional Office including provision of Secretariat and technical support services to the Regional Bids and Awards Committee;
2. Prepares and consolidates Procurement Monitoring Reports of the District and Regional Offices for submission to Bureau of Procurement;
3. Monitors compliance of procurement guidelines by DEOs
4. Reviews, evaluates and consolidates the District Engineering Offices Annual Procurement Plans (DAPP), Prepare the Regional Project Management Plan (RPPMP) and the Regional Annual Procurement Plan (RAPP) for approval by the Regional Director and submission to the Procurement Service;
5. Prepares and processes bid, tender documents and contracts and recommend for approval by the Regional Director;
6. Reviews and evaluates approved budgets for the contract (ABC) and unit prices of projects to be bid within the District and Regional Offices;
7. Coordinates with other DPWH BAC and other agencies regarding accreditation and status of contractors transacting business in the office;
8. Maintains a Regional data base of prevailing prices and cost estimates of goods, civil works and consulting services.



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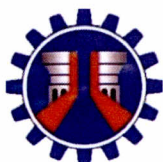
OFFICE OF THE REGIONAL DIRECTOR FUNCTIONS

INFORMATION & COMMUNICATION TECHNOLOGY STAFF

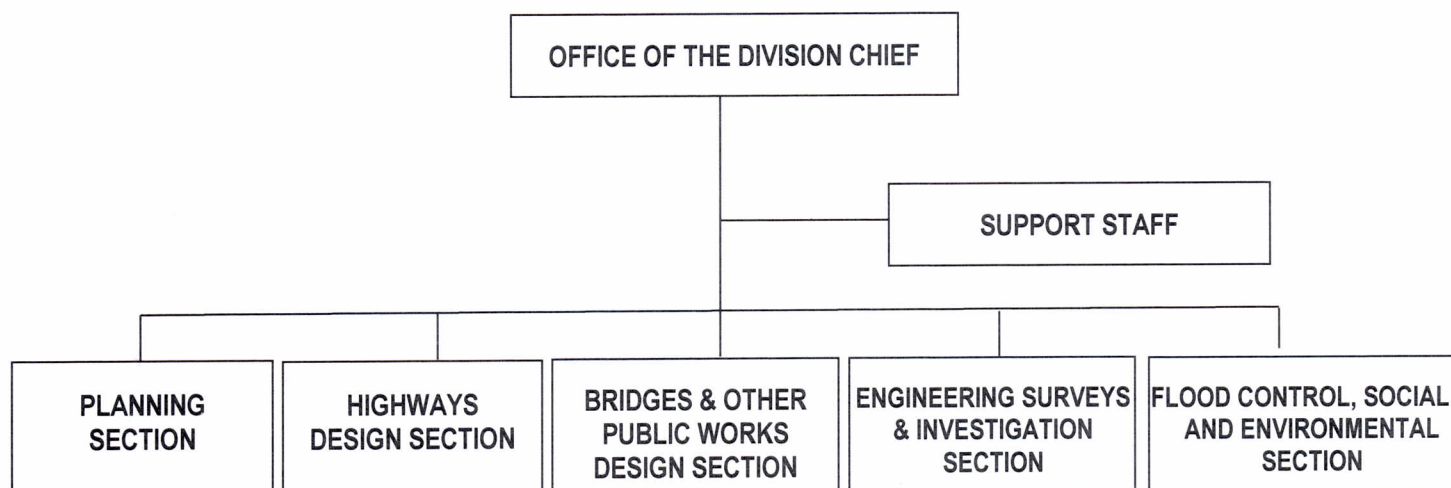
1. Manages and maintains the wide area network of the Region which includes the network infrastructure, enterprise servers and technology environment for both voice and data;
2. Ensures that Region mission-critical networks are operational and that downtimes, if unavoidable, are reduced to the minimum;
3. Provides support for application deployment, including application distribution and configuration management;
4. Helps users from the Region in the resolution of ICT problems;
5. Tracks ICT problems and recommends enhancements and training needs;
6. Ensures that work stations and other peripherals are operational and that downtimes, if unavoidable, are reduced to the minimum;
7. Provides application user support services including user coordination;
8. Submits promptly all ICT reports to the Information Management Service, Central Office;
9. Provides support services to Regional web data sources.

PUBLIC AFFAIRS & INFORMATION STAFF

1. Implements the Department's social marketing (development communication) programs and projects in coordination with the Stakeholders Relations Service (SRS);
2. Communicates to the public the Region's programs, projects, and services, and its role and contribution in the infrastructure development;
3. Provides timely calamity reports (travel advisories) to SRS and local media, in coordination with the Region's Maintenance Division;
4. Establish networking relationship with Public Information Offices of other agencies at the Regional level and represents the Region in the Inter-Agency Development Communications Program and its implementation ;
5. Manages the Region's customer feedback mechanism (Citizens Feedback Management, and Internal Stakeholders Survey) and recommends to Regional Management Committee (ManCom) areas for improvement based on analytics;
6. Manages the Region's social mobilization programs and projects such as CSO consultations, dialogues with stakeholders, and community social responsibility (CSR) projects; and
7. Performs other communications and advocacy functions as may be assigned by the Regional Director.



PLANNING & DESIGN DIVISION ORGANIZATIONAL CHART

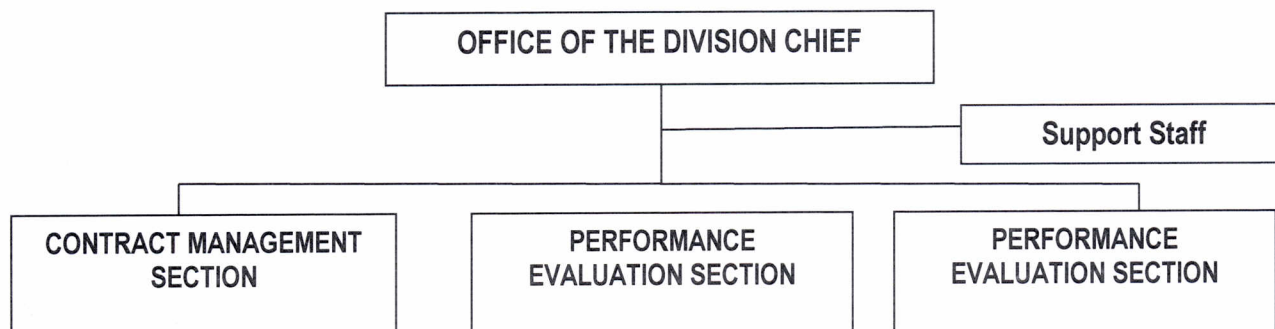


PLANNING AND DESIGN DIVISION FUNCTIONS

1. Prepares plans and designs in accordance to pertinent laws, policies, standards, guidelines and procedures for roads, bridges, flood control systems, buildings and other public works projects.
2. Reviews, formulates and consolidates the annual infrastructure program of the Region within the medium term infrastructure development programs on the basis of planning application inputs, master plans, feasibility/ pre-feasibility studies on infrastructure projects;
3. Manages data collection and performs data quality checking as inputs to planning applications.
4. Conducts detailed engineering surveys and investigations including parcellary survey of road right-of-way, and prepares the appropriate design following the design development stages of all infrastructure projects of the regional office and recommends approval of prepared plans and designs to the Central Office;
5. Prepares programs of work (POW) and detailed estimates for infrastructure projects including the preparation of the Approved Budget for the Contract (ABC);
6. Reviews and recommends approval of plans and POW;
7. Reviews as-staked plans, variation orders, as-built plans of the regional office projects and by the DEOs;
8. Provides technical assistance to DEOs, consultants, local government units and other agencies in the region on planning, design, and social assessment analysis;
9. Facilitates and recommends existing roads to be candidate for conversion; and
10. Coordinates with Regional DENR-EMB offices regarding issuance of ECCs/ CNCs and compliance with ECC provisions.



CONSTRUCTION DIVISION ORGANIZATIONAL CHART

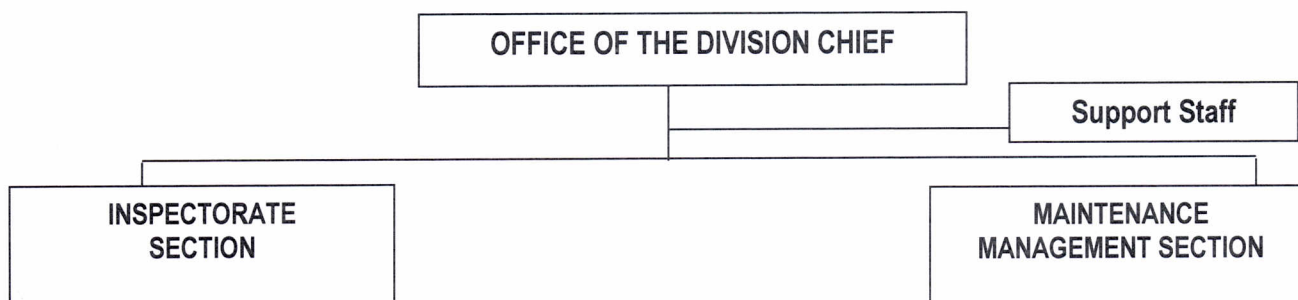


CONSTRUCTION DIVISION FUNCTIONS

1. Supervises/implements infrastructure projects in accordance with approved plans and specifications;
2. Oversees, assists, inspects, and monitors infrastructure projects implemented by the District Engineering Offices (DEOs), Local Government Units (LGUs) and other government agencies including those covered by Memoranda of Agreement;
3. Evaluates and processes contract related documents for civil works projects submitted by the DEOs, LGUs and other government agencies for endorsement to Central Office;
4. Evaluates, processes and recommends approval of Variation Orders, As-Staked Plans, As-Built Plans, time suspension/resumption, time extension, implementation schedule;
5. Participates in the conduct of assessment of performance of civil works contractors and further recommending blacklisting thereof of erring contractors;
6. Monitors compliance for the region and DEO projects with noted defects/deficiencies as reported by Inspectorate Teams for its rectification and submission to the Central Office; and
7. Consolidates and updates data in the Project Monitoring System (PMS)/Project and Contract Management Application (PCMA).

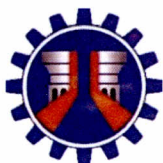


MAINTENANCE DIVISION ORGANIZATIONAL CHART

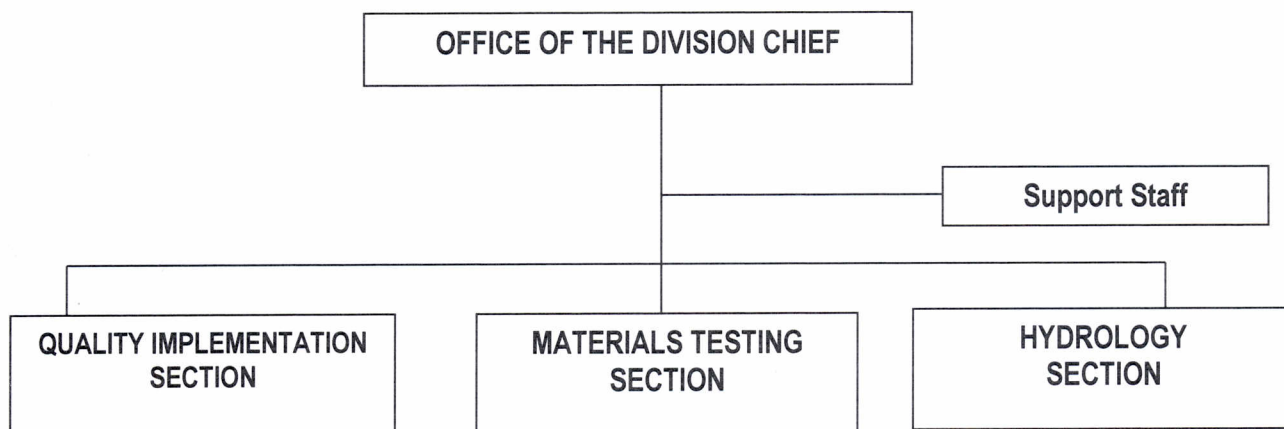


MAINTENANCE DIVISION FUNCTIONS

1. Implements guidelines and procedures for effective maintenance of national roads and bridges including safety measures and ensure that the annual maintenance works/programs/ performance budget are properly implemented;
2. Evaluates and prioritizes projects under the Flood Control/Drainage Structures (FC/D) and Other Public Buildings (OPB) and monitors implementation by the DEOs in accordance with existing standards and guidelines;
3. Inspects/monitors other maintenance projects implemented by DEOs in accordance with existing standards and guidelines;
4. Evaluates contract related documents for SLRF projects submitted by the DILG for approval by the RD/Secretary of DPWH and monitors implementation by the LGUs in accordance with existing standards and guidelines;
5. Assists in the conduct of assessment on the condition of national roads & bridges and other infrastructure project;
6. Ensures pre-positioning of manpower and equipment resources and monitors situation of national roads and bridges during disasters and calamities;
7. Conducts inspection/validation of calamity-damaged infrastructure submitted by the DEOs for submission to the Central Office for funding;
8. Monitors removal of obstruction within the Road Right of Way undertaken by the DEOs;
9. Evaluates/processes requests for Excavation Permits submitted by utility companies/agencies thru the DEO in accordance with existing guidelines;
10. Supervises the operation and maintenance of permanent weighbridge and mobile truck weighing stations (ATOME);

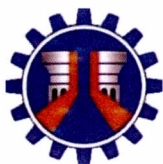


**QUALITY ASSURANCE AND HYDROLOGY DIVISION
ORGANIZATIONAL CHART**



QUALITY ASSURANCE AND HYDROLOGY DIVISION FUNCTIONS

1. Monitors the implementation of Quality Assurance Program of the Region and District Engineering Offices (DEOs) in accordance with the quality assurance policies of the Department;
2. Evaluates quality control documents and reports submitted by the DEOs to ensure compliance with the policies/issuances by the Department;
3. Conducts testing of construction materials for projects undertaken by the Region, UPMO, DEOs, LGUs and other government and private entities;
4. Operates and maintains Regional testing equipment and to monitor the reliability and accuracy of testing equipment/apparatus of the DEO laboratories according to standards;
5. Reviews and recommends for approval of Quality Control Programs (QCPs) prepared by the contractor's Materials Engineer;
6. Identifies and recommends sources of naturally occurring and manufactured construction materials to the Bureau of Research and Standards (BRS);
7. Conducts sub-surface exploration survey and test pitting for foundation design of roads, bridges and other structures ;
8. Validates request of the DEOs related to soil re-classification proposed for variation order;
9. Operates and maintains network of stream gauging stations to gather, analyze and consolidate hydrologic data for the management of water resources; and
10. Conducts and participates in inspection of projects for purposes of Billing, Issuance of Certificate of Completion/Acceptance in the Regional implemented projects and Quality Audit in the DEO.

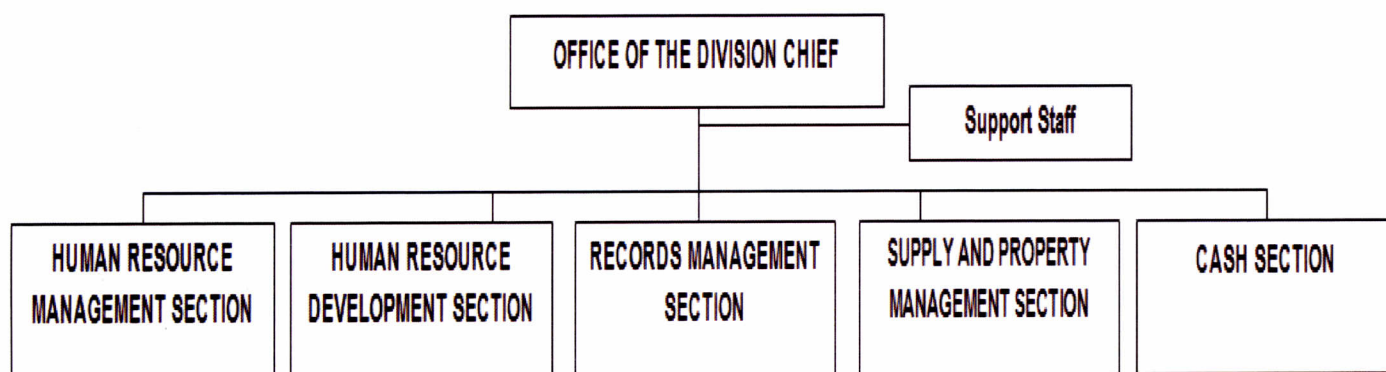


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Organizational & Functional Profile

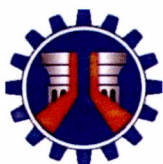
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**ADMINISTRATIVE DIVISION
ORGANIZATIONAL CHART**

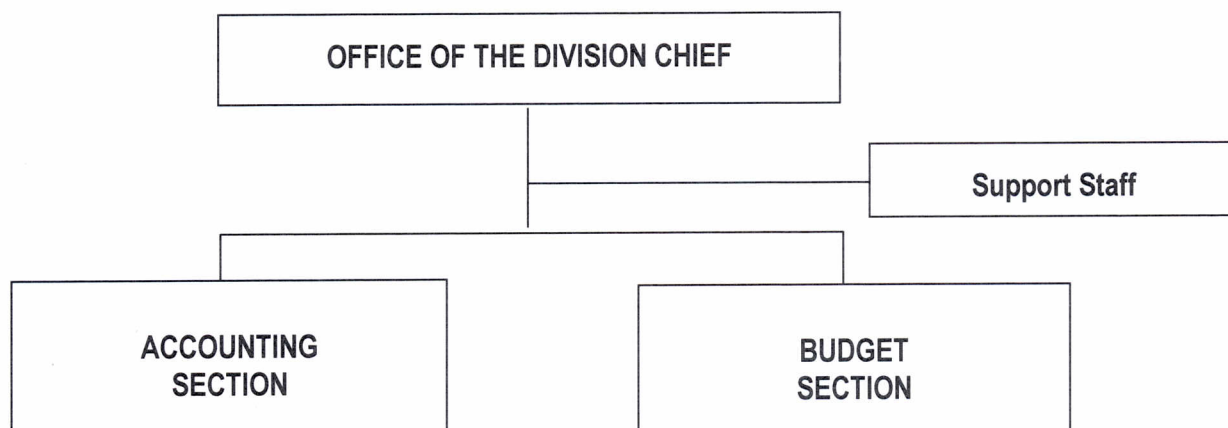


ADMINISTRATIVE DIVISION FUNCTIONS

1. Informs/recommends to the Regional Director matters pertaining to human resources management, human resource development, records management, cash management, supply and property management and other general administrative services;
2. Implements the laws, rules, regulations and policies on recruitment, selection and placement, merit promotion, performance evaluation, salary and other employee benefits administration, incentive award system, employee relations, personnel welfare services and separation benefits;
3. Maintains and updates the Personnel Information System (PIS) in the Regional and District Engineering Offices;
4. Coordinates, administers and evaluates human resource development programs and other learning and development interventions;
5. Coordinates the provision of services relative to employee counseling and welfare benefits;
6. Provides a healthy working environment;
7. Establishes and maintains records management system for the Regional Office, provides messengerial services and maintains a library, if any;
8. Implements and maintains an efficient and cost effective system on supply and property management;
9. Monitors and evaluates the performance of outsourced security and janitorial personnel; and
10. Administers effective and efficient cash management;



FINANCIAL DIVISION ORGANIZATIONAL CHART

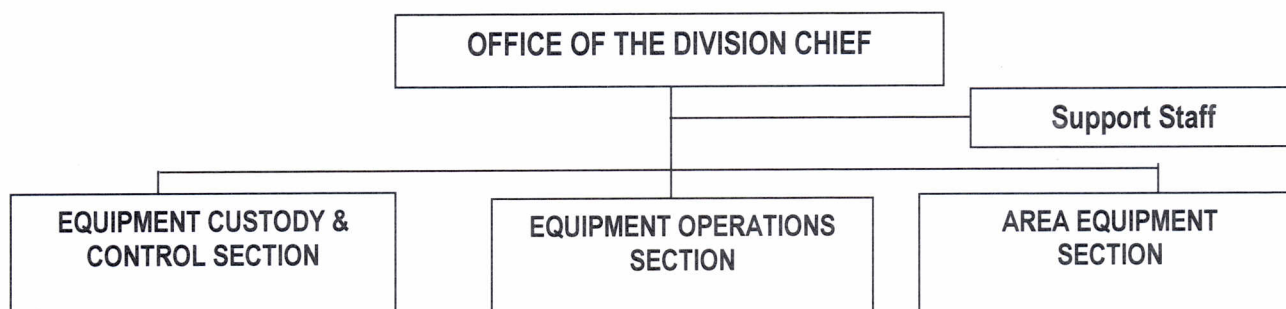


FINANCIAL AND MANAGEMENT DIVISION FUNCTIONS

1. Provides the Regional Office with coordinated services on budgeting, cashiering, accounting and other financial services;
2. Implements and improves Financial Management and Internal Control System;
3. Prepares, analyzes and consolidates budget proposals for the Region;
4. Undertakes budget execution and accountability;
5. Adopts, maintains sound financial, accounting and cash management system;
6. Prepares management reports and advises the Regional Directors and District Engineers on matters relating to fiscal administration;
7. Provides technical assistance to District financial management personnel;
8. Prepares and submits accountability reports as required and mandated by law.

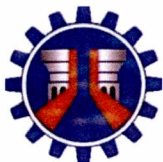


EQUIPMENT MANAGEMENT DIVISION ORGANIZATIONAL CHART



EQUIPMENT MANAGEMENT DIVISION FUNCTIONS

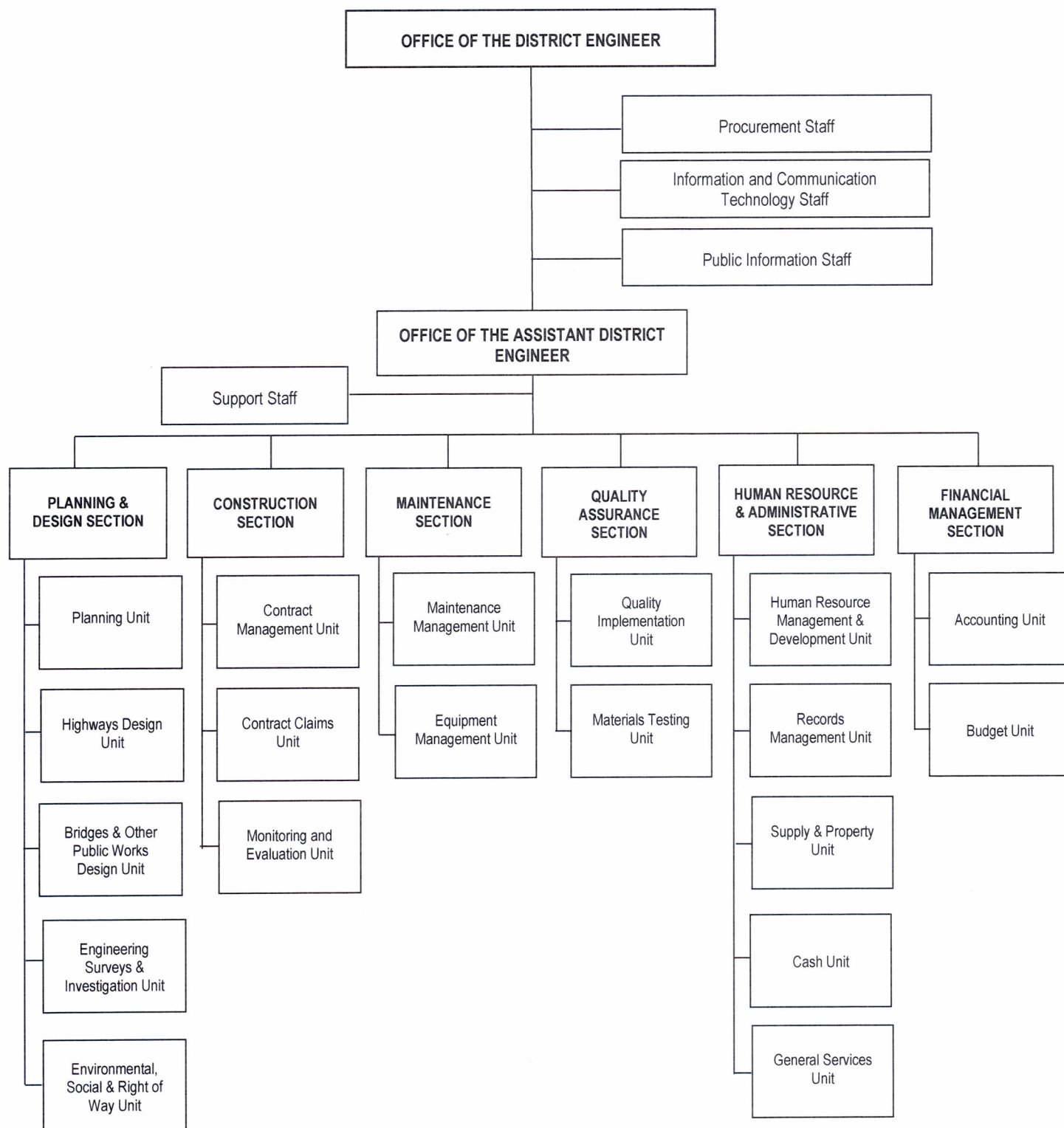
1. Prepares and consolidates Annual Procurement Plan for the maintenance and repair of existing equipment fleet;
2. Prepares and recommends for approval Program of Works/Purchase Request for equipment due for minor/major repair;
3. Recommends to the Regional Director equipment allocation distribution per DEO;
4. Manages and monitors equipment fleet for immediate use in times of calamities and emergency situations(quick response);
5. Prepares and undertakes Equipment Disposal Program, including waste materials;
6. Recommends outside repair for units that cannot be undertaken by administration which require specialized skills;
7. Assists the Supply and Property Management Section of Administrative Division in the LTO registration of equipment and service vehicles of the Regional Office;
8. Assists the Supply and Property Management Section of Administrative Division, in the conduct of regular inventory of physical assets in accordance with existing rules and regulations;
9. Undertakes land-based and water-based equipment Preventive and Corrective Maintenance, including land-based rehabilitation, dredging operation and recommends dry docking works for water-based equipment, if any;
10. Prepares and issues equipment clearance for Contractors undertaking DPWH projects; and
11. Determines appropriate cost of equipment with regards to rental accuracy to be used in times of calamities and emergency situations;




Department of Public Works and Highways
Standard Procedures Manual
for Regional & District Engineering Offices

Organizational & Functional Profile

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DISTRICT ENGINEERING OFFICE

DISTRICT OFFICE FUNCTIONS
<ol style="list-style-type: none"> 1. Implements laws, policies, rules and regulations for effective planning, design, construction, and maintenance of infrastructure projects. 2. Undertakes the planning, design, construction and maintenance of all infrastructure projects in coordination with concerned stakeholders; 3. Implements infrastructure projects in accordance with approved plans, specifications, and approved contract; 4. Provides supervision, technical, legal, administrative support, and contract management to the DEOs in the exercise of their functions; 5. Assists other agencies and local government units in the planning and design of infrastructure projects, as necessary; 6. Reviews and evaluates plans and Programs Of Works (POWs) of local roads and other infrastructure receiving national government funds; 7. Conducts continuing consultations and dialogues with stakeholders in connection with the implementation of DPWH projects; 8. Prepares, consolidates and submits all relevant information required by the Department and other stakeholders.




Republic of the Philippines
Department of Public Works and Highways
Bonifacio Drive, Port Area, Manila

Office of the Director



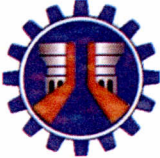
Republic of the Philippines
Department of Public Works and Highways
Bonifacio Drive, Port Area, Manila

Legal

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Functional Chart of Legal Staff	Issue Date:	FEB 28 2017
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OFFICE OF THE REGIONAL DIRECTOR FUNCTIONS

LEGAL STAFF
<ol style="list-style-type: none"> 1. Assists the Regional Director on all legal matters involving enforcement and administration of laws; 2. Prepares memoranda of agreement and other legal instruments pertaining to the activities of the region and the District Engineering Offices under its jurisdiction; 3. Reviews, interprets and processes contract agreements and other instruments entered into by the Region and the District Engineering Offices under its jurisdiction; 4. Conducts investigations and hearings on complaints and grievances against officials and employees arising from violations of laws, office rules, and regulations, prepare decisions, rulings or opinions on those cases and submit recommendations to appropriate authorities; 5. Facilitates the acquisition of right-of-ways for infrastructure projects and other physical assets including its transfer in the name of DPWH; 6. Appears in legal courts and other administrative bodies for cases where DPWH or its officials are parties and acts as collaborating or Special Counsel with the Office of the Solicitor General; 7. Provides legal assistance to the different units of the Regional and District Engineering Offices within its jurisdiction; 8. Issues certificates of pending administrative cases.

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Preparation of Legal Instruments	Issue Date:	FEB 28 2017
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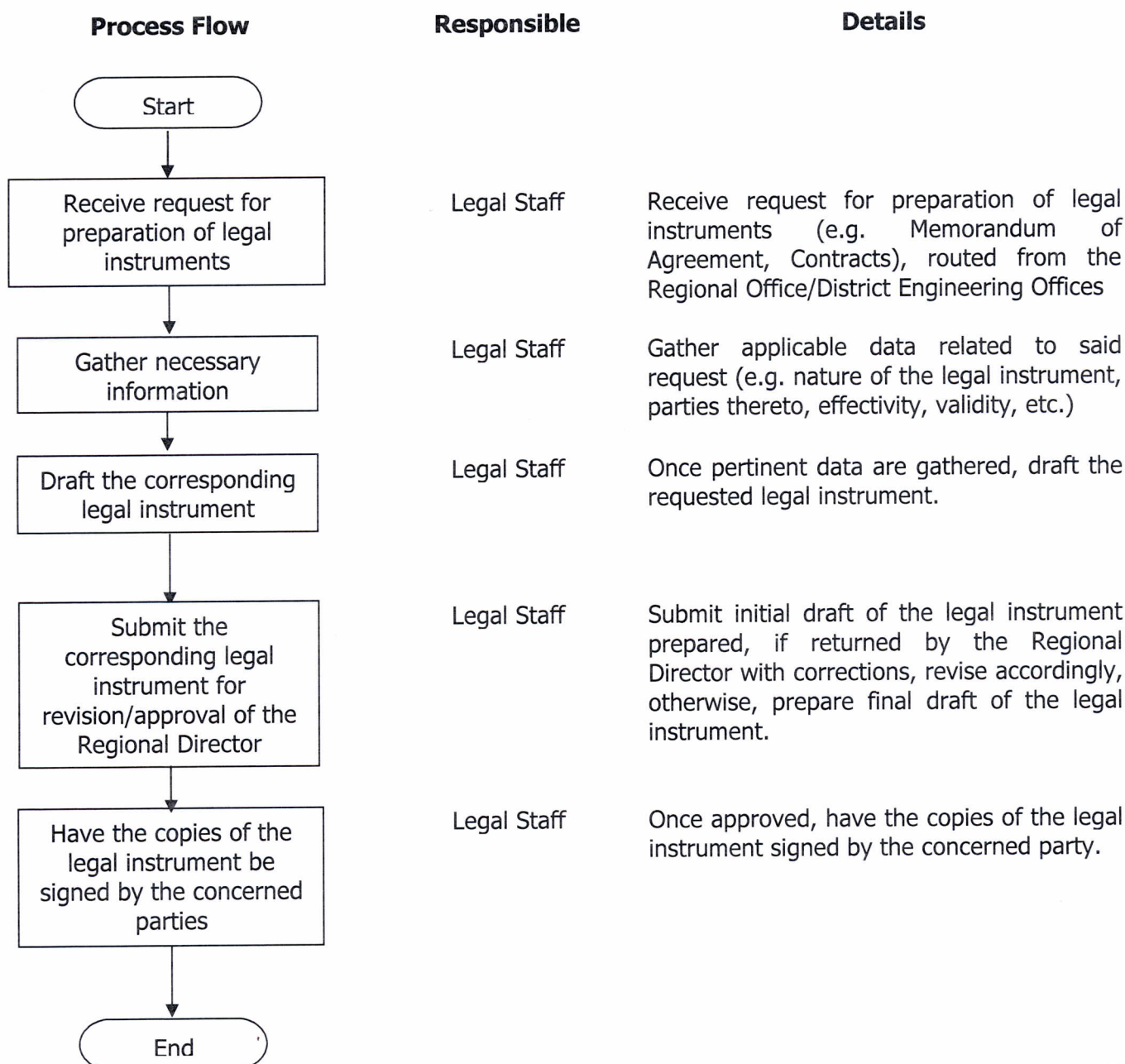
1.0 Purpose


To ensure that all legal instruments prepared by the Office, are in compliance with existing laws, rules/regulation and policies, and to enter into thereon with clear understanding of the surrounding nature and conditions of said legal instruments.

2.0 Definition of Terms

Legal Instruments – used for any formally executed written documents that can be formally attributed to its author, records, and formally express a legally enforceable act, process or contractual duty, obligation, or right, and therefore evidences that act, process, or agreement.

3.0 Procedure




	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Preparation of Legal Instruments	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-LS-01
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4.0 References

Revised Rules on Administrative Cases in the Civil Service (RRACCS)
RA 6713 or the " Code of Conduct and Ethical Standards For Public Officials and Employees" and
RA 9485 or the "Anti Red Tape Act of 2007".

5.0 Records

Legal Instruments

	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices</p> <p>Review, Interpretation and Processing of Contract Agreements/Other Instruments</p>	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-LS-02
		Revision No.:	0
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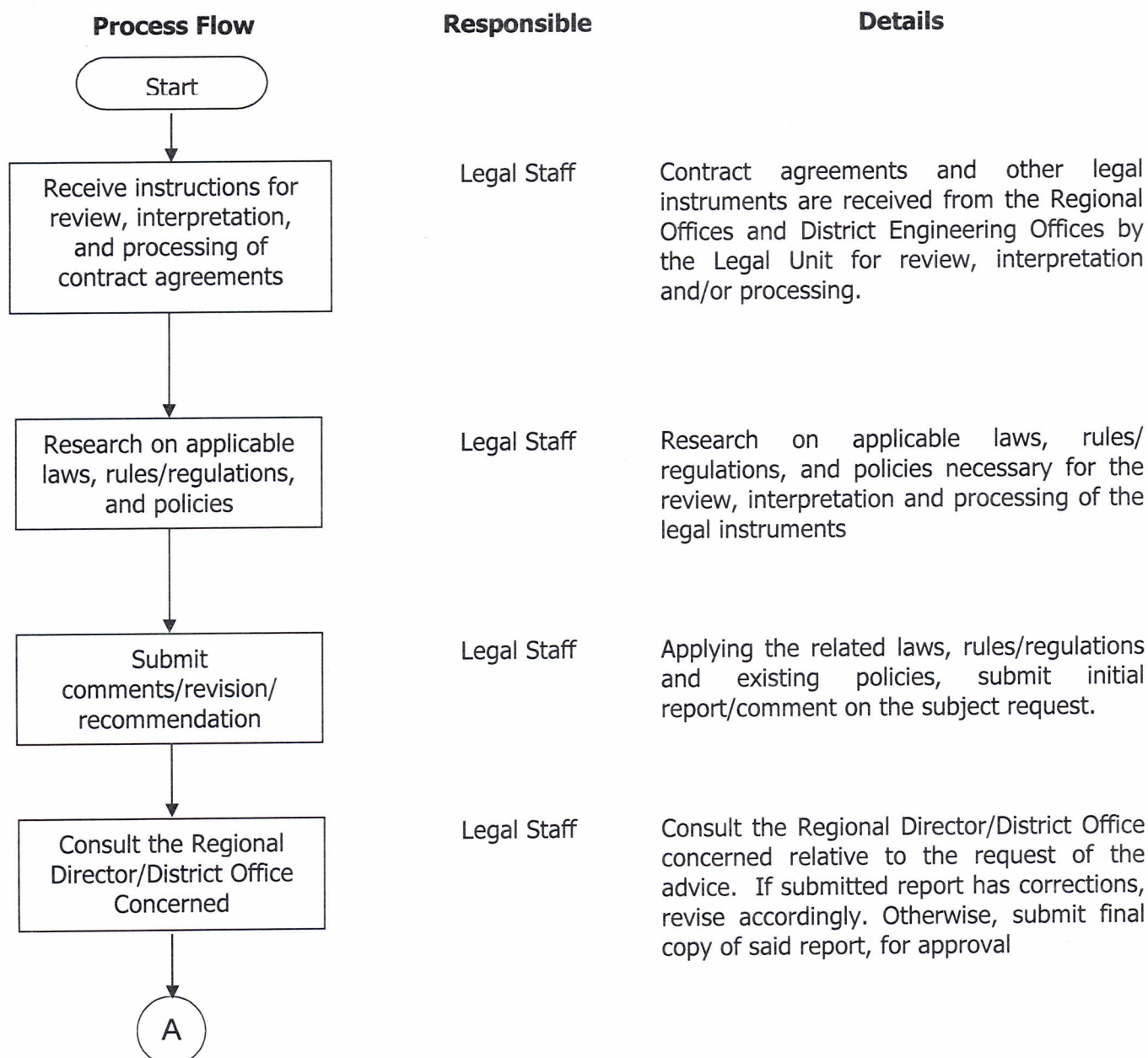
1.0 Purpose


To guarantee that all reviews, interpretations and process employed are in accordance with existing laws, rules/regulations and/or policies.

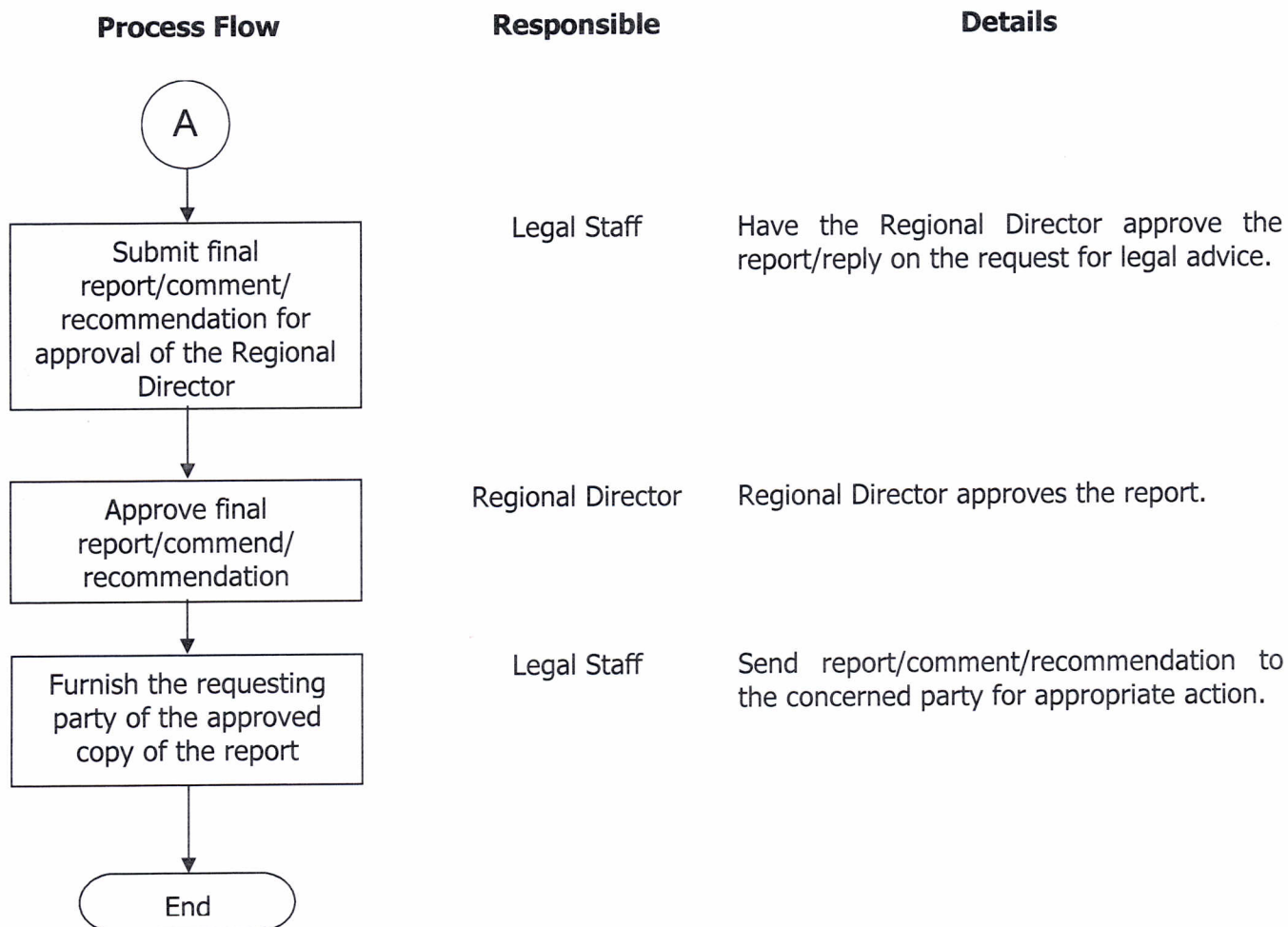
2.0 Definition of Terms

Contract of Agreement – a written document containing an agreement between two parties to provide service.

3.0 Procedure



	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Review, Interpretation and Processing of Contract Agreements/Other Instruments	Issue Date:	FEB 28 2017
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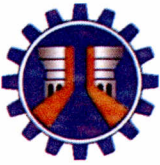


4.0 References

Revised Rules on Administrative Cases in the Civil Service (RRACCS)
RA 6713 or the "Code of Conduct and Ethical Standards For Public Officials and Employees" and
RA 9485 or the "Anti Red Tape Act of 2007".

5.0 Records

Legal Instruments
Contract Agreements
Approved Recommendation Report

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Action on Complaints	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-LS-03
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1.0 Purpose

To ensure that all complaints are acted upon receipt in accordance with the Revised Rules on Administrative Cases in the Civil Service (RRACCS), RA 6713, otherwise known as the "Code of Conduct and Ethical Standards for Public Officials and Employees", and RA 9485, otherwise known as the "Anti Red Tape Act of 2007", and other applicable laws.

2.0 Definition of Terms

Complaint - any claim or grievance against officials and employees arising from violations of law, office rules and regulations.

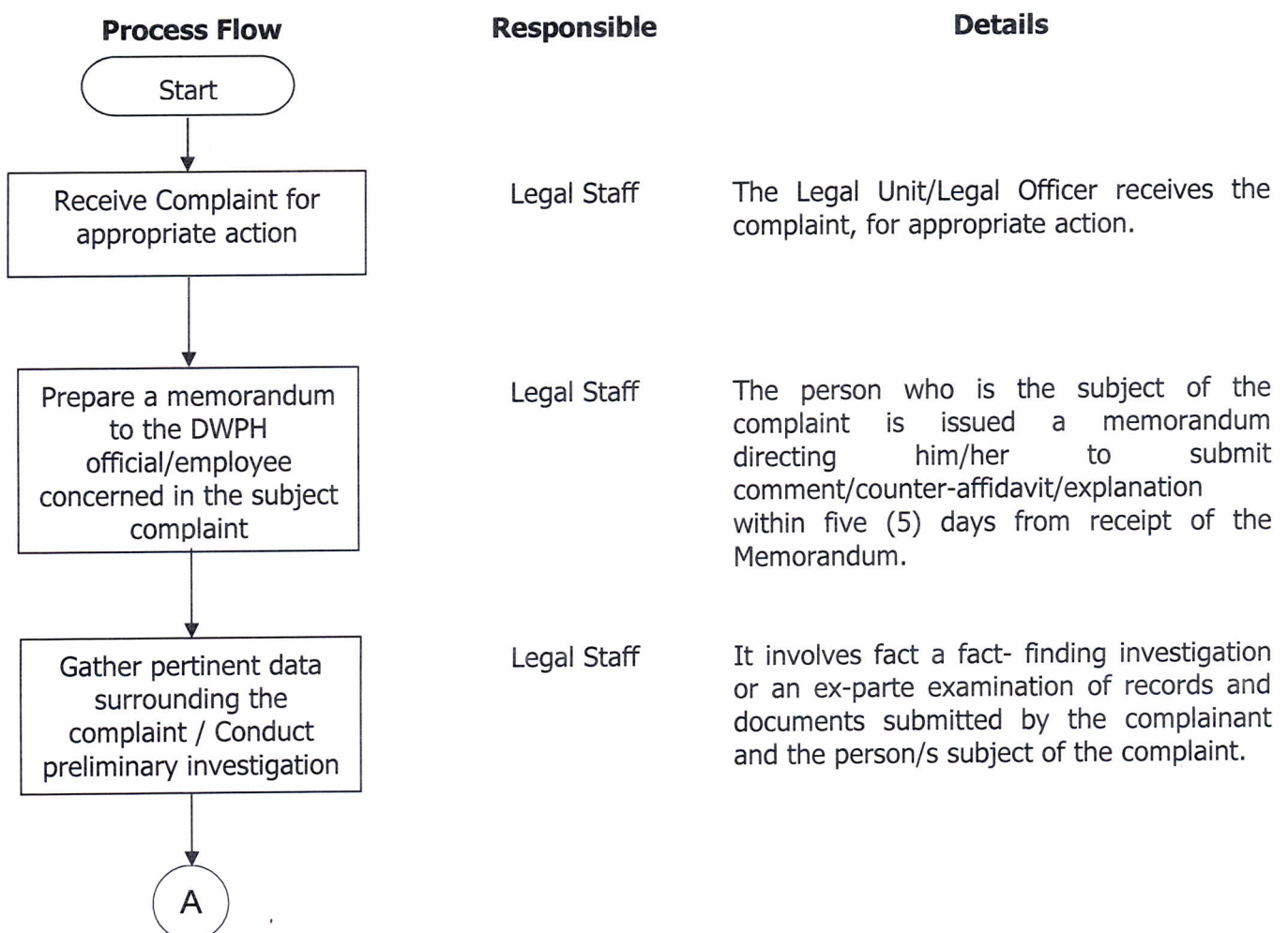
Person complained of refers to a person who is the subject of a complaint but who is not yet issued a notice of charge/s or formal charge by the disciplinary authority.

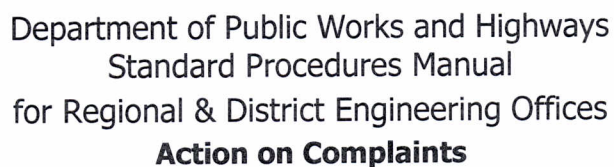
Respondent refers to the person who is issued a notice of charge/s or formal charge by the disciplinary authority.

Disciplinary Authority refers to the person or body duly authorized to impose the penalty provided for by law or rules.

Prima Facie Case to signify that upon initial examination, sufficient corroborating evidence appears to exist to support a case.

3.0 Procedure






Doc. Code:	DPWH-SPM-LS-03
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5.0 Records

BE CERTAIN THAT THIS IS THE CURRENT VERSION BEFORE USING THIS DOCUMENT

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Appearance in Courts and Other Administrative Bodies	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-04
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1.0 Purpose

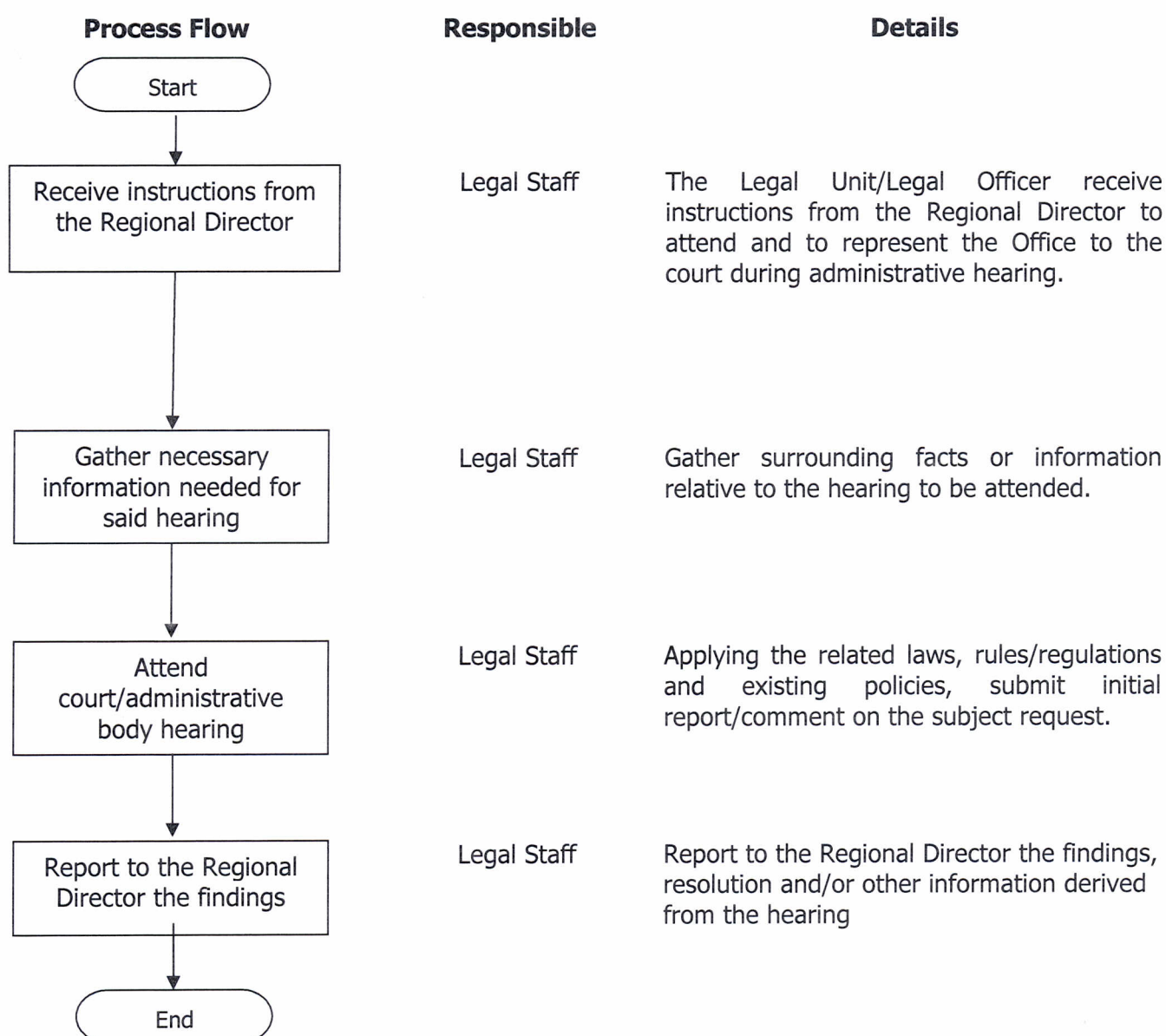
To guarantee that the DPWH and/or its District Offices are duly represented in cases where the Office or its officials are parties in court and/or any administrative body, and extend any legal service related thereto.


2.0 Definition of Terms

Court – a place where legal cases are heard.

Administrative Body – any government agency where administrative cases are heard.

3.0 Procedure




	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Appearance in Courts and Other Administrative Bodies	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-04
		Revision No.:	0
		Page No.	2 of 2

4.0 References

Revised Rules on Administrative Cases in the Civil Service (RRACCS)
RA 6713 or the "Code of Conduct and Ethical Standards For Public Officials and Employees" and
RA 9485 or the "Anti Red Tape Act of 2007".

5.0 Records

Hearing Findings, Resolutions and Other Information Reports

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Rendition of Legal Advice	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-LS-05
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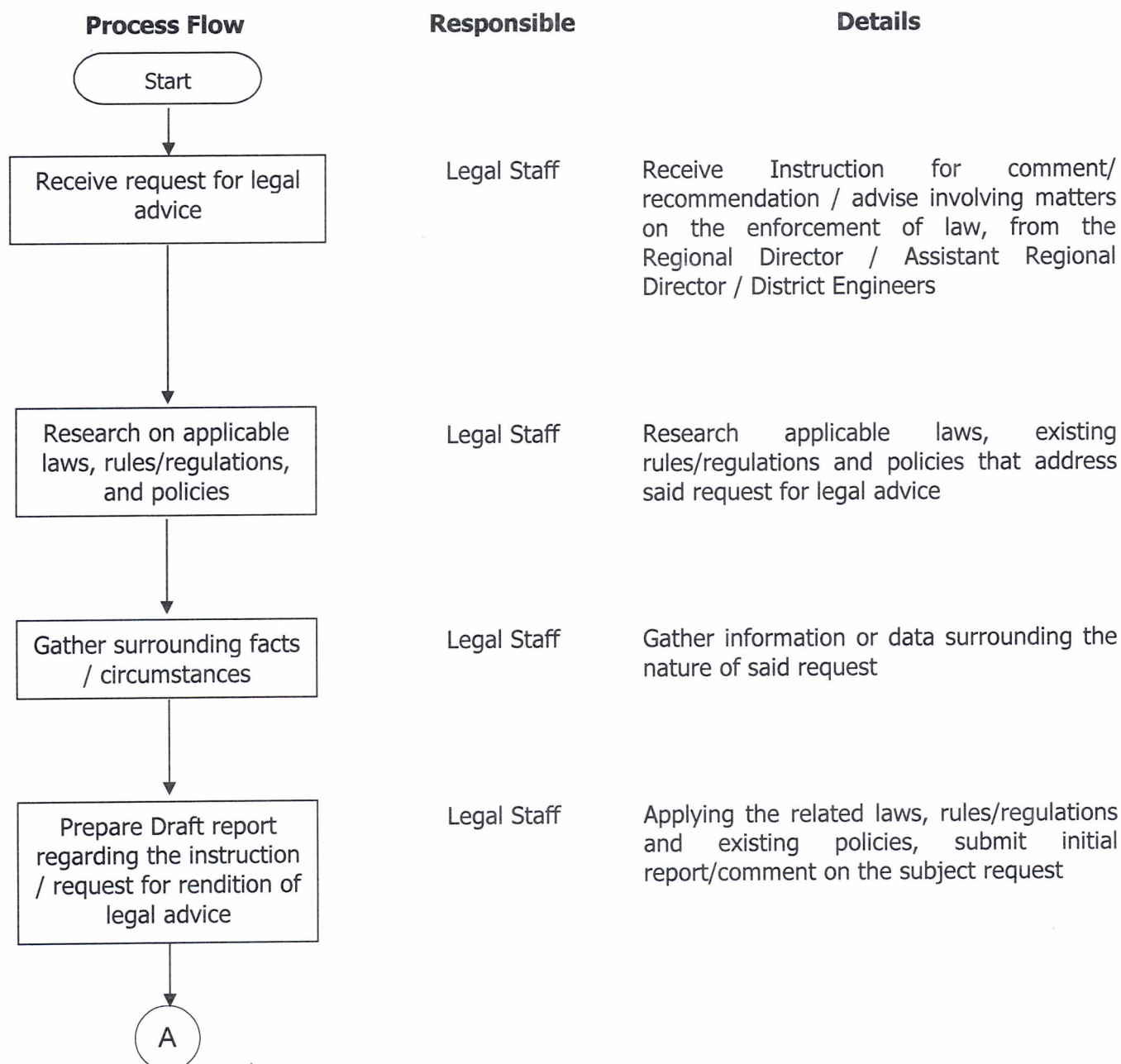
1.0 Purpose


To ensure that all requests for information/legal advice/legal opinion are acted upon in accordance with RA 6713, otherwise known as the "Code of Conduct and Ethical Standards for Public Officials and Employees" and RA 9485, otherwise known as the "Anti-Red Tape Act of 2007".

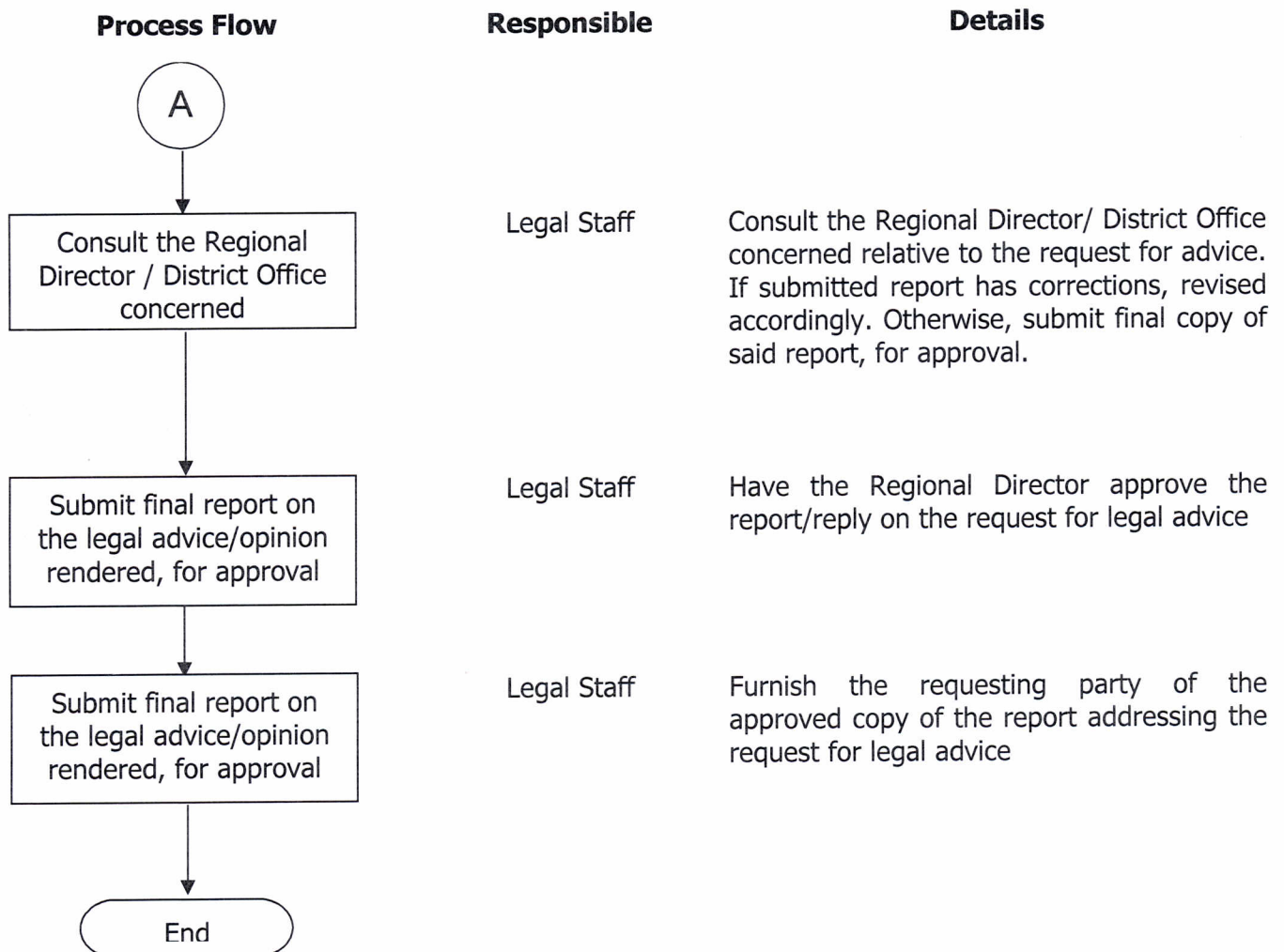
2.0 Definition of Terms

Legal Advice is generally defined as the assessment and application of principles of law to a particular factual situation.

3.0 Procedure



	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Rendition of Legal Advice	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-LS-05
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4.0 References

Revised Rules on Administrative Cases in the Civil Service (RRACCS)
RA 6713 or the "Code of Conduct and Ethical Standards For Public Officials and Employees" and
RA 9485 or the "Anti Red Tape Act of 2007".

5.0 Records

Legal Advice



Republic of the Philippines
Department of Public Works and Highways
Bonifacio Drive, Port Area, Manila

Procurement




Department of Public Works and Highways
Standard Procedures Manual
for Regional & District Engineering Offices
Functional Chart of Procurement Staff

Issue Date:	FEB 28 2017
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OFFICE OF THE REGIONAL DIRECTOR FUNCTIONS

PROCUREMENT STAFF

1. Manages procurement activities and processes of the Regional Office including provision of Secretariat and technical support services to the Regional Bids and Awards Committee;
2. Prepares and consolidates Procurement Monitoring Reports of the District and Regional Offices for submission to Bureau of Procurement;
3. Monitors compliance of procurement guidelines by DEOs
4. Reviews, evaluates and consolidates the District Engineering Offices Approved Annual Procurement Plans (DAPP), Prepare the Regional Project Procurement Management Plan (RPPMP) and the Regional Annual Procurement Plan (RAPP) for approval by the Regional Director and submission to the Procurement Service;
5. Prepares and processes bid, tender documents and contracts and recommend for approval by the Regional Director;
6. Reviews and evaluates approved budgets for the contract (ABC) and unit prices of projects to be bid within the District and Regional Offices;
7. Coordinates with other DPWH BAC and other agencies regarding accreditation and status of contractors transacting business in the office;
8. Maintains a Regional data base of prevailing prices and cost estimates of goods, civil works and consulting services.

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Procurement Procedure for Civil Works	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-PRS-01
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1.0 Purpose

Transparency in the procurement process and competitiveness by extending equal opportunity to enable private contracting parties who are eligible and qualified to participate in public bidding and to provide timely provisions of Infrastructure Projects

2.0 Definition of Terms

Republic Act 9184 - refers to the the Government Procurement Reform Act

Procurement - refers to the acquisition of Goods, Consulting Services and the contracting for Infrastructure Projects by the Procuring Entity.

HOPE - refers to the Head of the Procuring Entity

BAC - refers to the Bids and Awards Committee

BAC - TWG - refers to the Bids and Awards Committee Technical Working Group

PDD – Planning and Design Division

NOA - Notice of Award

Bidding Documents - refers to the documents issued by the Procuring Entity as the basis for the prospective bidders bid, furnishing all information necessary for the prospective bidder to prepare a bid

Bid - refers to a signed offer or proposal submitted by a Supplier, Manufacturer, Distributor, Contractor or consultants in response to the bidding documents

PhilGEps - refers to the the Philippine Government Electronic Procurement System

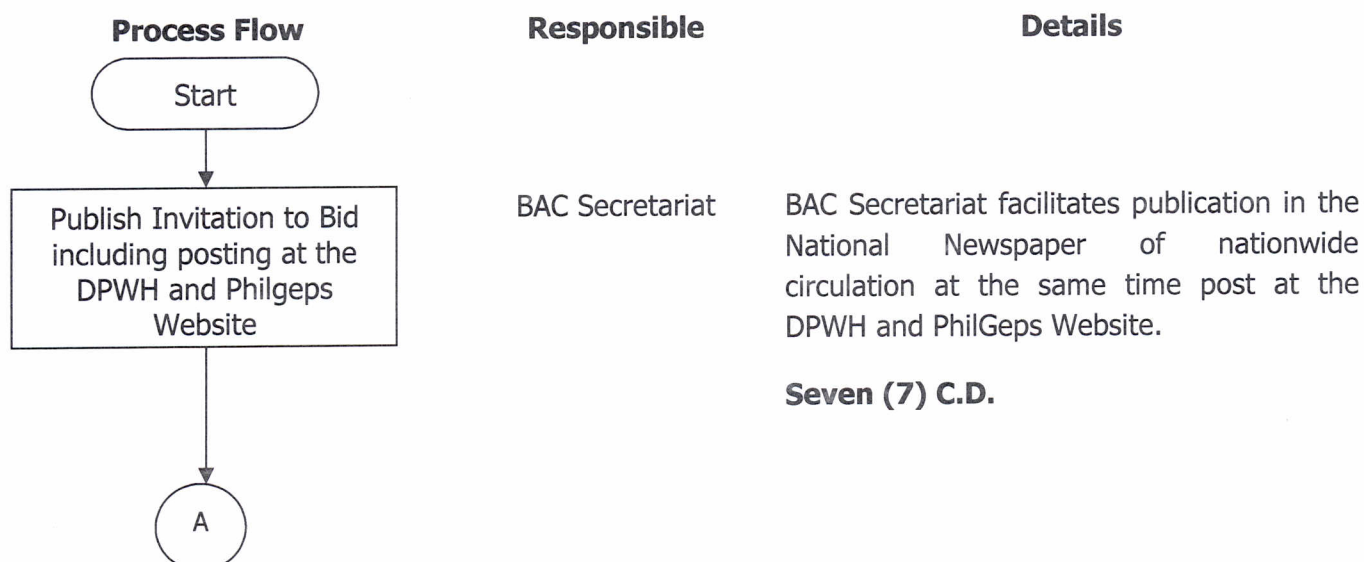
ITB - refers to the Invitation to Bid


LCB – Lowest Complying Bidder

LCRB – Lowest Complying Responsive Bidder


C.D. – Calendar Days

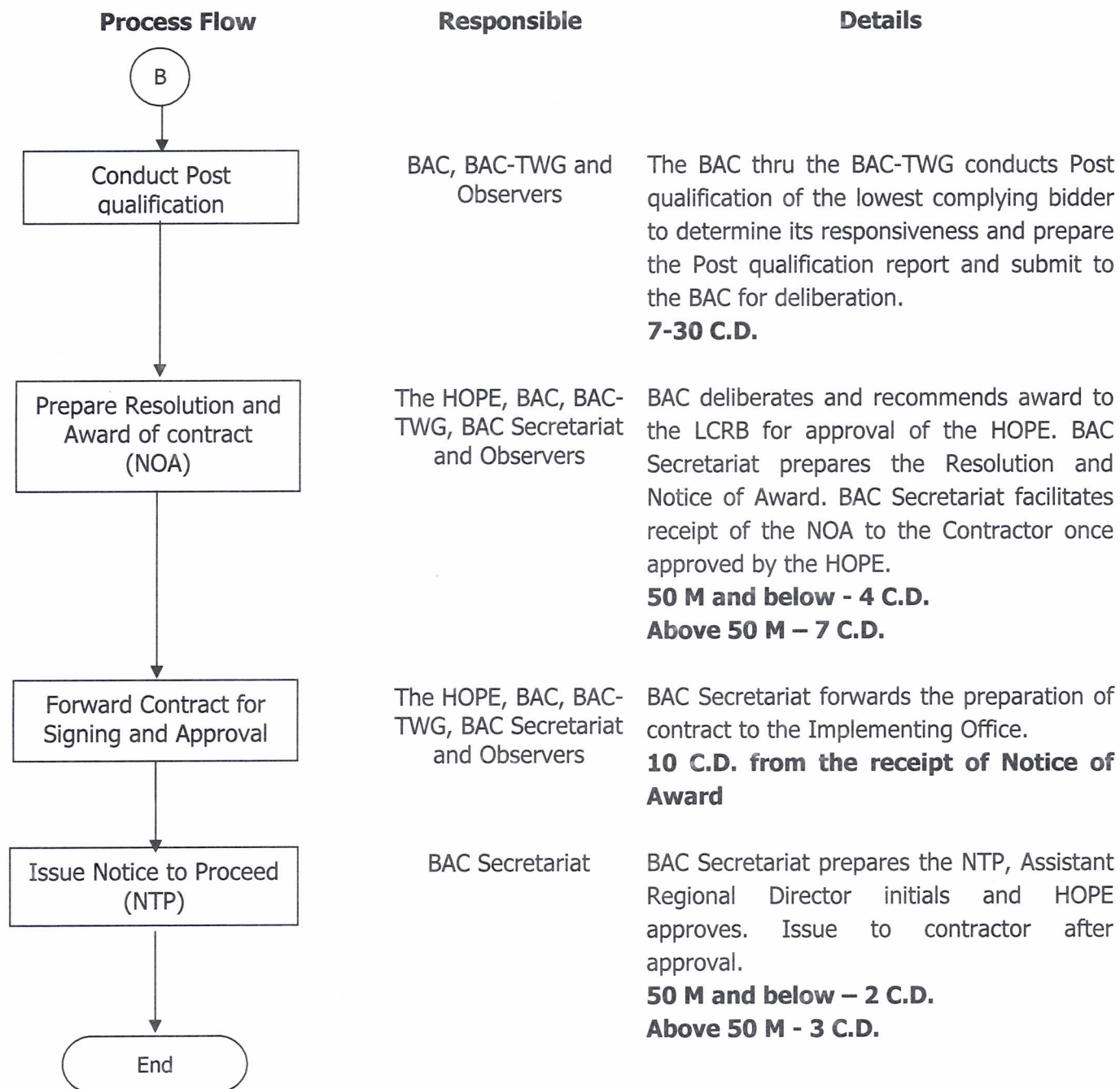
3.0 Procedure



	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Procurement Procedure for Civil Works	Issue Date:	FEB 28 2017
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Process Flow	Responsible	Details
<p style="text-align: center;">A</p> <p>Issue bidding documents to Prospective Bidders</p>	BAC, BAC-TWG and Observers	<p>BAC Secretariat issues Bidding Documents to Prospective Bidders or Bidders that can be downloaded at the DPWH or PhilGeps Websites.</p> <p>Max period from last date of ITB: 50 M and below – 50 C.D. Above 50 M – 65 C.D.</p>
<p>Conduct Pre-Bid Conference</p>	BAC, BAC Secretariat, TWG, Prospective Bidders and Observers	<p>BAC conducts Prebid Conference to discuss among others the eligibility requirements, technical and financial components of the contract to be bid.</p> <p>At least 2 C.D. from last date of advertisement</p>
<p>Conduct eligibility processing of contractors</p>	BAC Secretariat	<p>BAC Secretariat receives Prospective Bidders Bid Proposal. BAC thru the Secretariat conducts eligibility processing of contractors.</p>
<p>Conduct Opening of Bids</p>	BAC, BAC Secretariat, TWG, Concerned PDD Engineers, Prospective Bidders and Observers	<p>BAC Chairman announces eligible bidders before the opening of bids. BAC with the assistance of the TWG conducts preliminary evaluations of bids of eligible bidders using the non-discretionary Pass or Fail criteria.</p> <p>At least 12 C.D. from the Prebid conference</p>
<p>Conduct Bid Evaluation and Ranking</p> <p style="text-align: center;">B</p>	BAC, BAC-TWG and Observers	<p>The BAC thru the TWG conducts detailed evaluation of bids to determine the lowest calculated Bidder.</p> <p>50 M and below – 5 C.D. Above 50 M – 7 C.D.</p>

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Procurement Procedure for Civil Works	Issue Date:	FEB 28 2017
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4.0 Reference

Revised IRR of RA 9184
Department Order No. 64, Series of 2012
Office Order dated June 02, 2014

5.0 Record

Approved Contract including all its supporting documents.

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Procurement Process Thru Public Bidding (P50T and Up)	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-PRS-02
		Revision No.:	0
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1.0 Purpose

Transparency in the procurement process and competitiveness by extending equal opportunity to enable suppliers who are eligible and qualified to participate in the public bidding and to provide timely provisions of goods and services.

2.0 Definition of Terms

BAC - Bids and Awards Committee

Bidding Documents - refers to the documents issued by the Procuring Entity having all the necessary information regarding the subject procurement and shall be used and duly accomplished by the prospective suppliers, to be submitted on the scheduled submission of bids.

Bid - refers to a signed offer or proposal submitted by suppliers, manufacturers, distributors, contractors or consultants in response to the ITB/Bidding Documents

HOPE - Head of the Procuring Entity

PhilGEPS - Philippine Government Electronic Procurement System

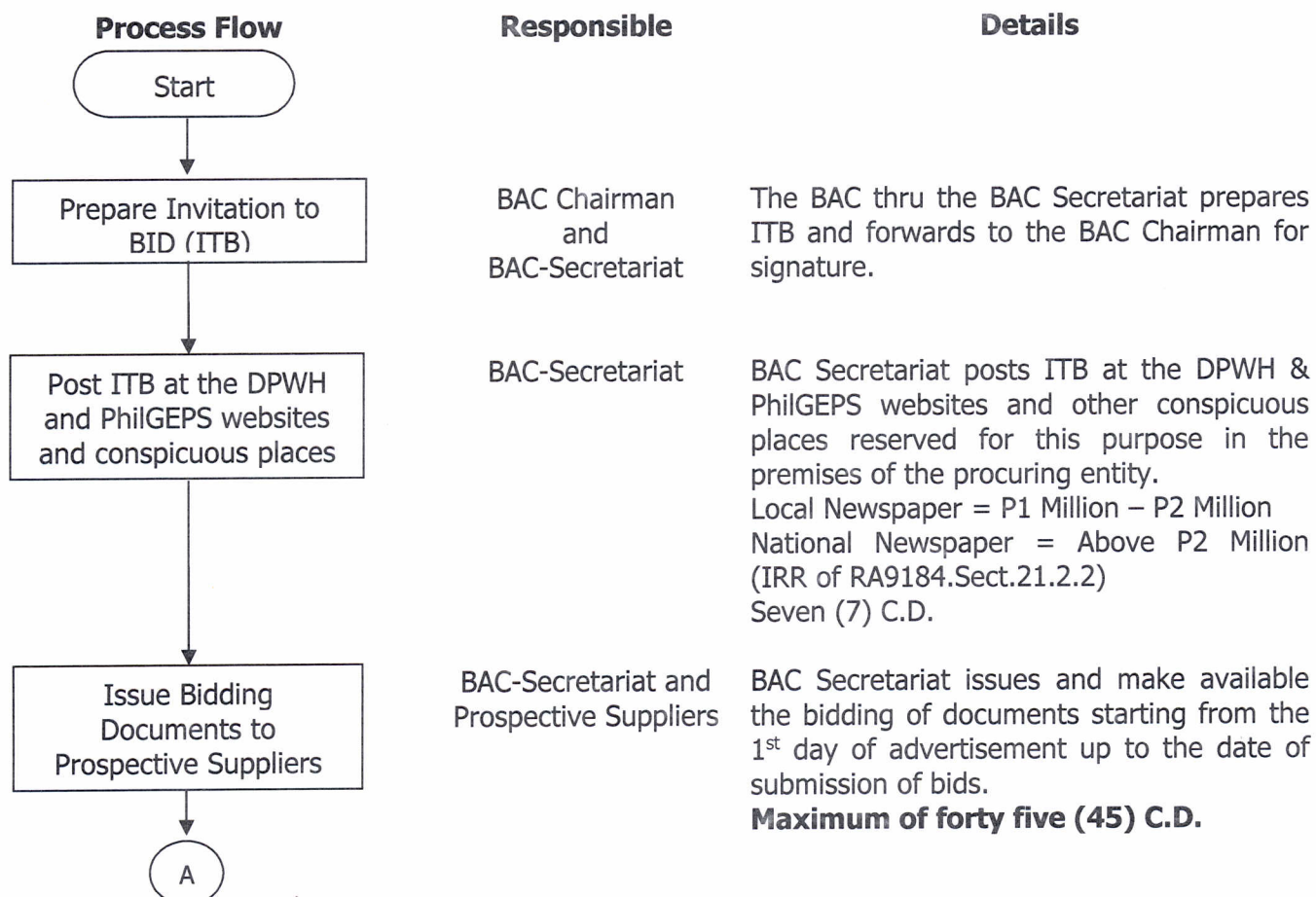
ITB - Invitation to Bid


LCB - Lowest Complying Bidder

LCRB - Lowest Complying Responsive Bidder


C.D. - Calendar Days

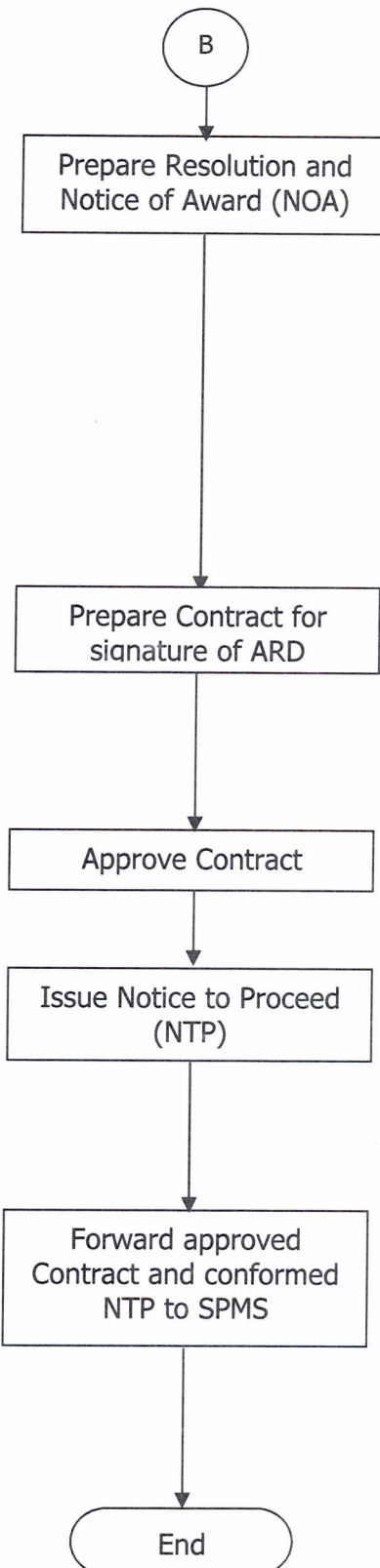
3.0 Procedure




	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Procurement Process Thru Public Bidding (P50T and Up)	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-PRS-02
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Process Flow	Responsible	Details
<p>A</p> <p>Conduct Pre-Bid Conference</p>	BAC, BAC-TWG, BAC Secretariat, Prospective Suppliers	<p>BAC conducts Pre-Bid Conference to discuss among others the eligibility requirements, technical and financial components of the subject procurement to be procured.</p> <p>P1 Million and above P1 Million and below, depends upon the decision of the BAC (IRR of RA 9184.Sect.22.1).</p> <p>One (1) C.D.</p>
<p>Submit bids on or before the deadline</p>	Prospective Suppliers	The prospective suppliers submit bids on or before the deadline set by the BAC.
<p>Conduct Preliminary Evaluation of Bids</p>	BAC Secretariat	BAC with the assistance of the TWG conducts preliminary evaluation of bids using the non-discretionary Pass or Fail criteria to determine the complying bids.
<p>Conduct Opening of Bids</p>	BAC, BAC-TWG, BAC-Secretariat, Prospective Suppliers, Observers and End-users	The BAC Chairman announces the complying bids and instructs the TWG to open and evaluate the Financial Proposals of complying Technical Proposals only. At least twelve (12) C.D. from the Pre-Bid conference/
<p>Conduct Evaluation and Ranking of Bid</p>	BAC, BAC-TWG, and BAC-Secretariat	<p>The BAC thru the TWG conducts detailed evaluation of bids to determine the lowest calculated bidder.</p> <p>A maximum of seven (7) C.D.</p>
<p>Prepare Abstract of Sealed/Open Canvass</p>	BAC-Secretariat	<p>BAC Secretariat prepares abstract of sealed/open canvass as read and as evaluated</p> <p>One (1) C.D.</p>
<p>Conduct Post Qualification</p> <p>B</p>	BAC, BAC-TWG BAC-Secretariat, and End-Users	<p>The BAC thru the TWG conducts Post-qualification of the LCB to determine its responsiveness and prepare the Post-qualification Report for submittal to the BAC for deliberation.</p> <p>A maximum of seven (7) C.D.</p>

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Procurement Process Thru Public Bidding (P50T and Up)	Issue Date:	FEB 28 2017
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Process Flow	Responsible	Details
 <pre> graph TD B((B)) --> A[Prepare Resolution and Notice of Award (NOA)] A --> B[Prepare Contract for signature of ARD] B --> C[Approve Contract] C --> D[Issue Notice to Proceed (NTP)] D --> E[Forward approved Contract and conformed NTP to SPMS] E --> F([End]) </pre>	HOPE, BAC, BAC-TWG, BAC-Secretariat, FMD, Observers and End-users	BAC recommends award to LCRB thru Resolution for approval of the HOPE. BAC Secretariat prepares Resolution and NOA and facilitates receipt of the Approved NOA to the concerned suppliers. BAC Secretariat furnishes copy of approved and conformed NOA to end-users for preparation of memorandum requesting FMD the issuance of ObR and CAF. BAC Secretariat posts the Approved and conformed NOA. A maximum of seven (7) C.D.
	ARD, BAC-Secretariat, FMD and Suppliers	BAC Secretariat prepares the contract, Assistant Regional Director enters into contract for DPWH. FMD testifies as to availability of funds. Ten (10) C.D.
	Assistant Regional Director HOPE	ARD enters into contract for DPWH and approves by the HOPE. A maximum of fifteen (15) C.D.
	ARD, HOPE, BAC-Secretariat and Suppliers	BAC Secretariat prepares NTP forward to the HOPE for approval; BAC Secretariat facilitates the issuance of approved NTP to concerned suppliers and for notarization of the approved contract. Three (3) C.D.
	Records Section, BAC-Secretariat and SPMS	Record Section forwards the approved contract, conformed NTP, together with the set of contract documents to Supply and Property Management Section (SPMS) for delivery of goods procured within the time specified in the contract. BAC Secretariat posts the approved contract duly notarized at the DPWH & PhilGEPS websites.

	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Procurement Process Thru Public Bidding (P50T and Up)</p>	Issue Date:	FEB 28 2017
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4.0 References


Revised IRR of R.A. 9184 and latest GPPB issuances

Checklist of required documents

Price Quotations with conditions of sale and brochures of specifications of goods and equipment to be procured

5.0 Records

Approved Contract including all its supporting documents

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Procurement Process Thru SVP and Shopping	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-PRS-03
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1.0 Purpose

Transparency in the procurement process and competitiveness by extending equal opportunity to enable suppliers who are eligible and qualified to participate in the alternative mode of procurement thru Small Value Procurement (SVP) and Shopping and to provide timely provisions of goods and services.

2.0 Definition of Terms

BAC - Bids and Awards Committee

Bidding Documents - refers to the documents issued by the Procuring Entity having all the necessary information regarding the subject procurement and shall be used and duly accomplished by the prospective suppliers, to be submitted on the scheduled submission of bids.

Bid - refers to a signed offer or proposal submitted by suppliers, manufacturers, distributors, contractors or consultants in response to the ITB/Bidding Documents

HOPE - Head of the Procuring Entity

PhilGEPS - Philippine Government Electronic Procurement System

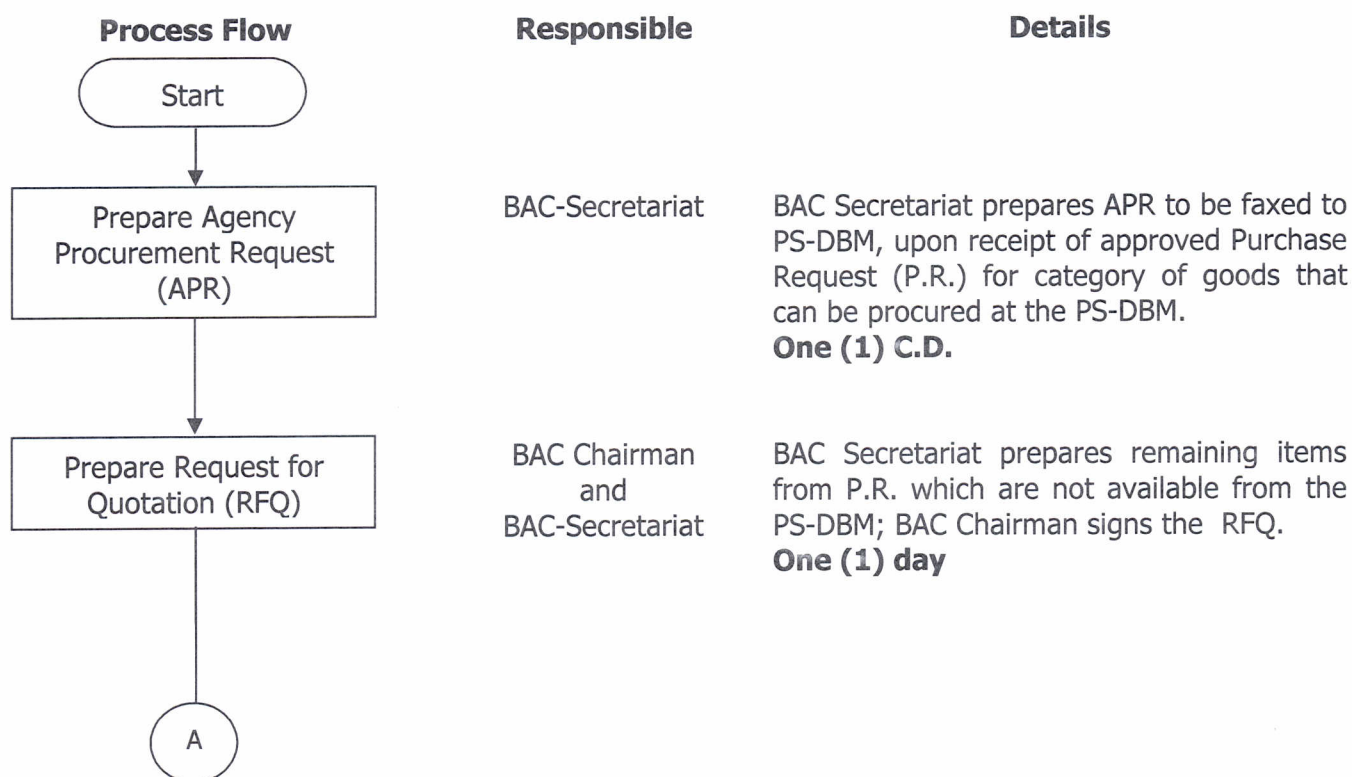
ITB - Invitation to Bid


LCB - Lowest Complying Bidder

LCRB - Lowest Complying Responsive Bidder


C.D. - Calendar Days

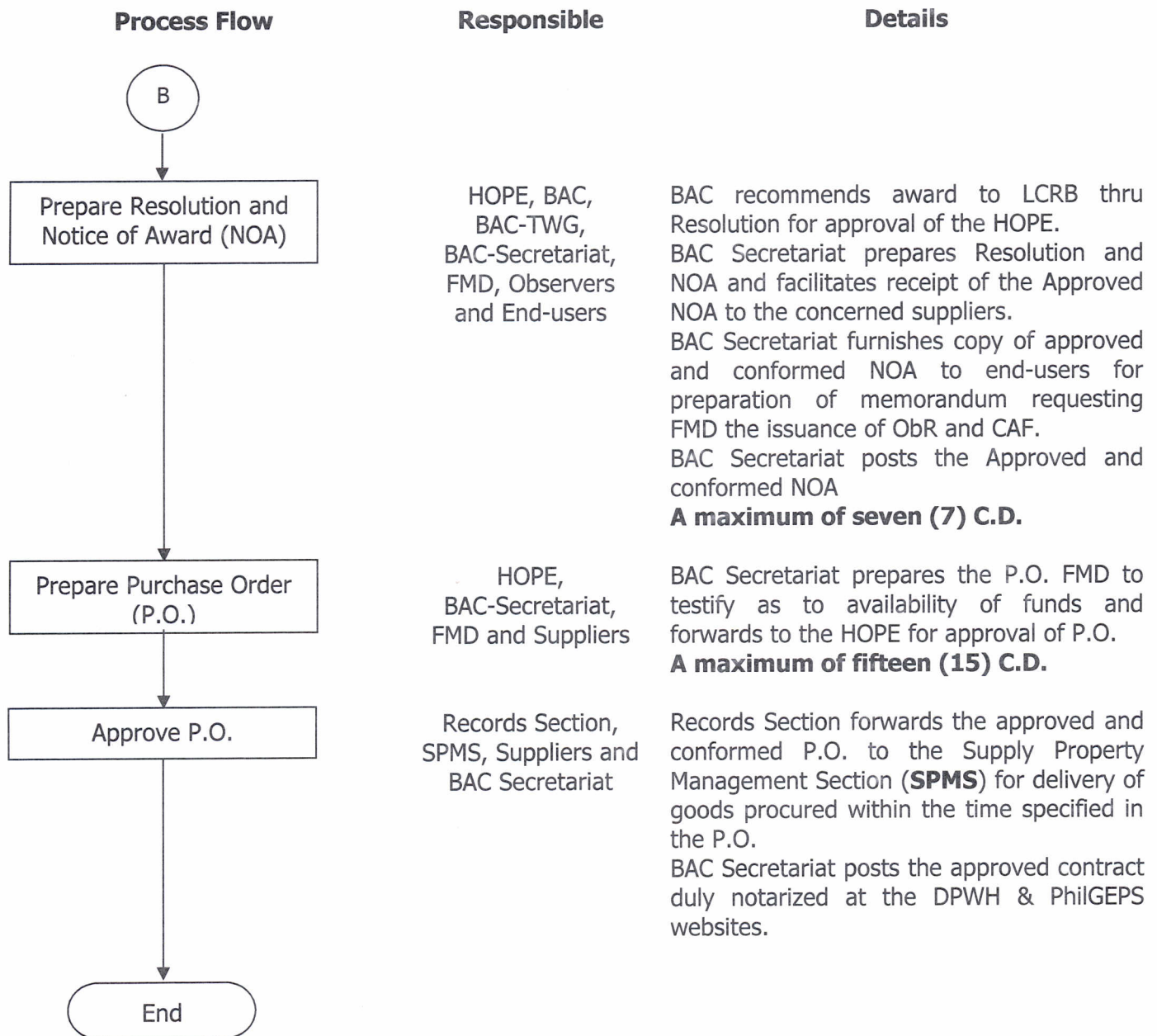
3.0 Procedure



	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Procurement Process Thru SVP and Shopping</p>	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-PRS-03
		Revision No.:	0
		Page No.	2 of 3

Process Flow	Responsible	Details
<p>A</p> <p>Post RFQ to DPWH Website and PhilGEPS</p>	BAC Secretariat	BAC Secretariat posts approved RFQ at the DPWH & PhilGEPS websites P50 Thousand and above (IRR of RA 9184 – Appendix 18.3.d.ii) Seven (7) C.D.
<p>Distribute RFQ to at least 3 Prospective Suppliers</p>	BAC-Secretariat and Prospective Suppliers	BAC Secretariat distributes RFQ to at least three (3) suppliers of known qualifications which will be invited to submit proposals Seven (7) C.D.
<p>Submit price quotations to BAC</p>	Prospective Suppliers	Prospective Suppliers submit proposals on or before the deadline set by BAC
<p>Prepare Abstract of Quotations</p>	BAC Secretariat	BAC Secretariat prepares the Abstract of Quotations after the deadline for submission of price quotations.
<p>Conduct Opening of Bids</p>	BAC Observers and End-users	BAC together with Observers and End-users conducts the opening of bids. Seven (7) C.D. from the 1st day of advertisement.
<p>Conduct Evaluation and Ranking of Bid</p>	BAC, BAC-TWG, and BAC-Secretariat	The BAC thru the TWG conducts detailed evaluation of bids to determine the lowest calculated bidder. A maximum of seven (7) C.D.
<p>Prepare Abstract of Sealed/Open Canvass</p> <p>B</p>	BAC-Secretariat	BAC Secretariat prepares abstract of sealed/open canvass as read and as evaluated One (1) C.D.

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Procurement Process Thru SVP and Shopping	Issue Date:	FEB 28 2017
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4.0 References

Revised IRR of R.A. 9184 and latest GPPB issuances
Checklist of required documents
Price Quotations with conditions of sale and brochures of specifications of goods and equipment to be procured

5.0 Records

Approved P.O. including all its supporting documents

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Eligibility Process	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-PRS-04
		Revision No.:	0
		Page No.	1 of 2

1.0 Purpose

Transparency in the procurement process and competitiveness by extending equal opportunity to enable private contracting parties who are eligible and qualified to participate in public bidding

2.0 Definition of Terms

BAC - refers to the Bids and Awards Committee

BAC - TWG - refers to the Bids and Awards Committee Technical Working Group

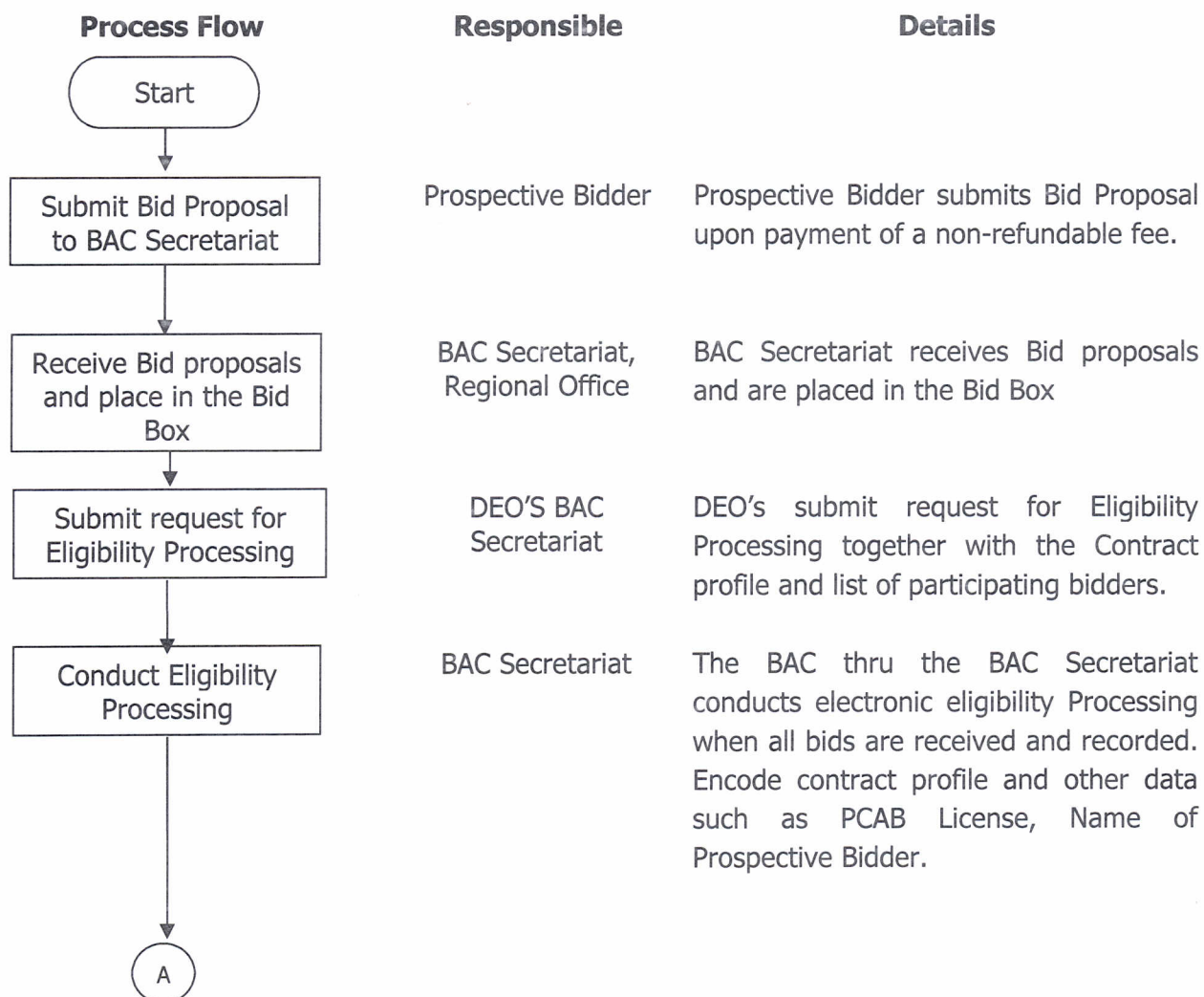
DEO - refers to the District Engineering Offices


GOP – Government of the Philippines

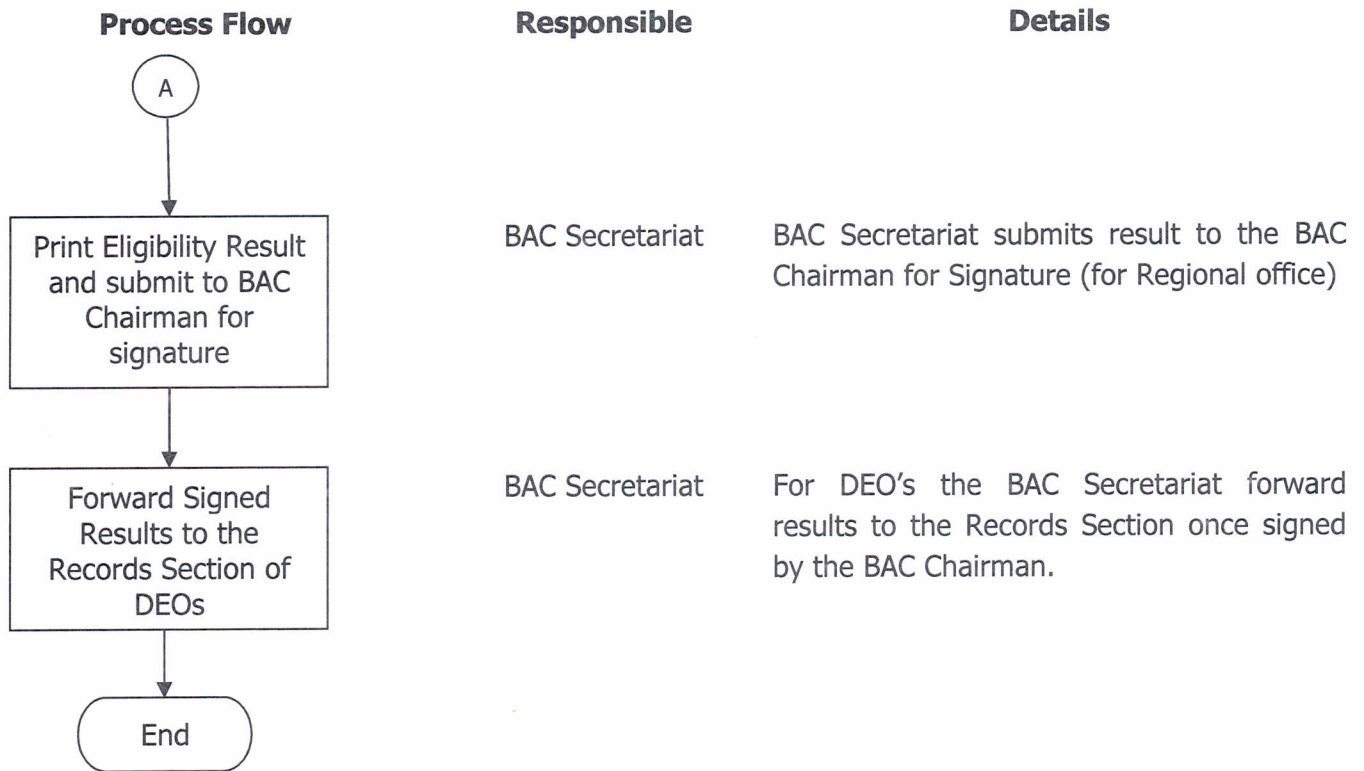
Bid - refers to the signed offer of the contractor in response to the bidding documents.

Bidder – refers to a contractor competing for the award of contract in any procurement by the GOP

3.0 Procedure



	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Eligibility Process	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-PRS-04
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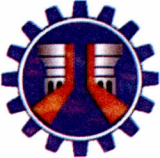
Note: The eligibility process is undertaken after deadline of submission of bids and eligibility of prospective bidders is announced before the opening of bids.

4.0 Reference

IRR of RA 9184
Department Order No. 64, Series of 2012

5.0 Record

Eligibility Processing Results
Record Book

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Process in the Opening, Evaluation and Post Qualification of Bids	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-PRS-05
		Revision No.:	0
		Page No.	1 of 3

1.0 Purpose

Transparency in the procurement process and competitiveness by extending equal opportunity to enable private contracting parties who are eligible and qualified to participate in public bidding

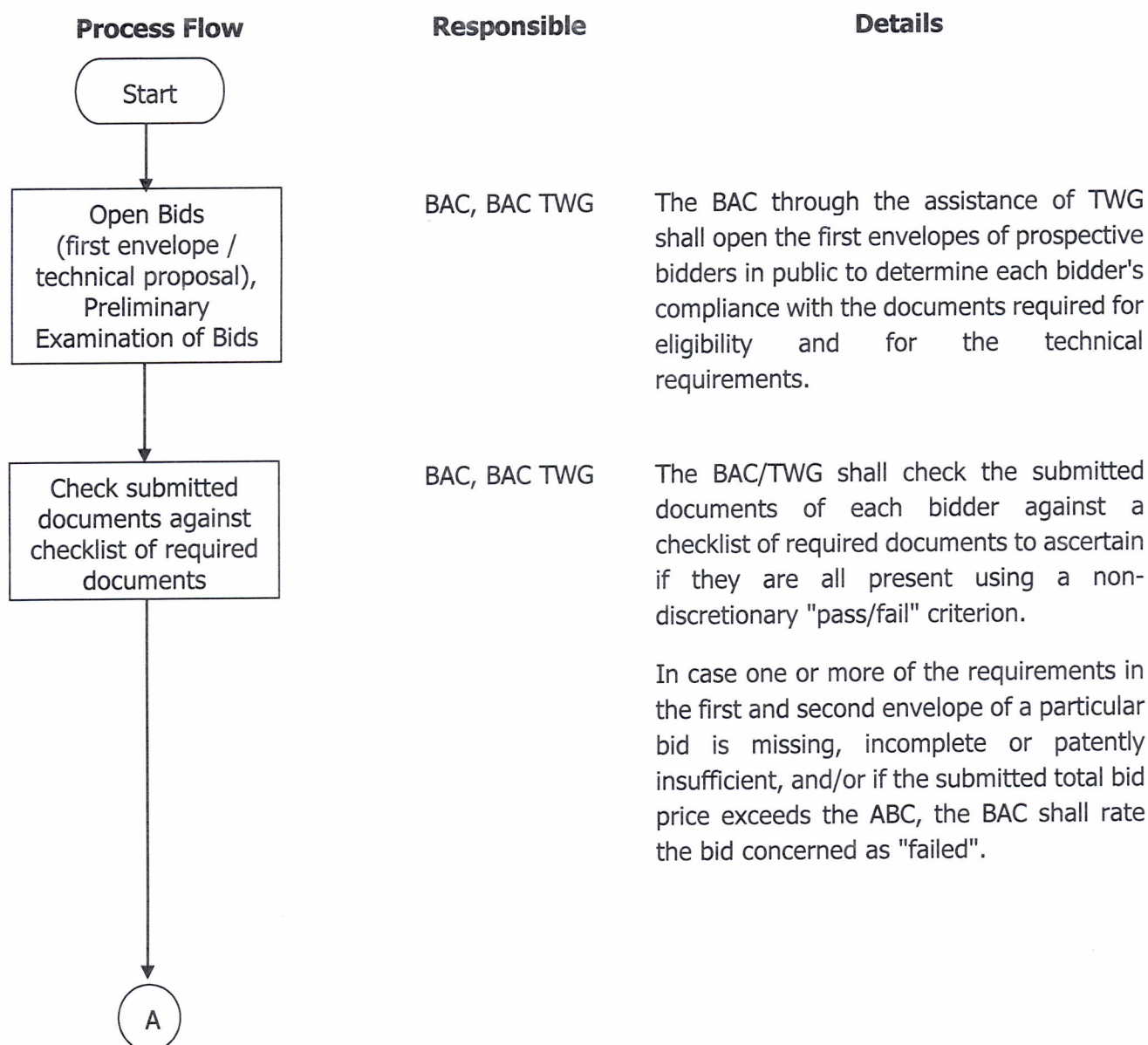
2.0 Definition of Terms

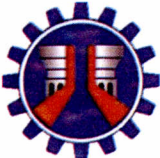
BAC - refers to the Bids and Awards Committee

Bid - refers to a signed offer or proposal submitted by a supplier, manufacturer, distributor, contractor or consultant in response to the Bidding Documents

MR – refers to Motion for Reconsideration

3.0 Procedure

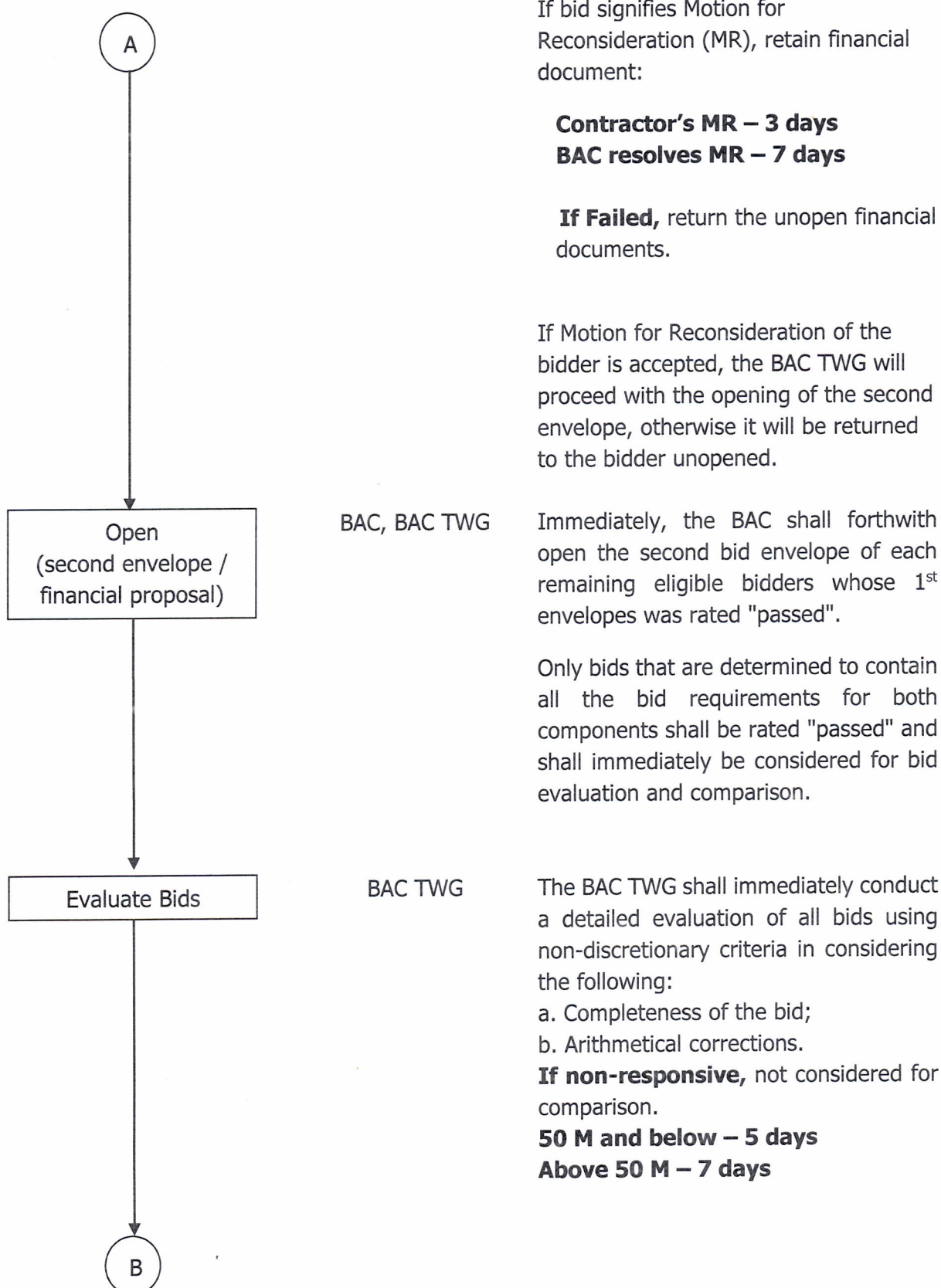


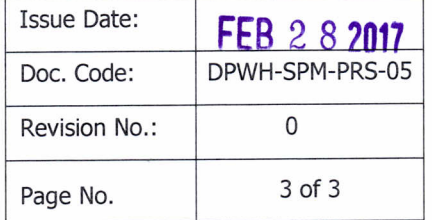
	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Process in the Opening, Evaluation and Post Qualification of Bids	Issue Date:	FEB 28 2017
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Process Flow

Responsible

Details







Republic of the Philippines
Department of Public Works and Highways
Bonifacio Drive, Port Area, Manila

Information & Communication Technology



Department of Public Works and Highways
Standard Procedures Manual
for Regional & District Engineering Offices


**Functional Chart of
Information & Communication Technology Staff**

Issue Date:	FEB 28 2017
Doc. Code:	DPWH-SPM-ICTS-00
Revision No.:	0
Page No.	1 of 1

OFFICE OF THE REGIONAL DIRECTOR FUNCTIONS

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) STAFF

1. Manages and maintains the wide area network of the Region which includes the network infrastructure, enterprise servers and technology environment for both voice and data;
2. Ensures that Region mission-critical networks are operational and that downtimes, if unavoidable, are reduced to the minimum;
3. Provides support for application deployment, including application distribution and configuration management;
4. Helps users from the Region in the resolution of ICT problems;
5. Tracks ICT problems and recommends enhancements and training needs;
6. Ensures that work stations and other peripherals are operational and that downtimes, if unavoidable, are reduced to the minimum;
7. Provides application user support services including user coordination;
8. Submits promptly all ICT reports to the Information Management Service, Central Office;
9. Provides support services to Regional web data sources.

	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Wide Area Network Management and Maintenance</p>	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-ICTS-01
		Revision No.:	0
		Page No.	1 of 3

1.0 Purpose

To ensure that voice and data communication are operational and that downtimes, if unavoidable, are reduced to minimum.

2.0 Definition of Terms

DPWH Wide Area Network refers to a network connecting the voice and data of the Central Office, Regional and District Engineering Offices.

WAN connectivity refers to a bidirectional or symmetric telecommunications line between two or more locations provided by Telecommunication Companies.

Voice and data communication refers to the exchange of information between two or more parties whether digital or analog.

Downtimes refers to time during which unit is not working.

Down/Up refers to status of connectivity within the wide area network

Modem (modulator-demodulator) refers to a device or program that enables a computer to transmit data over telephone or cable lines

PABX (Private Automated Branch Exchange) refers to an automatic telephone switching system that provides intercommunication between a large number of telephone stations in an organization.

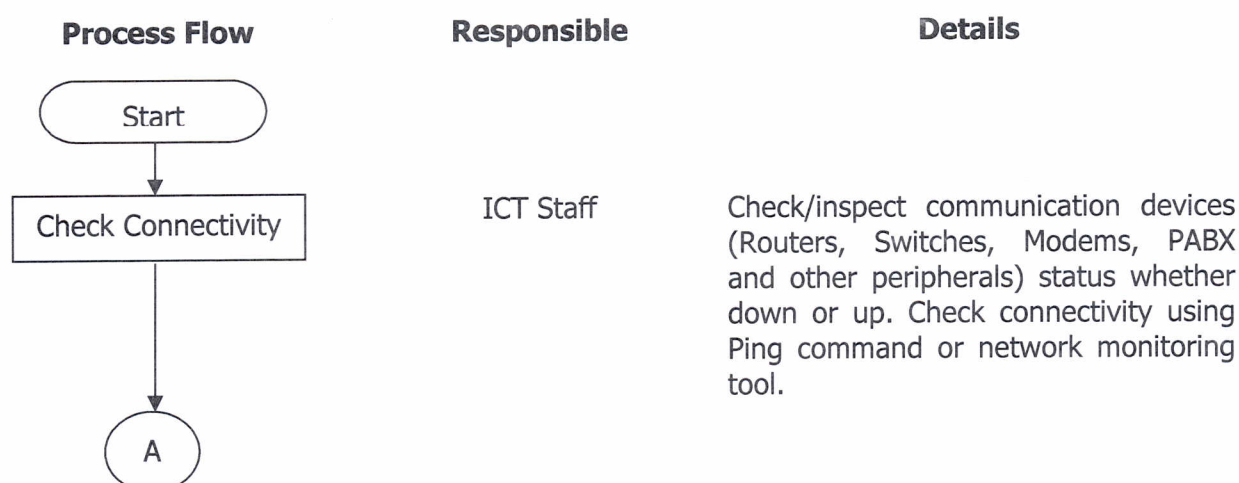
Reboot refers to restarting a hardware device.

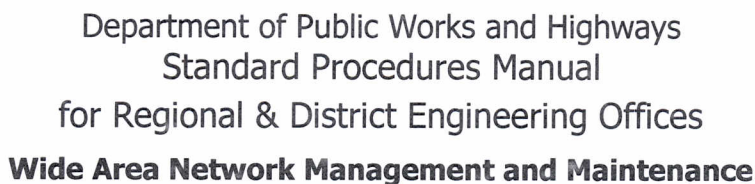
Ping refers to a network diagnostic tool used primarily to test the connectivity between two nodes or devices.

Troubleshoot refers to tracing or correcting faults in a mechanical or electronic system.

Escalate (or Escalation), in IT Service Management, refers to the reassigning of incidents/issues to a higher tier support group due to lack of expertise.

3.0 Procedures



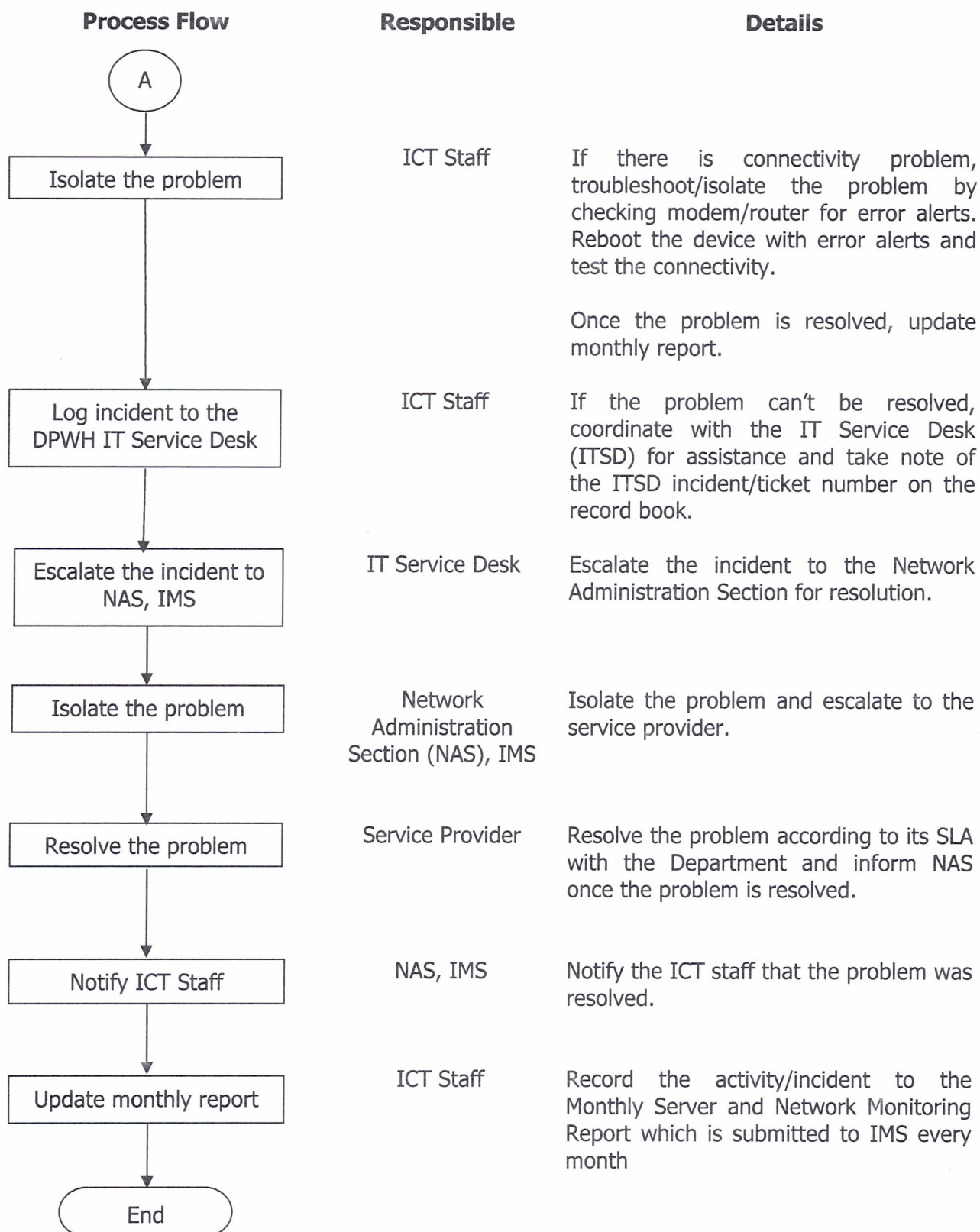



FEB 28 2017

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2 of 3




	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices</p> <p>Wide Area Network Management and Maintenance</p>	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-ICTS-01
		Revision No.:	0
		Page No.	3 of 3

4.0 Reference

Department Order No. 135, Series of 2014 - Redefining the Duties and Responsibilities of Central, Regional and District Engineering Offices in the Implementation of the Communication Network and Application Systems.

5.0 Record

IT Service Desk ticket/email notification
Network Administration Section's email notification
Monthly Server and Network Monitoring Report

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Adding/Setting of Users Network Account	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-ICTS--02
		Revision No.:	0
		Page No.	1 of 2

1.0 Purpose

To ensure that users are correctly added or included in the Department's communication network.

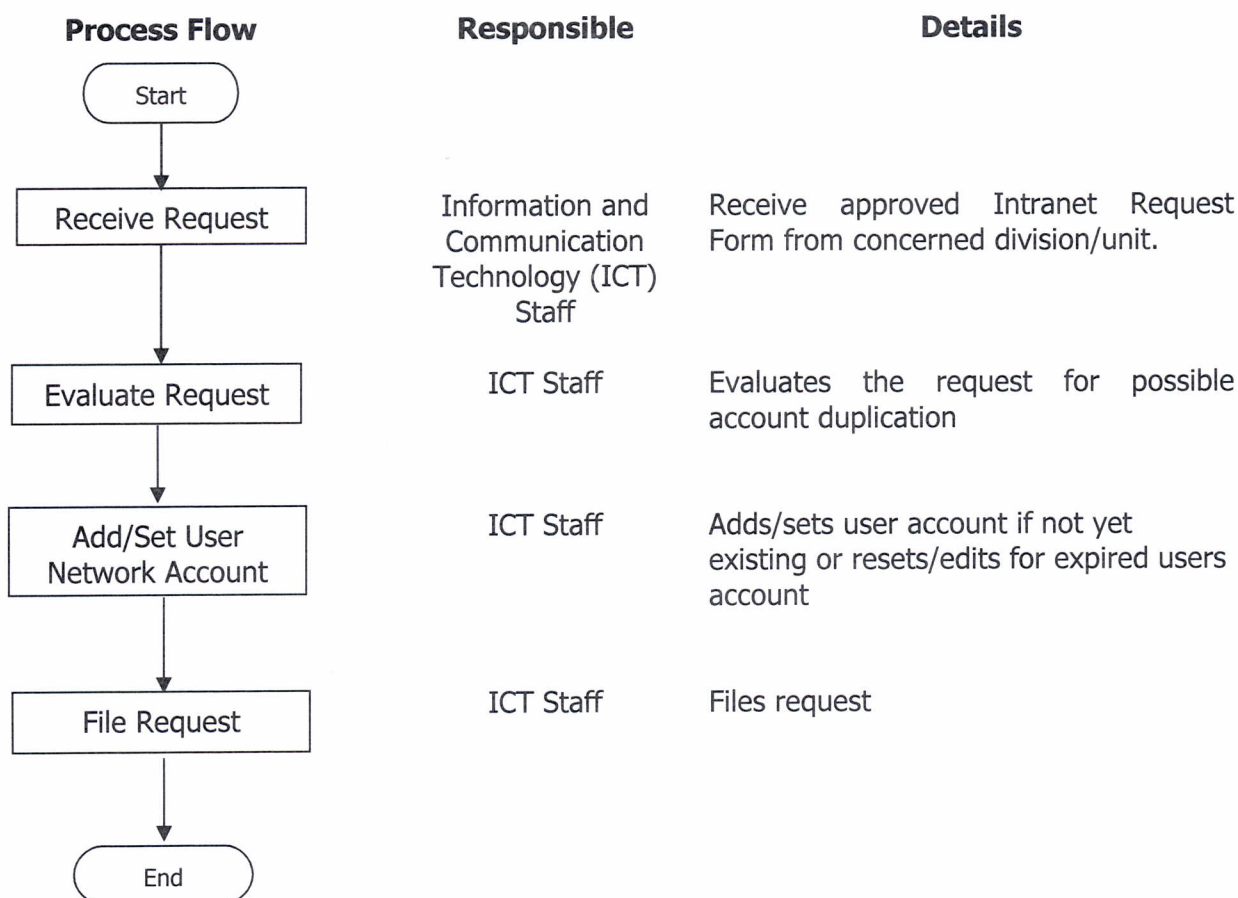
2.0 Definition of Terms


DPWH Wide Area Network refers to a network connecting the voice and data of the Central Office, Regional and District Engineering Offices.

Network Account refers to account used to be able to access data on the wide area network.

Intranet refers to a secure and private enterprise network that shares data or application resources via internet protocol (IP).

3.0 Procedures



	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Adding/Setting of Users Network Account</p>	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-ICTS--02
		Revision No.:	0
		Page No.	2 of 2


4.0 Reference

Department Order No. 135, Series of 2014 - Redefining the Duties and Responsibilities of Central, Regional and District Engineering Offices in the Implementation of the Communication Network and Application Systems.

Department Order No. 13, Series of 2015 – Policies and Guidelines on the Use of DPWH Information and Communications Technology (ICT) Resources

5.0 Record

Approved intranet request form

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Preventive Maintenance	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-ICTS-03
		Revision No.:	0
		Page No.	1 of 2

1.0 Purpose

To ensure that all Information and Communication Technology (ICT) equipment are operational and that downtimes, if unavoidable, are reduced to minimum.

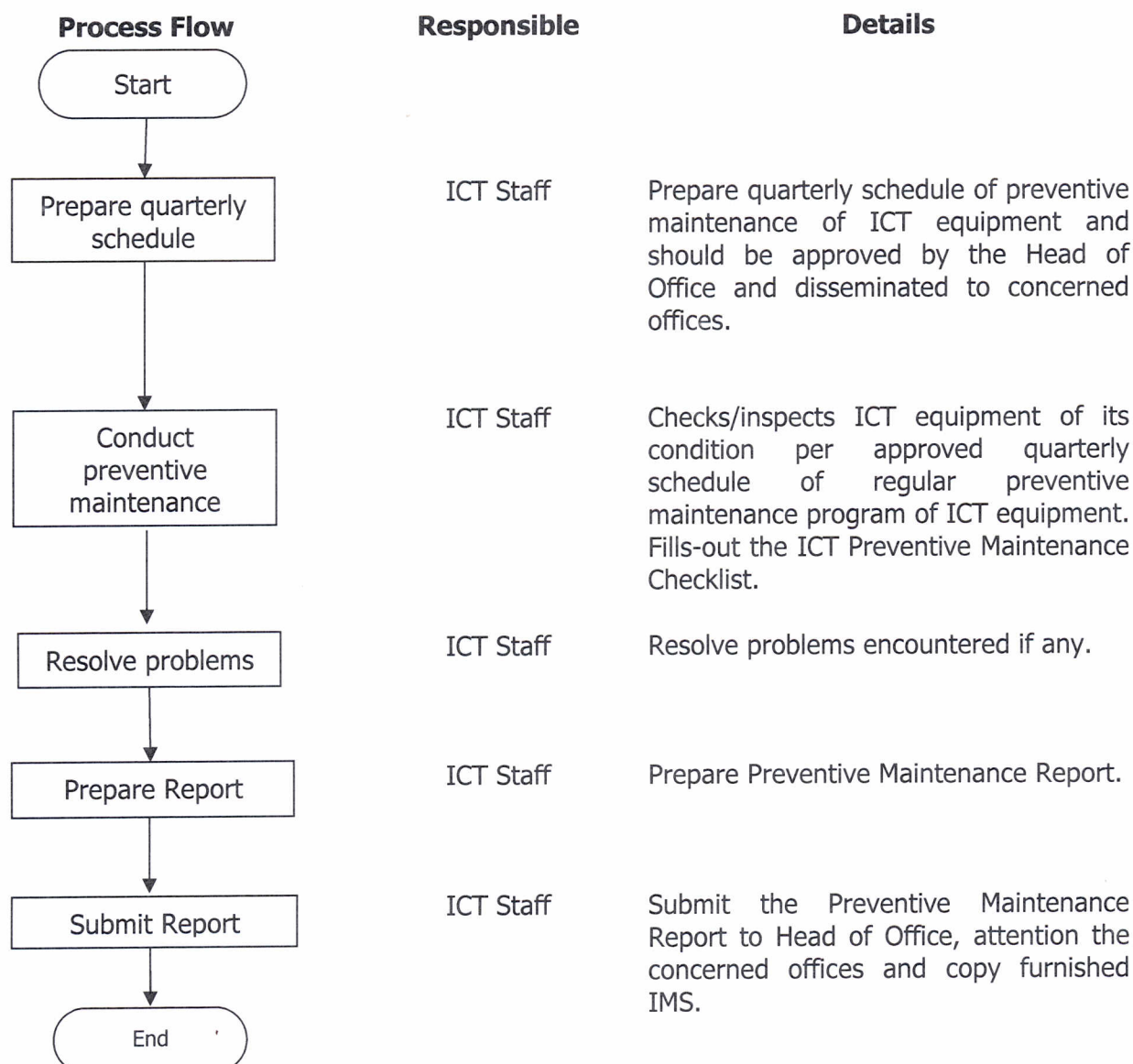
2.0 Definition of Terms


Preventive Maintenance refers to routine/scheduled inspection on ICT equipment.

ICT Equipment refers to diverse set of technological tools and resources used to communicate, create, disseminate, store and manage information, such as desktop computers, laptop computers, printers, IP phones, etc.

Hardware refers to all equipment involved in the operations of a computer system, including, but not limited to, computers, data communications equipment, workstations, and various peripherals such as printers and plotters.

3.0 Procedures




	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Preventive Maintenance</p>	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-ICTS-03
		Revision No.:	0
		Page No.	2 of 2

4.0 Reference

Department Order No. 135, Series of 2014 - Redefining the Duties and Responsibilities of Central, Regional and District Engineering Offices in the Implementation of the Communication Network and Application Systems.

5.0 Records

Schedule of Preventive Maintenance of ICT Equipment
Preventive Maintenance Checklist
Monthly Preventive Maintenance Report

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices eNGAS and eBudget Backup Procedure	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-ICTS-04
		Revision No.:	0
		Page No.	1 of 1

1.0 Purpose

To ensure that the eNGAS and eBudget are backed-up regularly and backup files are secured and available at all times.

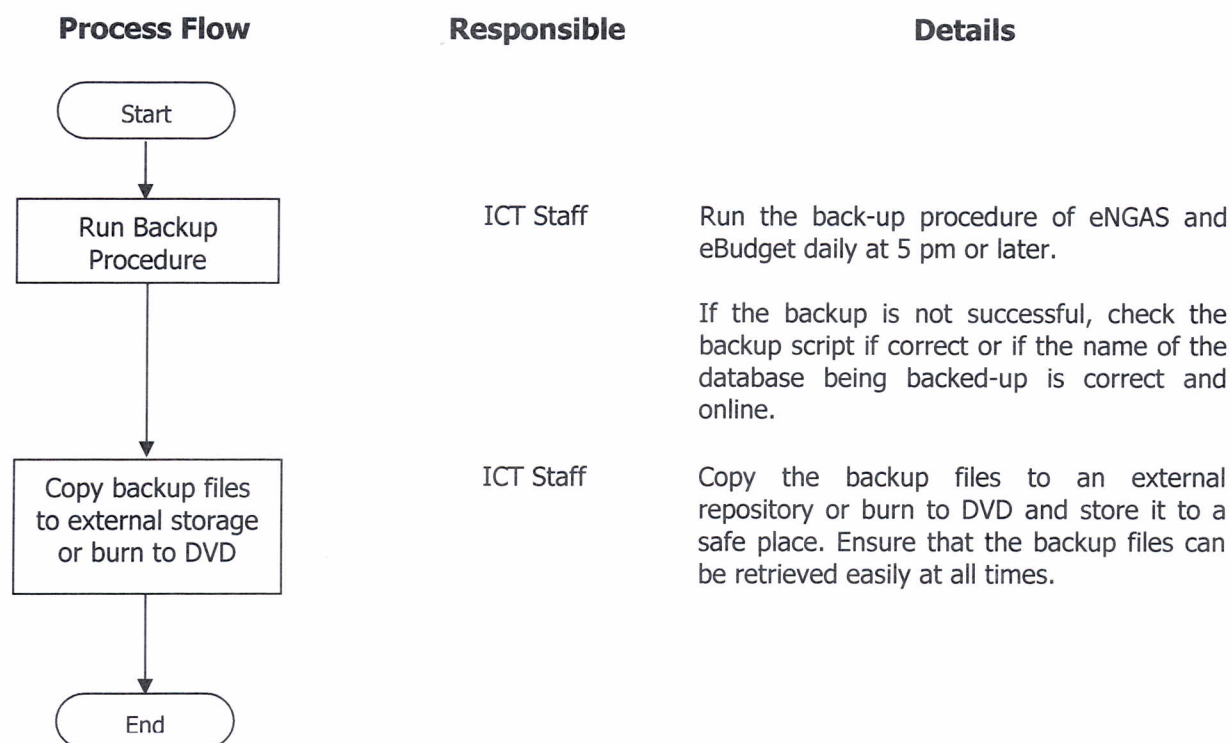
2.0 Definition of Terms

eNGAS and eBudget (Electronic New Government Accounting System and Electronic Budget System) refers to the application systems developed by the Commission on Audit to automate the financial processing and recordkeeping of government agencies.

Backup or the process of backing-up refers to the copying and archiving of the computer data so it may be used to restore the original after a data loss event.

Script refers to a small non-compiled program written for a scripting language or command interpreter.

3.0 Procedures




4.0 Reference

Department Order No. 31, Series of 2016 – Assignment of a Repository Server for the Preservation of Historical Data of eNGAS and eBudget Systems

5.0 Records

Softcopy stored on external storage or DVD

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices eNGAS and eBudget Backup Submission	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-ICTS-05
		Revision No.:	0
		Page No.	1 of 1

1.0 Purpose

To ensure that the eNGAS and eBudget backups are consolidated and submitted to the Financial Management Service (FMS) and the Information Management Service (IMS) every month.

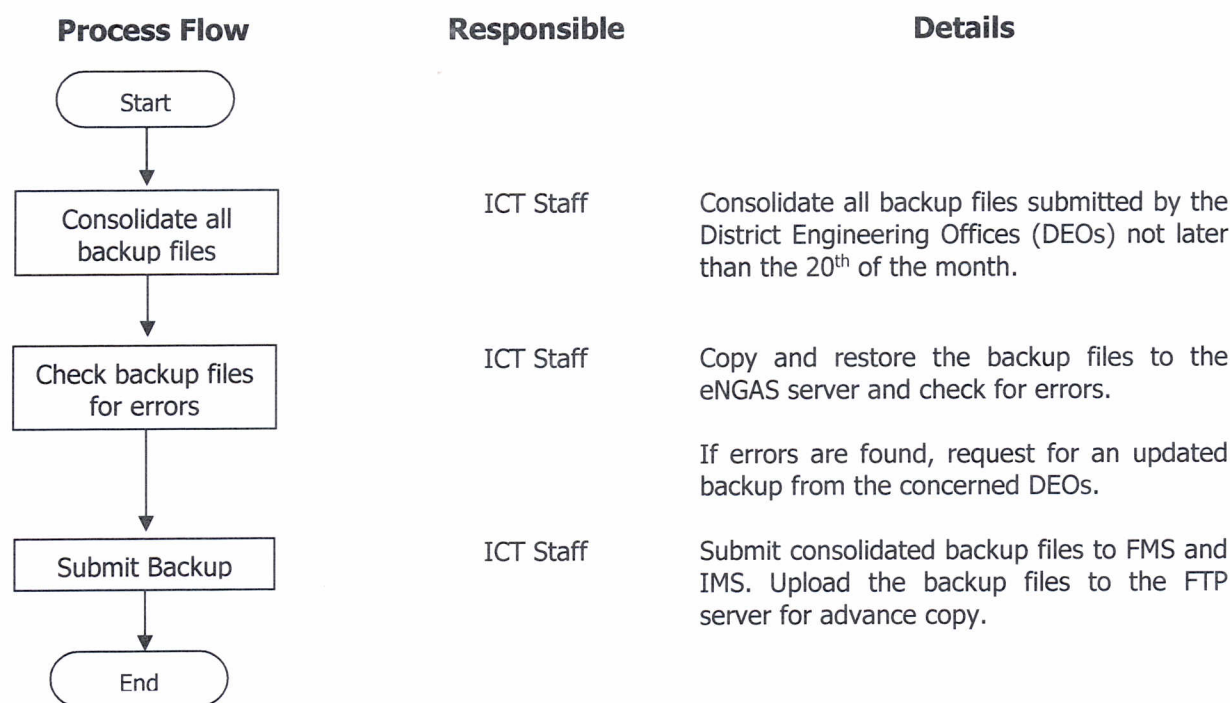
2.0 Definition of Terms

eNGAS and eBudget (Electronic New Government Accounting System and Electronic Budget System) refers to the application systems developed by the Commission on Audit to automate the financial processing and recordkeeping of government agencies.

Backup or the process of backing-up refers to the copying and archiving of the computer data so it may be used to restore the original after a data loss event.

File Transfer Protocol (FTP) refers to a client/server protocol used for transferring files to or exchanging files with a host computer.

3.0 Procedures




4.0 Reference

Department Order No. 31, Series of 2016 – Assignment of a Repository Server for the Preservation of Historical Data of eNGAS and eBudget Systems

5.0 Records

Email notification

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Procurement of IT Equipment Process	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-ICTS-06
		Revision No.:	0
		Page No.	1 of 2

1.0 Purpose

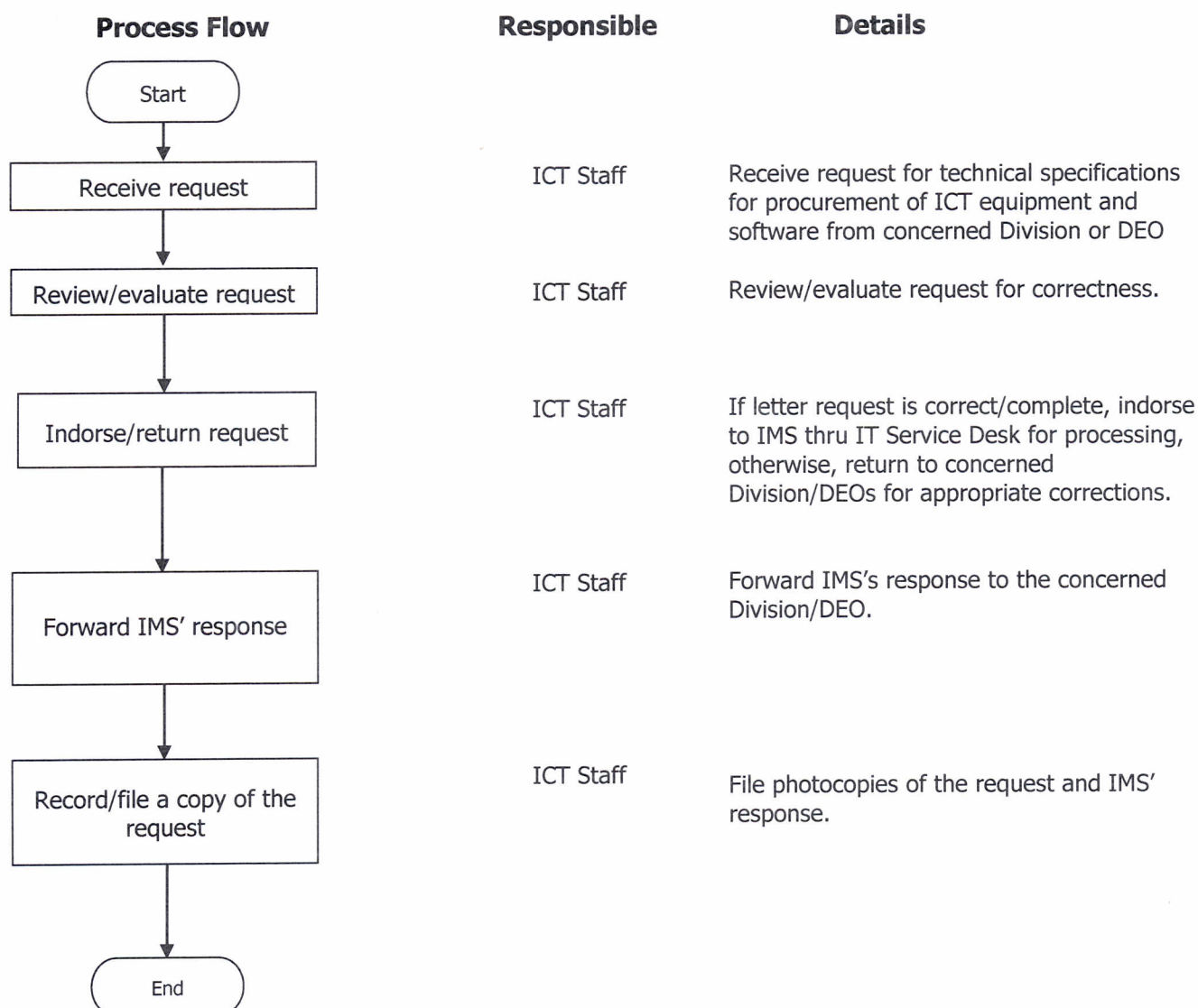
To ensure proper procurement of IT equipment is complied.


2.0 Definition of Terms

Technical Specification refers to the detailed description of technical requirements or features of a product or solution.

ICT Equipment refers to diverse set of technological tools and resources used to communicate, create, disseminate, store and manage information, such as desktop computers, laptop computers, printers, IP phones, etc.

3.0 Procedures



	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Procurement of IT Equipment Process</p>	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-ICTS-06
		Revision No.:	0
		Page No.	2 of 2

4.0 Reference


Department Order No. 135, Series of 2014 – Redefining the duties and Responsibilities of Central, Regional and District Offices in the Implementation of the Communication Network and Application System

Department Order No. 13, Series of 2015 – Policies and Guidelines on the Use of DPWH Information and Communications Technology (ICT) Resources

Department Order No. 10, Series of 2015 – Guidelines of Procurement, turnover, Disposal, and Inventory of Information and Communications Technology (ICT) Resources

5.0 Records

Photocopy of request from concerned Division/DEO
Photocopy of IMS' response
Log book

	Department of Public Works and Highways Standard Procedures Manual for Regional and District Engineering Offices Request for User Account / Access Process	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-ICTS-07
		Revision No.:	0
		Page No.	1 of 2

1.0 Purpose

To ensure that only authorized users have access to the Department's Information Systems.

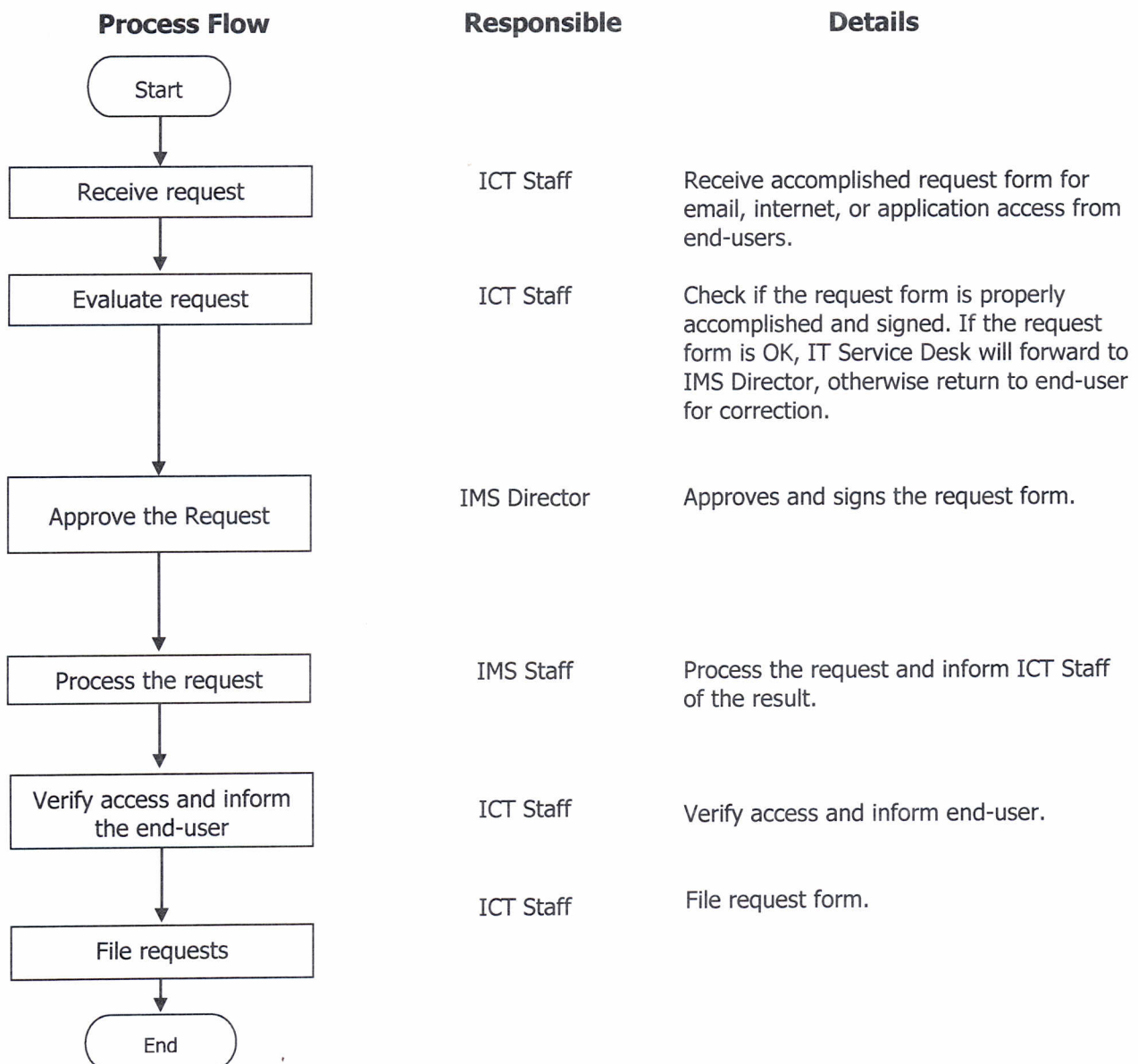
2.0 Definition of Terms


Access refers to the permission, right or ability to use DPWH application systems.

Account refers to authenticated relationship between user and computer, network or information service.

Application Systems refer to systems and processes or solutions to which a computer program or software is applied, such as the Civil Works Registry, RBIA and the like.

3.0 Procedures



	Department of Public Works and Highways Standard Procedures Manual for Regional and District Engineering Offices Request for User Account / Access Process	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-ICTS-07
		Revision No.:	0
		Page No.	2 of 2

4.0 Reference

Department Order No. 135, Series of 2014 – Redefining the duties and Responsibilities of Central, Regional and District Offices in the Implementation of the Communication Network and Application System

Department Order No. 13, Series of 2015 – Policies and Guidelines on the Use of DPWH Information and Communications Technology (ICT) Resources

Department Order No. 10, Series of 2015 – Guidelines of Procurement, turnover, Disposal, and Inventory of Information and Communications Technology (ICT) Resources

5.0 Records

Photocopy of Request Form
IT Service Desk report/email notification
CWR Access Request Form
MYPs Access Request Form
PIS Access Request Form
E-NGAS Access Request Form
RTIA Application Request Form
TAS Access Request Form
PCMA Access Request Form



Department of Public Works and Highways
Standard Procedures Manual
for Regional & District Engineering Offices
Request for Hardware Repair Process

Issue Date:	FEB 28 2017
Doc. Code:	DPWH-SPM-ICTS-08
Revision No.:	0
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1.0 Purpose

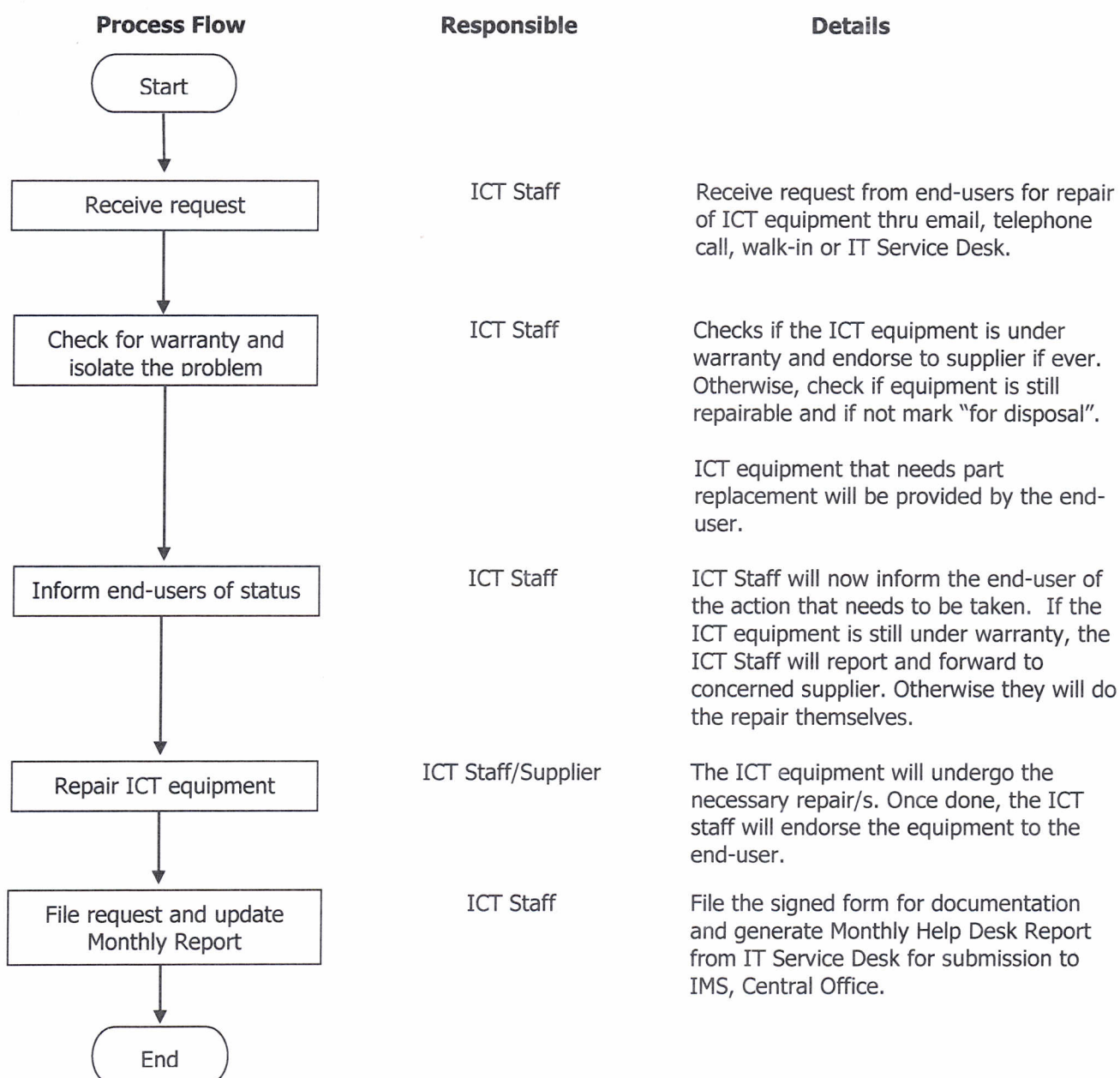
To ensure that hardware problems are resolved within a reasonable time.


2.0 Definition of Terms

Hardware refers to all equipment involved in the operations of a computer system, including, but not limited to, computers, data communications equipment, workstations, and various peripherals such as printers and plotters.

ICT Equipment refers to diverse set of technological tools and resources used to communicate, create, disseminate, store and manage information, such as desktop computers, laptop computers, printers, IP phones, etc.

3.0 Procedures



	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Request for Hardware Repair Process</p>	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-ICTS-08
		Revision No.:	0
		Page No.	2 of 2

4.0 Reference


Department Order No. 135, Series of 2014 – Redefining the duties and Responsibilities of Central, Regional and District Offices in the Implementation of the Communication Network and Application System

Department Order No. 13, Series of 2015 – Policies and Guidelines on the Use of DPWH Information and Communications Technology (ICT) Resources

Department Order No. 10, Series of 2015 – Guidelines of Procurement, turnover, Disposal, and Inventory of Information and Communications Technology (ICT) Resources

5.0 Records

ICT Request Form
Monthly Help Desk Report

	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Request for Hardware/Software/ Application Installation Process</p>	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-ICTS-09
		Revision No.:	0
		Page No.	1 of 2

1.0 Purpose

To ensure the proper installation of hardware, software and application systems.

2.0 Definition of Terms

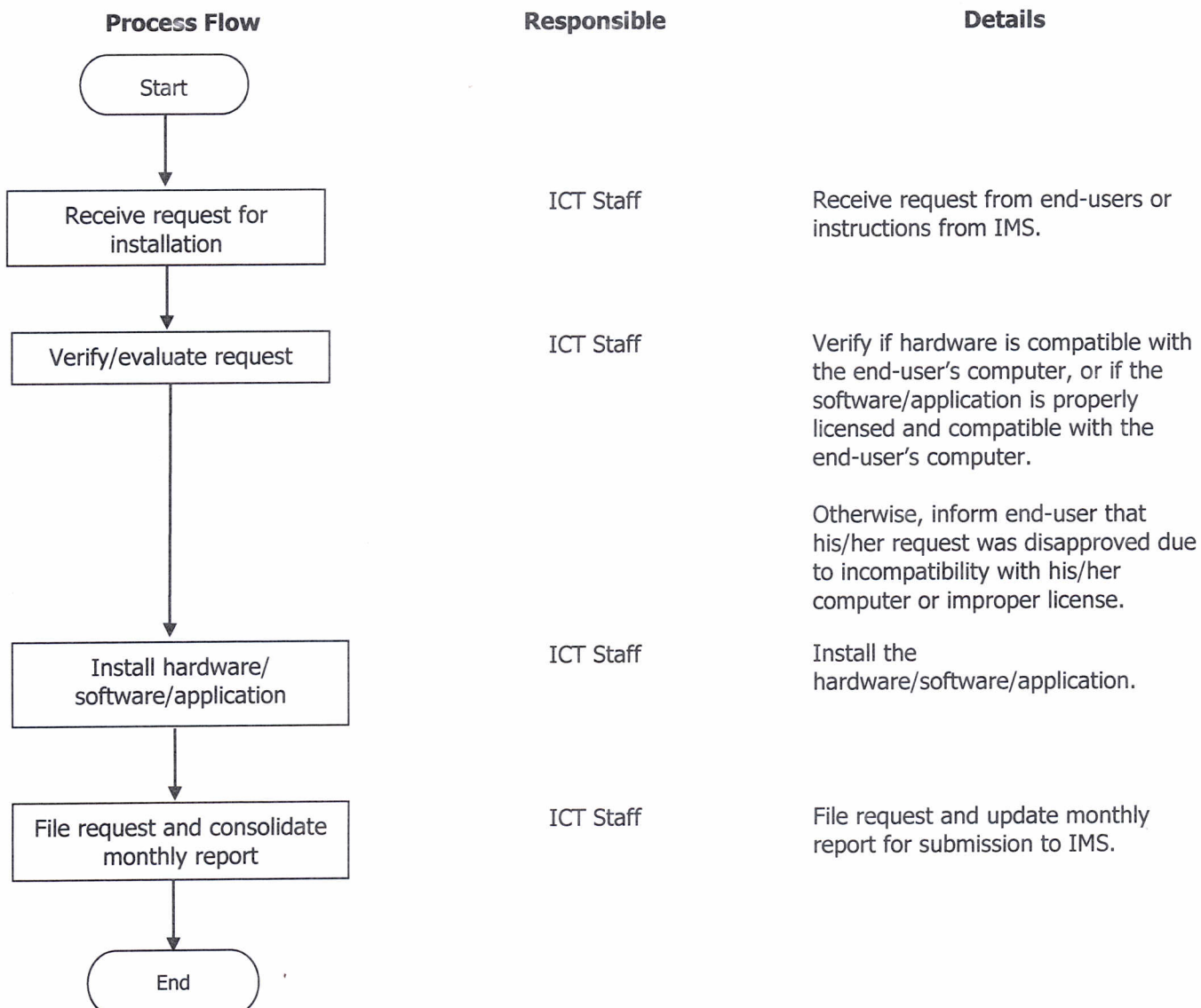
ICT Equipment refers to diverse set of technological tools and resources used to communicate, create, disseminate, store and manage information, such as desktop computers, laptop computers, printers, IP phones, etc.


Hardware refers to all equipment involved in the operations of a computer system, including, but not limited to, computers, data communications equipment, workstations, and various peripherals such as printers and plotters.

Software refers to the programs that run on a computer and performs certain functions.

Application Systems refer to systems and processes or solutions to which a computer program or software is applied, such as the Civil Works Registry, RBIA and the like.

3.0 Procedures



	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Request for Hardware/Software/ Application Installation Process</p>	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-ICTS-09
		Revision No.:	0
		Page No.	2 of 2


4.0 Reference

Department Order No. 135, Series of 2014 – Redefining the duties and Responsibilities of Central, Regional and District Offices in the Implementation of the Communication Network and Application System

Department Order No. 13, Series of 2015 – Policies and Guidelines on the Use of DPWH Information and Communications Technology (ICT) Resources

5.0 Records

ICT Request Form
Monthly Report

	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices</p> <p>Request for Inspection for IT Equipment Process</p>	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-ICTS-10
		Revision No.:	0
		Page No.	1 of 2

1.0 Purpose

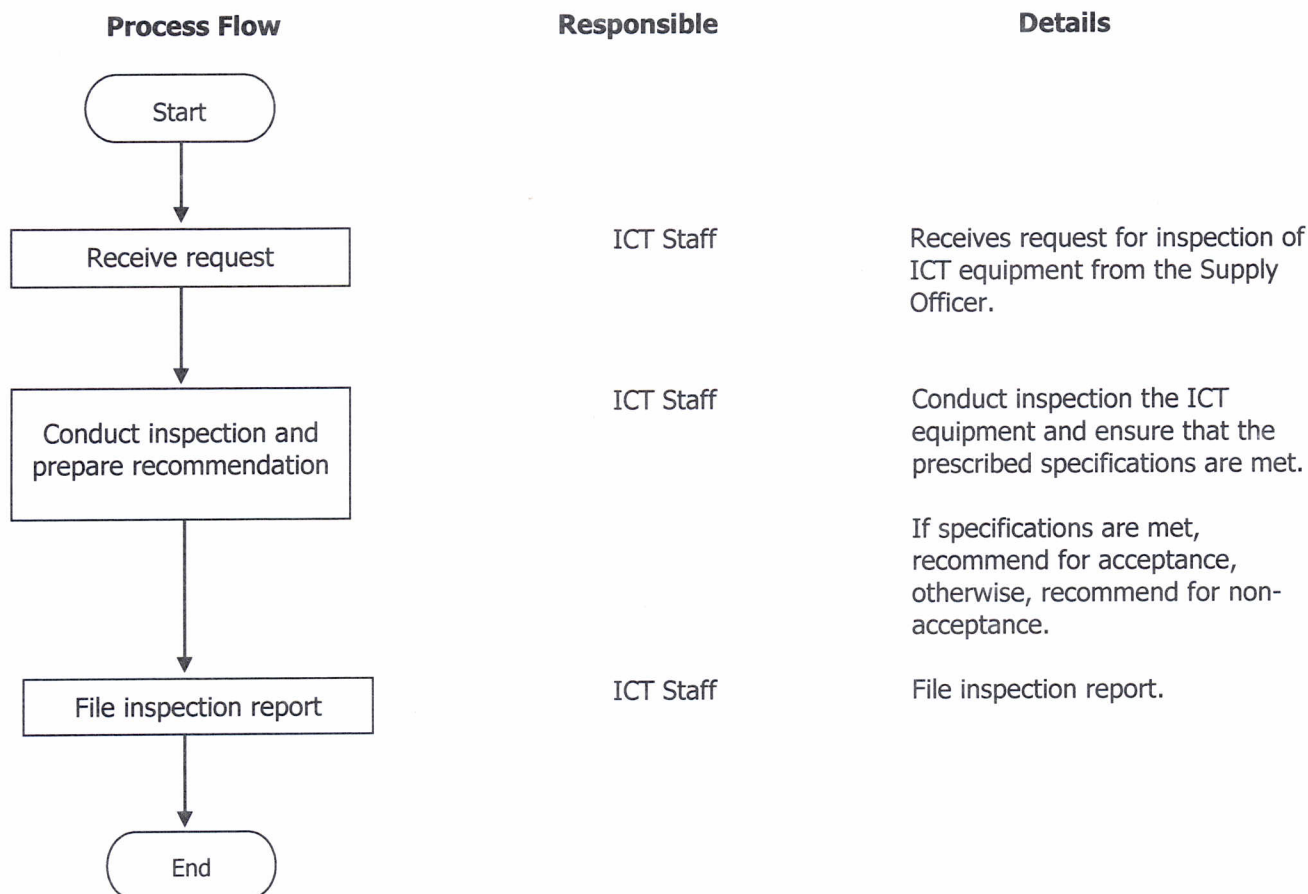
To ensure that the IT equipment procured undergone the necessary inspection and that it conforms to the specifications provided by IMS.


2.0 Definition of Terms

Technical Specification refers to the detailed description of technical requirements or features of a product or solution.

ICT Equipment refers to diverse set of technological tools and resources used to communicate, create, disseminate, store and manage information, such as desktop computers, laptop computers, printers, IP phones, etc.

3.0 Procedures



	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Request for Inspection for IT Equipment Process</p>	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-ICTS-10
		Revision No.:	0
		Page No.	2 of 2

4.0 Reference

Department Order No. 135, Series of 2014 – Redefining the duties and Responsibilities of Central, Regional and District Offices in the Implementation of the Communication Network and Application System

Department Order No. 13, Series of 2015 – Policies and Guidelines on the Use of DPWH Information and Communications Technology (ICT) Resources

Department Order No. 10, Series of 2015 – Guidelines of Procurement, turnover, Disposal, and Inventory of Information and Communications Technology (ICT) Resources


5.0 Records

Inspection Report




Republic of the Philippines
Department of Public Works and Highways
Bonifacio Drive, Port Area, Manila

Public Affairs and Information

	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices</p> <p>Functional Chart of Public Affairs and Information Staff</p>	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-RPAIO-00
		Revision No.:	0
		Page No.	1 of 1

OFFICE OF THE REGIONAL DIRECTOR FUNCTIONS

PUBLIC AFFAIRS & INFORMATION STAFF
<ol style="list-style-type: none"> 1. Implements the Department's social marketing (development communication) programs and projects in coordination with the Stakeholders Relations Service (SRS); 2. Communicates to the public the Region's programs, projects, and services, and its role and contribution in the infrastructure development; 3. Provides timely calamity reports (travel advisories) to SRS and local media, in coordination with the Region's Maintenance Division; 4. Establish networking relationship with Public Information Offices of other agencies at the Regional level and represents the Region in the Inter-Agency Development Communications Program and its implementation ; 5. Manages the Region's customer feedback mechanism (Citizens Feedback Management, and Internal Stakeholders Survey) and recommends to Regional Management Committee (ManCom) areas for improvement based on analytics; 6. Manages the Region's social mobilization programs and projects such as CSO consultations, dialogues with stakeholders, and community social responsibility (CSR) projects; and 7. Performs other communications and advocacy functions as may be assigned by the Regional Director.

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Public Information Process Flow	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-RPAIO-01
		Revision No.:	0
		Page No.	1 of 3

1.0 Purpose

To serve as a systematic guide in the conduct of tasks for the purpose of implementing the social marketing programs of the Department in order to strengthen its relationship with external stakeholders.

2.0 Definition of Terms

IEC Materials – Information, Education, and Communication Materials

News clippings – Cutting-out of articles from newspapers

News Article – News article related to the DPWH that are published on newspapers and online

Information Officer – Writer/producer of information/communication requirements

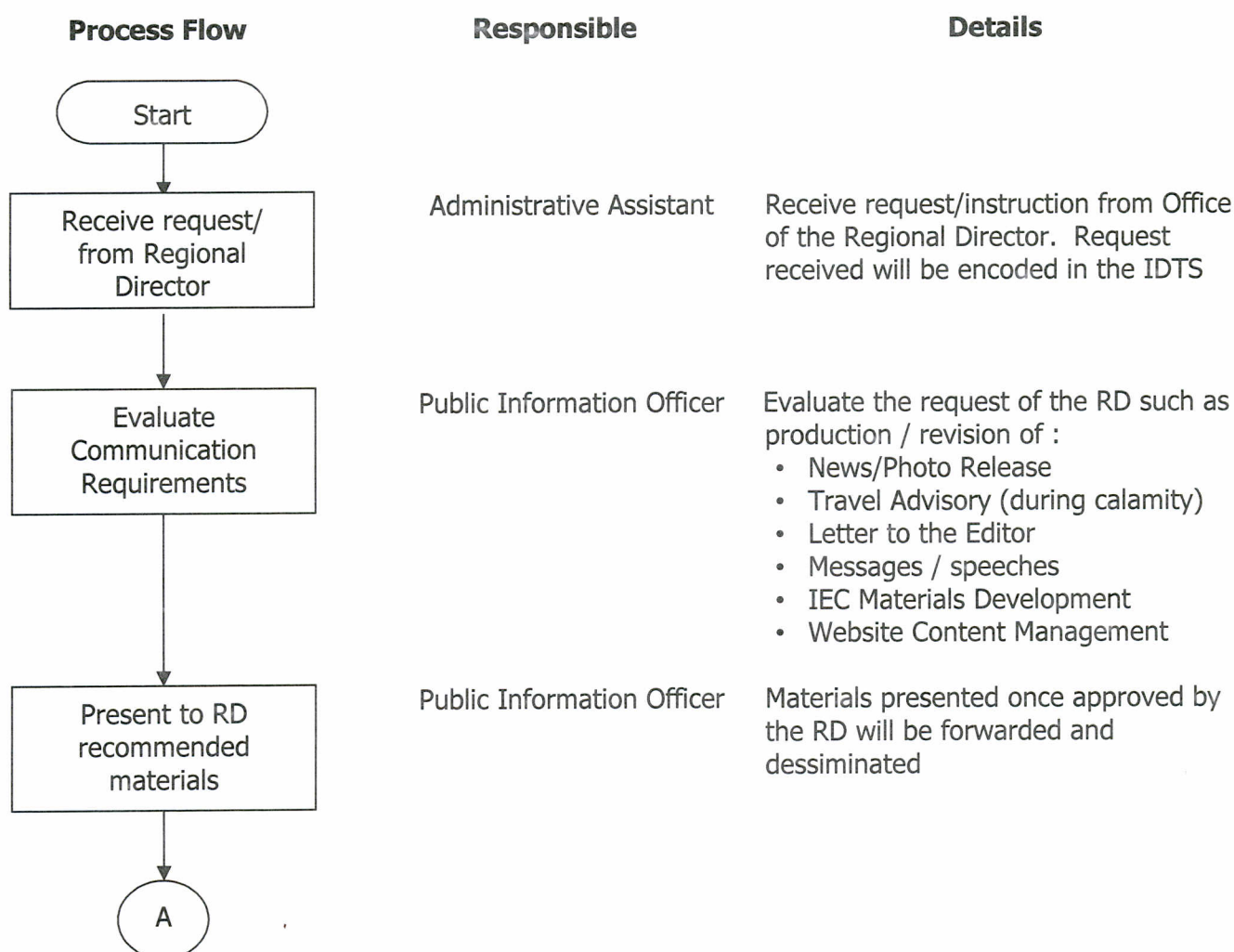
News Release/s – News article related to the DPWH that are produced by the DPWH information officers, and are disseminated to the media.

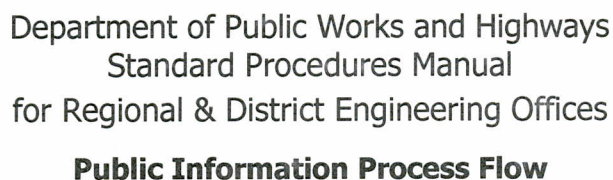
Photo Release/s – Photographs related to the DPWH that are taken by official DPWH photographers, and are disseminated to the media.

IDTS – Internal Document Tracking System

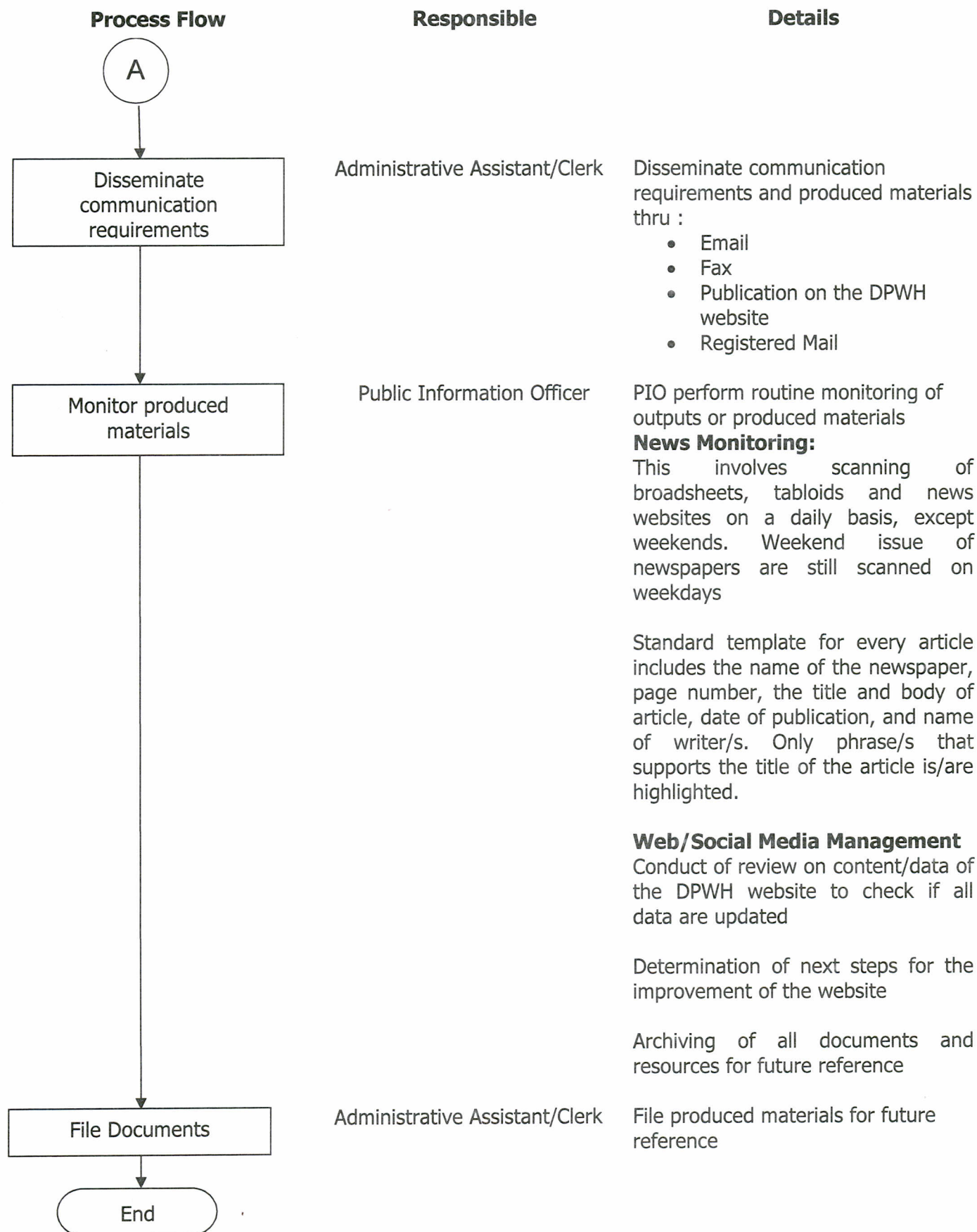
DPWH website – Official website is www.dpwh.gov.ph

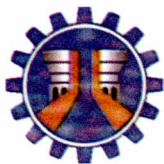
3.0 Procedure





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	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices</p> <p>Public Information Process Flow</p>	Issue Date:	FEB 28 2017
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4.0 Reference

DPWH Quality Management System Manual
 Section XXIV, Article II of the 1986 Constitution
 "The State recognizes the vital role of communication and information in nation-building)"
 Executive Order 124 (dated January 30, 1987)
 "Creation of Public Information Division of then, Ministry of Public Works and Highways"
 Executive Order 366 (dated May 11, 2005)
 "Strategic review of the operations and organizations of the Executive Branch to improve public service delivery"
 Department Order No. 45, Series of 2012
 "Update, maintenance and quality assurance of DPWH website"

5.0 Records

Sample of draft, edited and final news release with remarks
 Printed email showing news release dissemination
 Monitoring report
 Daily Quick Response Desk Report

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Citizens Feedback Management Center	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-RPAIO-02
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1.0 Purpose

The CFMC of the Stakeholders Relations Service - Stakeholders Affairs Division (SRS-SAD) is established to respond to customers' concerns and/or assess customer satisfaction through effective feedback mechanism.

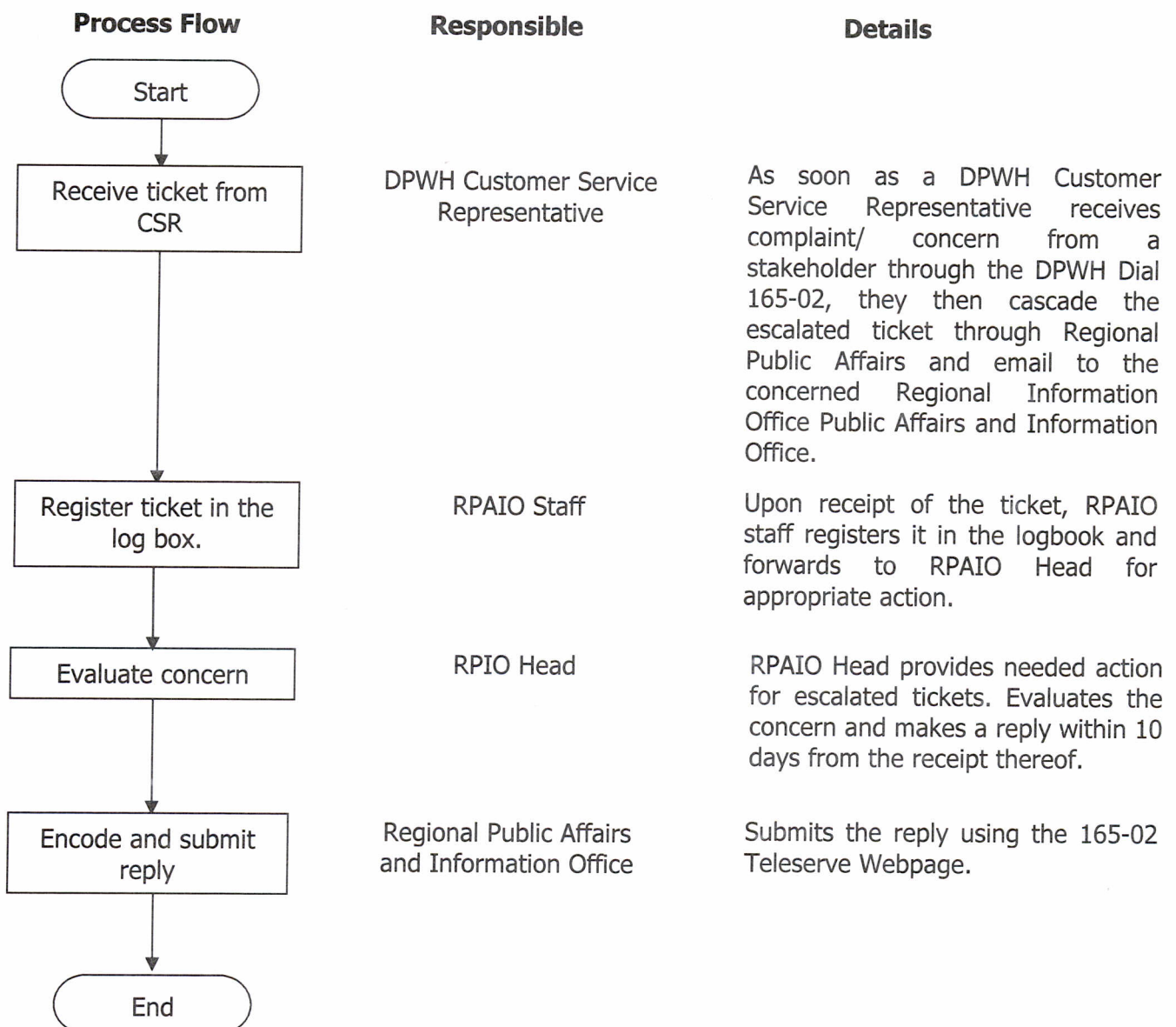
2.0 Definition of Terms


CFMC - Citizen's Feedback Management Center

CSR - Customer Service Representative

Ticket - is a mechanism used in CFMC to track the detection, reporting and resolution of some type of a problem or concern.

3.0 Procedure:



	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Citizens Feedback Management Center	Issue Date:	FEB 28 2017
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4.0 Reference

RA 6713 Anti Red Tape Law

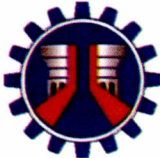
5.0 Records

Feedback /Reply

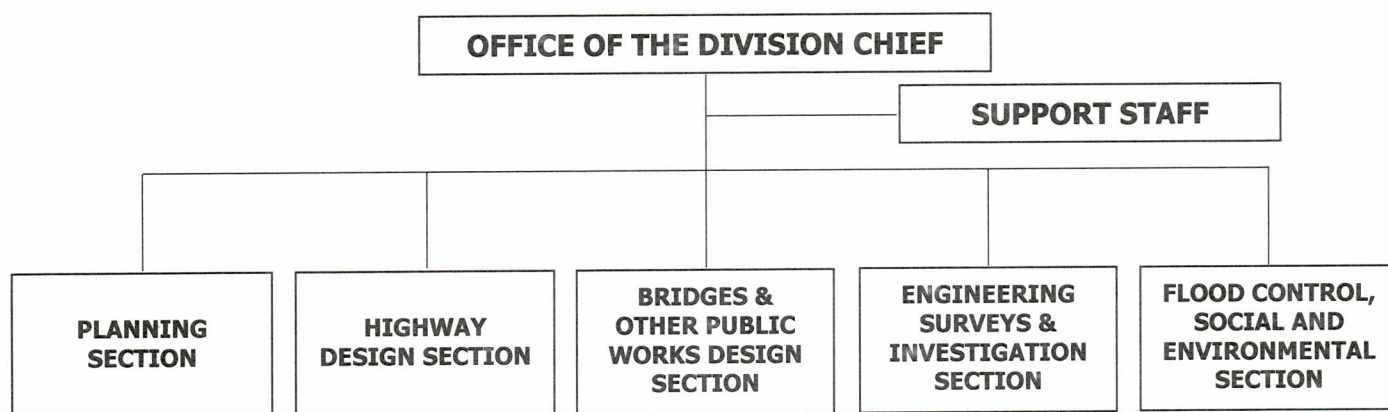


Republic of the Philippines
Department of Public Works and Highways
Bonifacio Drive, Port Area, Manila

Planning and Design

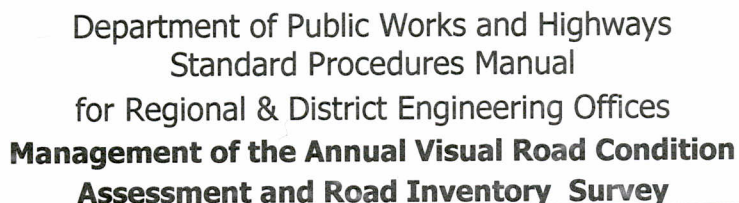
	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Organizational Chart of Planning and Design Division	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-PDD-00
		Revision No.:	0
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PLANNING & DESIGN DIVISION ORGANIZATIONAL CHART



PLANNING AND DESIGN DIVISION FUNCTIONS

1. Prepares plans and designs in accordance to pertinent laws, policies, standards, guidelines and procedures for roads, bridges, flood control systems, buildings and other public works projects.
2. Reviews, formulates and consolidates the annual infrastructure program of the Region within the medium term infrastructure development programs on the basis of planning application inputs, master plans, feasibility/ pre-feasibility studies on infrastructure projects;
3. Manages data collection and performs data quality checking as inputs to planning applications.
4. Conducts detailed engineering surveys and investigations including parcellary survey of road right-of-way, and prepares the appropriate design following the design development stages of all infrastructure projects of the regional office and recommends approval of prepared plans and designs to the Central Office;
5. Prepares programs of work (POW) and detailed estimates for infrastructure projects including the preparation of the Approved Budget for the Contract (ABC);
6. Reviews and recommends approval of plans and POW;
7. Reviews as-staked plans, variation orders, as-built plans of the regional office projects and by the DEOs;
8. Provides technical assistance to DEOs, consultants, local government units and other agencies in the region on planning, design, and social assessment analysis;
9. Facilitates and recommends existing roads to be candidate for conversion; and
10. Coordinates with Regional DENR-EMB offices regarding issuance of ECCs/ CNCs and compliance with ECC provisions.



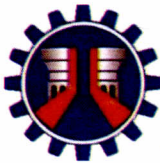
1.0 Purpose

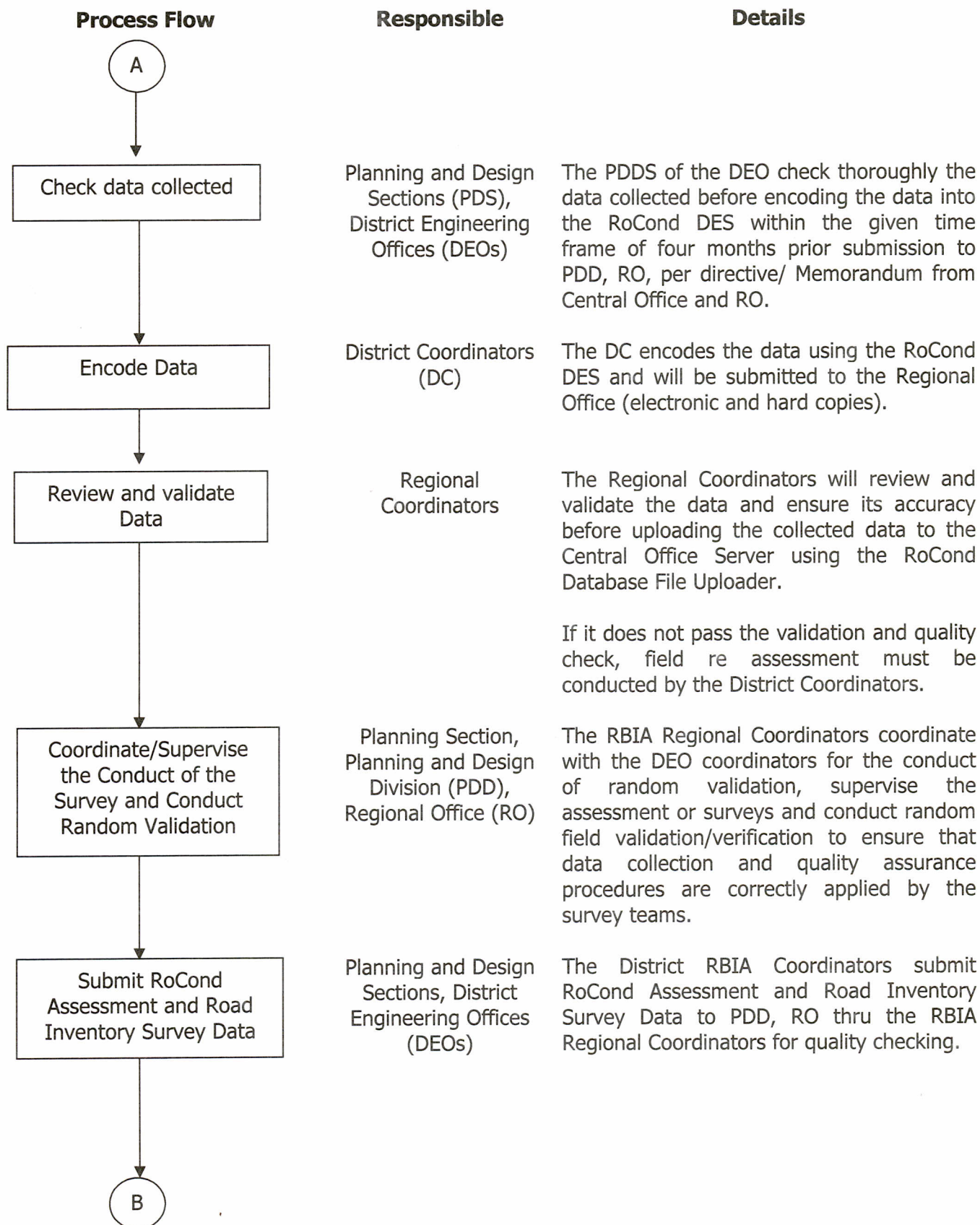
2.0 Definition of Terms

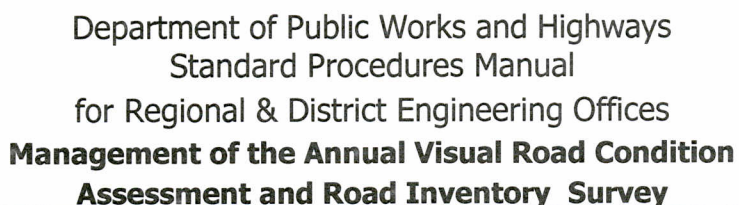
Road Condition Data Entry System (RoCond DES) refers to the stand alone program used in encoding of RoCond Survey data prior to uploading in the Central Office server.

3.0 Procedure



	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Management of the Annual Visual Road Condition Assessment and Road Inventory Survey</p>	Issue Date:	FEB 28 2017
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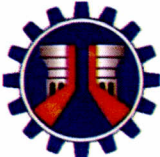
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Details




	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Management of the Annual Visual Road Condition Assessment and Road Inventory Survey</p>	Issue Date:	FEB 28 2017
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4.0 References

Department Order No. 54, Series of 2004
Visual Road Condition Assessment Manual, Philippine Version No. 12 (July 2012)
Road Network Definition and Inventory Update Manual
Road Data Collection, Quality Assurance and Management Manual, March 2004
Theories and Procedures of Road and Bridge Information Application

5.0 Records

Generated CY 2014 Road Condition Data as of December 15, 2014
Road inventory database files (Confirm Enterprise)

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Management of Annual Bridge Condition and Inventory Inspection Survey for all National Bridges	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-PDD-02
		Revision No.:	0
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1.0 Purpose

To provide accurate and consistent inventory information and regular data on the condition status of national bridges required in the Road and Bridge Information Application (RBIA) for the operation of the BMS and that will serve as the basis in the selection and prioritization of bridge projects for major maintenance and replacement/construction under various bridge programs.

2.0 Definition of Terms

Bridge Management System (BMS) is a computer-based system that keeps the inventory information and monitors the condition of each national bridge.

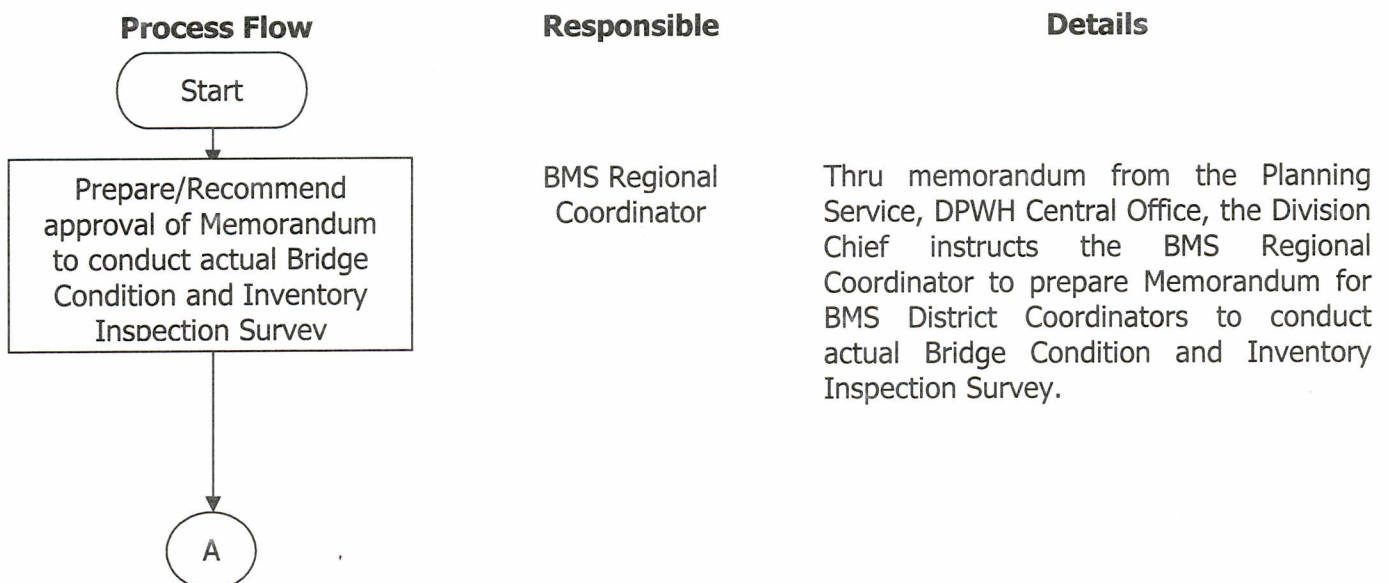
Condition Inspection (Type 2) is a type of bridge inspection with a purpose of monitoring and rating the condition of a bridge structure as a basis for identifying current maintenance needs, and forecasting future bridge intervention requirements and estimating future funding requirements. All information collected during a condition inspection is recorded or referenced on a Condition Inspection Form (CIF).

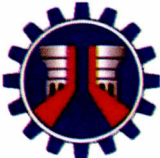
Inventory Inspection (Type 5) is a type of bridge inspection with a purpose of obtaining a standardized series of data items that enables the geometry, construction and function of a bridge to be identified and described. All information collected during a bridge inventory inspection is recorded or referenced on an Inventory Inspection Form (IIF).

Bridge Inventory & Condition (BIC) is a stand-alone utility program that will facilitate the encoding of bridge's general feature data, bridge's element data (span, abutment, pier) and maintenance data (routine and major).

CONFIRM is a database program that stores bridge inventory and condition data and guides the DPWH Planning Service in the preparation of bridge programs.

3.0 Procedure

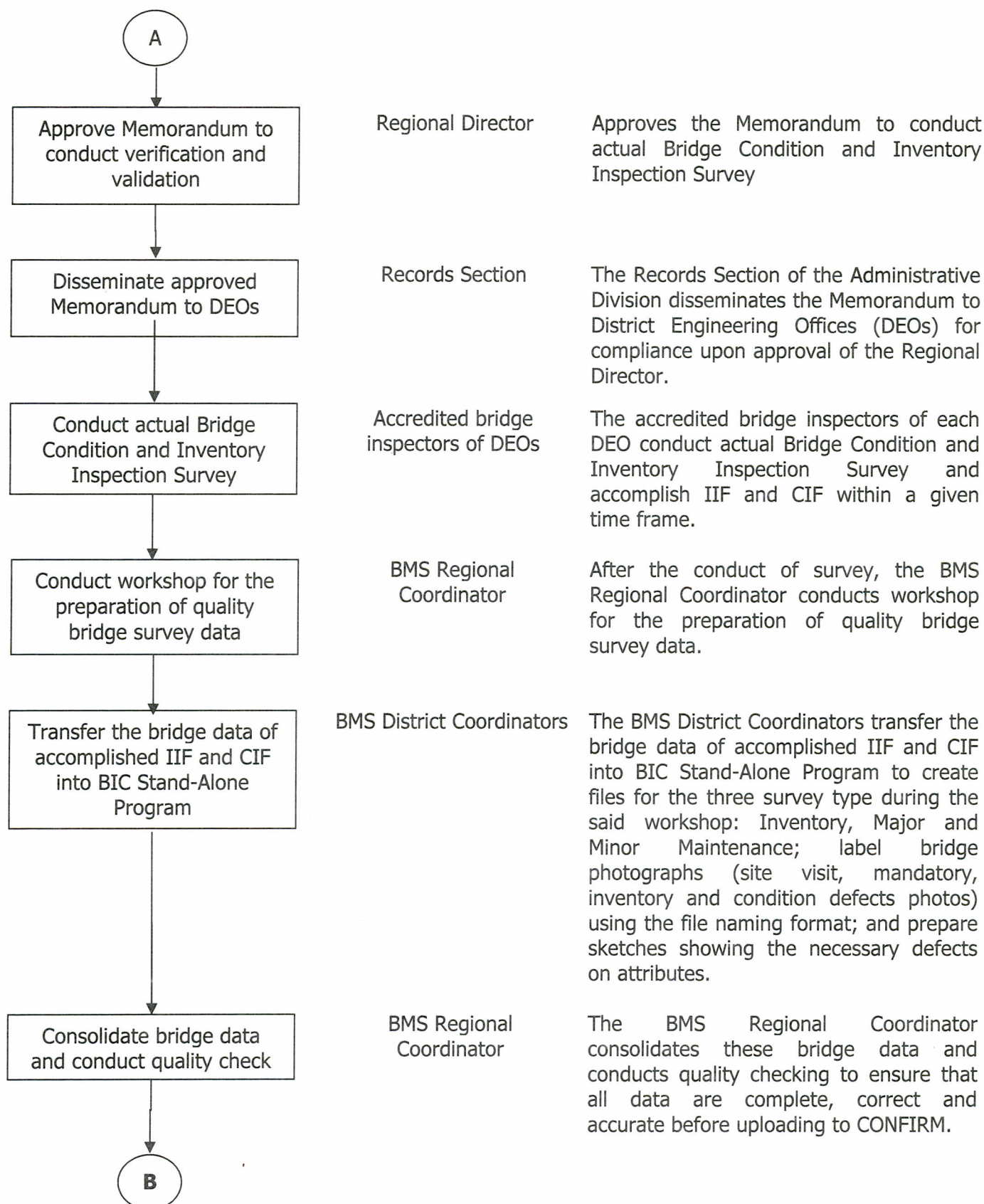


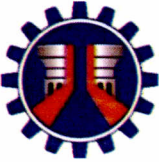
	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Management of Annual Bridge Condition and Inventory Inspection Survey for all National Bridges	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-PDD-02
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Process Flow

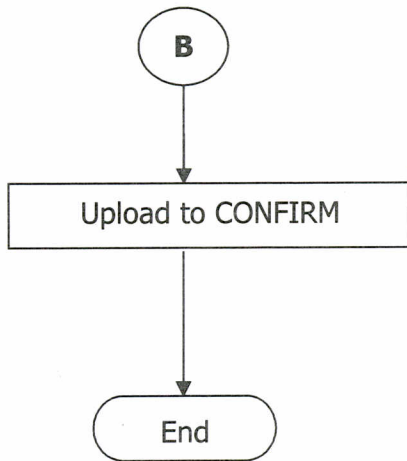
Responsible

Details



	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Management of Annual Bridge Condition and Inventory Inspection Survey for all National Bridges</p>	Issue Date:	FEB 28 2017
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Process Flow



Responsible

BMS Regional
Coordinator

Details

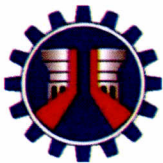
The BMS Regional Coordinator uploads BMS Data into CONFIRM in compliance with the Memorandum from the Planning Service, DPWH Central Office, Manila and proceeds to that Office if there are errors encountered during the uploading.

4.0 Reference

Bridge Management System Bridge Inspection Manual, Version 6.0

5.0 Records

Electronic Files of IIF and CIF, BIC Files, Bridge Photographs, Sketches and memorandums relative to the conduct of annual bridge condition and inspection survey

	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Validation of Projects for inclusion in the Proposed Annual Infrastructure Program</p>	Issue Date:	FEB 28 2017
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		Revision No.:	0
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1.0 Purpose

To conduct verification and validation of roads and bridge data and produce complete, correct, quality and accurate list of uploaded roads and bridge data/outputs in the Planning application to be used as basis for the identification and prioritization of roads and bridge projects for Asset Preservation, Road Upgrading, Network Development (Road Widening) and construction and maintenance of bridges for inclusion in the Annual Infrastructure Program.

2.0 Definition of Terms

Annual Infrastructure Program - refers to the list of proposed projects that rank high in priority within the Medium Term Program, and that are technically ready for actual implementation during the year (i.e. with substantially complete detailed engineering.

Asset Preservation – refers to the preservation of existing assets (infrastructure projects) especially roads. As HDM-4 outputs, asset preservation involves preventive maintenance, rehabilitation, reconstruction and upgrading of damaged paved national roads

BMS Output – is a generated list of bridges with corresponding bridge data based on the **Bridge Management System (BMS)** – is a computer-based system that keeps the inventory information and monitors the condition of each national bridge.

Coordinators – refers to the RBIA, BMS and PMS Coordinators from the Central Office, Regional and District Engineering Offices.

Highway Development Management-4 (HDM-4) – refers to the analytical tool which handles PMS and interfaces with RBIA for data storage and Multi-Year Programming and Scheduling Application. It is used to generate optimum multi-year works programs for the given budget constraint, who will ensure that long term targets can be met.

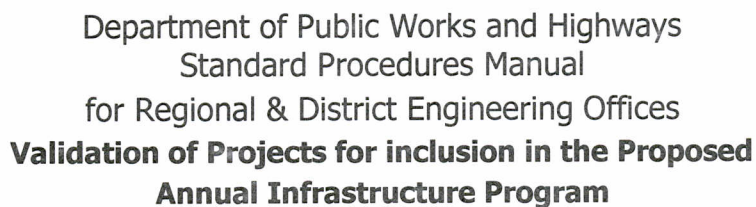
Pavement Management System (PMS) – refers to the system developed to provide DPWH with analytical tool for use in the planning process for management of the Philippines national road network. This is the official procedure or system to monitor the pavement condition of the national roads and to prepare annual work programs for asset preservation and network development project.

Planning Applications Output – generally refers to the applications used by the Planning Service such as BMS, RBIA, PMS and RTIA (Road and Traffic Information Application).

Road and Bridge Information Application (RBIA) – refers to the DPWH official central database for network level of road and bridge related data repository for network level.

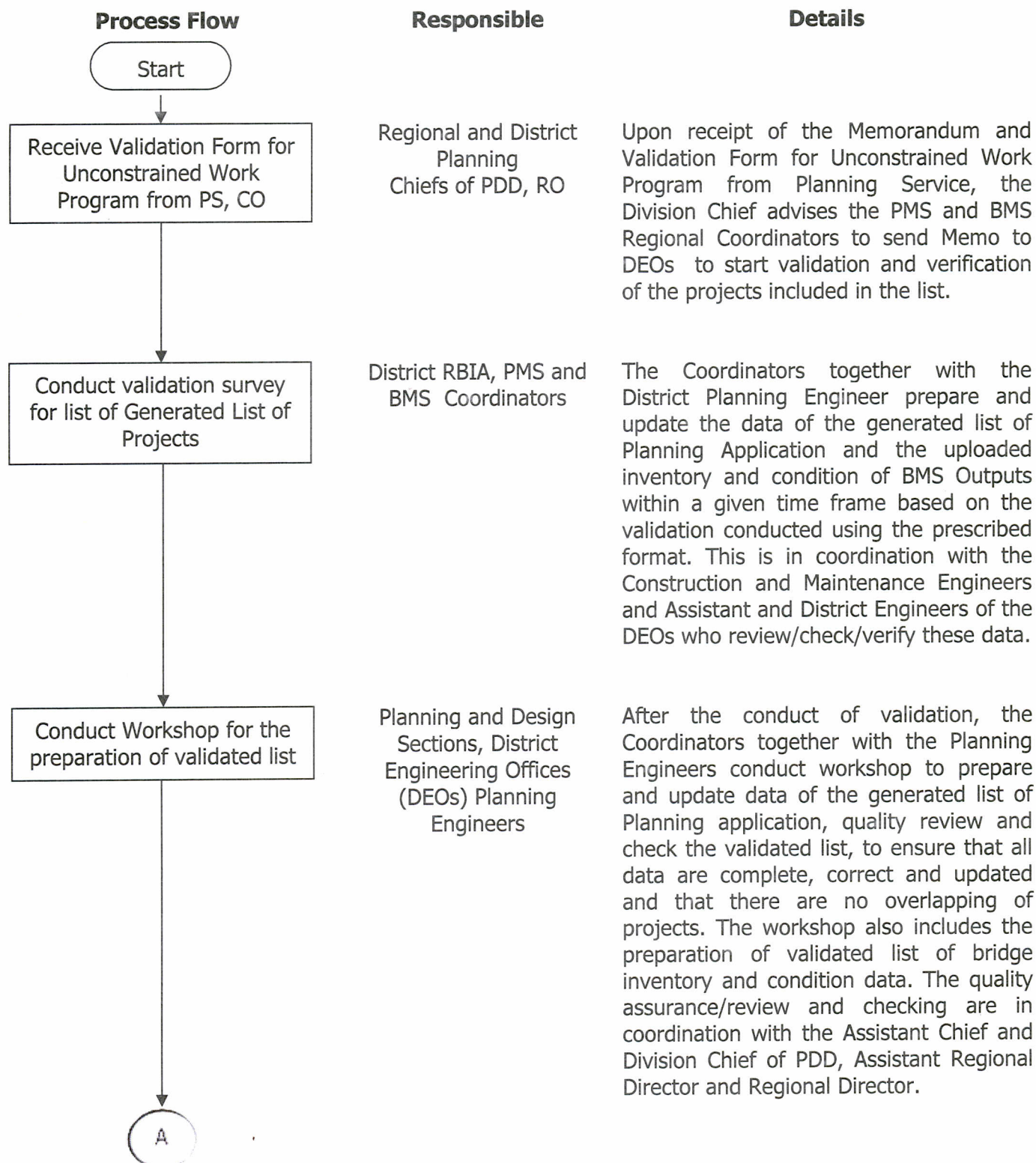
Road Upgrading – refers to paving of the unpaved sections of the national roads particularly with concrete.


Unconstrained – refers to no limit/budget ceiling



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3.0 Procedure

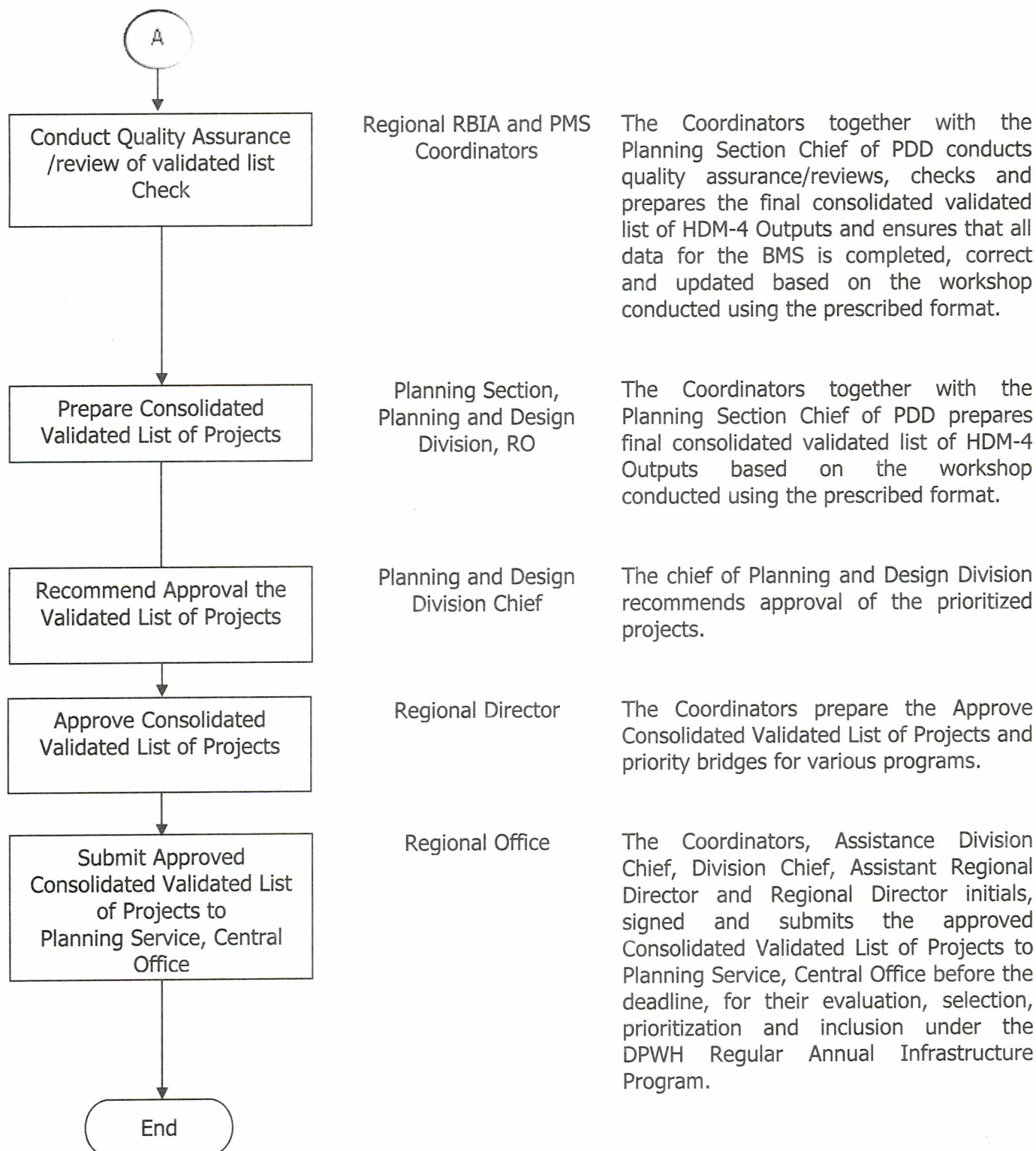


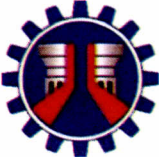
	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Validation of Projects for inclusion in the Proposed Annual Infrastructure Program</p>	Issue Date:	FEB 28 2017
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Process Flow

Responsible

Details




	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Validation of Projects for inclusion in the Proposed Annual Infrastructure Program</p>	Issue Date:	FEB 28 2017
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4.0 Reference

Guidelines, Instructions Memorandum for the Process of Validation and Filling up the list
Department No. 234, Series of 2004: Implementation of the Pavement Management System (PMS)
Latest Straightline Diagram for all National Roads

5.0 Records

Validated Consolidated List/Outputs for Asset Preservation, Road Upgrading and Road Widening
Projects

	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Conduct of Parcellary Survey</p>	Issue Date:	FEB 28 2017
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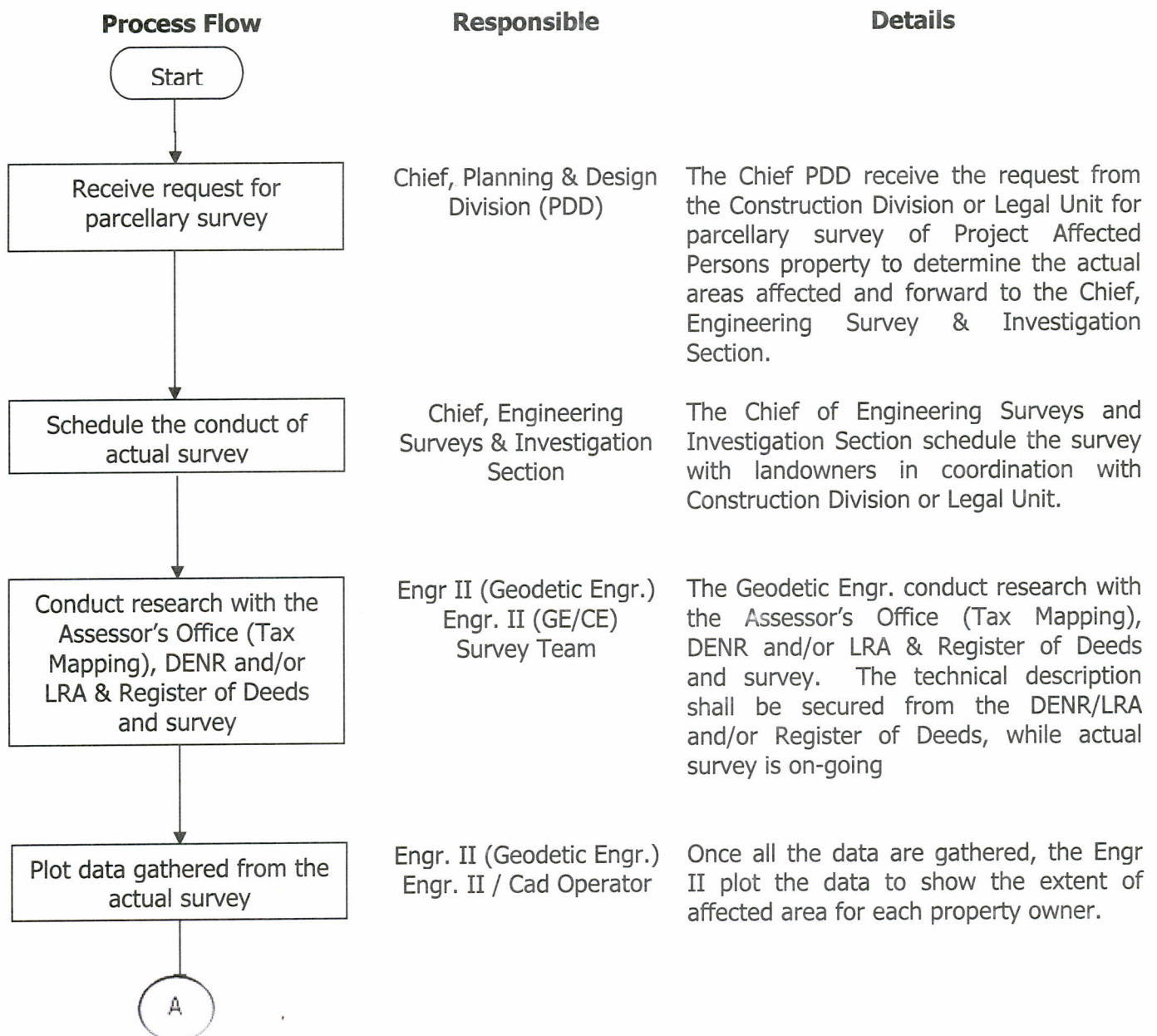
1.0 Purpose

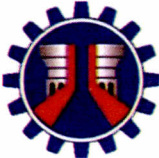
To identify affected lots within the right of way limit and segregate the affected portion for the purpose of registering them in favor of the government. The alignment to be used shall be based duly on approved design plan.

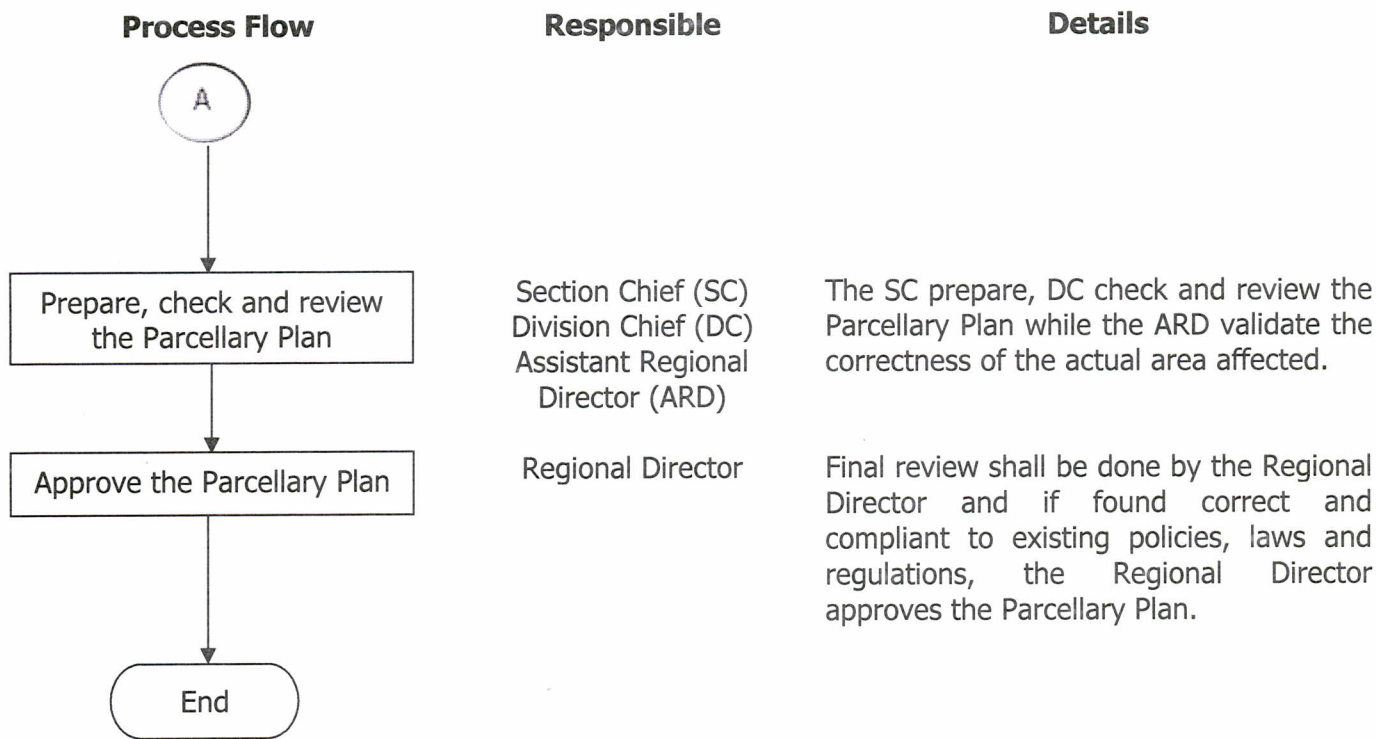
2.0 Definition of Terms

Parcellary Plan: A plan of a single parcel of property or a portion thereof of needed for government infrastructure projects, showing the boundaries, areas, the remainder, improvement, access, ownership and other pertinent information.

3.0 Procedure



	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Conduct of Parcellary Survey	Issue Date:	FEB 28 2017
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4.0 Reference

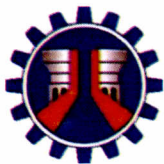
Various Department Orders and Issuances

Republic Act Number 8974, otherwise known as "An Act To Facilitate The Acquisition Of Right-Of-Way, Site Or Location For National Government Infrastructure Projects And For Other Purposes
Infrastructure Right of Way Manual

Republic Act Number 10752, otherwise known as "An act Facilitating The Acquisition of Right-of-Way, Site or Location For National Government Infrastructure Projects," or "The Right-of-Way Act"

5.0 Records

Sketch Plan (File with Legal Unit)
Approved Parcellary Plan

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Conduct of Detailed Engineering Activities	Issue Date:	FEB 28 2017
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1.0 Purpose

To ensure that all surveys and investigations, DED plans are prepared in accordance with standard specifications for highways, bridges and flood control structures in order to come up with the most functional and cost-effective infrastructure design.

2.0 Definition of Terms

Detailed Engineering Design (DED Plans) refers to all details of a project showing the contours, comprehensive description of vertical and horizontal controls, elevations, distances and azimuths of tangents, PI and stations, elements of curves, super elevation, design speed, profile and typical cross-sections.

Survey is the activity involved in gathering all necessary data for the preparation of detailed engineering design plans.

Soil investigation is the activity conducted to determine the soil classification within the project.

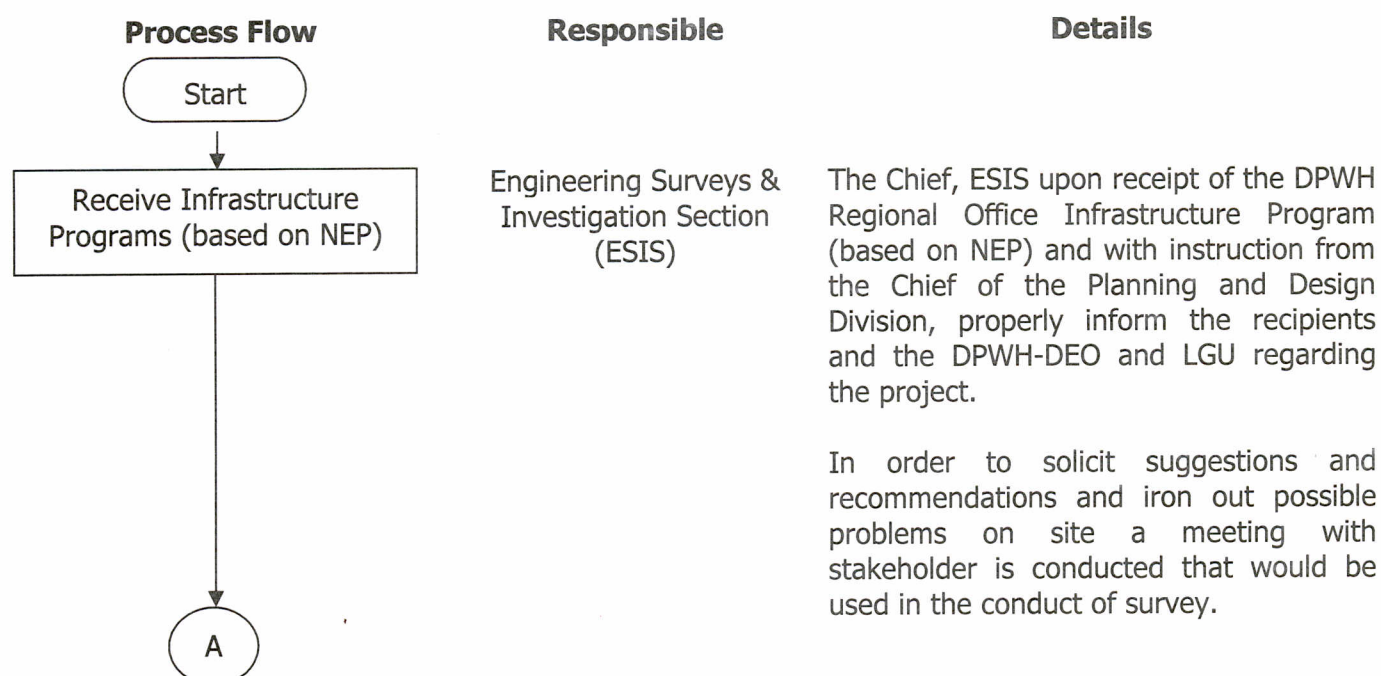
Quantity Estimates refer to the calculation of quantities per item of work in a particular project.


Detailed Unit Price Analysis (DUPA) is calculations per item of work showing the details of estimates for manpower, materials and equipment including other contingencies.

Program of Work (POW) refers to the total cost for a particular project taking into consideration the road right-of-way and engineering and administrative overhead. It shall include, among other things, the estimate of work items, quantities cost and a PERT/CPM network of the project activities.

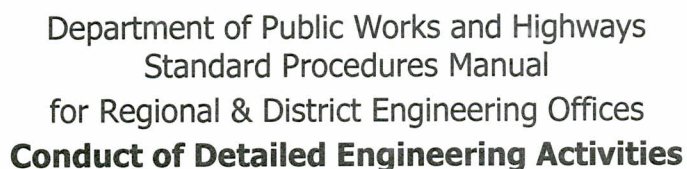
Approved Budget for the Contract (ABC) refers to the document which is being used as basis for the bidding of infrastructure projects.

3.0 Procedure

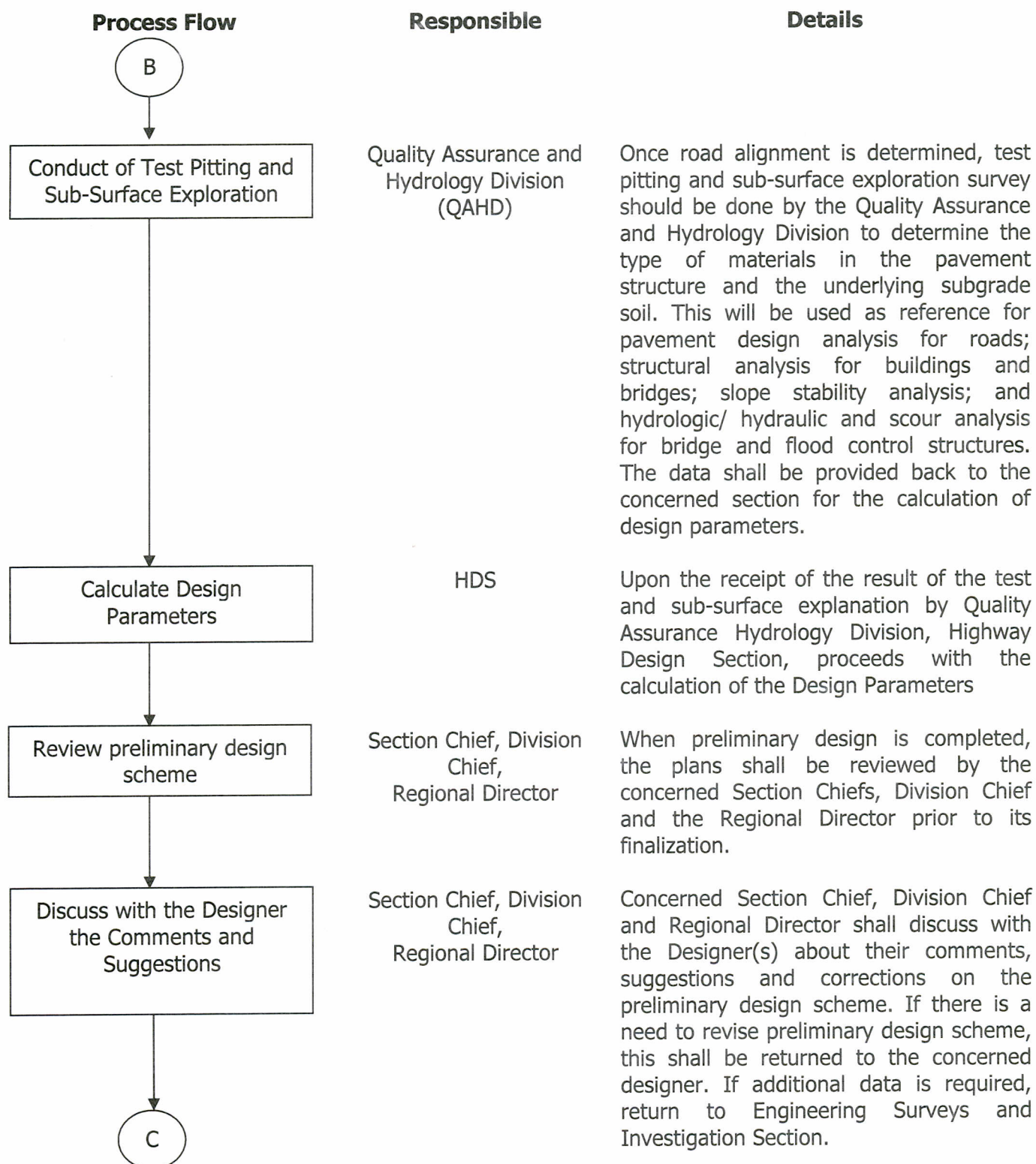


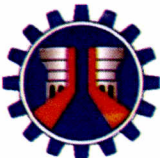
	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Conduct of Detailed Engineering Activities	Issue Date:	FEB 28 2017
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

Process Flow	Responsible	Details
<p style="text-align: center;">A</p> <p>Organize Survey Team and Prepare logistics</p>	ESIS	The ESIS organize survey teams, prepare logistics and conduct preliminary and route surveys.
<p>Conduct Preliminary Investigations and route surveys</p>	ESIS	The ESIS conduct preliminary investigations and route survey to determine the physical location and other design elements for roads; bridge site surveys; hydrologic survey for flood control structures; and tagging.
<p>Plot survey data</p>	ESIS	The ESIS plot the acquired survey data as reference for road, bridge and/ or flood control design.
<p>Check and Review Plotted Survey Data</p>	Section Chief, ESIS	Incorporating suggestions and recommendations of the LGU and DEO, the plotted survey data are checked and reviewed by the Section Chief to suit actual field condition before it is finalized.
<p>Undertake Evaluation of the Data</p>	Highway Design Section (HDS), Bridges and Other Public Works Design Section (BOPWDS)	The HDS & BOPWDS undertake initial evaluation of the data and develop a preliminary design scheme incorporating the initial requirements of design such as but not limited to design parameters and criteria; geological/ geotechnical, horizontal and vertical alignment/ control, and right-of-way requirements.
<p>Prepare design analyses, specifications and preliminary design scheme</p> <p style="text-align: center;">B</p>	HDS, BOPWDS	During the design process, basic considerations are presented such as surprise changes in alignment, grades and sight distances, etc. which might need additional information or survey data. This should be gathered back at the site




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Process Flow	Responsible	Details
		
Finalize Design Scheme	HDS, BOPWDS	For the finalized design scheme, incorporate the initial comments/recommendations on the preliminary design schemes and final results of engineering surveys.
Review and Evaluate Final Design Plan	Division Chief, Regional Director	The final design schemes are reviewed and evaluated and final comments/recommendations are provided.
Recommend Approval	Division Chief, Regional Director	Concerned Section Chief, Division Chief and Regional Director shall discuss with the Designer(s) about their comments, suggestions and corrections on the final design scheme. If there is still a need to revise final design scheme, this shall be returned to the concerned designer. Otherwise, print the plans for approval.
Approve the Final Design Plan/Submit to the Central Office for review and approval	Regional Director/ Undersecretary/Assistant Secretary	If there are no corrections, final design plans shall be approved including the summary of quantities and specifications. If within the delegated authority of the Regional Director, all concerned approve and affix signature on the design plan. Otherwise, submit to the Central Office for further review by the Bureau of Design (BOD) and approval.
Received Approved Plans and Quantities	HDS, BOPWDS	Upon the receipt of the approved plans and quantities, based on the approved quantities and plans, study on the scope of work, construction specifications and typical drawings in the plan approved plan is conducted. The Construction methodology particularly on special items and extraordinary site conditions or situations shall be familiarized by consulting from knowledgeable technical personnel like the Project Engineer.
		

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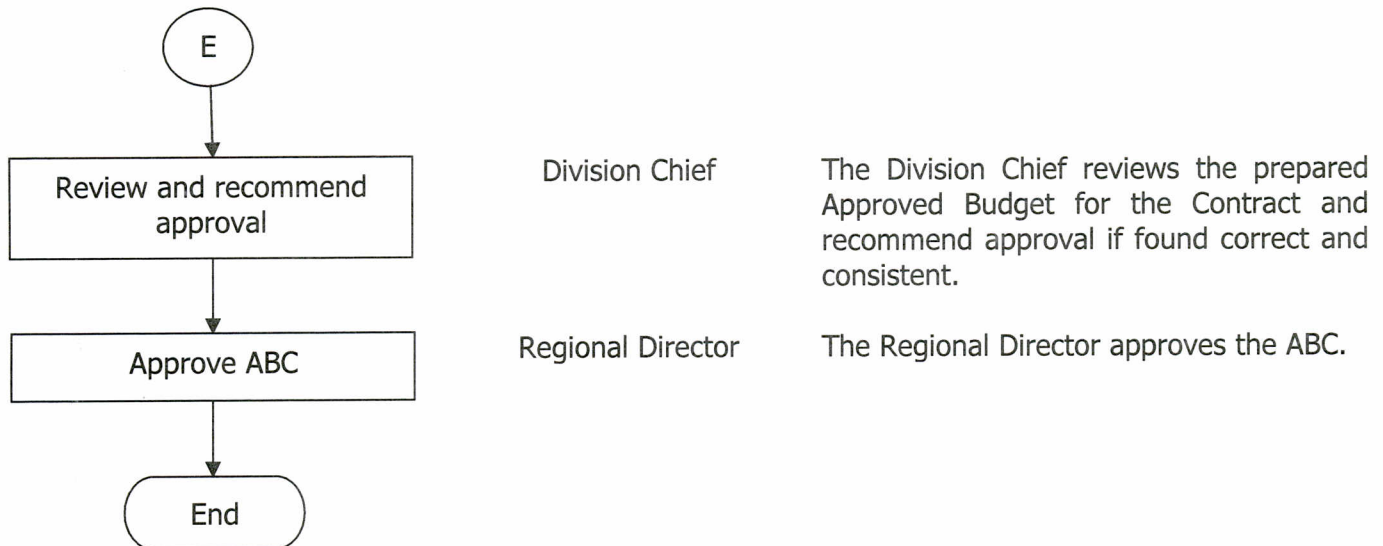
Process Flow	Responsible	Details
<p style="text-align: center;">D</p> <p>↓</p> <p>Secure References</p> <p>↓</p> <p>Prepare DUPA and Program of Work</p> <p>↓</p> <p>Review POW</p> <p>↓</p> <p>Finalize DUPA and POW</p> <p>↓</p> <p>Recommend Approval DUPA and POW</p> <p>↓</p> <p>Approve Final DUPA and POW</p> <p>↓</p> <p>Prepare ABC</p> <p>↓</p> <p style="text-align: center;">E</p>	<p>HDS, BOPWDS</p> <p>HDS, BOPWDS</p> <p>SC Design Section</p> <p>HDS, BOPWDS</p> <p>Section Chief, Division Chief,</p> <p>Regional Director</p> <p>HDS, BOPWDS</p>	<p>Secure references such as approved quarry maps, disposal sites (distances), terrain of the project, Construction Cost Information System (CCIS), ACEL rates quotations/canvass for materials (not common) for use in the cost analysis</p> <p>The programmer starts preparing the POW once all the data requirements are available. This will be coordinated from time to time with the designer in order to come up with the exact limits of the project.</p> <p>The Design Section Chief reviews and checks the POW. As soon as it is found correct, it is forwarded to the Division Chief for final review</p> <p>Finalize the DUPA and POW. Project duration shall be computed and RROW budget shall be incorporated as estimated by the Engineering Surveys and Investigation Section.</p> <p>The Section Chief and Division Chief initials the Final DUPA and POW.</p> <p>The Assistant Regional Director and Regional Director signs the DUPA and POW. If there are inconsistencies with existing guidelines, the DUPA and POW shall be revised accordingly.</p> <p>Approved POW shall be the basis in the preparation of ABC</p>

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Process Flow


Responsible

Details



4.0 Reference

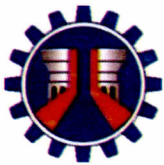
American Association of State Highway and Transportation Official (AASHTO)
Standard Specifications for Highways and Bridges, 16th Edition, 1996
2013 DPWH Standard Specifications, Volume II, Highway, Bridges and Airports
Design Guidelines, Criteria and Standards for Public Works and Highways, Volume II
A Policy on Geometric Design of Highways and Streets 1990 (AASHTO)
Road Works Safety Manual, Temporary Signing and Traffic Management for Maintenance and Construction
Works on Roads and Bridges, February 2004
Highway Safety Design Standards, May 2012
Relevant Department Orders/Issuances
Elementary Surveying, 3rd Edition, 1987
Training Manual on Pavement Design, May 2014
Training Manual on Highway Design with Computer Application (Using Civil 3d), May 2014
National Structural Code of the Philippines, 2010 Edition (Electronic File)
ASEP Steel Handbook, Volume 1, 3rd Edition 2004
BP 344 Accessibility Law
Foundation Analysis and Design, 4th Edition, Joseph E. Bowles
Training/Workshop for the Proposed DPWH LRFD Bridge Seismic Design Specification (DPWH Guide Specification)
Bridge Repair Manual
Department Order No. 72, s. 2012 "Guidelines and Procedures in the Preparation of Approved Budget for the Contract (ABC)"

	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Conduct of Detailed Engineering Activities</p>	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-PDD-05
		Revision No.:	0
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Memorandum Circular No. 42, s. 2010, "ACEL Guidebook 2009 as Approved for use of DPWH"
Department Order No. 40, s. 2009, "Construction Material Price Data Established by ROPMC/COPMC"
Department Order No. 44, s. 2012, "Standardization of Construction Duration of DPWH Project"
Department Order No. 56, s. 2005, "Guidelines for the Implementation of DOLE"
Department Order No. 13, s. 1998, "Safety and Health"
Department Order No. 3, s. 2010, "Guidelines on the Acquisition of Motor Vehicles for Use in Infrastructure Projects Supervision"
Quarterly Construction Cost Information System (CCIS)

5.0 Records

Survey field notes, electronic files of design schemes, approved DED plans, back up computations, design analyses
Approved POW and ABC, DUPA per project on file (electronic copy available)

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Conduct of Environmental Impact Assessment (EIA) Activities	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-PDD-06
		Revision No.:	0
		Page No.	1 of 3

1.0 Purpose

To identify, predict and evaluate the possible environmental effects of all proposed infrastructure projects, to ensure compliance of all existing environmental laws and to secure ECC and/or CNC from EMB-DENR for proposed all infrastructure projects.

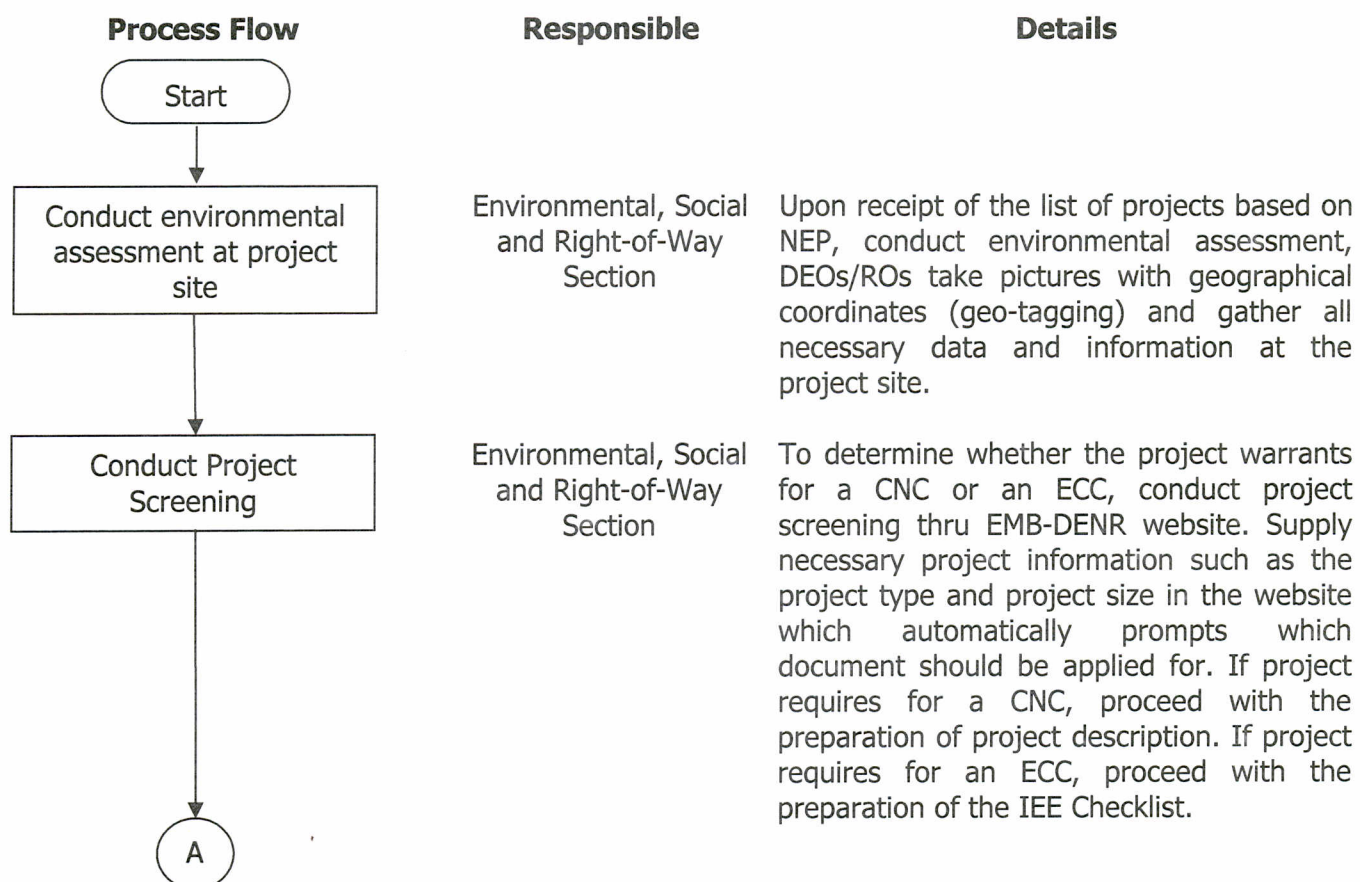
2.0 Definition of Terms

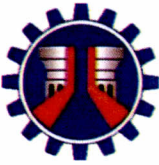
Environmental Impact Assessment (EIA) refers to the process that involves evaluating and predicting the likely impacts of a project (including cumulative impacts) on the environment during construction, commissioning, operation and abandonment. It also includes designing appropriate preventive, mitigating and enhancement measures addressing these consequences to protect the environment and the community's welfare. **Environmental Compliance Certificate (ECC)** is a document issued by EMB-DENR after a positive review of the ECC application, certifying that based on the representations of the proponent, the proposed project will not cause significant negative environmental impact.

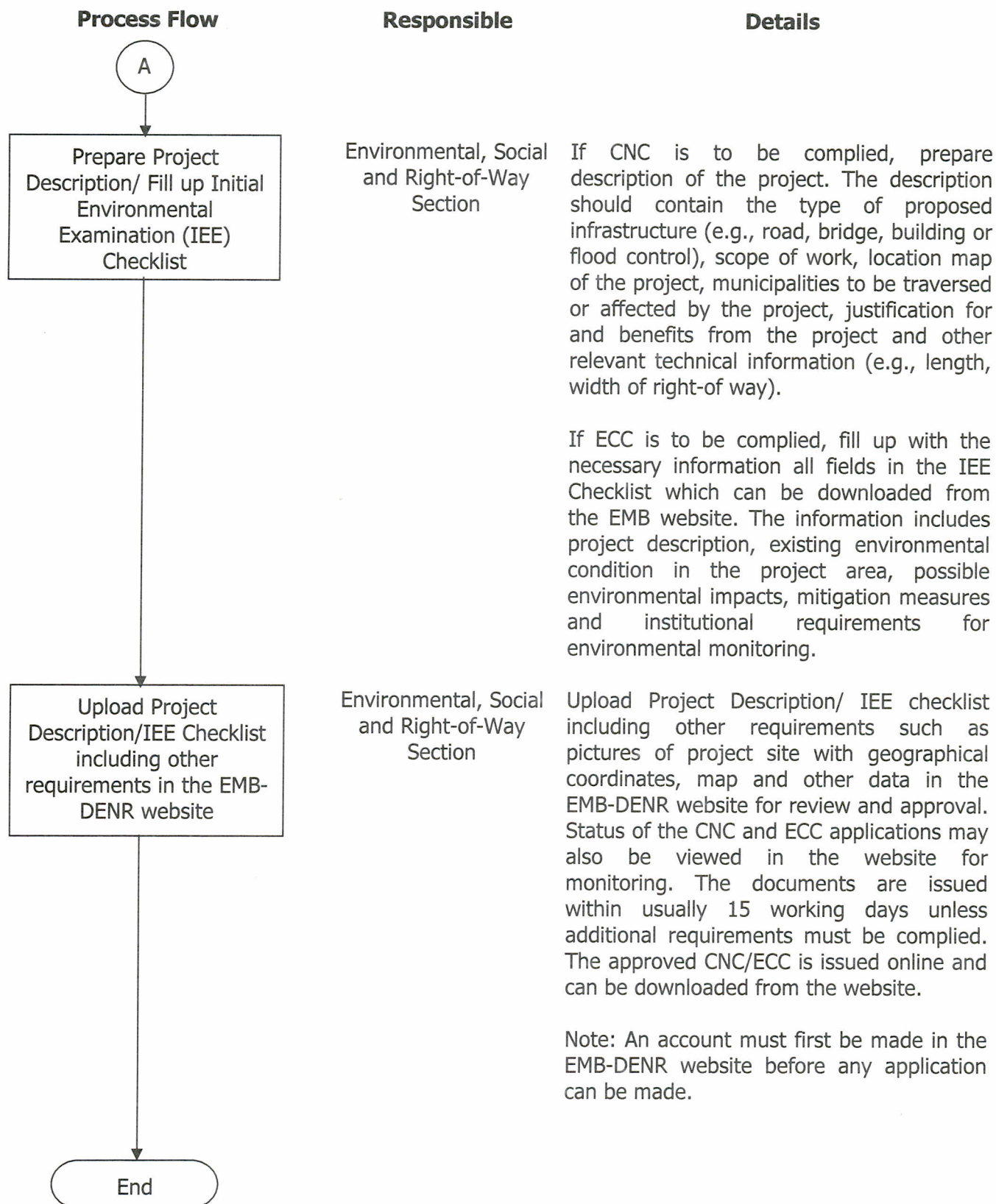
Certificate of Non-Coverage (CNC) is a certification issued by EMB-DENR to certify that the project is not covered by the Environmental Impact Statement (EIS) System and poses no environmental threat so it is not required to secure ECC.

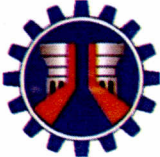
Initial Environmental Examination (IEE) is a document in the form of a checklist describing the environmental condition of the project area including potential impact, formulation of mitigation measures and preparation of institutional requirements and environmental monitoring.

3.0 Procedure



	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Conduct of Environmental Impact Assessment (EIA) Activities	Issue Date:	FEB 28 2017
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	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Conduct of Environmental Impact Assessment (EIA) Activities</p>	Issue Date:	FEB 28 2017
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4.0 References

P.D. 1586 or the Philippine Environmental Impact Assessment Law
Procedural Manual for DENR Adm. Order 2003-30 (DAO 03-30)
Social and Environmental Management System (SEMS) Operations Manual, April 2003

5.0 Records

Approved ECCs and CNCs



Republic of the Philippines
Department of Public Works and Highways
Bonifacio Drive, Port Area, Manila

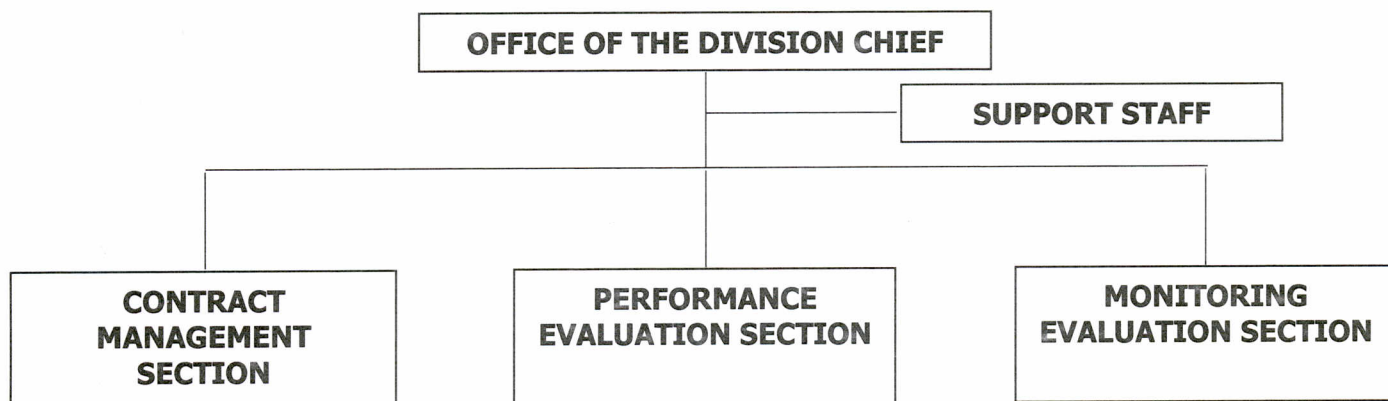
Construction



Department of Public Works and Highways
Standard Procedures Manual
for Regional & District Engineering Offices
Organizational Chart of Construction Division

Issue Date:	FEB 28 2017
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**CONSTRUCTION DIVISION
ORGANIZATIONAL CHART**



CONSTRUCTION DIVISION

1. Supervises/implements infrastructure projects in accordance with approved plans and specifications;
2. Oversees, assists, inspects, and monitors infrastructure projects implemented by the District Engineering Offices (DEOs), Local Government Units (LGUs) and other government agencies including those covered by Memoranda of Agreement;
3. Evaluates and processes contract related documents for civil works projects submitted by the DEOs, LGUs and other government agencies for endorsement to Central Office;
4. Evaluates, processes and recommends approval of Variation Orders, As-Staked Plans, As-Built Plans, time suspension/resumption, time extension, implementation schedule;
5. Assists the BQS in the implementation of the CPES during the conduct of assessment of performance of civil works contractors and further recommending blacklisting thereof of erring contractors;
6. Monitors compliance for the region and DEO projects with noted defects/deficiencies as reported by Inspectorate Teams for its rectification and submission to the Central Office; and
7. Consolidates and updates data in the Project Monitoring System (PMS)/Project and Contract Management Application (PCMA).



Department of Public Works and Highways
Standard Procedures Manual
for Regional & District Engineering Offices
Project Documentation

Issue Date:	FEB 28 2017
Doc. Code:	DPWH-SPM-CD-01
Revision No.:	0
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1.0 Purpose

To check, evaluate, process and recommend approval of project documents implemented by Regional and District Engineering Offices.

2.0 Definition of Terms

Pre-Clearance for Variation Order is the request for authority of the implementing body to the Head of Office to any possible changes encountered may either be increase/decrease in quantities of work items, including the introduction of new work items that are not included in the original contract.

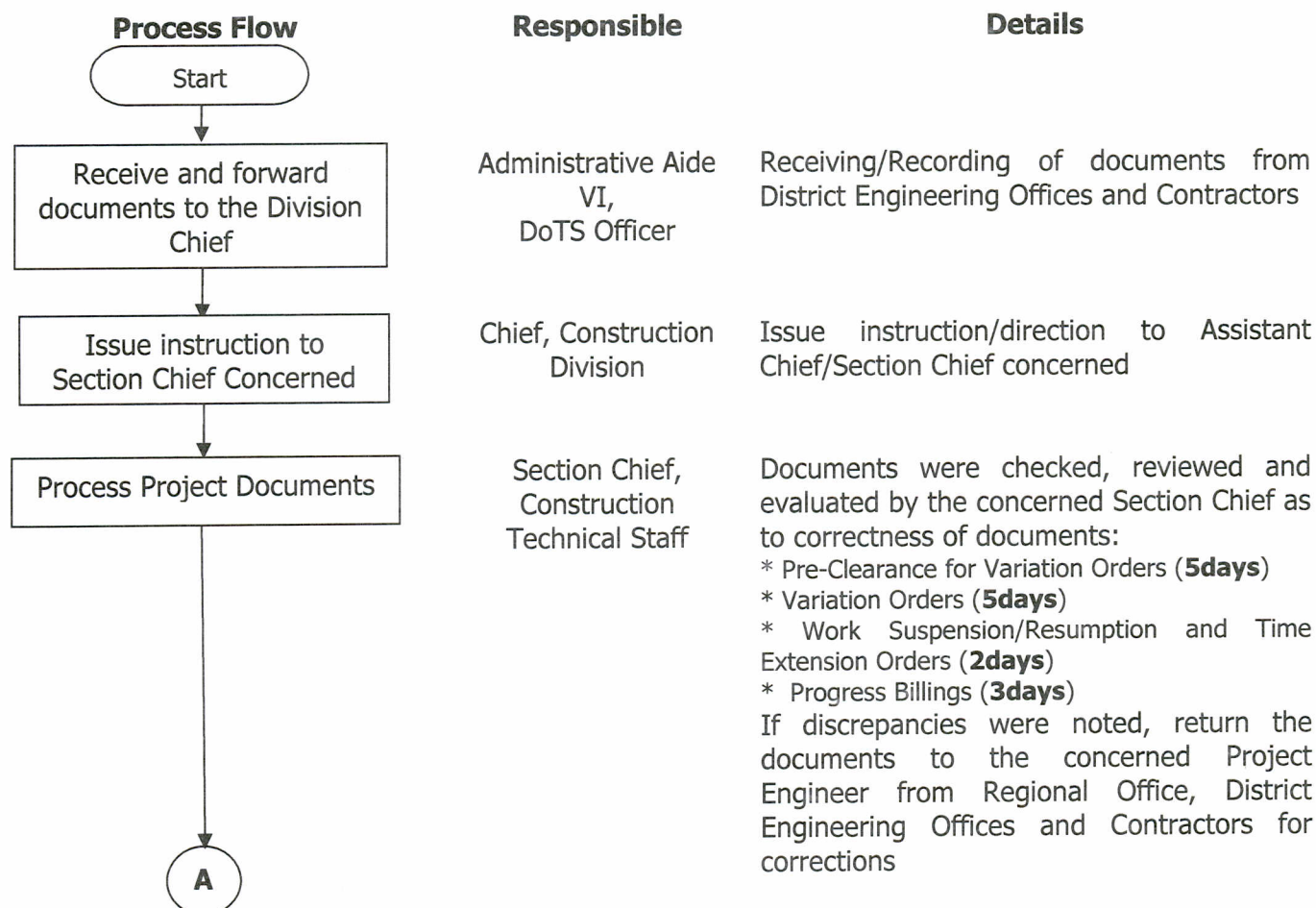
Variation Order may either be in the form of either a change order or extra work order. It refers to any increase/decrease in quantities, including the introduction of new work items that are not included in the original contract, provided it shall not exceed 10% of the original contract amount.

Billings and Payments refers to payments made for work accomplished by the contractor on a monthly basis.

Work Suspension refers to suspension of work wholly or partially for such a period as may deemed necessary, due to force majeure or any fortuitous events and other related circumstances encountered during construction.

Time Extension refers to the extension of contract duration due to any additional work of any kind or other related circumstances that occurs during construction.

3.0 Procedure

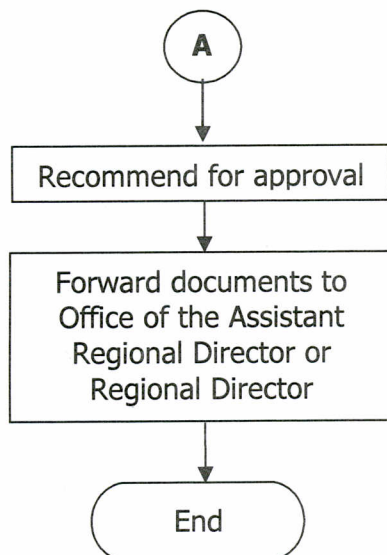




Department of Public Works and Highways
Standard Procedures Manual
for Regional & District Engineering Offices
Project Documentation

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Process Flow



Responsible

Asst. Division Chief,
Division Chief

Administrative Aide
VI,
DoTS Officer,
Assistant Regional
Director,
Regional Director

Details

Affix initial and signature

Documents forwarded to the higher authorities for approval depends on the level of authority per D.O. 100, series of 2015

4.0 References

D.O. 38, series of 2016, Guidelines on the Preparation, Approval and storage of "As-Built" plans of Infrastructure projects

D.O. 15, series of 2016, Guidelines on the Processing and Approval of "As-Staked" Plan

D.O. 186, series of 2015, Revised Limits of Delegated Authority to Regional Directors and District Engineers to approve Detailed Engineering Design, As-Staked and As-Built Plans

D.O. 156, series of 2015, Implementation of the Document Tracking System (DoTS) for Civil Works Projects

D.O. 125, series of 2015, Limiting the Total Payment for Progress Billings of All Locally -Funded Projects to 95% and 90% of their Respective Total Contract Costs

D.O. 144, series of 2016, Re-Issuance of D.O. No. 100 S. of 2015, Issuance and approval of Contract Work Suspension Order, Work Resumption Order and Contract Time Extension

D.O. 28, series of 2015, Specific Guidelines to manage and control Variation Orders for DPWH Infrastructure contracts

D.O. 116, series of 2016, Revised Standard Formats and Guidelines for Policy Issuances and Correspondences

D.O. 69, series of 2013, Amendment to D.O. No. 57 S. of 2012, on the Approval of Time Suspension/Resumption Order


Handbook on Philippine Government Procurement, Sixth Edition, 2012

5.0 Records

Approved Project Documents implemented by Regional Office on file

Completed Projects : Storage Room (Construction Room)

On-going Projects : Cabinets A, C, D, F, G and H

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Project Implementation	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-CD-02
		Revision No.:	0
		Page No.	1 of 6

1.0 Purpose

This is one of the functions of the Contract Management Section specified for the supervision of projects being implemented.

2.0 Definition of Terms

Pre-Construction Conference is a meeting attended by the implementing office and the contractor, both defining the project scope, schedule, and cost as early as possible with the most efficient use of resources and money. It involves performing preliminary planning and engineering in order to define the project, identify potential issues, and analyze cost impacts.

As-Stake Survey refers to the establishment of project limits, horizontal and vertical ground control points in accordance with the approved plans and specifications.

Variation Order refers to the instruction issued by the Implementing Unit to cover any increase/decrease in quantities, including the introduction of new work items that are not included in the original contract or reclassification of work items that are either due to change of plans, design or alignment to suit actual field conditions resulting in disparity between the pre-construction plans used for purposes of bidding and the "as staked plans" or construction drawings prepared after a joint survey by the contractor and the Government after award of the contract. A Variation Order may either be in the form of either a "Change Order" to cover any increase/decrease in quantities of original work items in the contract, or "Extra Work Order" to cover the introduction of new work necessary for the completion, improvement or protection of the project which was not included as items of work in the original contract.

Control of Work refers to the familiarization on the ensuing processes, as well as the specifications, in order to attain consistency/uniformity in implementing project.

Control of Materials ensures the highest quality of work, minimizes cost of maintenance, and facilitate realization of the design life of the structure.

Documentation refers to the presence of documents required during the construction process even after completion of the project.

Billings and Payments refers to partial payments for work completed or accomplished, usually a month, during a construction period.=

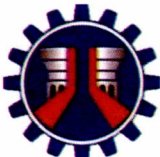
Pre-Final Inspection is requested by the contractor and usually conducted by field personnel when the project is substantially completed (above 95% completed) and prepare punch-list for noted defects to be corrected by the contractor.

Final Inspection for Completion refers to the inspection conducted by Regional Inspectorate Team consists of Division Chiefs (or representatives) to verify if the project is in good quality, free from any defects/deficiencies.

Certificate of Completion issued to the contractor to certify the projects has been satisfactorily completed in accordance with the Plans and Specifications of the Contract.

Final Payment refers to the final payment for works accomplished by the contractor.

Defects Liability Period for all infrastructure facilities shall be one (1) year from project completion up to final acceptance.

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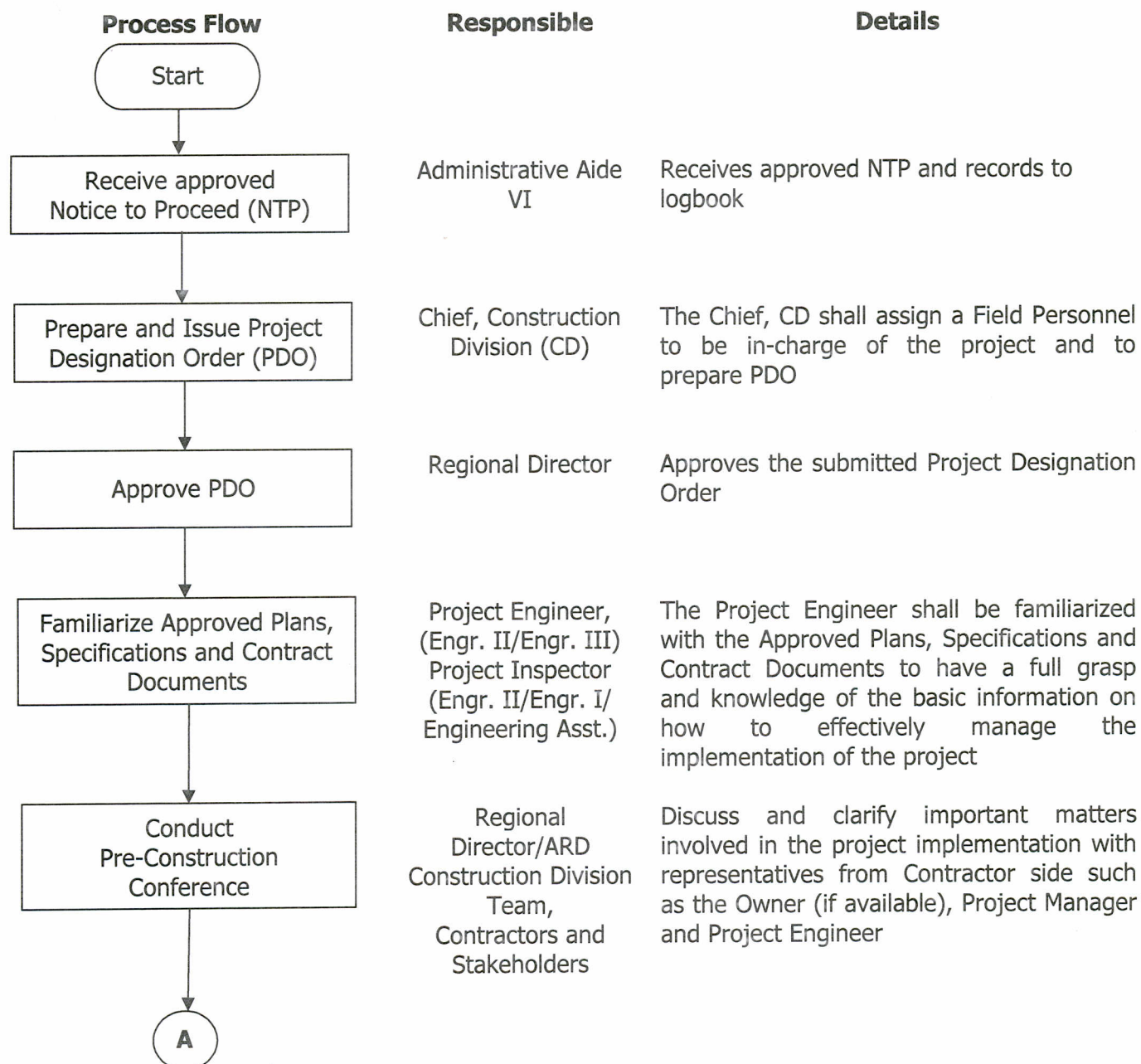
Final Inspection for Acceptance refers to the inspection conducted by Regional Inspectorate Team consists of Division Chiefs (or representatives) including the District Engineer (or representative) where the project was implemented to verify if the project is in good quality, free from any defects/deficiencies.

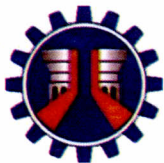
Certificate of Acceptance a document issued after the one-year warranty period (liability period) and after all defects and failures have been corrected.

Rectifications refers to the actions taken on the noted defects/deficiencies by the implementing office.

Defects/Deficiencies refers to major and minor damaged noted during the conducted inspection.

3.0 Procedures





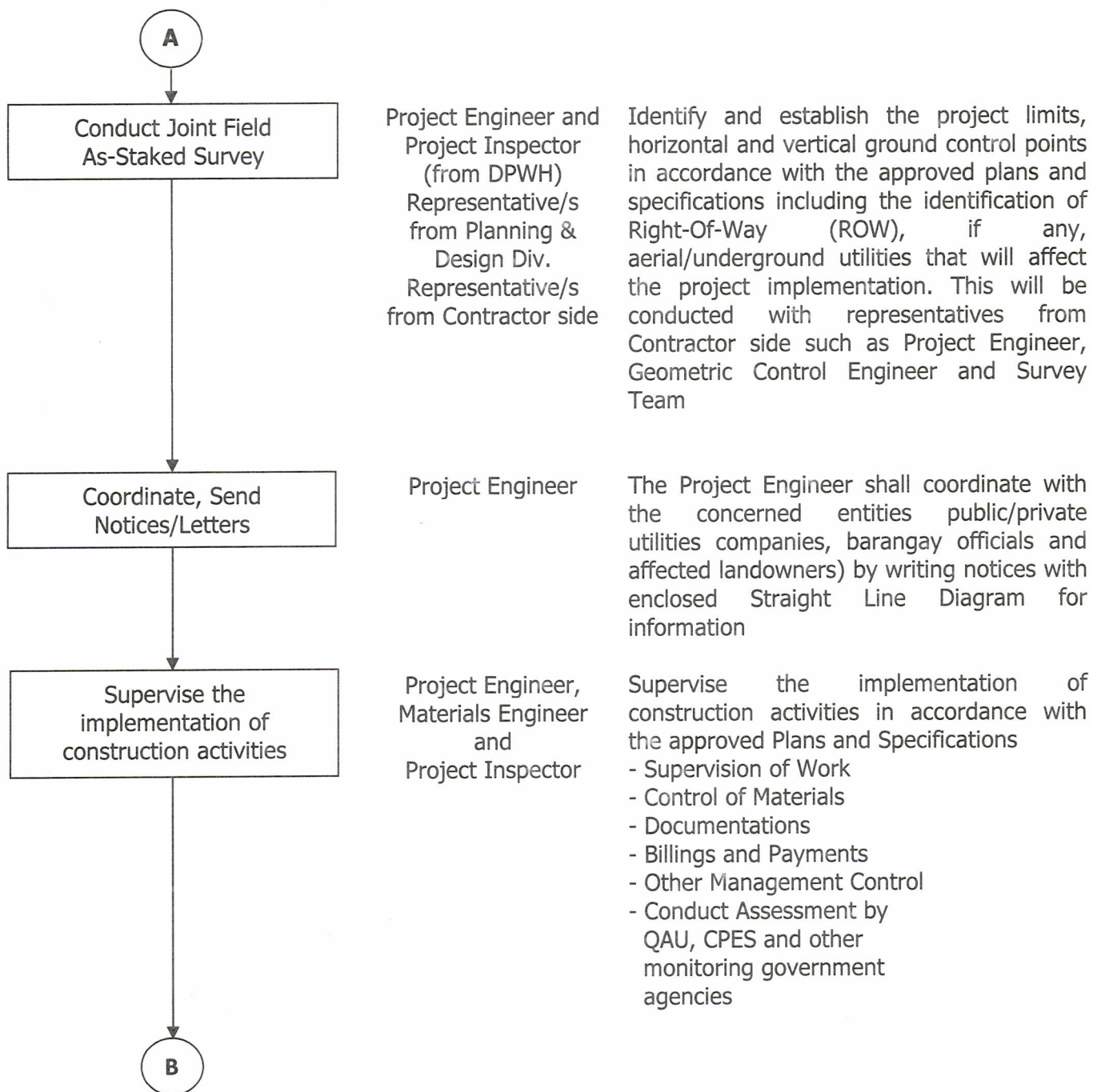
Department of Public Works and Highways
Standard Procedures Manual
for Regional & District Engineering Offices
Project Implementation


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Process Flow


Responsible

Details

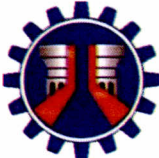


	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Project Implementation	Issue Date:	FEB 28 2017
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Process Flow	Responsible	Details
<p style="text-align: center;">(B)</p> <p>Coordinate DEOs on the scheduled inspection</p>	Construction Technical Staff	<p>Coordinates/informs District Engineering Offices on the scheduled inspection and evaluation of their respective projects. Also, Prepare checklist documents necessary for field inspection and evaluation</p> <p>If discrepancy/deviation from design plans, Variation Orders may be issued by the procuring entity to cover any increase/decrease in quantities, including the introduction of new work items that are not included in the original contract or reclassification of work items that are either due to change plans, design or alignment to suit actual field conditions. This will be reported to the head of the Implementing Office.</p>
<p>Checks As-Stake/Variation Order/ As-Built Plan</p>	Construction Technical Staff	The Construction Staff shall check the As-Staked / Variation Order / As-Built Plan before the conduct of the pre-final inspection
<p>Conduct Pre-final Inspection</p>	Project Engineer, Materials Engineer, Project Inspector, Contractor	Conduct an inspection on the project from beginning to end for a detailed inventory of work items
<p>Prepare Punch-list of noted defects/deficiencies</p> <p style="text-align: center;">(C)</p>	Project Engineer, Materials Engineer, Project Inspector,	The PEs, MEs, and PIs shall prepare the punch-list of noted defects/ deficiencies that shall be rectified by the Contractor

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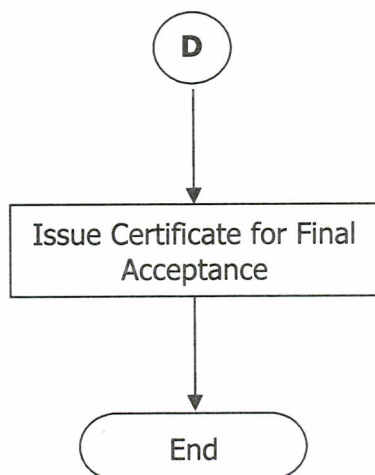
Process Flow	Responsible	Details
<p style="text-align: center;">C</p> <p>Conduct Final Inspection</p>	Inspectorate Team from R.O.	The Inspectorate Team shall conduct the final inspection by verifying if the noted defects were already rectified by the contractor and that the project is now free from any deficiencies
<p>Issue Certificate of Completion</p>	Regional Director	The Regional Director shall issue a certificate that the project has been satisfactorily completed in accordance with the Plans and Specifications of the Contract
<p>Request Final Payment</p>	Contractor	Upon receipt of COC, the Contractor shall request for payment on the remaining amount payable under the Contract
<p>Compile Documents for Safekeeping</p>	Administrative Aide VI	Consolidate, compile and safe keep all pertinent documents related to the project for future reference under the Construction Division.
<p>Conduct Pre-final Inspection for Acceptance</p>	Project Engineer, Materials Engineer and Project Inspector	<p>Conduct an inspection on the project from beginning to end for a detailed inventory of work items</p> <p>Prepare Punch-list of noted defects/deficiencies for rectification of the Contractor</p> <p>Noted defects/ deficiencies already rectified by the Contractor</p>
<p>Conduct final Inspection for Acceptance</p>	Inspectorate Team from R.O. and representative from DEO concerned	A joint final inspection for acceptance shall be conducted to verify if the noted defects were already rectified by the contractor. All defects and failure that occurred during the warranty period shall be rectified by the contractor at his own expense and duly certified by the Project Engineer
<p style="text-align: center;">D</p>		

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Project Implementation	Issue Date:	FEB 28 2017
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Process Flow

Responsible

Details



Assistant Regional
Director,
Regional Director

The Asst. RD shall recommends for the issuance of the Certificate of Final Acceptance and shall be forwarded to the RD for approval.

4.0 References

D.O. 38, series of 2016, Guidelines on the Preparation, Approval and Storage of "As-Built" plans of Infrastructure projects

D.O. 15, series of 2016, Guidelines on the Processing and Approval of "As-Staked" Plan

D.O. 186, series of 2015, Revised Limits of Delegated Authority to Regional Director and District Engineers to approve Detailed Engineering Design, As-Staked and As-Built Plans

D.O. 156, series of 2015, Implementation of the Document Tracking System (DoTS) for Civil Works Projects

D.O. 125, series of 2015, Limiting the Total Payment for Progress Billings of all Locally-Funded Projects to 95% and 90% of their Respective Total Contract Cost

D.O. 144, series of 2016, Re-Issuance of D.O. No. 100 S. 2015, Issuance and Approval of Contract Work Suspension Order, Work Resumption Order and Contract Time Extension

D.O. 99, series of 2015, Requirements for Issuance of Certificate of Completion and Certificate of Acceptance for Infrastructure projects

D.O. 28, series of 2015, Specific Guidelines to manage and control Variation Orders for DPWH Infrastructure contracts

D.O. 69, series of 2013, Amendment to D.O. No. 57 S. 2012 on the Approval of the Time Suspension and Resumption Order

D.O. 55, series of 1994, Standards for Photographs for Progress Billings for Road Infrastructure Projects

Handbook on Philippine Government Procurement, Sixth Edition, 2012

Implementing Rules for Infrastructure Projects pursuant to IRR of R.A. 9184

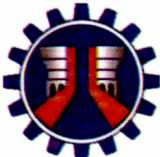
Road Safety Manual

5.0 Records

Approved Project Documents implemented by Regional Office on file

Completed : Storage Room (Construction Division)
Projects

On-going Projects : Cabinets A, C, D, F, G and H

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Performance Evaluation	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-CD-03
		Revision No.:	0
		Page No.	1 of 3

1.0 Purpose

To perform periodic field inspection assessment to monitor the implementation of infrastructure projects conducted by District Engineering Offices within the Region and to participate in the monitoring activities for the repair on the noted defects/deficiencies by the inspectorate/evaluation team of Central Office on the performance of civil works conducted by the contractors within the Region.

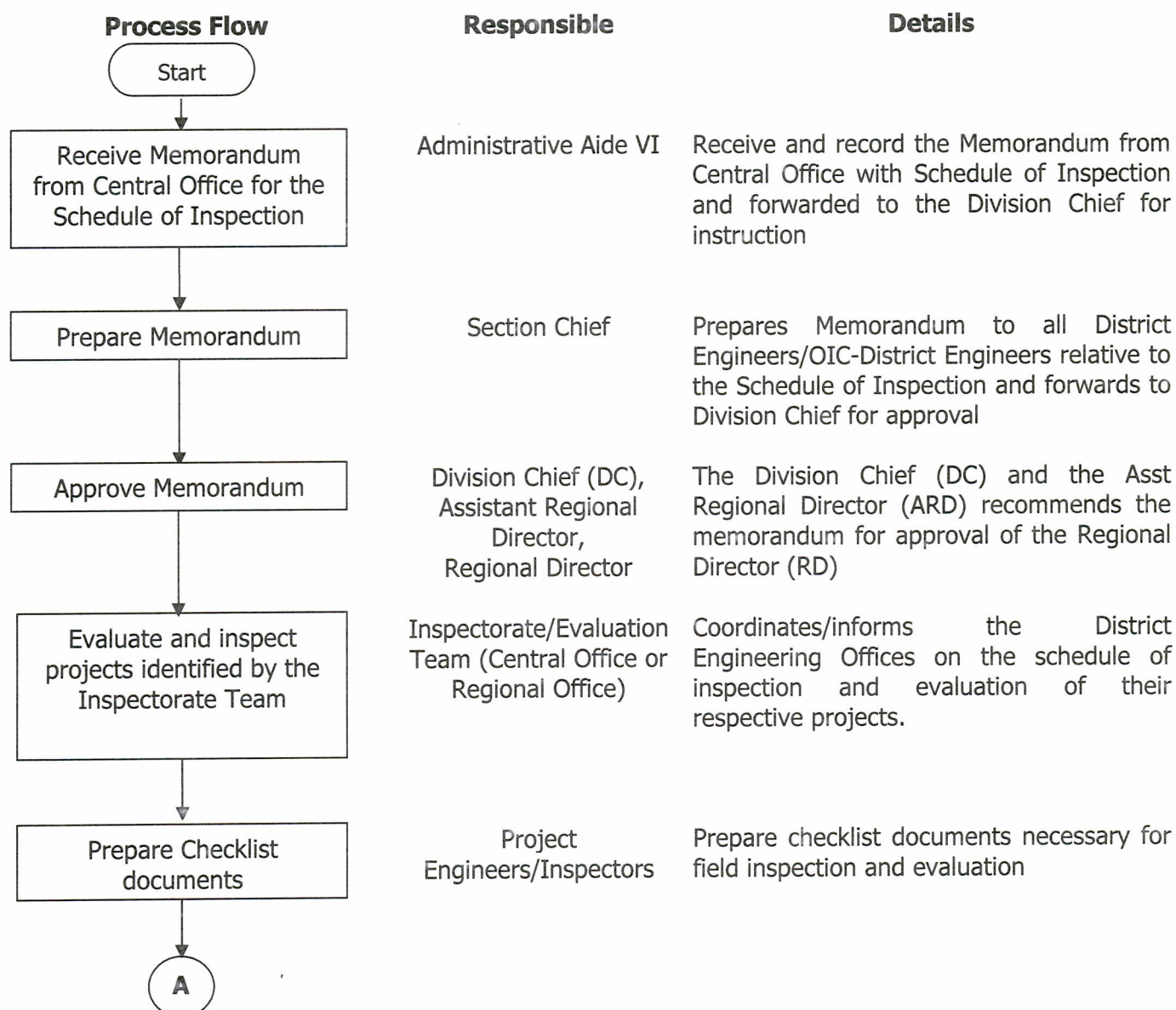
2.0 Definition of Terms

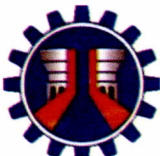
Rectifications refers to the actions taken on the noted defects/deficiencies by the implementing office.

Defects/Deficiencies refers to major and minor damaged noted during the conducted inspection.


Exit Dialogue/Conference refers to the discussion on the findings of inspection conducted.

3.0 Procedure



	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Performance Evaluation	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-CD-03
		Revision No.:	0
		Page No.	2 of 3

Process Flow	Responsible	Details
<p style="text-align: center;">A</p> <p>Prepare Field Inspection Report</p>	Inspectorate/Evaluation Team (Central Office or Regional Office)	Prepares report on the findings noted during field inspection
<p>Conduct Exit Dialogue/Conference</p>	Inspectorate/Evaluation Team (Central Office or Regional Office), Chief, Construction Division, Project Engineers/Inspectors	Conducts exit conference with the Contractor and Implementing Office personnel to inform/discuss results of the findings
<p>Consolidate and submit rectification reports</p>	Project Engineers/Inspectors	Consolidates and submits the corrective measures taken by the Contractor on the noted defects/deficiencies of the projects being inspected with photographs (before, during and after)
<p>Prepare Inspection Reports with Photographs</p>	Section Chief Technical Staff	Prepare Inspection Reports for the repairs made on the inspected projects with photographs
<p>Prepare Memorandum disseminating the result of performance evaluation</p>	Section Chief	Prepares Memorandum to all District Engineers/OIC-District Engineers disseminating the result of performance evaluation conducted
<p>Disseminate results of performance evaluation conducted to District Engineering Offices</p>	Division Chief, Assistant Regional Director, Regional Director	Recommends and approves the Memorandum
<p>End</p>		


	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Performance Evaluation	Issue Date:	FEB 28 2017
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4.0 References

D.O. 187, series of 1995, Implementation of Constructors' Performance Evaluation System (CPES)
Memorandum/Directives from DPWH Central Office
Implementing Rules for Infrastructure Projects pursuant to IRR of R.A. 9184
Road Safety Manual

5.0 Records

Rating and Final results for Performance of Constructors Evaluation on file
CPES Cabinet : Folder 403 - 4 - F1 to F5

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Monitoring and Evaluation	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-CD-04
		Revision No.:	0
		Page No.	1 of 3

1.0 Purpose

To consolidate, prepare, and submit reports, requests and other documents pertaining to projects implemented by Regional and District Engineering Offices to Central Office.

2.0 Definition of Terms

Back-Up Report refers to the database (PMS) containing project reports by the Regional and District Monitors being programmed into the PMS.

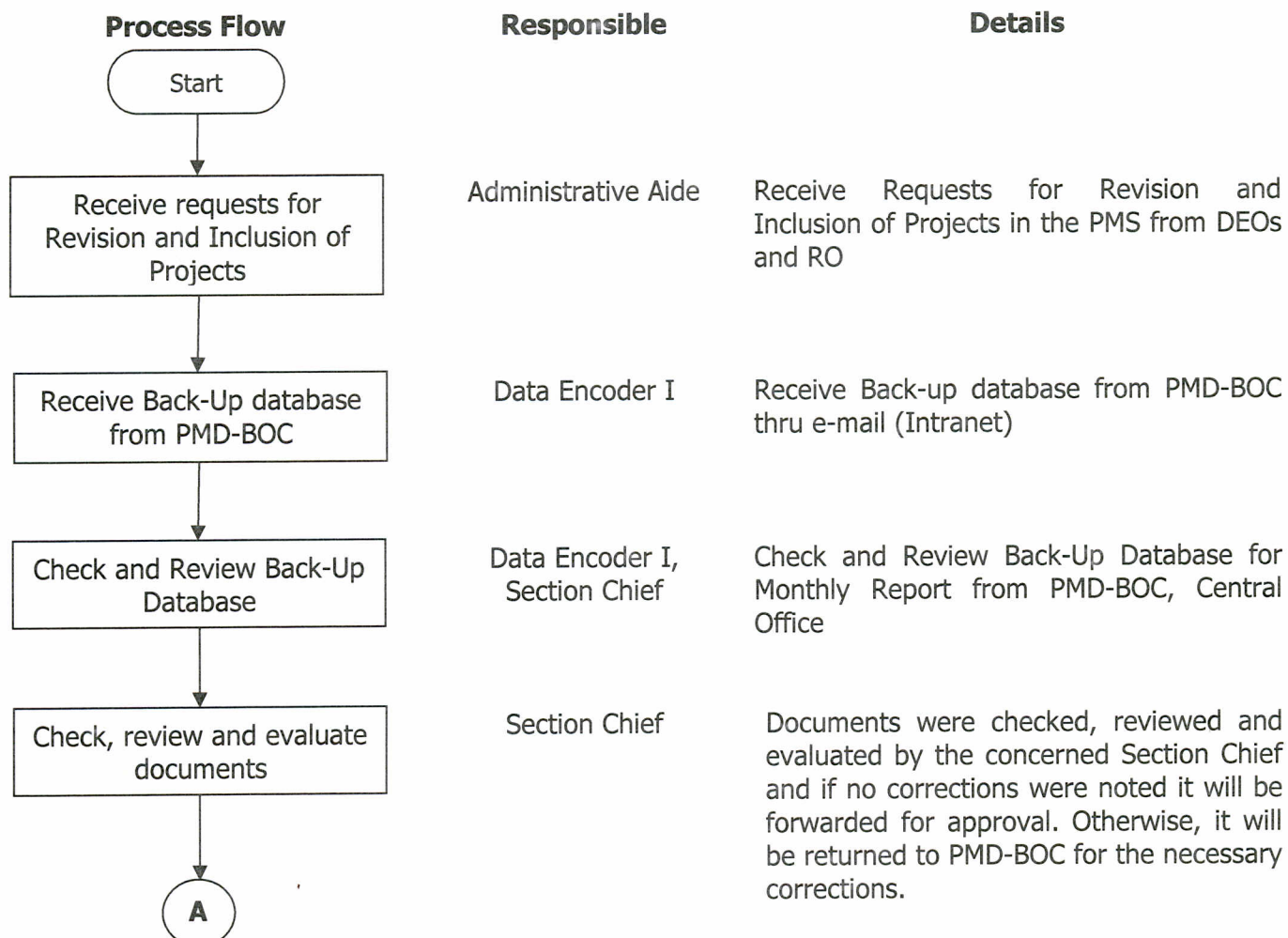
Project Monitoring System (PMS) a reporting system that adopts a standard reporting format that covers all regular and outside funded projects under the DPWH Infrastructure Program.

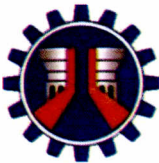
Monthly Reports refers to the accomplishment reports submitted by the Project Engineers to the Regional and District Monitors concerned every 25th day of each reporting month.

Regionwide Summary is the consolidated report of all individual projects implemented by the Regional Office and District Engineering Offices, prepared and encoded in excel for eventual submission to the Central Office.


Project Monitoring Division - Bureau of Construction (PMD-BOC) is the one responsible for the consolidation of Nationwide Monthly Reports.

3.0 Procedure



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Process Flow	Responsible	Details
<p style="text-align: center;">A</p> <p>Check, review and evaluate backup</p>	Section Chief, Data Encoder I	Back-up were checked, reviewed and evaluated by the concerned Section Chief and Data Encoder prior to dissemination to DEOs for update.
<p>Forward corrected backup to DEOs</p>	Data Encoder I	Corrected Back-up will then be forwarded to DEOs for updating of Monthly Accomplishment Report
<p>Check back-up database</p>	Section Chief, Computer Operator I	The CO I checks the back-up database to ensure that there are no more corrections to be made.
<p>Load Back-up Report</p>		If no further corrections were noted, loading of Back-Up Report of DEOs and R.O. will be undertaken, for submission thru e-mail (Intranet) to PMD-BOC, Central Office
<p>Request for Revision and Inclusion of projects</p>	Assistant Division Chief, Division Chief	Request for Revision and Inclusion of projects in the PMS will be forwarded to the Assistant Division Chief to affix initial and to the Division Chief for signature
<p>Recommend for approval</p>	Assistant Regional Director, Regional Director	Affix initial of Assistant Regional Director and signature of the Regional Director for submission to Central Office
<p>Forward documents to Central Office</p>	Administrative Aide VI	Releasing of documents for approval of the request for revision and inclusion of projects by the approving authority.
<p style="text-align: center;">End</p>		

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Monitoring and Evaluation	Issue Date:	FEB 28 2017
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		Revision No.:	0
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4.0 References

Memorandum dated December 03, 2015, Changes to Project Monitoring Functions
D.O. 65, series of 2014, Enhanced Project Monitoring
D.O. 82, series of 2013, Implementation of ePLC, Merged Monitoring Reports and ePLC Exception Reports
D.O. 134, series of 2004, Revised Submission Deadlines of Project Monitoring Reports
D.O. 161, series of 2004, Maintenance and Updates of the DPWH Website
D.O. 183, series of 1996, Project Reporting Procedures for Infrastructure Programs
M.O. 007, series of 1987, Implementation of Project Monitoring System
Reports required by the Office of the President and other concerned agencies.


5.0 Records

Regionwide Summaries implemented by Regional Office and District Engineering Offices on file
Approved copy of Requests for Inclusion in the PMS on file
Approved copy of Requests for Revision of planned implementation schedule in the PMS on file

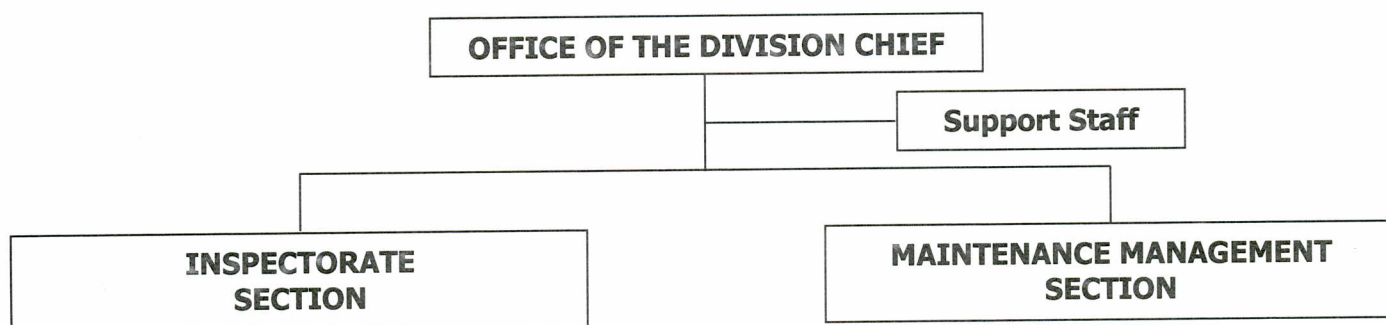


Republic of the Philippines
Department of Public Works and Highways
Bonifacio Drive, Port Area, Manila

Maintenance


	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Organizational Chart of Maintenance Division	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-MD-00
		Revision No.:	0
		Page No.	1 of 1

MAINTENANCE DIVISION ORGANIZATIONAL CHART



MAINTENANCE DIVISION FUNCTIONS

1. Implements guidelines and procedures for effective maintenance of national roads and bridges including safety measures and ensure that the annual maintenance works/programs/ performance budget are properly implemented;
2. Evaluates and prioritizes projects under the Flood Control/Drainage Structures (FC/D) and Other Public Buildings (OPB) and monitors implementation by the DEOs in accordance with existing standards and guidelines;
3. Inspects/monitors other maintenance projects implemented by DEOs in accordance with existing standards and guidelines;
4. Evaluates contract related documents for SLRF projects submitted by the DILG for approval by the RD/Secretary of DPWH and monitors implementation by the LGUs in accordance with existing standards and guidelines;
5. Assists in the conduct of assessment on the condition of national roads & bridges and other infrastructure project;
6. Ensures pre-positioning of manpower and equipment resources and monitors situation of national roads and bridges during disasters and calamities;
7. Conducts inspection/validation of calamity-damaged infrastructure submitted by the DEOs for submission to the Central Office for funding;
8. Monitors removal of obstruction within the Road Right of Way undertaken by the DEOs;
9. Evaluates/processes requests for Excavation Permits submitted by utility companies/agencies thru the DEO in accordance with existing guidelines;
10. Supervises the operation and maintenance of permanent weighbridge and mobile truck weighing stations (ATOME);

	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices</p> <p>Process in the Inspection/Validation on the Routine Maintenance Activities along National Roads and Bridges Undertaken by the District Engineering Offices</p>	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-MD-01
		Revision No.:	0
		Page No.	1 of 2

1.0 Purpose:

To ensure that DEOs comply with the procedural guidelines as well as prescribed response time for rectifying defects/deficiencies pursuant to the Department Order (D.O.) 41, series 2016, otherwise known as "Amended Policy Guidelines on the Maintenance of National Roads and Bridges".

2.0 Definition of Terms:

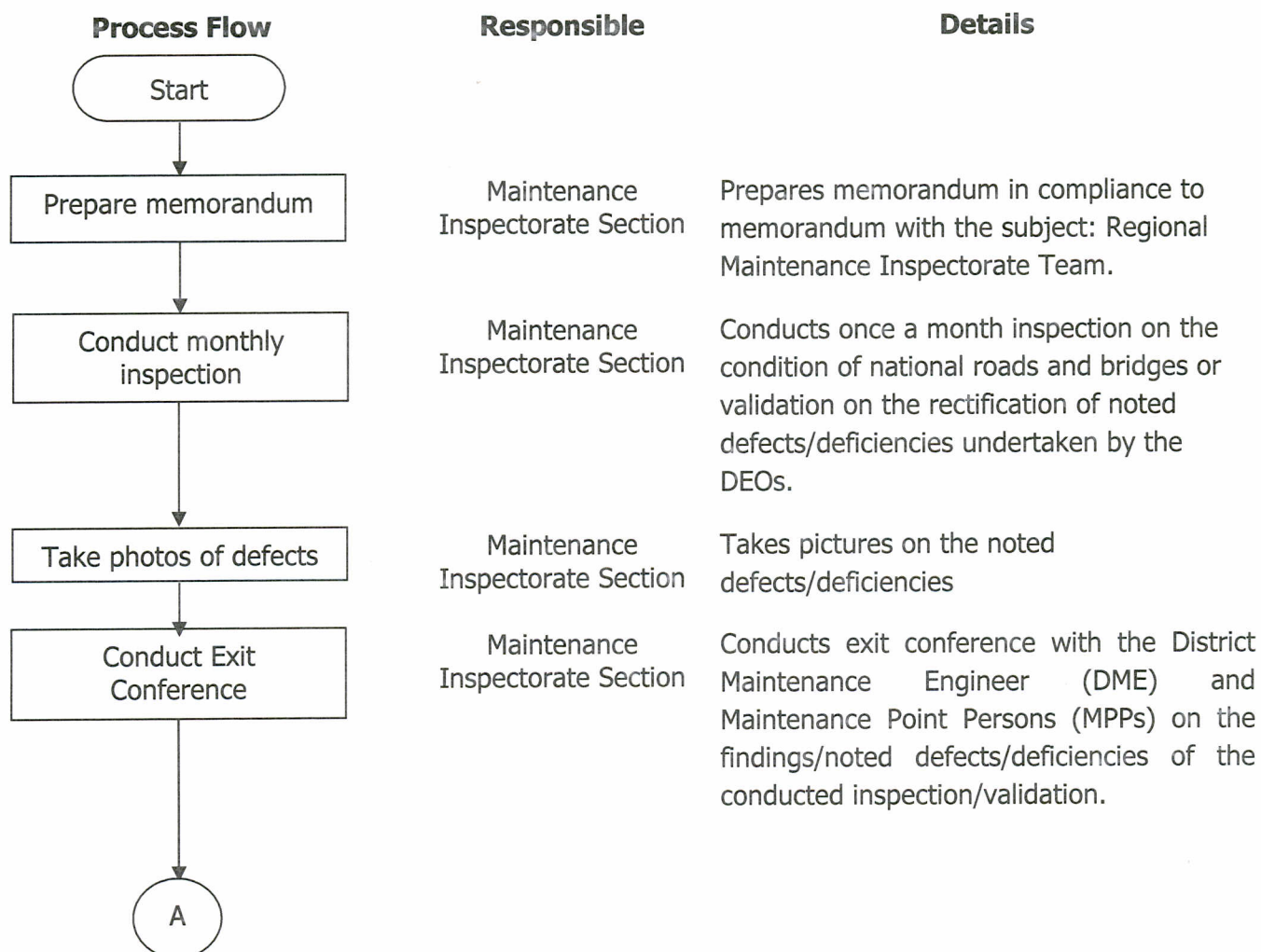
Rectification refers to DEO action taken on the noted defects/deficiencies.

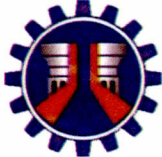
Defects/Deficiencies refer to major and minor damage on carriageway and roadside stipulated in D.O. 41, series 2016 and poor condition of gravel roads.

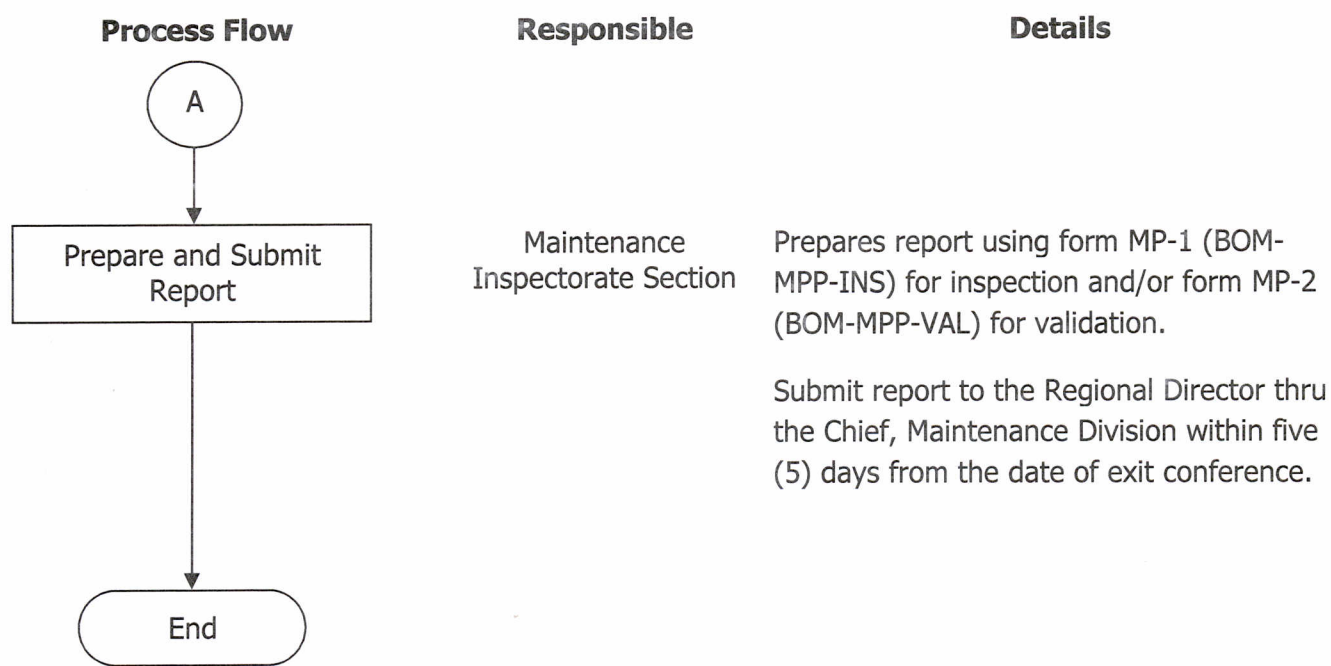
Findings refer to actual noted defects/deficiencies through field inspection/validation.

Exit Conference refers to the discussion on the findings of inspection/validation conducted.

3.0 Procedure:



	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices</p> <p>Process in the Inspection/Validation on the Routine Maintenance Activities along National Roads and Bridges Undertaken by the District Engineering Offices</p>	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-MD-01
		Revision No.:	0
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4.0 References:

D.O. 41, series of 2016, Amended Policy Guidelines on the Maintenance of National Roads and Bridges

Memorandum re: Regional Maintenance Inspectorate Team

Philippine Highway Maintenance Management Manual


Pocketbook on Routine Maintenance

D.O. 94, series of 2014, Technical Manuals and Guidelines on Road and Bridge Maintenance and Inspection

5.0 Records:

Report on the Inspection of Defects/Deficiencies - Form MP-1 (BOM-MPP-INS)

Report on the Inspection/Validation of Defects/Deficiencies - Form MP-2 (BOM-MPP-VAL)

	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices</p> <p>Process in Evaluating and Monitoring the Repair/Maintenance of National Roads and Bridges, Flood Control/Drainage Structures and Other Public Buildings Implemented by the District Engineering Offices (DEOs)</p>	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-MD-02
		Revision No.:	0
		Page No.	1 of 1

1.0 Purpose

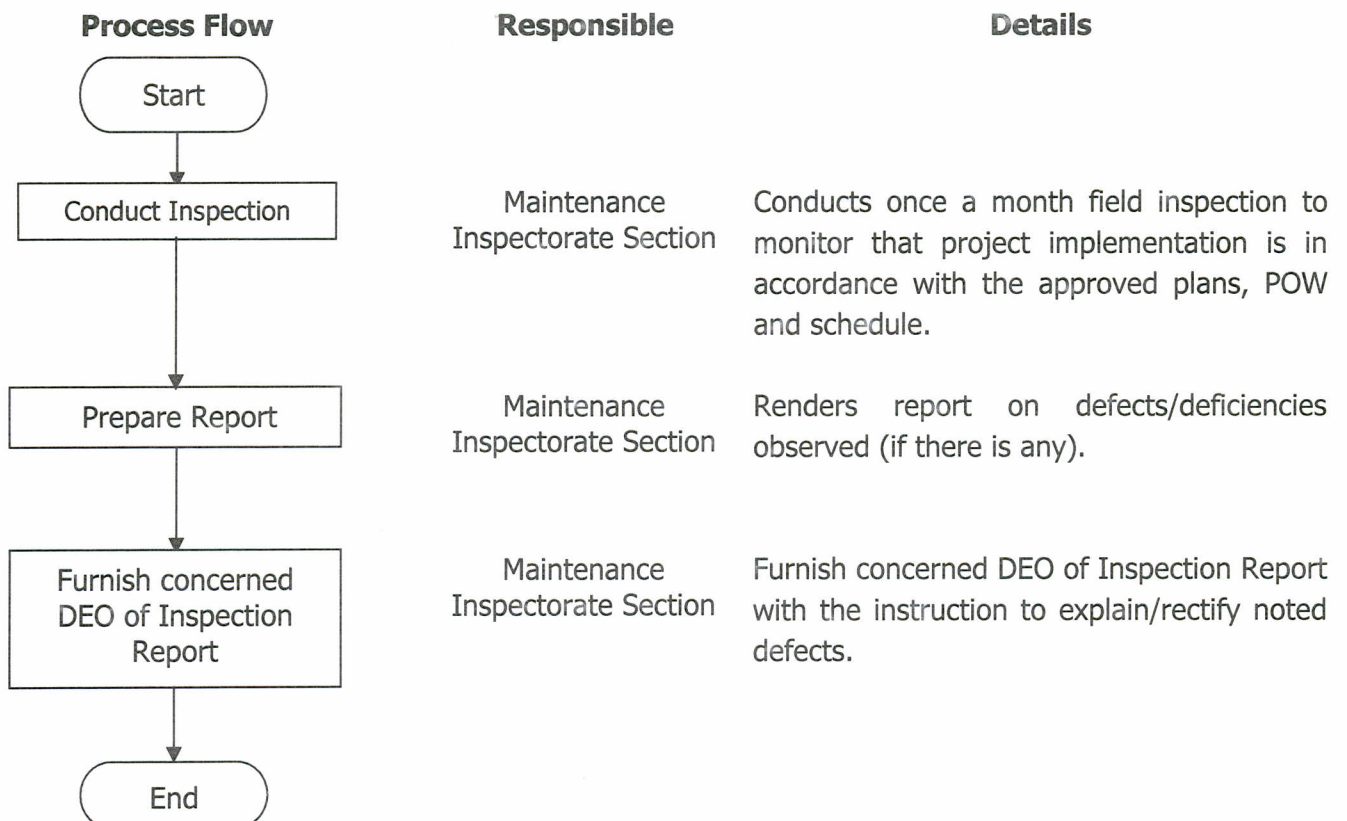
To ensure that the repair/maintenance of national roads and bridges, flood control/drainage structures and other public buildings implemented by the District Engineering Offices (DEOs) are in accordance with the existing standards and guidelines.

2.0 Definition of Terms

Plans refer to the design scheme of the project

Program of Work (POW) refers to documents which contains the name of project, fund source, general scope of work to be done with corresponding estimated cost for a particular project. The project cost includes direct cost (labor, material and equipment), indirect cost (Overhead, Contingencies & Miscellaneous and profit), Engineering and Administrative Overhead (EAO) and payment for Road Right of Way, if any.

3.0 Procedure




4.0 Reference

Approved plans and POW (DEO file)

5.0 Record

Inspection Report

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Process in Assisting in the Conduct of Road Condition Assessment and Other Infrastructures Projects	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-MD-03
		Revision No.:	0
		Page No.	1 of 2

1.0 Purpose

To ensure that defects/deficiencies noted by the Bureau of Maintenance (BOM) Inspectorate in the conduct of assessment including rectification works undertaken by the District Engineering Offices (DEOs) are correct and properly complied with.

2.0 Definition of Terms

BOM Inspectorate refers to technical personnel from the Central Office who will conduct the assessment.

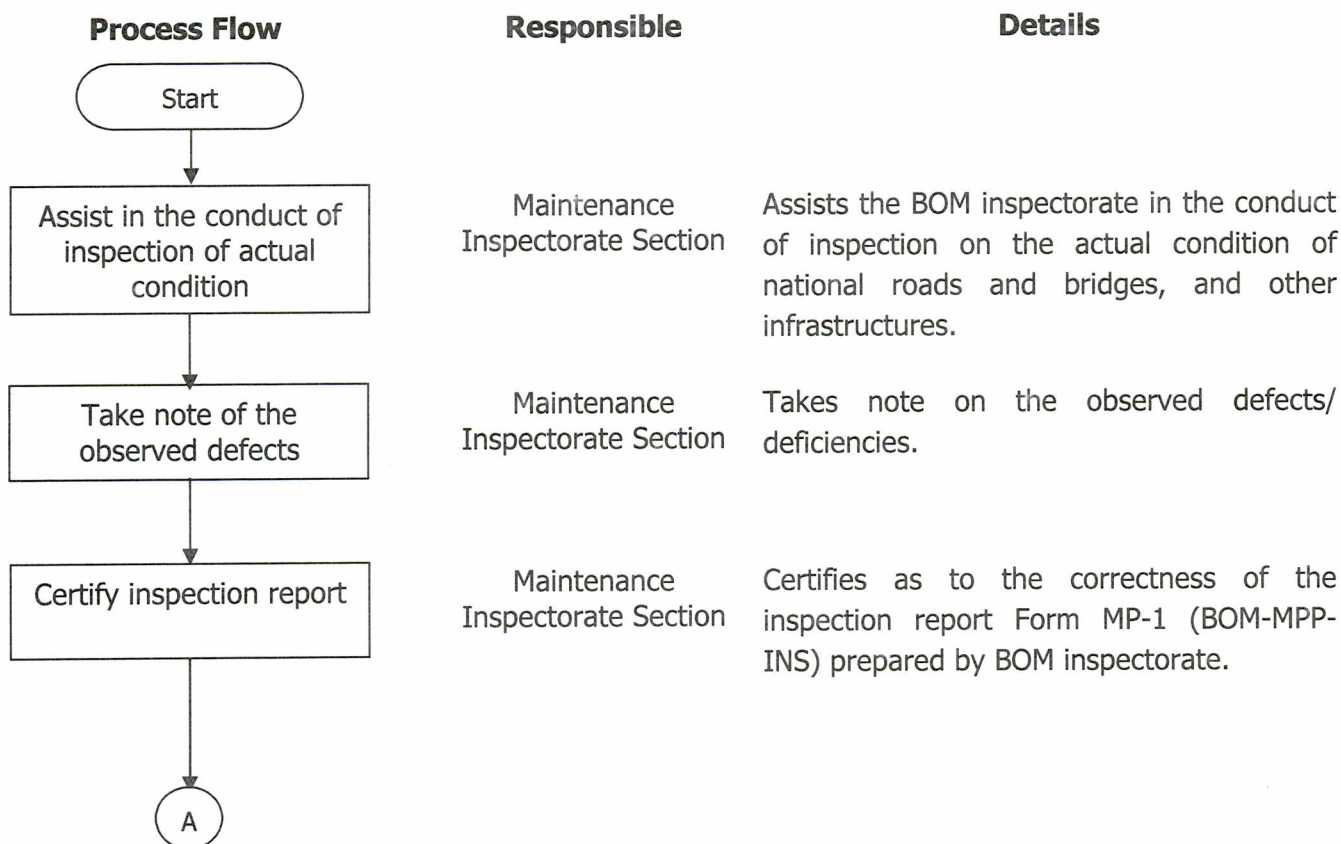
Assessment refers to the act of making judgment about the condition of national roads and bridges, and other infrastructures, based on set criteria.

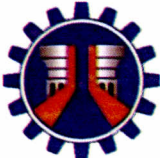
Defects/Deficiencies refer to major and minor damage on carriageway and roadside stipulated in D.O. 41, series 2016 and poor condition of gravel roads.

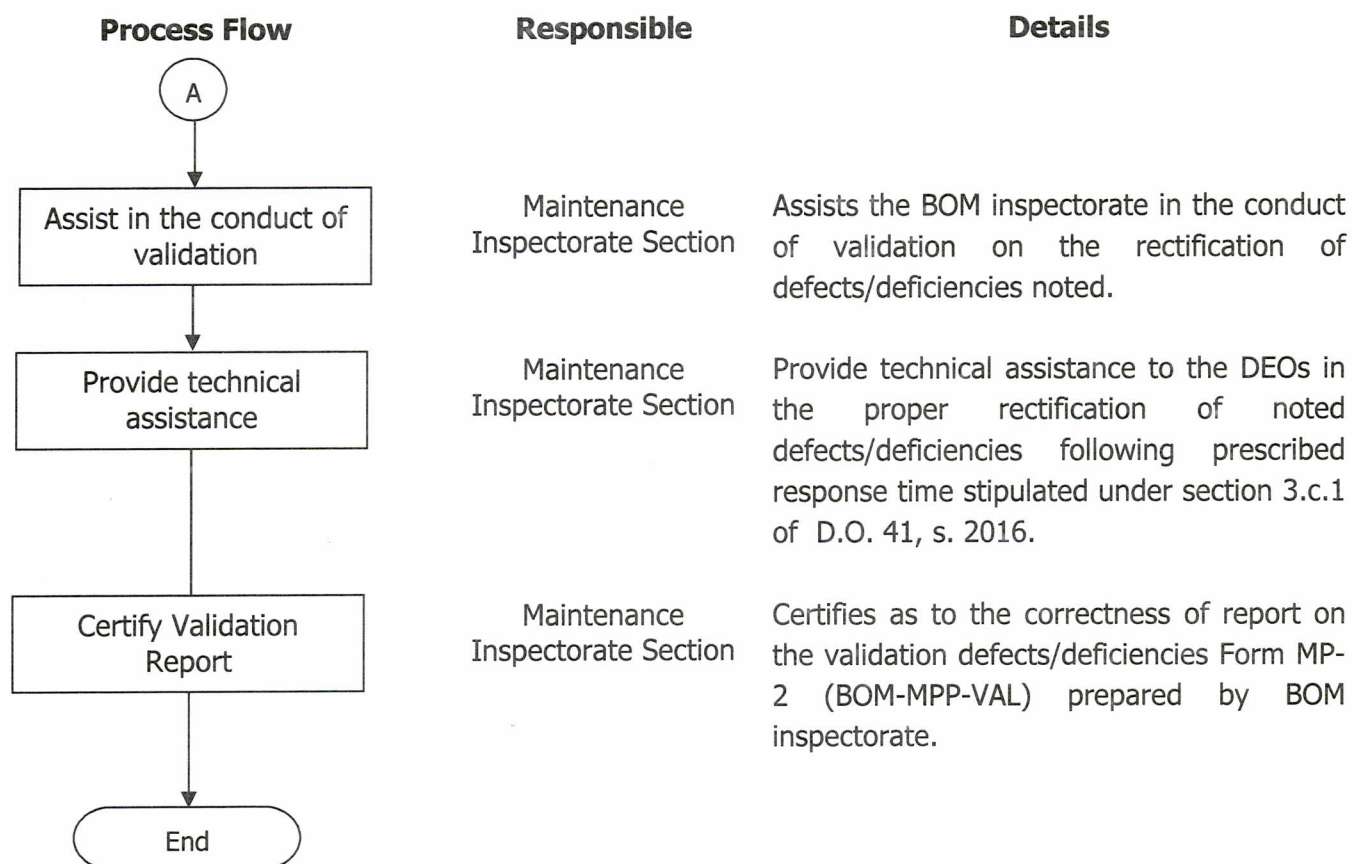
Condition refers to the physical state or present appearance of the national roads and bridges, and other infrastructure.

Other Infrastructures Projects refers to the maintenance of flood control/drainage structures, other public buildings, and calamity related projects.

3.0 Procedure



	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Process in Assisting in the Conduct of Road Condition Assessment and Other Infrastructures Projects	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-MD-03
		Revision No.:	0
		Page No.	2 of 2



4.0 References


Memorandum from the Director, Bureau of Maintenance

D.O. 41, series of 2016, Amended Policy Guidelines on the Maintenance of National Roads and Bridges

5.0 Records

Report on the Inspection of Defects/Deficiencies - Form MP-1 (BOM-MPP-INS)

Report on the Inspection/Validation of Defects/Deficiencies - Form MP-2 (BOM-MPP-VAL)

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Process in Pre-Positioning of Resources and Monitoring on the Situation of National Roads and Bridges During Disasters/Calamities	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-MD-04
		Revision No.:	0
		Page No.	1 of 2

1.0 Purpose

To ensure that manpower and equipment resources are pre-positioned on areas where it is needed and accurate information disseminated to motorists and the general public on the condition of national roads and bridges during disasters/calamities.

2.0 Definition of Terms

Pre-Position refers to an act of placing or stand-by equipment and manpower ready for deployment.

Disaster refers to a sudden calamitous event bringing great damage, loss, or destruction.

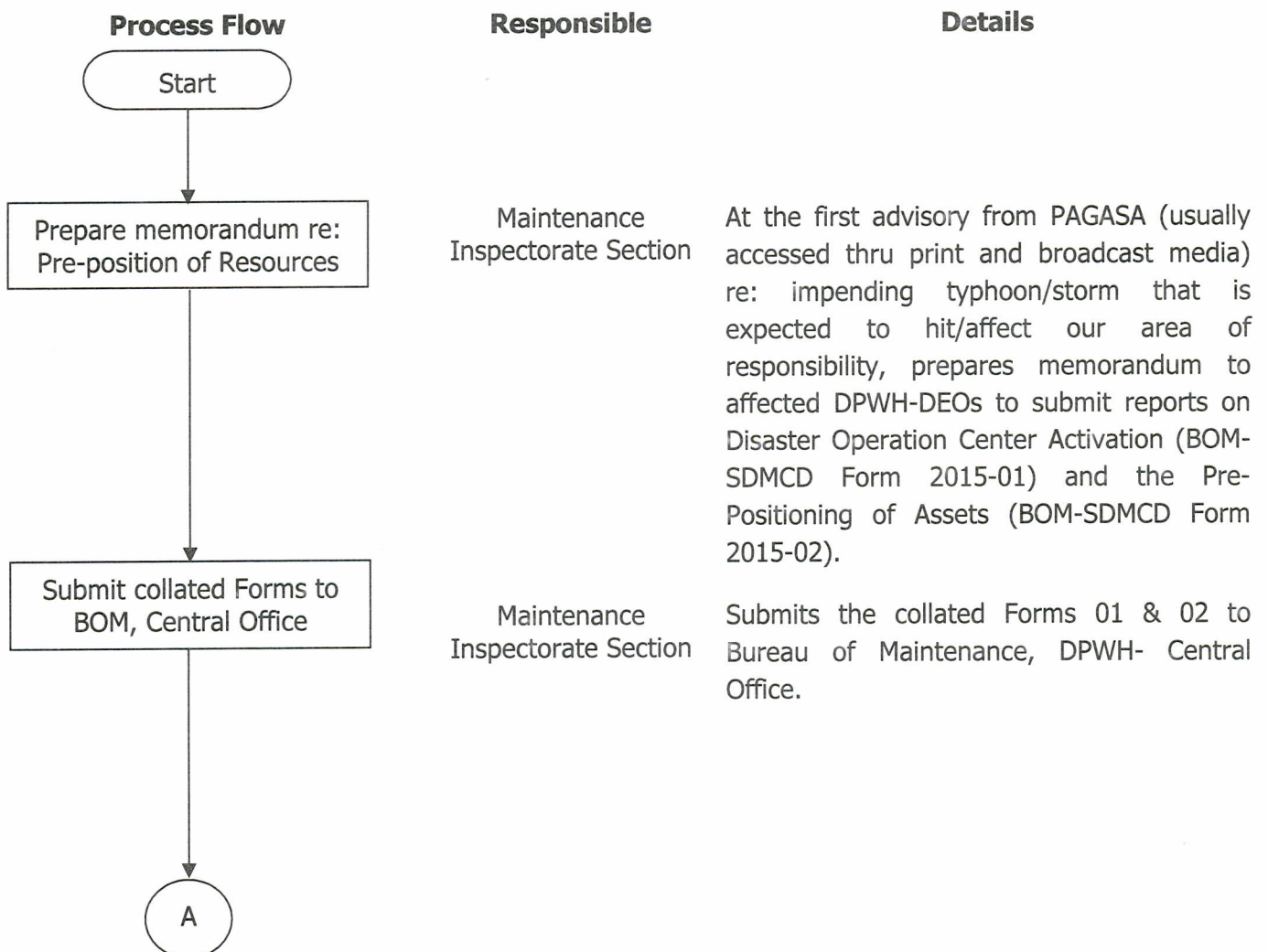
Calamity refers to an event that causes great harm and suffering.


PAGASA refers to Philippine Atmospheric, Geophysical and Astronomical Services Administration

Activates refers to make active or more active.

Deactivates refers to make inactive or ineffective.

3.0 Procedure



	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices</p> <p>Process in Pre-Positioning of Resources and Monitoring on the Situation of National Roads and Bridges During Disasters/Calamities</p>	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-MD-04
		Revision No.:	0
		Page No.	2 of 2


Process Flow	Responsible	Details
<p>A</p> <p>Activate Regional Disaster Monitoring Team</p>	Maintenance Inspectorate Section	Activates the Regional Disaster Monitoring Team 24-hour operation to monitor the situation of national roads and bridges.
<p>Submit Situational Report</p>	Maintenance Inspectorate Section	Submits situational report every six (6) hours using the BOM-SDMCD-Form 2015-03 to the Central Office.
<p>Deactivate Regional Disaster Monitoring Team</p> <p>End</p>	Maintenance Inspectorate Section	Deactivates the 24-hour operation of the Regional Disaster Monitoring Team upon the advisory of PAGASA if weather condition returns to normal.

4.0 Reference:

D.O. No. 15, series of 2015, subject: "Guidelines to Ensure Disaster Preparedness of DPWH Field Offices in Promptly Responding to Typhoons and Other Calamities Including Criteria in the Release of Calamity Funds".

5.0 Records:

BOM-SDMCD Form 2015-01: Disaster Operation Center Activation Report
BOM-SDMCD Form 2015-02: Pre-Positioning of Assets
BOM-SDMCD Form 2015-03: Situational Reports on Major Roads and Bridges

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Process in the Operation of Weighbridge Station	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-MD-05
		Revision No.:	0
		Page No.	1 of 2

1.0 Purpose

To ensure implementation of the Anti-Truck Overloading Enforcement on freight trucks and trailers passing the national roads and bridges pursuant to Republic Act No. 8794, MVUC law.

2.0 Definition of Terms

Republic Act No. 8794 (R.A. 8794) – “an act Imposing a Motor Vehicle User’s Charge on Owners of all Types of Motor Vehicle and for other Purposes”, signed into law on June 27, 2000.

Weighbridge refers to large platforms scale set flush on the road to accommodate trucks/trailers for weighing. These are installed at strategic locations along our arterial roads to regulate the overloading of trucks/trailers.

Anti-Truck Overloading refers to guidelines limiting trucks to use the national roads to allowable axle load/GVW.

Motor Vehicle User’s Charge (MVUC) refers to the corresponding fee charged to the owner of a motor vehicle and collected as part of the annual registration of a vehicle to the Land Transportation Office.

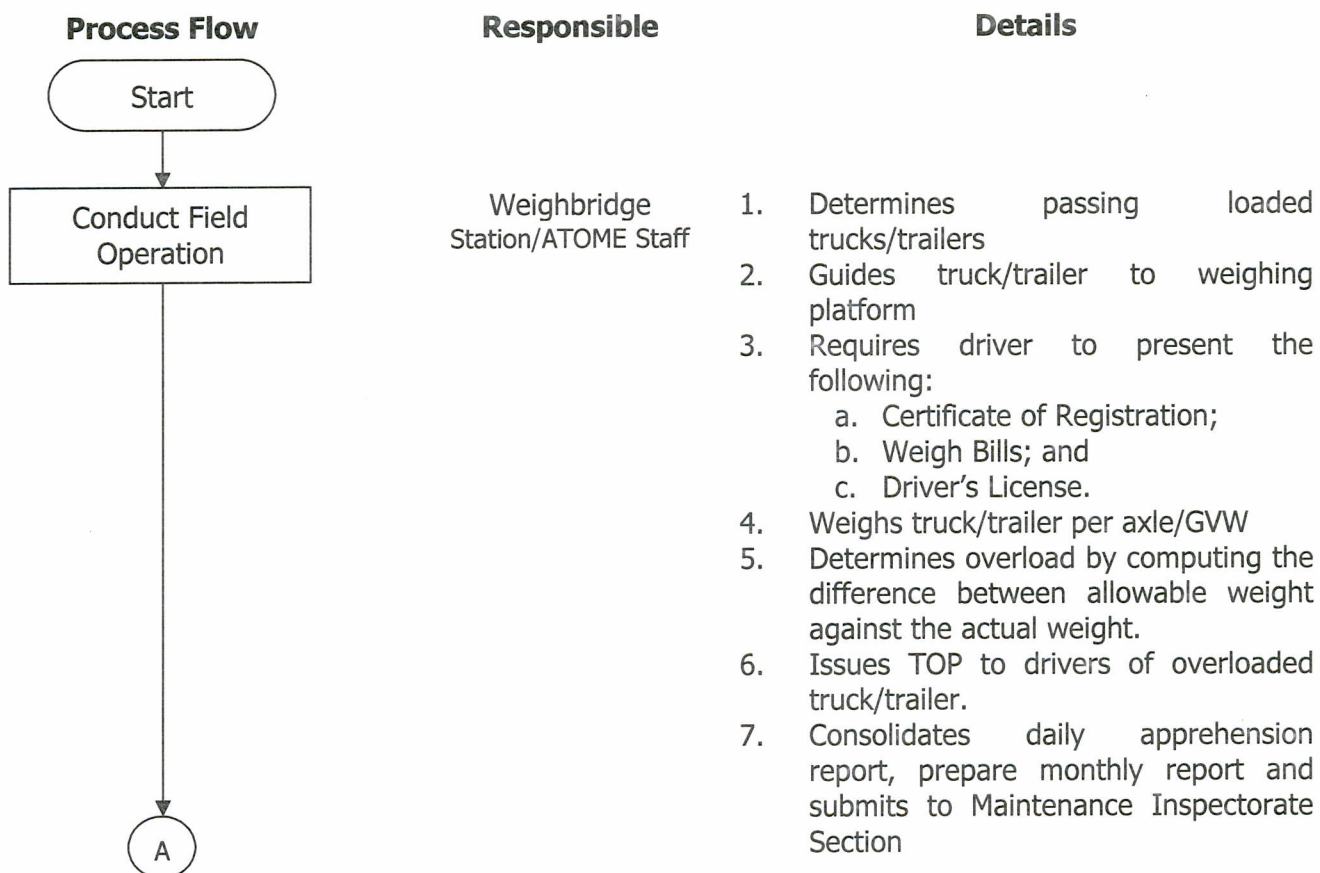
Gross Vehicle Weight (GVW) refers to the total weight of the freight trucks and trailers


Weigh bills refers to a document issued by a carrier that describes the goods to be transported

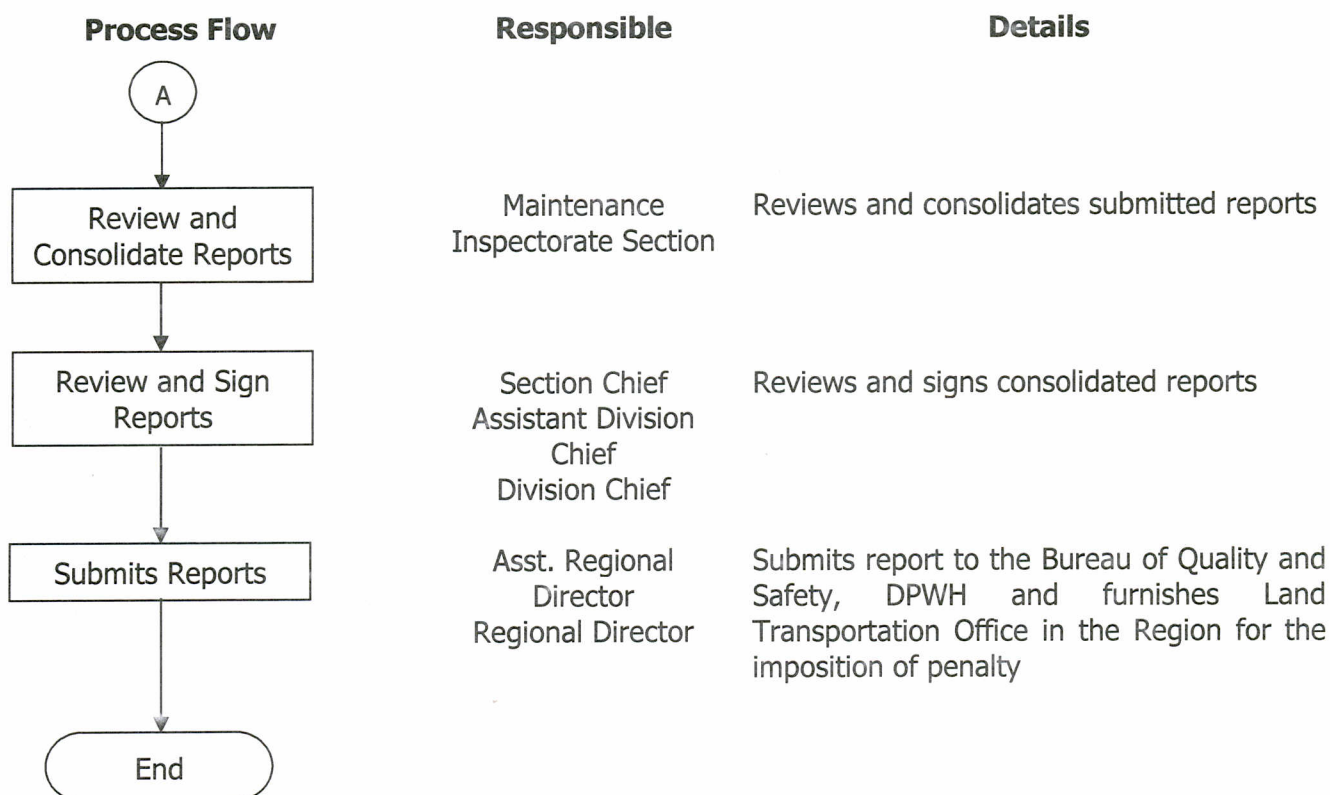
ATOME – Anti-Truck Overloading Mobile Enforcement

TOP –Temporary Operator’s Permit

3.0 Procedure



	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Process in the Operation of Weighbridge Station	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-MD-05
		Revision No.:	0
		Page No.	2 of 2



4.0 References

Republic Act No. 8794 – Imposition of Motor Vehicle User's Charge on Owners of all types of Motor Vehicles and for other purposes circularized under Department Memorandum Circular No. 75, Series of 2000.


Joint Circular dated Nov. 19, 2001 – Memorandum of Agreement (MOA) between Department of Public Works and Highways (DPWH), Department of Transportation and Communications (DOTC) thru Land Transportation Office (LTO) and Department of Interior and Local Government (DILG) thru Philippine National Police – Traffic Management Group (PNP-TMG) in the assignment of responsibilities.

Department Order No. 11, Series of 2010 – Management of Weighbridge Stations to the Regional Maintenance Division.

Memorandum dated May 16, 2013 – Revised IRR of R.A. 8794, MVUC Law – Restriction on both the Allowable Vehicle Axle Load of 13,500 kilograms and the Gross Vehicle Weight based on the approved revised Maximum Allowable from 18,000 kilograms to 45,000 kilograms depending on the number of configuration of trucks/trailers effective June 1, 2013.

5.0 Records

Daily Summary of Weighbridge Operation
Monthly Report on Apprehension
Report of Traffic Count (trucks/trailers only)

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Process in the Preparation of Various Reports	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-MD-06
		Revision No.:	0
		Page No.	1 of 2

1.0 Purpose

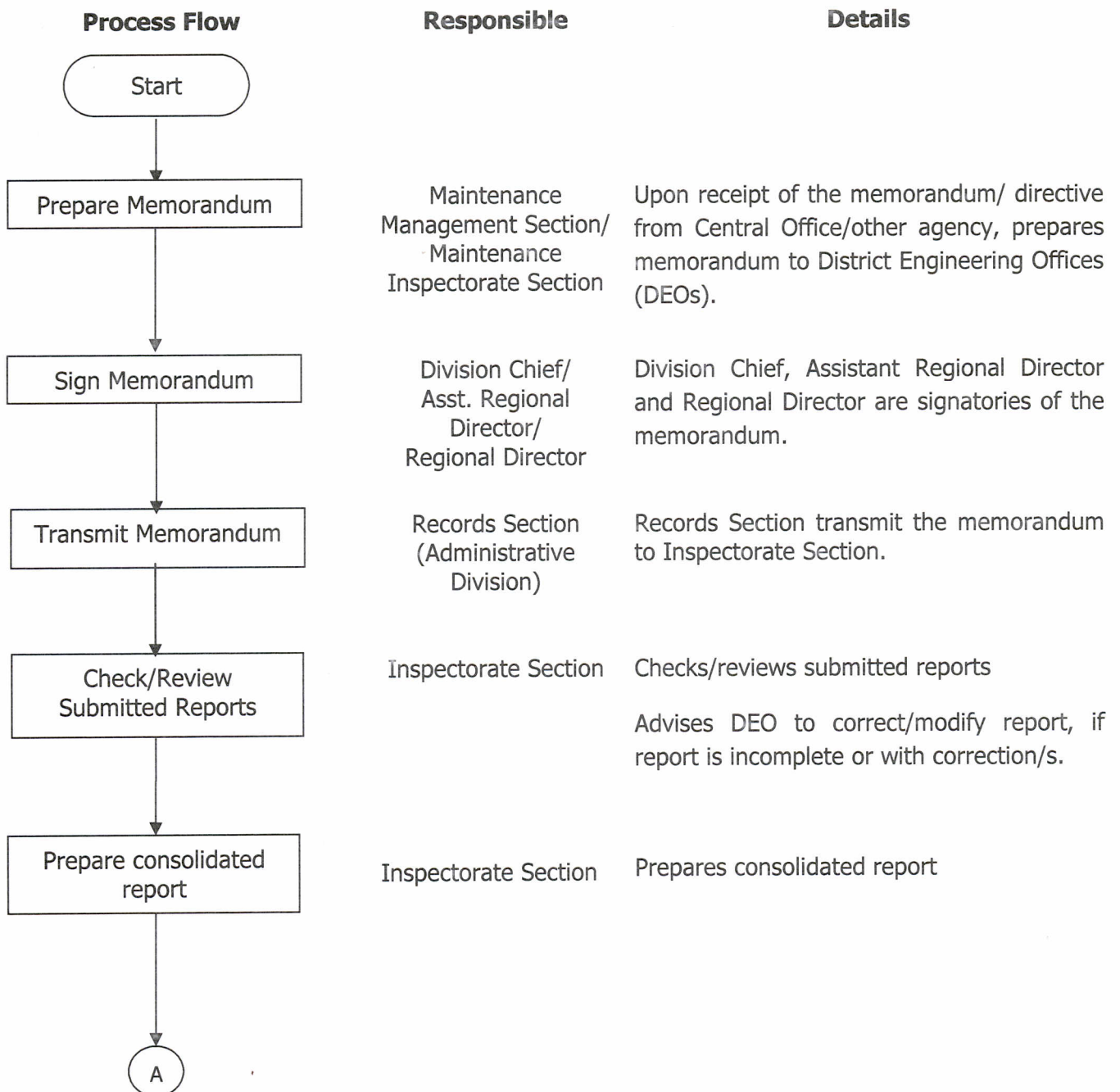
To ensure compliance with the memorandum issued from Central Office (C.O.) and other agencies.


2.0 Definition of Terms

Memorandum refers to a communication that contains instruction, directives, advisory or information.

Consolidated report refers to a regionwide summary of the submitted reports/data required.

3.0 Procedure



	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Process in the Preparation of Various Reports	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-MD-06
		Revision No.:	0
		Page No.	2 of 2




4.0 Reference

Memorandum from concerned official

5.0 Record

Consolidated Report

	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices</p> <p>Process in the Preparation of the Annual Maintenance Work Program/ Performance Budget for National Roads and Bridges</p>	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-MD-07
		Revision No.:	0
		Page No.	1 of 2

1.0 Purpose

To ensure that the Annual Maintenance Work Program/Performance Budget (AMWP/PB) for national roads and bridges is properly prepared based on the existing guidelines and procedures.

2.0 Definition of Terms

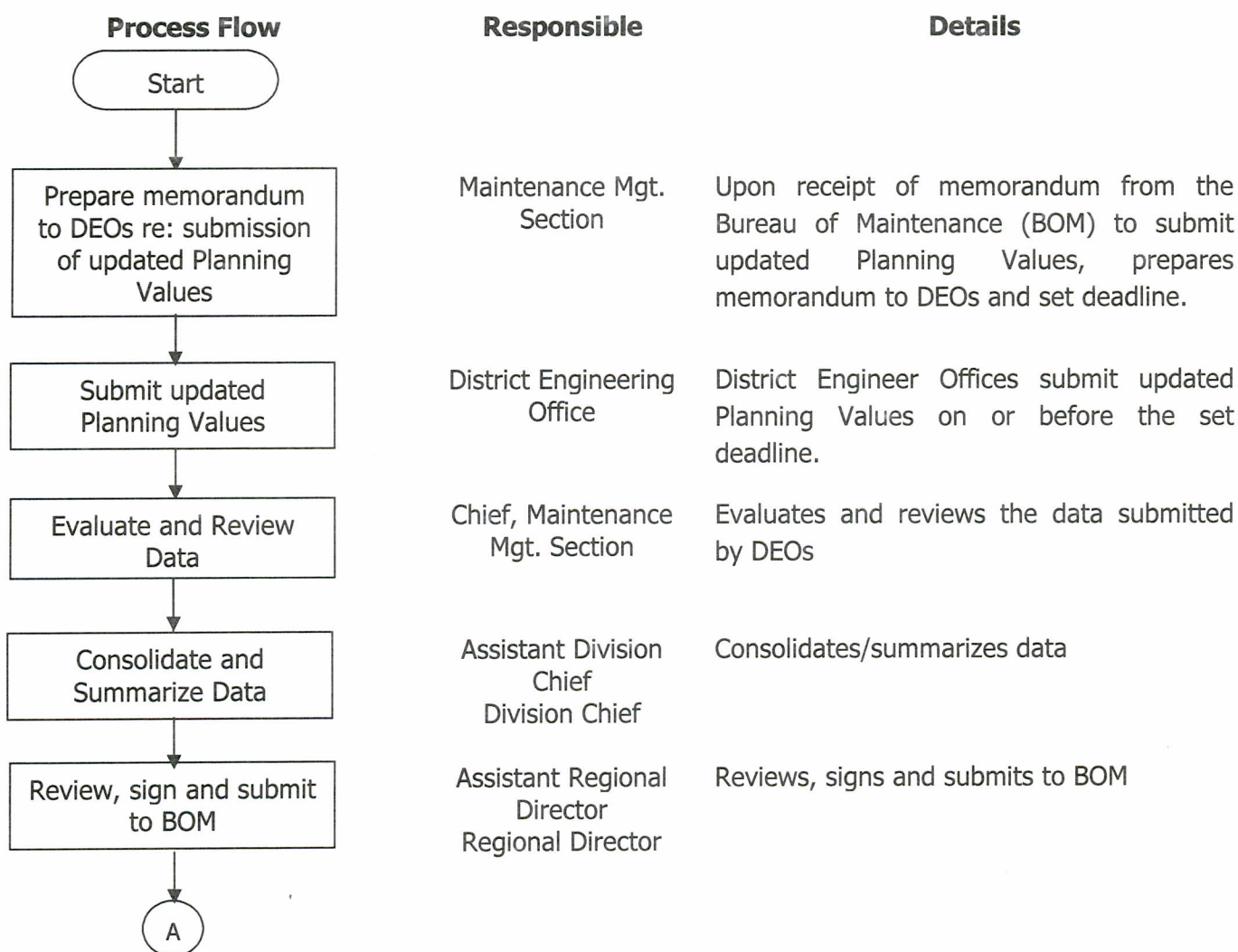
Planning Values refers to a numerical input to either a work program or performance budget.


Annual Maintenance Work Program/ Performance Budget (AMWP/PB) refers to the annual work program expressed in pesos required for the resources needed to accomplish the program. An annual performance budget is prepared for each district by applying daily resource costs to the numbers of workdays in the annual work program.

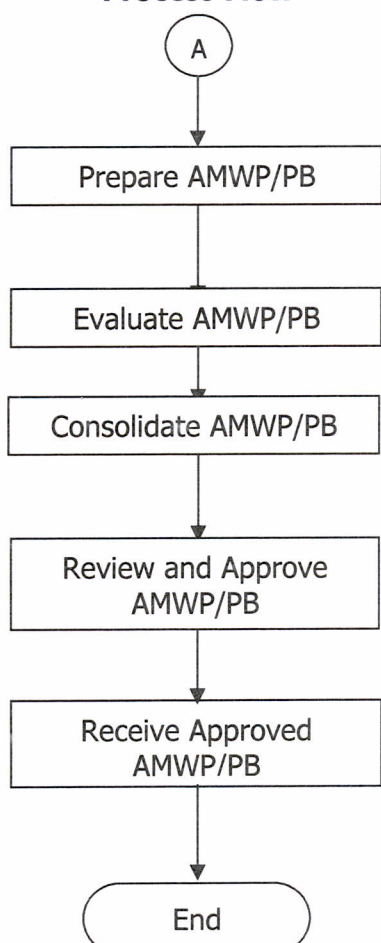
Performance Budget – refers to the annual work program expressed in pesos required for the resource needed to accomplish the program.

Standard Unit Cost refers to the planning values of one unit of measurement of resources used in the preparation of the AMWP/PB.

3.0 Procedure



	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Process in the Preparation of the Annual Maintenance Work Program/ Performance Budget for National Roads and Bridges	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-MD-07
		Revision No.:	0
		Page No.	2 of 2


Process Flow	Responsible	Details
		
Prepare AMWP/PB	Maintenance Mgt. Section	Upon receipt of memorandum from the BOM to prepare the AMWP/PB, prepares memorandum to DEOs and set deadline.
Evaluate AMWP/PB	Maintenance Mgt. Section	Evaluates and reviews the documents submitted by DEOs
Consolidate AMWP/PB	Assistant Division Chief Division Chief	Consolidates/summarizes documents of DEOs
Review and Approve AMWP/PB	Assistant Regional Director Regional Director	Reviews, signs and submits to BOM
Receive Approved AMWP/PB	Maintenance Management Section	Upon receipt of approved AMWP/PB, prepares memorandum to the District Engineers (DEs), furnishing copy with the advice that AMWP/PB should be adhered to and followed for the prudent and efficient implementation of all repair and maintenance activities and strict compliance to the provisions of D.O. 41, series of 2016, for the successful attainment of our goals in achieving a well maintained road network in compliance with the memorandum from the Undersecretary for Technical Services.
End		

4.0 Reference

Memorandum from the Director, Bureau of Maintenance
Memorandum from the Undersecretary for Technical Services

5.0 Record

Consolidated Data
Consolidated AMWP/PB

	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices</p> <p>Process in the Evaluation and Prioritization of Projects under Repair/Maintenance of Flood Control & Drainage Structure (FC/D) & Other Public Buildings (OPB)</p>	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-MD-08
		Revision No.:	0
		Page No.	1 of 1

1.0 Purpose

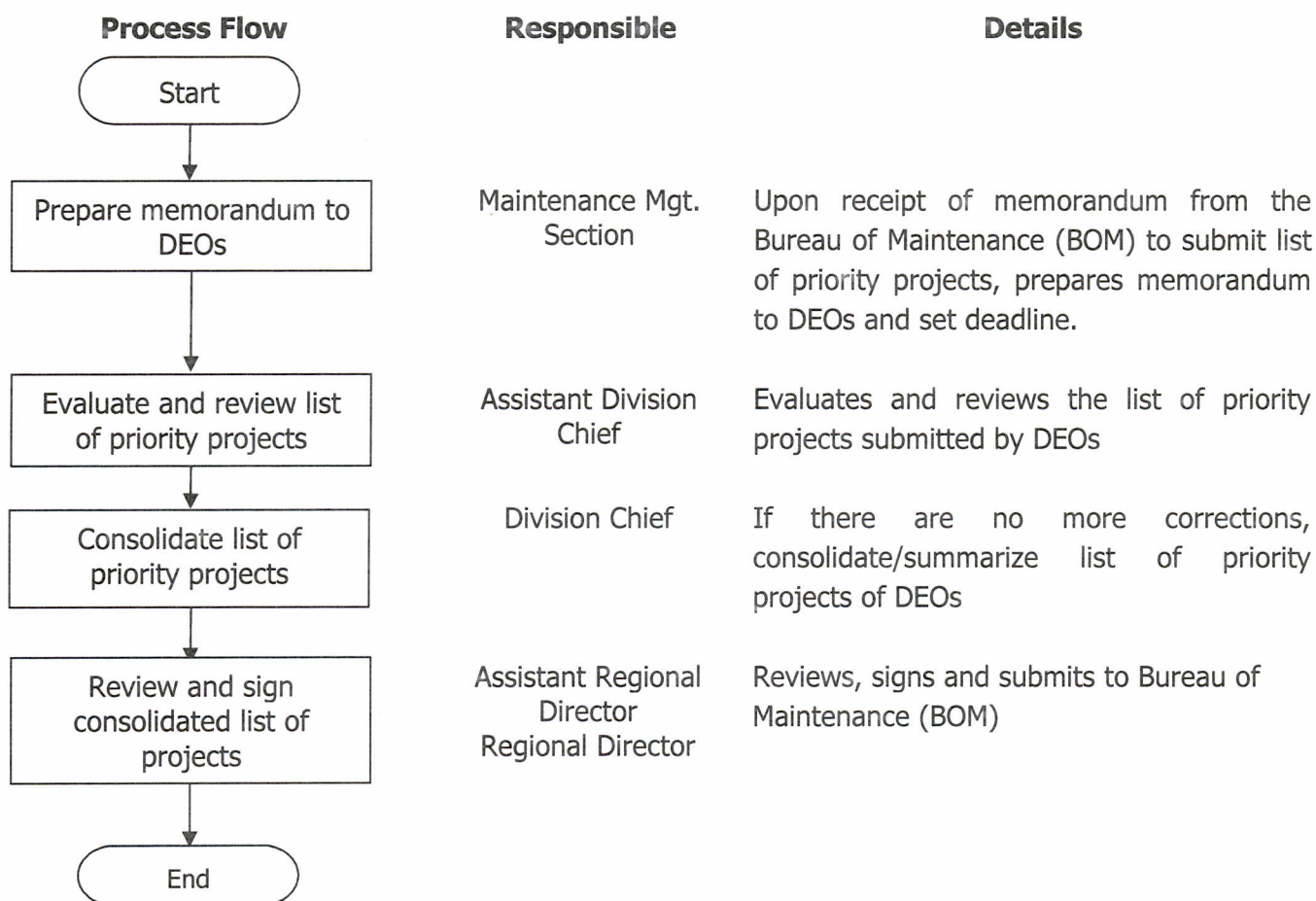
To identify/prioritize projects for the Repair/Maintenance of Flood Control & Drainage Structures and Other Public Buildings, as basis in the preparation of the proposed budget allocation.

2.0 Definition of Terms

Flood Control and Drainage Structure refers to existing structures such as slope protection, river bank protection, concrete lined canals, revetment, gabions, etc. for repair/maintenance.

Other Public Buildings refers to existing national government owned buildings for repair/maintenance.

3.0 Procedure




4.0 References

Memorandum from Bureau of Maintenance.

Latest Inventory of Flood Control & Drainage Structures and Other Public Buildings.

5.0 Record

List of Proposed Projects

	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices</p> <p>Process in the Evaluation of Contract Related Documents/MOA and Monitoring of Implementation of Special Local Road Fund (SLRF) Project Funded Under Motor Vehicle User's Charge (MVUC)</p>	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-MD-09
		Revision No.:	0
		Page No.	1 of 3

1.0 Purpose

To facilitate early approval of the MOA for SLRF projects and ensure that the projects are implemented by the LGUs in accordance with existing standards and guidelines.

2.0 Definition of Terms

Memorandum of Agreement (MOA) refers to an agreement entered into by and between the DPWH, DILG and Local Government Unit for the implementation of SLRF projects.

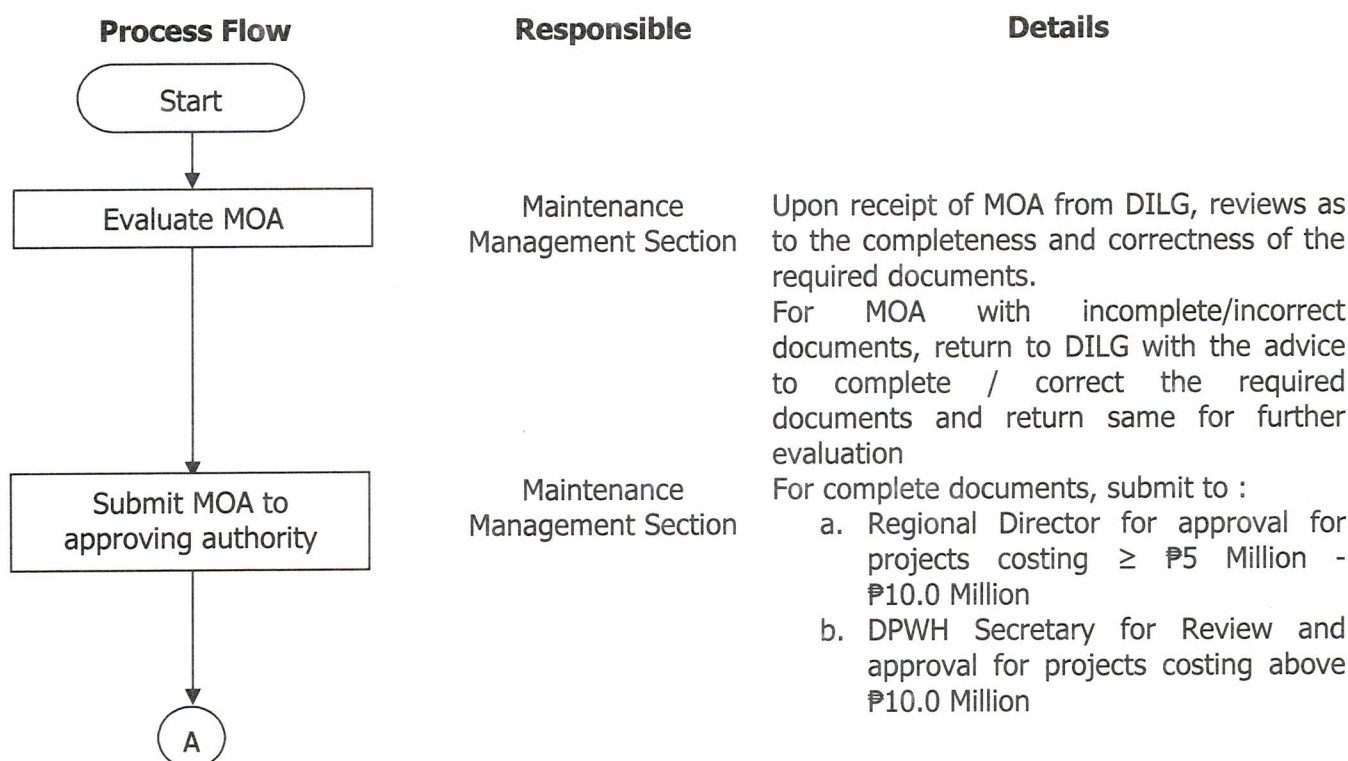
Local Government Unit (LGU) refers to administrative and political government unit subsidiary to the national government which could itself consist of sub-units as in the case of a province or a municipality.


Special Local Road Fund (SLRF) refers to 5% of the revenue collected under the MVUC Fund and to be used for maintenance of local roads, traffic management and road safety devices.

Motor Vehicle User's Charge Fund (MVUC) refers to a corresponding fee charged to the owner of a motor vehicle and collected as part of the annual registration fee of a vehicle to the Land Transportation Office.


Department of Interior and Local Government (DILG) refers to an agency mandated to exercise general supervision over the LGUs and is tasked to strengthen the capability of LGUs in the delivery of devolved services including the maintenance and construction of local roads and to coordinate the activities undertaken by LGUs.

3.0 Procedure



	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices</p> <p>Process in the Evaluation of Contract Related Documents/MOA and Monitoring of Implementation of Special Local Road Fund (SLRF) Project Funded Under Motor Vehicle User's Charge (MVUC)</p>	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-MD-09
		Revision No.:	0
		Page No.	2 of 3

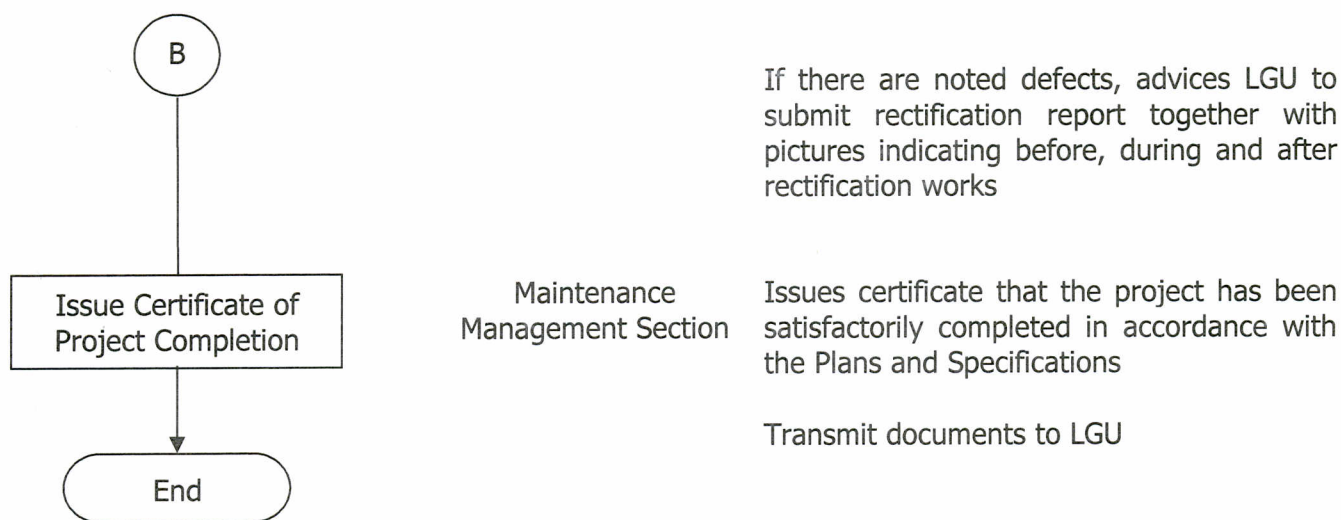
Process Flow	Responsible	Details
<p>(A)</p> <p>Approve MOA</p>	Regional Director	For approval for projects costing \geq ₱5 Million - ₱10.0 Million
<p>Transmit Approved MOA</p>	DPWH Secretary	For Review and approval for projects costing above ₱10.0 Million
<p>Prepare Memorandum to FMD to release funds</p>	Maintenance Management Section Assistant Division Chief Division Chief	Transmit Approved MOA to LGU; cc: DILG
<p>Release Funds to LGU</p>	Maintenance Management Section Assistant Division Chief Division Chief	Upon approval of MOA, prepares memorandum to Financial and Management Division to obligate and release funds to LGU
<p>Monitor Project Implementation</p>	Finance and Management Division	
<p>Submit Accomplishment Report</p>	Maintenance Management Section	As soon as LGU receives approved MOA, the proponent starts the implementation of the projects.
<p>Conduct regular inspection</p>	Maintenance Management Section	Submits accomplishment report every 15 th & 30 th of the month to Monitoring Section of Construction Division
<p>Conduct Joint Final Inspection</p> <p>(B)</p>	Maintenance Management Section	Inspects from time to time the progress of project implementation
	Maintenance Management Section	Upon completion of the project, LGU requests DPWH-RO and DILG for a Joint final inspection

	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices</p> <p>Process in the Evaluation of Contract Related Documents/MOA and Monitoring of Implementation of Special Local Road Fund (SLRF) Project Funded Under Motor Vehicle User's Charge (MVUC)</p>	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-MD-09
		Revision No.:	0
		Page No.	3 of 3

Process Flow

Responsible

Details



If there are noted defects, advises LGU to submit rectification report together with pictures indicating before, during and after rectification works

Maintenance
Management Section

Issues certificate that the project has been satisfactorily completed in accordance with the Plans and Specifications

Transmit documents to LGU

4.0 References

Memorandum of Secretary Rogelio L. Singson dated November 9, 2015, Subject: "Guidelines on the Implementation of Projects under the Special Local Road Fund (SLRF) of the Motor Vehicle User's Charge Law".

Release of Sub-Allotment Release Order (SARO)

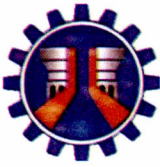
5.0 Records

Memorandum of Agreement (MOA)

Monthly Progress Report

Final Inspection Report

Certificate of Completion

	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Monitoring on the Removal of Obstruction Within the Road Right-of-Way Undertaken by the District Engineering Offices (DEOs)</p>	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-MD-10
		Revision No.:	0
		Page No.	1 of 2

1.0 Purpose

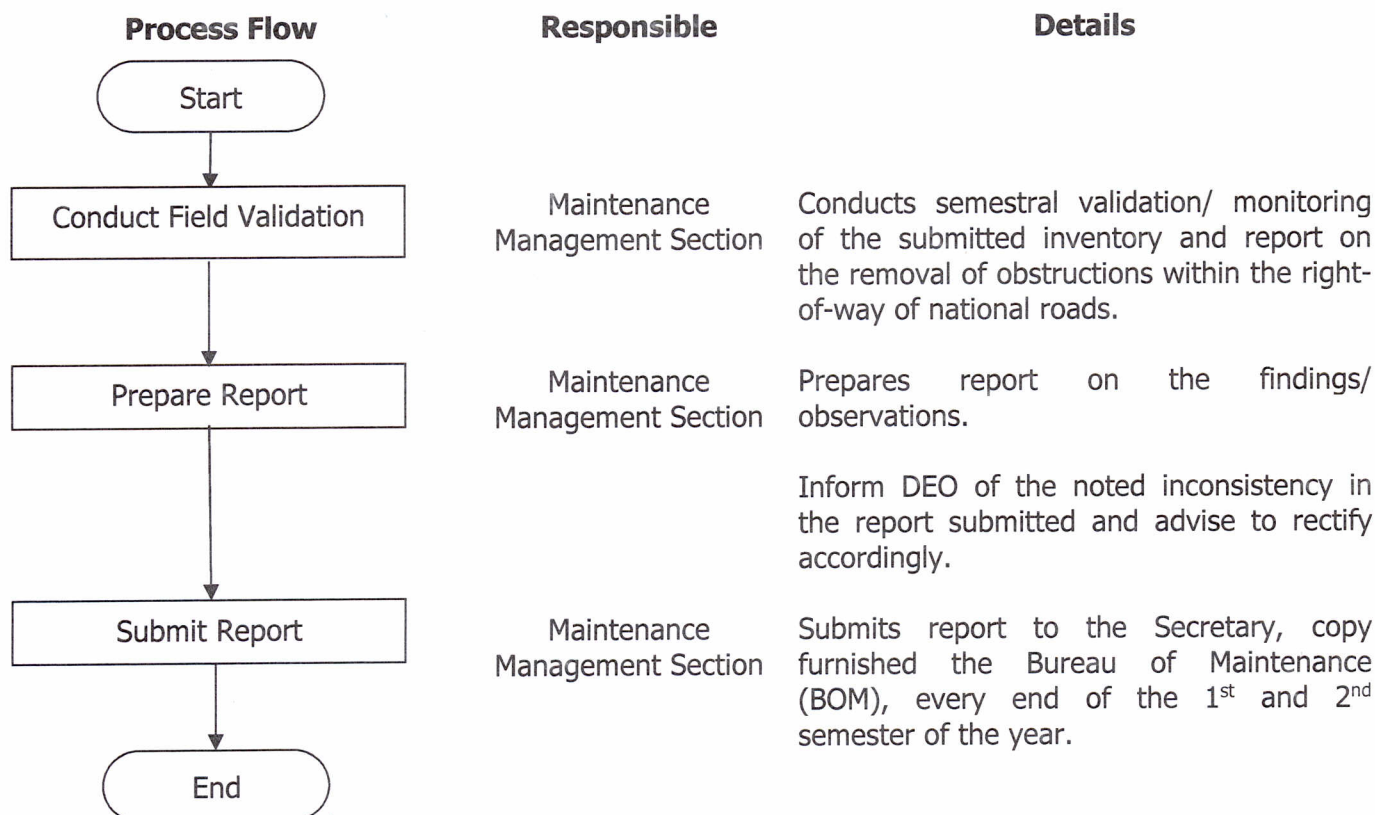
To validate/monitor the removal of obstructions within the road right-of-way undertaken by the District Engineering Offices (DEOs).


2.0 Definition of Terms

Right-of-way refers to the area between boundaries held in trust for the Republic of the Philippines either prescribed by the statute under the Authority or acquired through a fee or easement. It shall include the carriageway, curb and gutter, sidewalks, shoulders, canals and other portions within the defined road right-of-way.

Obstructions refer to structures that are located along the right-of-way either temporary or permanent structures such as building s, houses, shanties, stores, shops, stalls, sheds, canopies, billboards, signage, advertisements, fences, walls, railings, basketball courts, barangay halls, garbage receptacles and the likes; posts and towers of electric cooperatives and major electric power distribution lines, cables of phones and mobile service providers; driveways and ramps occupying or protruding to the sidewalk; trees, shrubs and plant boxes; humps; dumping and storage of construction materials such as sand, gravel, cement, lumber and steel bars, earth spoils, waste materials, debris, embankment; vehicles and equipment including junked items that are parked, occupying or protruding the sidewalk or shoulder; vending, repair of vehicles and other businesses within the sidewalk and other parts of ROW.

3.0 Procedures



	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices</p> <p>Monitoring on the Removal of Obstruction Within the Road Right-of-Way Undertaken by the District Engineering Offices (DEOs)</p>	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-MD-10
		Revision No.:	0
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4.0 References


Department Order No. 73 Series of 2014, "Prohibited Uses within the Right-of-Way of National Roads"

5.0 Records:

Report on the validation/monitoring

Inventory of Obstructions within the Right-of-Way of National Roads (submitted by DEO)

Status Report on the Removal of Obstructions (submitted by DEOs)

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Process in the Evaluation/ Processing Request for Excavation Permit	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-MD-11
		Revision No.:	0
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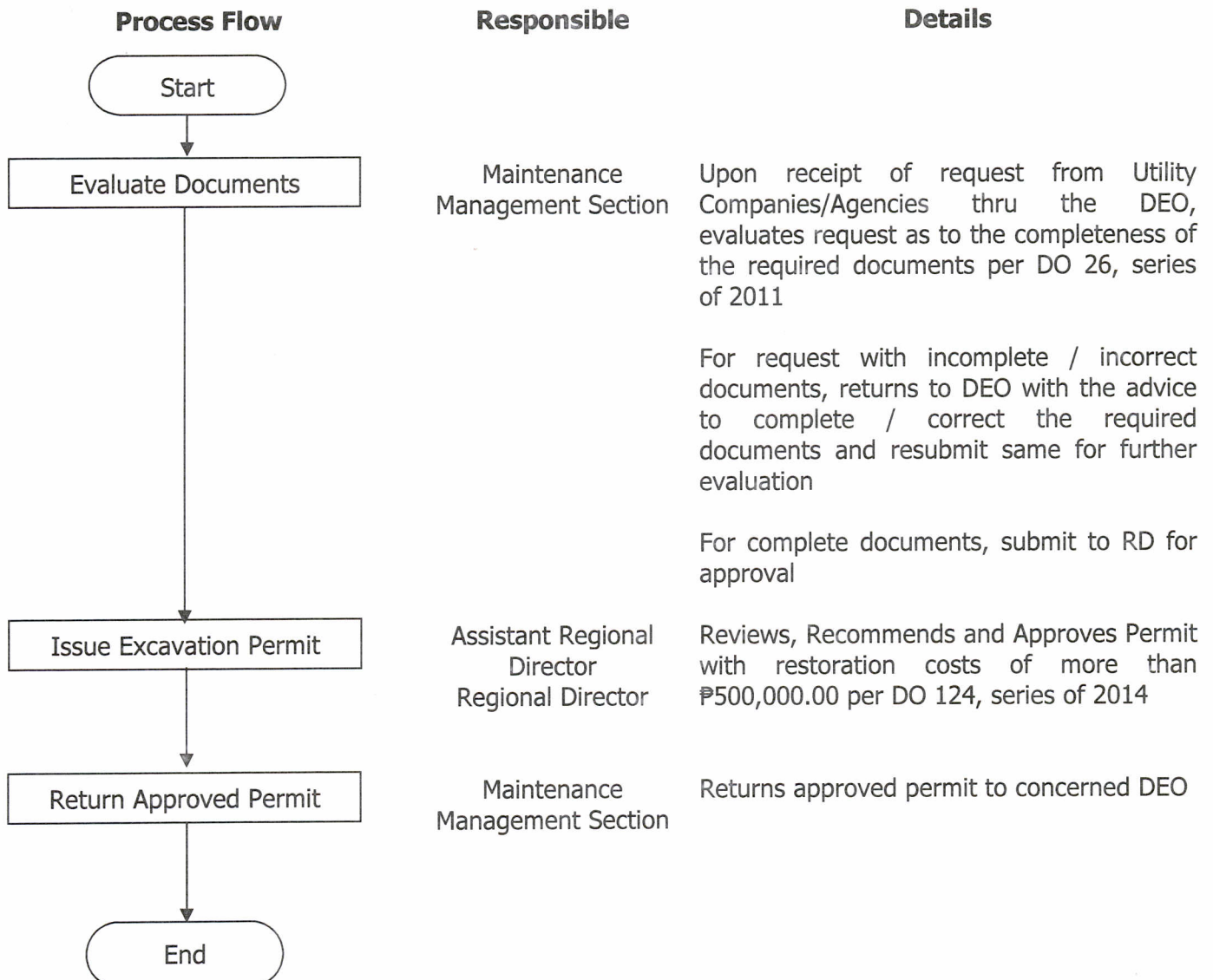
1.0 Purpose

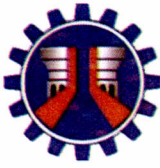
To ensure that all the required documents are complied with per Department Order (D.O.) 26, series of 2011: Policy on Diggings/Excavations by Private and Public Utilities

2.0 Definition of Terms

Excavation Permit refers to permit issued by the DPWH Regional Director, allowing utility companies to undertake road excavation along national roads

3.0 Procedures



	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Process in the Evaluation/ Processing Request for Excavation Permit</p>	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-MD-11
		Revision No.:	0
		Page No.	2 of 2


4.0 Reference

D.O. 26, series of 2011; Policy on Diggings/Excavations by Private and Public Utilities on National Roads

D.O. 124, series of 2014; Amendment to D.O. 26 Series of 2011 "Policy on Diggings / Excavations by Private and Public Utilities on National Roads"

5.0 Record

Copy of Approved Excavation Permit (MM – 5)

	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Process in the Inspection/Validation of Calamity Damaged Infrastructures</p>	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-EMD-12
		Revision No.:	0
		Page No.	1 of 2

1.0 Purpose

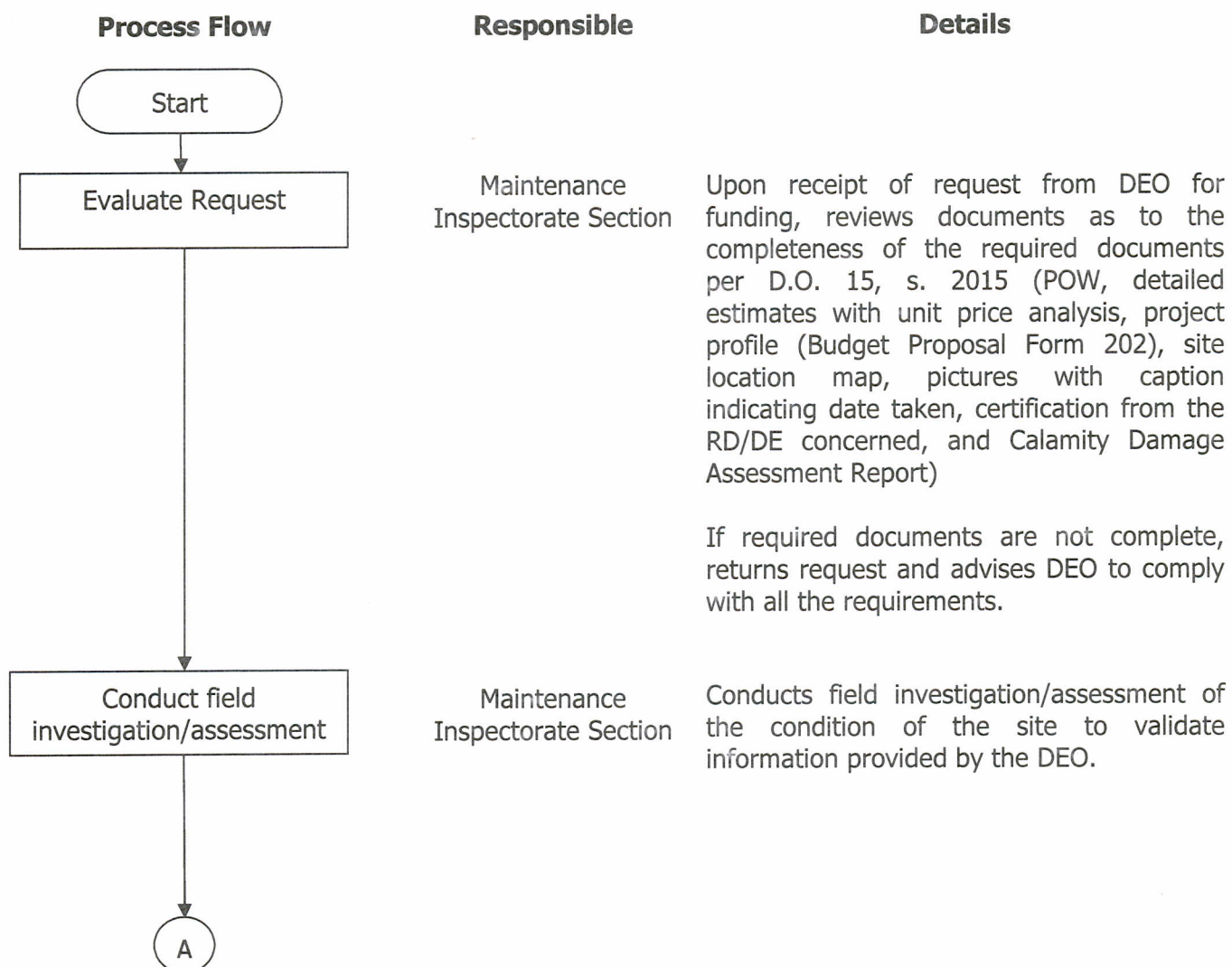
To facilitate release of funds for the repair/rehabilitation of damaged infrastructures due to calamity.


2.0 Definition of Terms

Program of Work (POW) refers to documents which contains the name of project, fund source, general scope of work to be done with corresponding estimated cost for a particular project. The project cost includes direct cost (labor, material and equipment), indirect cost (Overhead, Contingencies & Miscellaneous and profit), Engineering and Administrative Overhead (EAO) and payment for Road Right of Way, if any.

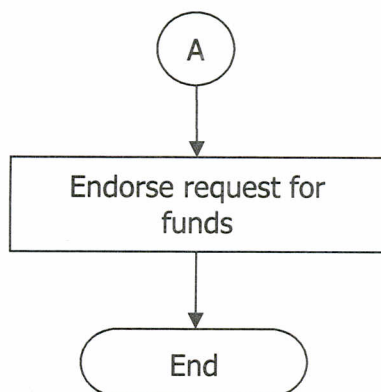
Items of Work refers to detailed work/activities of a particular project with corresponding unit cost. Computation of unit cost per item of work must be supported with Detailed Unit Price Analysis.

3.0 Procedure



	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Process in the Inspection/Validation of Calamity Damaged Infrastructures	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-EMD-12
		Revision No.:	0
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Process Flow



Responsible

Assistant Division
Chief
Division Chief
Assistant Regional
Director
Regional Director

Details

Endorses request for funds together with required documents to the Office of the Secretary, thru the Bureau of Maintenance (BOM)

4.0 References

Department Order (D.O.) 15, series of 2015, "Guidelines to Ensure Disaster Preparedness of DPWH Field Offices in Promptly Responding to Typhoons and Other Calamities Including Criteria in the Release of Calamity Funds"

DPWH Standard Specifications for Highways, Bridges and Airports 2012 edition

Road Drawing for Roads and Bridges

CCIS – Construction Cost Information System

5.0 Record

Photocopy of the request with supporting documents



Republic of the Philippines
Department of Public Works and Highways
Bonifacio Drive, Port Area, Manila

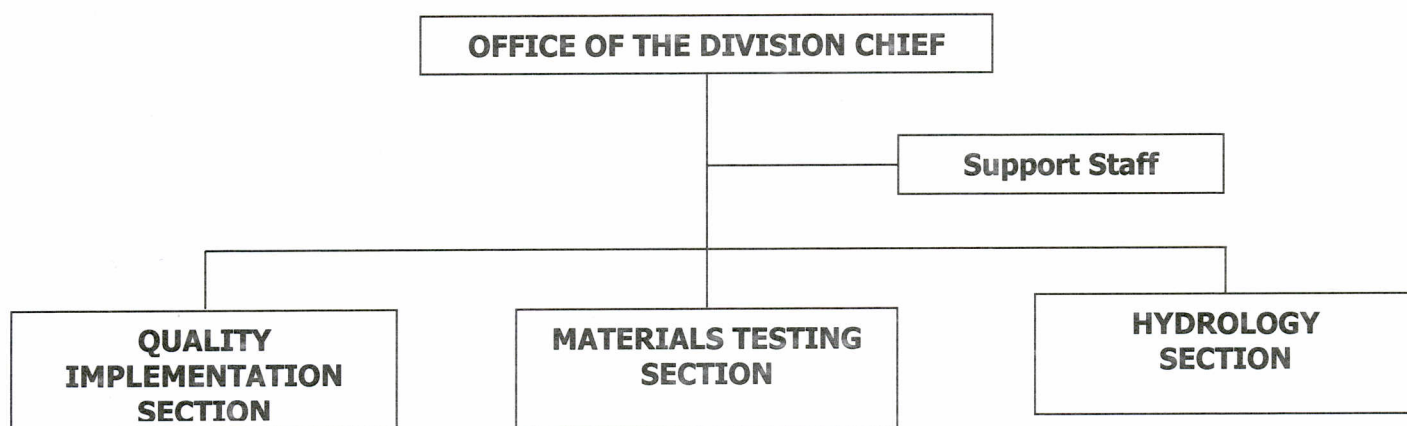
Quality Assurance and Hydrology



Department of Public Works and Highways
Standard Procedures Manual
for Regional & District Engineering Offices
**Organizational Chart of Quality Assurance
and Hydrology Division**


Issue Date:	FEB 28 2017
Doc. Code:	DPWH-SPM-QAHD-00
Revision No.:	0
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**QUALITY ASSURANCE AND HYDROLOGY DIVISION
ORGANIZATIONAL CHART**



QUALITY ASSURANCE AND HYDROLOGY DIVISION FUNCTIONS

1. Monitors the implementation of Quality Assurance Program of the Region and District Engineering Offices (DEOs) in accordance with the quality assurance policies of the Department; also monitors Quality Assurance Unit (QAU) activities and compliance of implementing office to memos issued by the Undersecretary for Technical Services; and assures implementation of Department Order related to Contractor's Material's Engineer.
2. Evaluates quality assurance documents and reports submitted by the DEOs to ensure compliance with the policies/issuances of the Department;
3. Conducts testing of construction materials for projects undertaken by the Region, UPMO, DEOs, LGUs and other government and private entities;
4. Operates and maintains Regional testing equipment and to monitor the reliability and accuracy of testing equipment/apparatus of the DEO laboratories according to standards;
5. Reviews and recommends for approval of the Quality Control Programs (QCPs) prepared by the contractor's Materials Engineer;
6. Identifies and recommends sources of naturally occurring and manufactured construction materials to the Bureau of Research and Standards (BRS);
7. Conducts sub-surface exploration survey and test pitting for foundation design of roads, bridges and other structures ;
8. Validates request of the DEOs related to soil re-classification proposed for variation order;
9. Operates and maintains network of stream gauging stations; gathers, analyzes and consolidates hydrologic data for the management of water resources; and
10. Conducts and participates in the inspection of projects for purposes of Billing, Issuance of Certificate of Completion/Acceptance in the Regional and UPMO implemented projects and Quality Audit in the DEO.

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Conduct of Soil Survey and Subsurface Exploration	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-QAHD-01
		Revision No.:	0
		Page No.	1 of 3

1.0 Purpose:

A. Soil Survey

To obtain information relative to the distribution and properties of soils, ground water and surface drainage conditions and other pertinent data necessary for a rational and economic design of highway.

B. Subsurface Exploration

To determine the arrangement of soil strata and engineering properties of the underlying soils particularly strength and deformation characteristic, as well as soil bearing capacities in order that a safe and economical foundation on the structure maybe designed.

Soil survey and subsurface exploration is in compliance with D.O. 229, series of 1989.

2.0 Definition of Terms:

Test Pit - a subsurface hole bored along the center line of road or at shoulder where soil samples are taken for laboratory testing and observation of soil strata of its relative depth below the surface of proposed road subgrade.

Deep Boring - a process of taking soil samples using a drilling machine at a minimum depth of 20 meters below the river bed. A standard sampling accessories is used to extract soil samples with a drop hammer as drilling progresses.

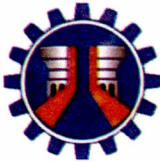
Grading Test / Mechanical Sieve Analysis - to determine the particle size distribution of soil samples.

Compaction Test – to determine the optimum moisture control (OMC) at which the maximum dry density (MDD) of the soil is attained. Involves the application of energy and addition of water as lubricant which results in the reduction of pore spaces and increase in density.

Plasticity Test


- **Liquid Limit** - is the lowest moisture content at which the soil will flow upon the application of a very small shearing force.
- **Plastic Limit** - is the lowest moisture content at which the soil can be readily molded without breaking or crumbling.

California Bearing Ratio (CBR) Test - to measure the resistant of soil to penetrate by a standard cylindrical piston express as percentage fraction of a standard resistant which was originally measured in test of a good quality crushed rock.

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Conduct of Soil Survey and Subsurface Exploration	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-QAHD-01
		Revision No.:	0
		Page No.	2 of 3

3.0 Procedure

Process Flow	Responsible	Details
Start		
Record received document	Administrative Assistant	Receive Document from requesting party for recording.
Coordinate with requesting party	Section Chief/ Team Leader	Coordinate with the requesting party regarding road alignment and location of proposed projects and other field work requirements.
Conduct Field Works/Soil Sampling	Laboratory Technician	Coordinate with the concerned Local Government Unit (LGU) and District Engineering Office (DEO) of the activities undertaken within their area of responsibility Conduct soil sampling; <ul style="list-style-type: none"> a. Test pitting for Highway Design b. Deep Boring for Bridge and other structure
Conduct Test	Laboratory Technician	Perform the following Laboratory Test: <ul style="list-style-type: none"> a. Mechanical analysis, b. Compaction c. Plasticity d. Hydrometer test (if Required) e. California Bearing Ratio (for road projects)
Prepare and Submit Reports	Section Chief/ Team Leader	Submission of Subsurface Exploration Survey report documents to requesting party <ul style="list-style-type: none"> a. Summary of Test results b. Soil profile c. Bore Log
Release documents	Administrative Division	Releasing of Documents
End		

	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Conduct of Soil Survey and Subsurface Exploration</p>	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-QAHD-01
		Revision No.:	0
		Page No.	3 of 3

4.0 References

D.O. 229, series 1993: Guidelines on Soil Survey and Sampling for Highway Design and Subsurface Exploration for Design and Construction of Foundation of Bridges.
American Association of State Highway and Transportation Officials (AASHTO)
American Standard for Testing Materials (ASTM)

5.0 Records

Documents from requesting party
Laboratory Test Results
Subsurface Exploration Survey report



Department of Public Works and Highways
Standard Procedures Manual
for Regional & District Engineering Offices
Conduct of Hydrologic Survey and Data Collection

Issue Date:	FEB 28 2017
Doc. Code:	DPWH-SPM-QAHD-02
Revision No.:	0
Page No.	1 of 2

1.0 Purpose

To operate and maintain an adequate stream gaging stations and to assure timely Collection, evaluation and processing of reliable hydrologic data as a basic input for general planning of water resources related projects as per Executive Order 124 dated January 30, 1987 Reorganization of Ministry of Public Works and Highways.

2.0 Definition of Terms

Stream Gaging Station - Hydrologic Data Observation station where flow measurement and Surface water level observation is undertaken in a designated location along the River.

Stream Flow Data - River discharge data taken on a certain Stream Gaging Station.

Gage height Data (GH) - Surface water level observations taken on a Stream Gaging Station usually recorded 3 times a day (AM, NN, PM)

Staff Gage - Calibration Instrument use to determine the Gage height usually made of 2" x 6" yakal lumber installed along the bank of river or painted on the existing bridge piers.

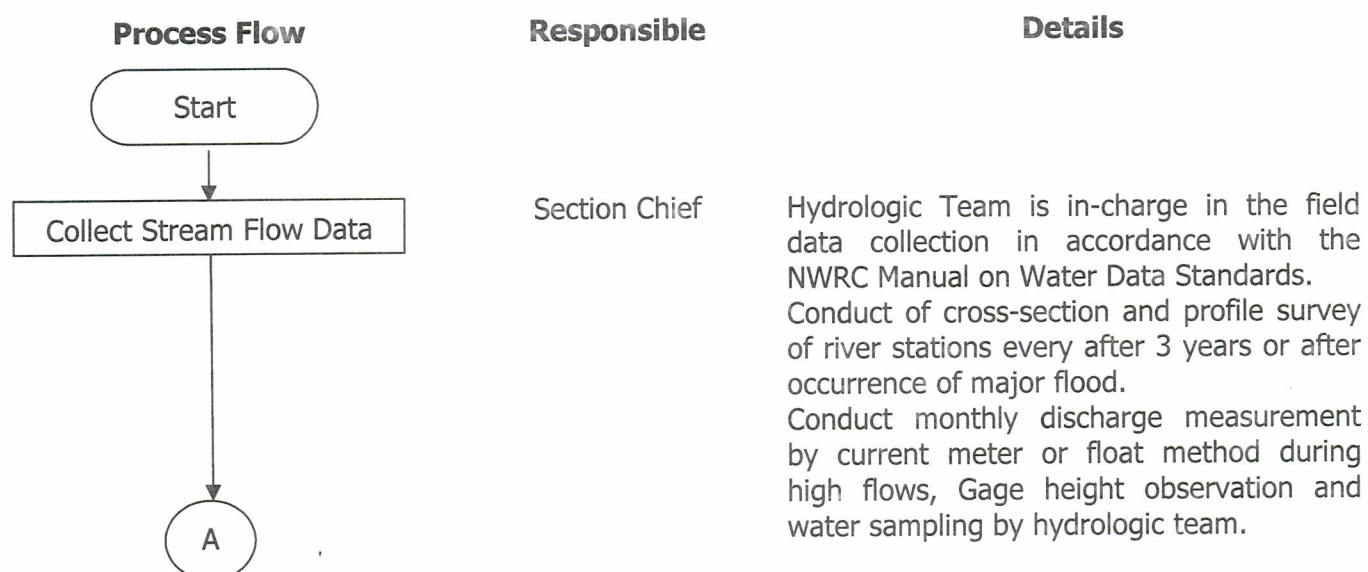
Discharge Measurement Data (DM) - River flow observations conducted at streams gaging stations usually in Cubic meters per second or liter per second.

Current meter - instrument intended to measure water velocities in open rivers and channel used to conduct discharge measurement on the station.

Float Measurement - measurement of surface water velocities using float materials usually applied during high river flows where the use of current meter has low accuracy and risk of instrument damage due to swift river current and floating debris.

Rating Curve - Average curve generated between the plot of discharge data and gageheight observed taken from series of monthly discharge measurement which is used to estimate the daily flow of a river on a particular stream gaging station correlating the daily gageheight data recorded by the gagekeeper

3.0 Procedures





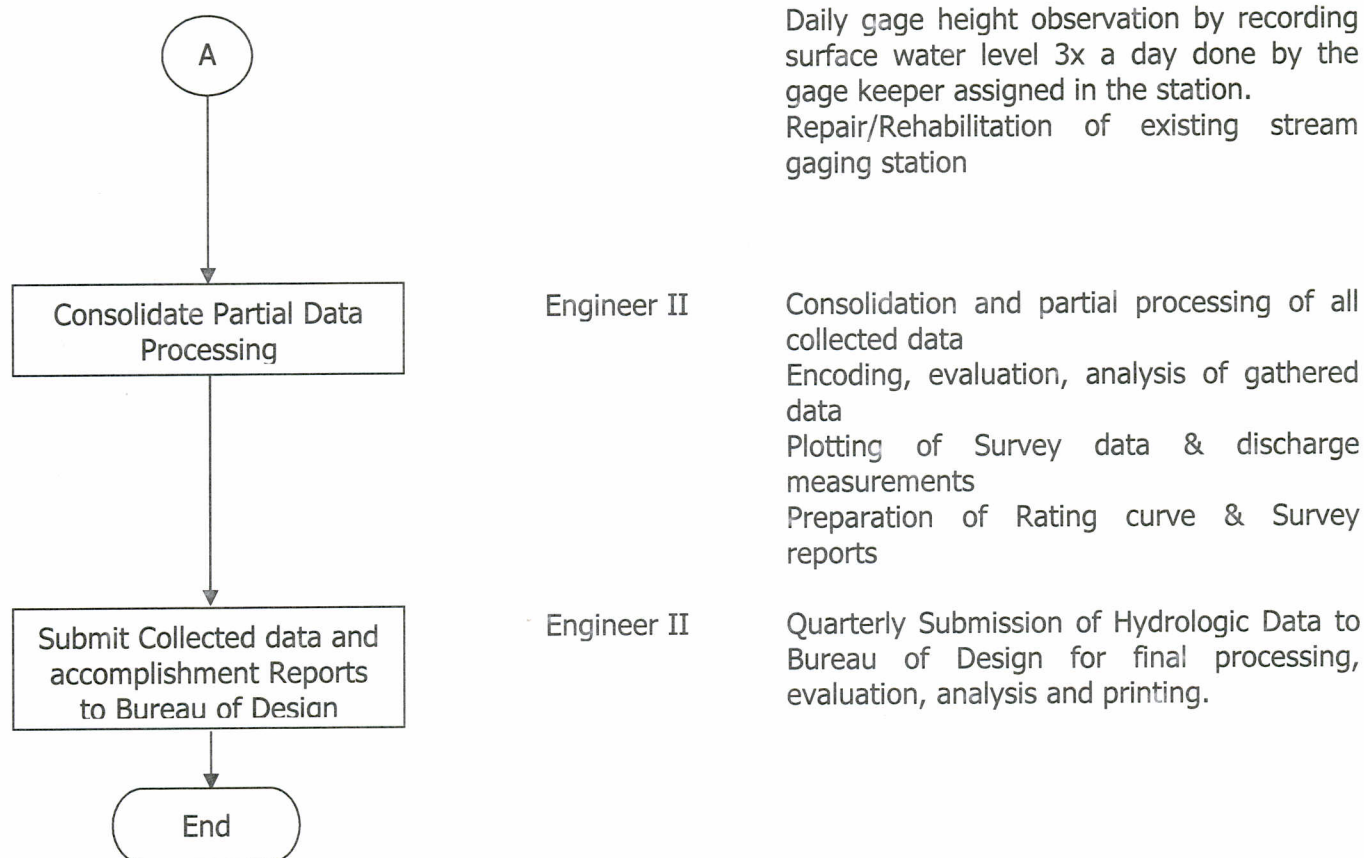
Department of Public Works and Highways
Standard Procedures Manual
for Regional & District Engineering Offices
Conduct of Hydrologic Survey and Data Collection

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Process Flow

Responsible

Details



Engineer II

Daily gage height observation by recording surface water level 3x a day done by the gage keeper assigned in the station.
Repair/Rehabilitation of existing stream gaging station

Consolidation and partial processing of all collected data
Encoding, evaluation, analysis of gathered data
Plotting of Survey data & discharge measurements
Preparation of Rating curve & Survey reports

Engineer II


Quarterly Submission of Hydrologic Data to Bureau of Design for final processing, evaluation, analysis and printing.

4.0 References

EO 124 1/30/87 Reorganization of Ministry of Public Works and Highways
NWRC Manual on Water Data Standards Vol. 1
Memorandum Dated Sept. 22, 2008: Criteria in Rating the Performance of DPWH Regional Offices in the Implementation of National Hydrologic Data Collection Program

5.0 Records

Stream Flow Data
Hydrologic Accomplishment Reports
Rating Curve and Survey Reports
Quarterly Report on Hydrologic Data

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Implementation of Quality Assurance in the Project	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-OMP-QAHD-03
		Revision No.:	0
		Page No.	1 of 2

1.0 Purpose

To ensure Quality of Construction Materials incorporated into the project.

2.0 Definition of Terms

Materials Engineer - personnel in-charge in the Quality Assurance Implementation of the project.

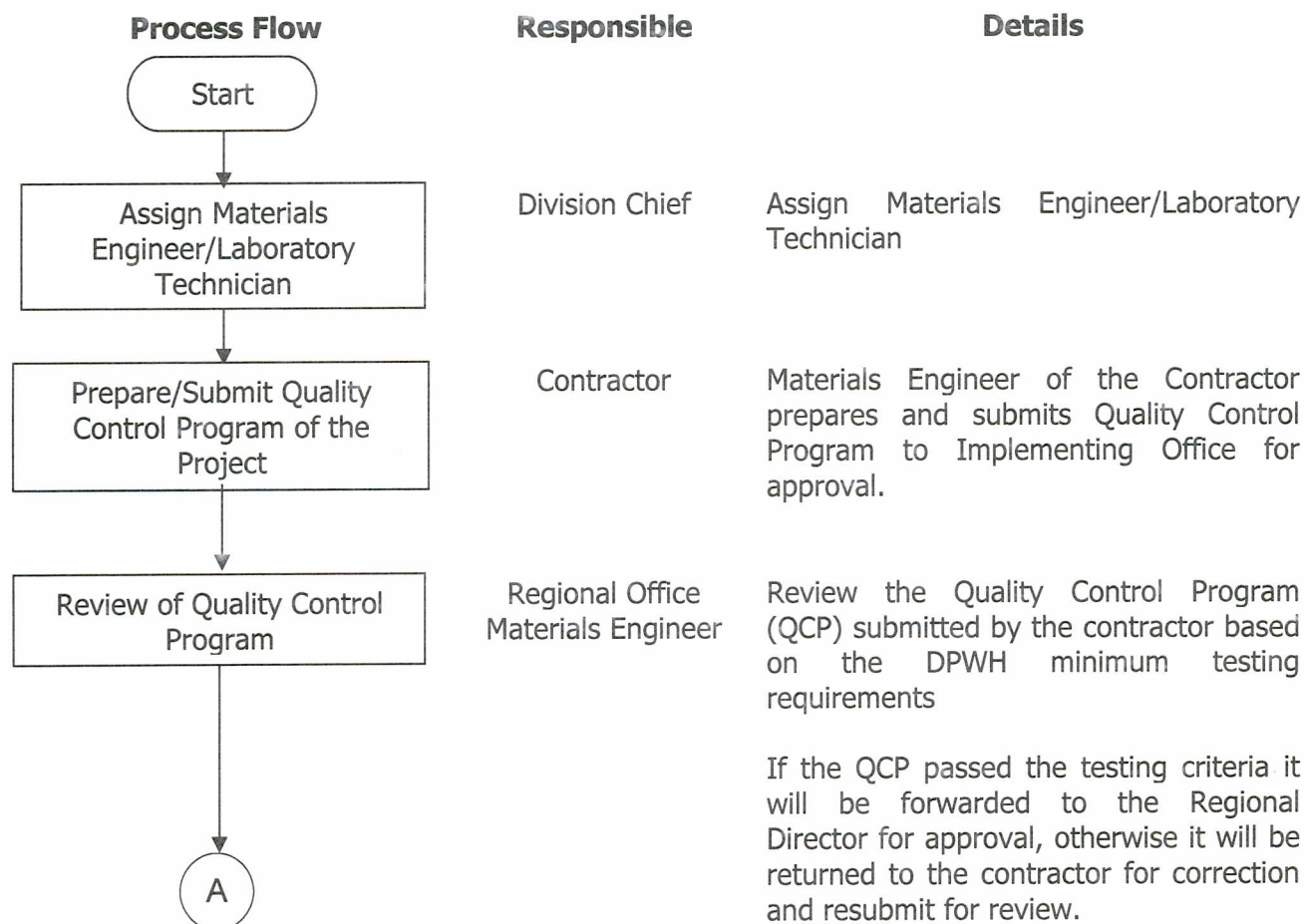
Laboratory Technician - personnel who assist the Materials Engineer in the Quality Assurance Implementation of the project.

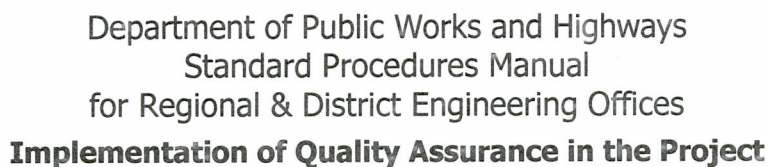
Quality Control Program - a program of minimum testing requirements per items of Work of a project per Memorandum Circular dated January 25, 1989.

Monthly Materials Report - one of the quality control reports relative to on-going construction and maintenance projects undertaken/ implemented by the Regional and District Engineering Offices per Department Order No. 21, dated March 26, 2010.

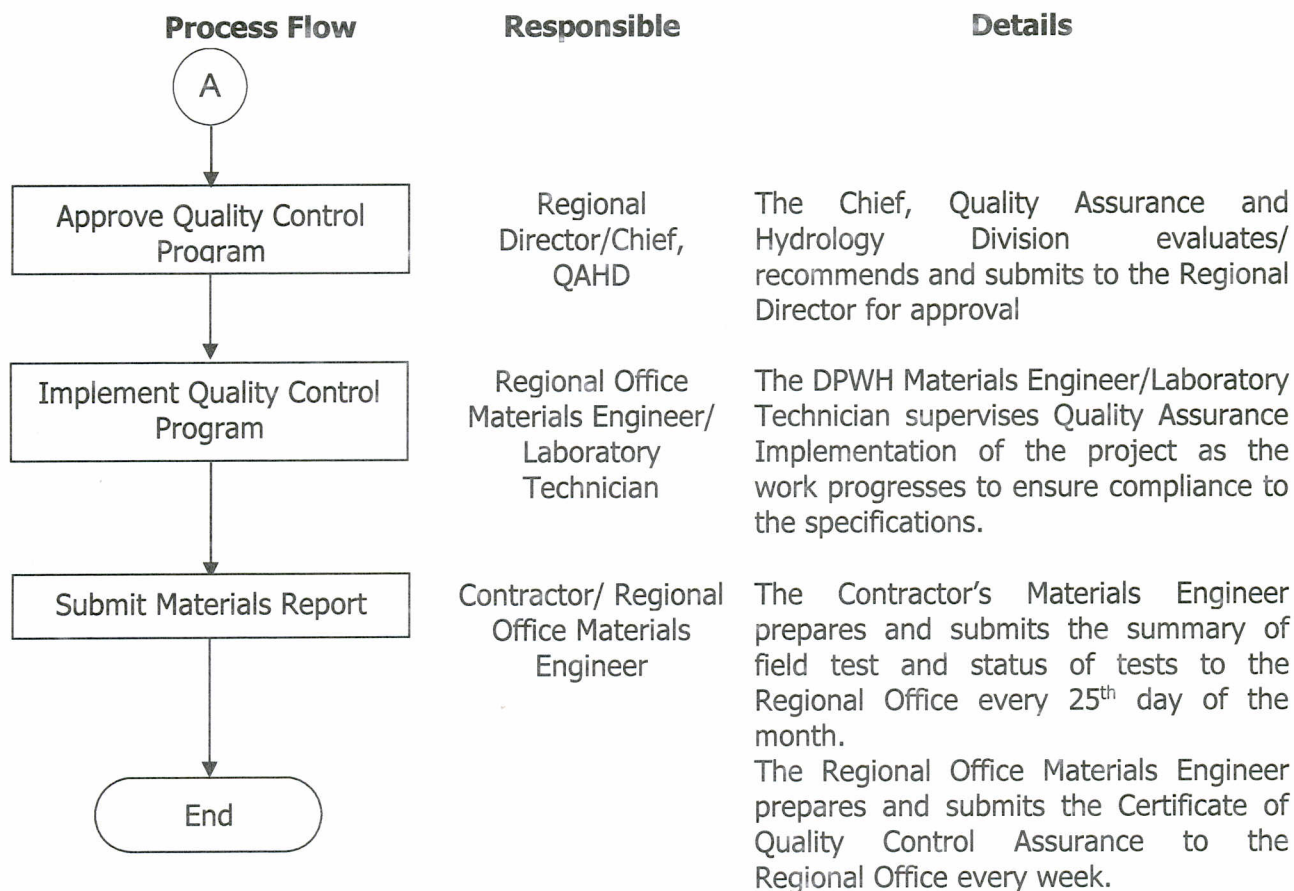
Certificate of Quality Control Assurance - a report accomplished during the progress of the work of the project to assure that the quality of materials incorporated into the work conforms to the Standard Specification and Special Provisions of the Contract per Memorandum Circular No. 38 dated November 12, 1981.

3.0 Procedures






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MC dated 12 November 1981
MC dated 25 January 1989
D.O 21 dated 17 May 1989
D.O 137 dated 13 June 1991
D.O 184 dated 17 September 1999
D.O 21 dated 26 March 2010
D.O 55 dated 14 August 2012

Quality Control Program
Certificate of Quality Control Assurance
Monthly Materials Report (Summary of Field Test and Status of Tests)
Test Results

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Testing of Construction Materials	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-QAHD-04
		Revision No.:	0
		Page No.	1 of 3

1.0 Purpose

To provide a guide in conducting the necessary testing of construction materials, which is a tool to measure whether the materials meets or fails the standard specifications requirements.

2.0 Definition of Terms

Testing - is the basic means or tools to determine whether the quality of construction materials meets or fails the desired specification requirements.

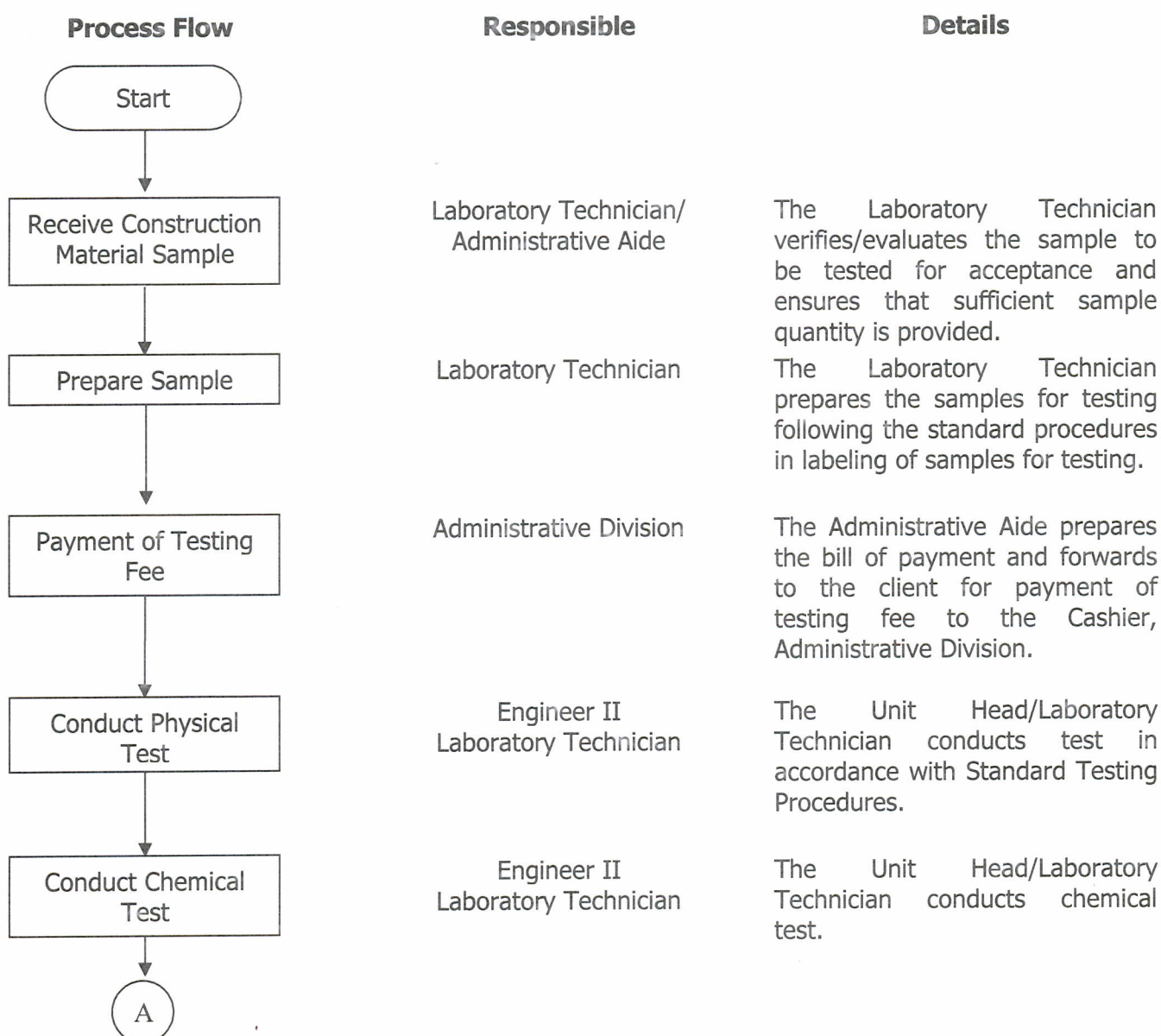
Test Reports - a document that summarizes the outcome of testing.


Sample - a portion or representative of the construction materials to be tested.

Chemical Analysis - to determine the chemical properties of the sample to be tested.

Physical Testing - to determine the physical properties of the sample to be tested.

3.0 Procedures

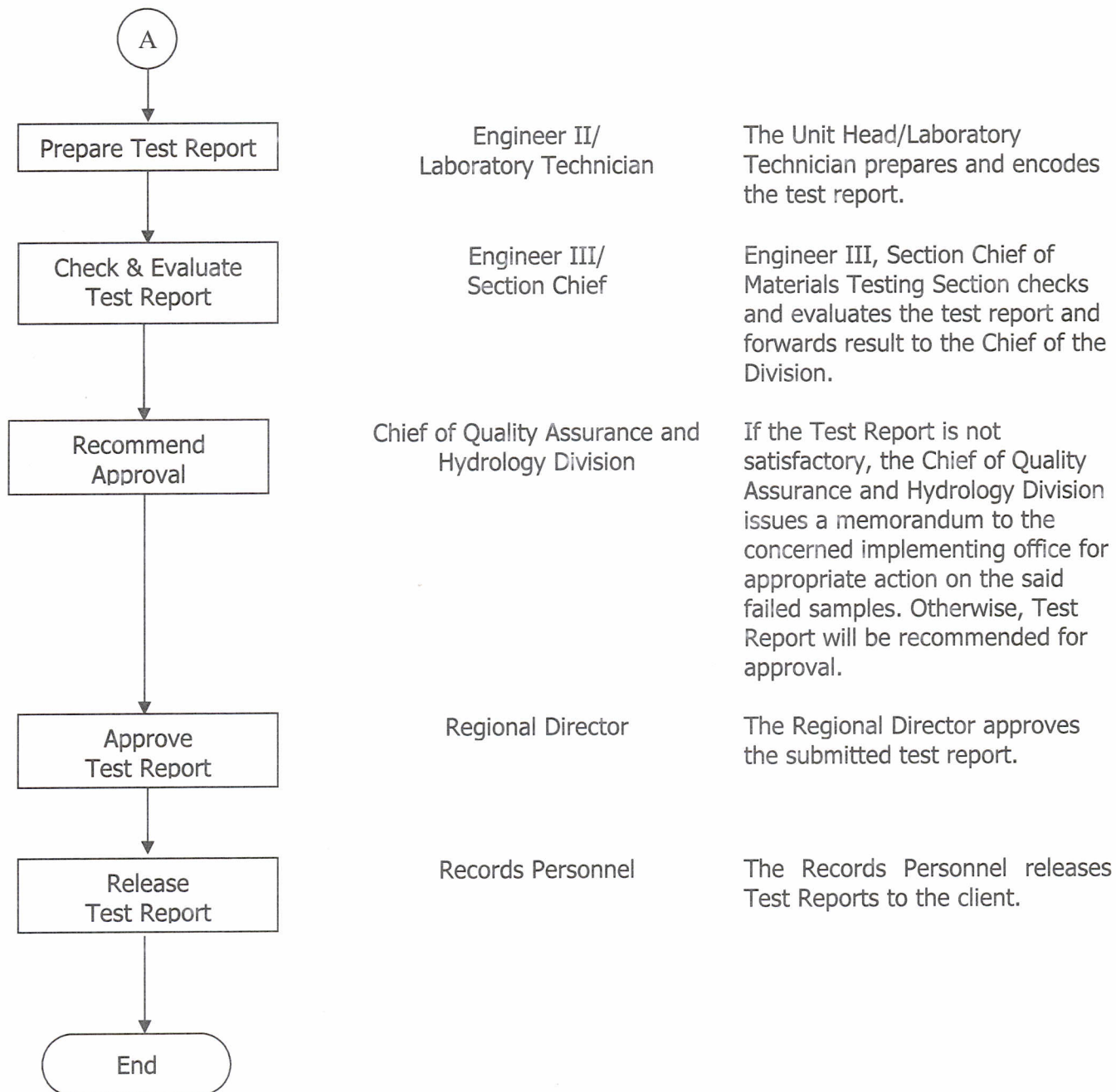



	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Testing of Construction Materials	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-QAHD-04
		Revision No.:	0
		Page No.	2 of 3

Process Flow

Responsible

Details




	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Testing of Construction Materials</p>	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-QAHD-04
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4.0 References

BDH MC 73 22 June 1973
MC 103 24 August 1978
American Association of State Highway and Transportation Officials (AASHTO)
American Standard for Testing Materials (ASTM)
D.O. 137 dated 13 June 1991
Revised Criteria for Rating Quality Control in Project Implementation
DMC 49 12 April 1994

5.0 Records

Results of Test
Approved Test Reports

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Approved Sources Of Naturally Occurring and Manufactured Construction Materials	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-QAHD-05
		Revision No.:	0
		Page No.	1 of 1

1.0 Purpose

To identify and recommend approved sources of naturally occurring and manufactured construction materials.

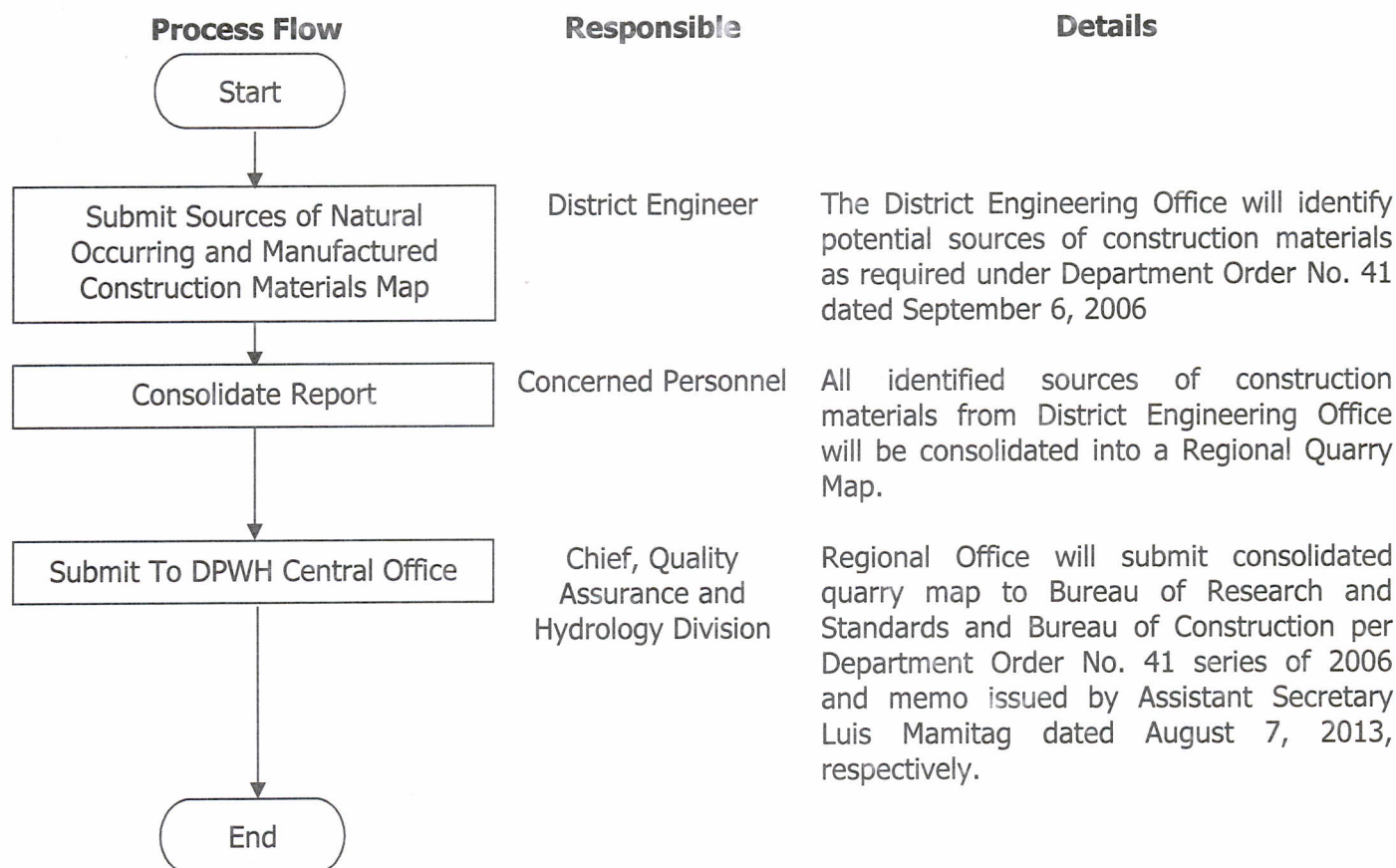
2.0 Definition of Terms

Manufactured Construction Materials - A source of materials produced by the manufacturer.

Naturally Occurring Construction Materials - A source of materials from natural environment such as rivers, hills, and other natural resources usable as construction materials.

Quarry - A source from which natural construction material may be extracted.

3.0 Procedures



4.0 References

D.O. 41 Series of 2006

Annual Submission of Updated Naturally Occurring Materials Sources Maps and Other Related Reports to the Bureau of Research and Standards (BRS)

Memorandum dated August 7, 2013

5.0 Records

List of Potential Sources of Construction Materials
Consolidated Quarry Map Report



Republic of the Philippines
Department of Public Works and Highways
Bonifacio Drive, Port Area, Manila

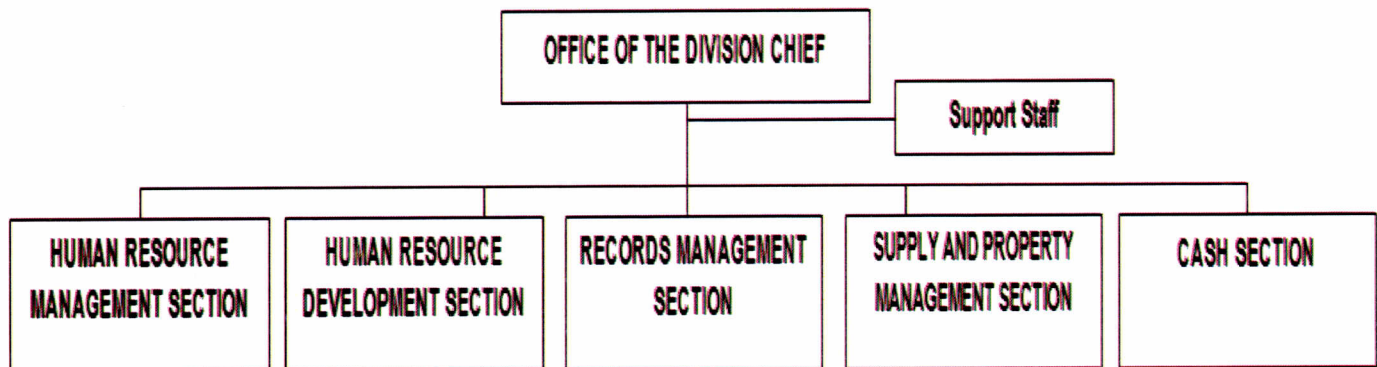
Administrative



Department of Public Works and Highways
Standard Procedures Manual
for Regional & District Engineering Offices
Organizational Chart of Administrative Division


Issue Date:	FEB 28 2017
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**ADMINISTRATIVE DIVISION
ORGANIZATIONAL CHART**



ADMINISTRATIVE DIVISION FUNCTIONS

1. Informs/recommends to the Regional Director matters pertaining to the four systems of human resources management: recruitment, selection and placement, learning and development, performance management, rewards and recognition, and general services like records management, cash management, supply and property management, building and maintenance, janitorial and security services;
2. Implements the laws, rules, regulations and policies on the 4 Human Resource Systems;
3. Maintains and updates the Personnel Information System (PIS) in the Region and monitors the updating of the PIS in the District Engineering Offices;
4. Coordinates, administers and evaluates human resource development programs and other learning and development interventions;
5. Coordinates the provision of services on employee counseling, coaching and mentoring; and
6. Monitors and evaluates the performance of outsourced security and janitorial personnel, if any.

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Recruitment, Selection and Placement of New Hires and Promotion of Employees	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-AD-01
		Revision No.:	0
		Page No.	1 of 3

1.0 Purpose

To hire and promote employees on the basis of competence and qualification

2.0 Definition of Terms

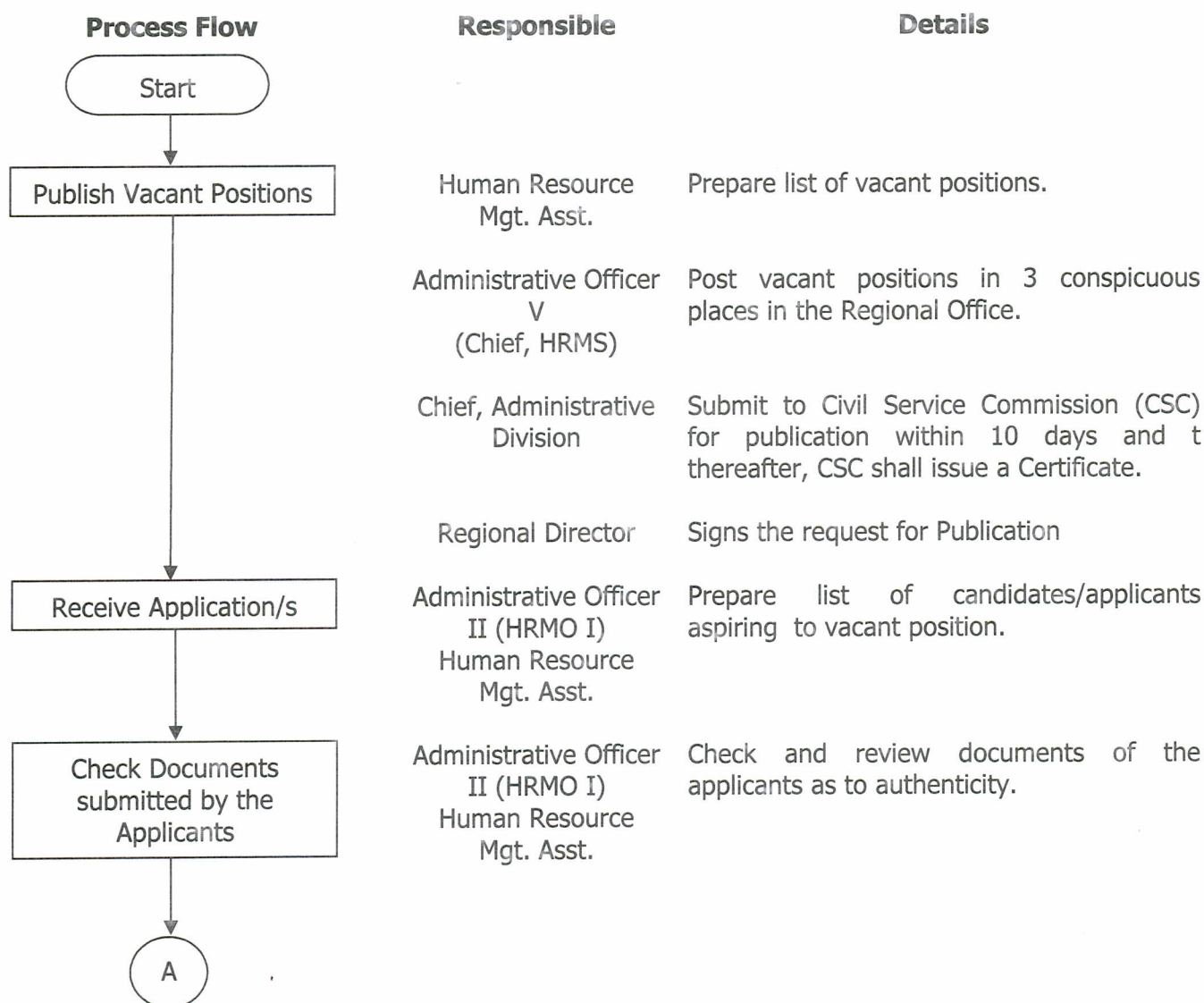
Recruitment - an opportunity for employment in the career service which shall be opened to qualified Filipino citizens and efforts shall be exerted to attract the best to enter the service.

Promotion - is the advancement of an employee from one position to another with an increase in the duties and responsibilities as authorized by law, and usually accompanied by an increase in salary.

Qualification Standards - express the minimum requirements for a class of positions in terms of education, training and experience, civil service eligibility, physical fitness, and other qualities required for successful performance.

Merit Selection Plan - includes the provisions for a definite screening process, which may include tests of fitness, in accordance with standards and guidelines set by the Civil Service Commission.

3.0 Procedure





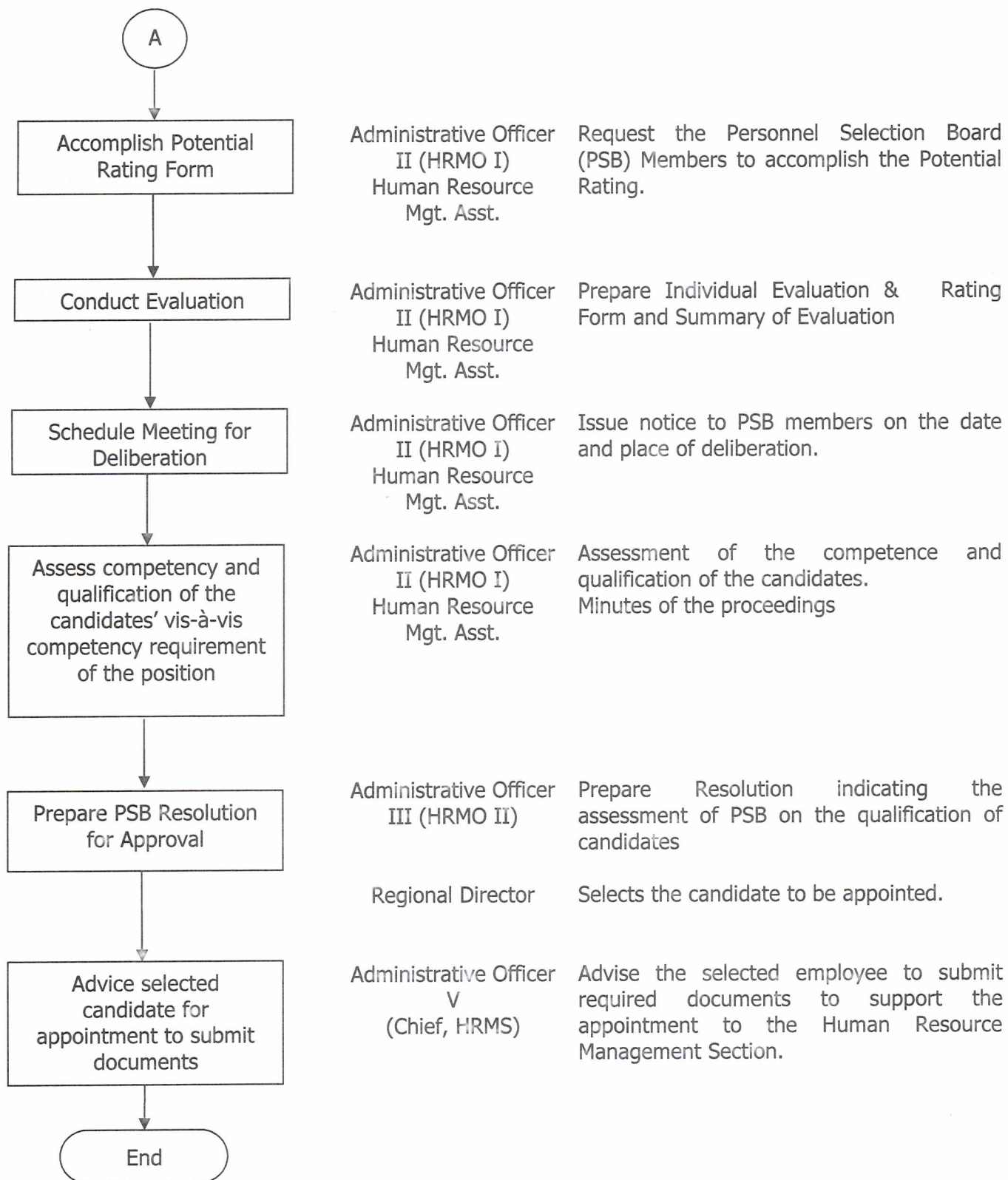
Department of Public Works and Highways
Standard Procedures Manual
for Regional & District Engineering Offices
**Recruitment, Selection and Placement of New
Hires and Promotion of Employees**


Issue Date:	FEB 28 2017
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Process Flow

Responsible

Details




	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Recruitment, Selection and Placement of New Hires and Promotion of Employees</p>	Issue Date:	FEB 28 2017
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4.0 References

Qualification Standards, series of 1997, of the Civil Service Commission
 Department Order No. 42 , series of 2016 , on the Revised Selection Criteria in the Appointment of Personnel to First and Second Level Positions
 Memorandum dated June 17, 2002 on the DPWH Merit and Selection Plan and System of Ranking Positions
 Department Order No. 44 , series of 2011, relative to the Supplemental Guidelines to Department Order No. 43, series of 2011, re: Guidelines in the Evaluation and Selection of Candidates for Appointment to Executive/Managerial Positions
 The Civil Service Laws and Rules (Book V of Executive Order No. 292 and Amended Omnibus Rules

5.0 Records

Plantilla
 Personal Services Itemization and Plantilla of Personnel (PSIPOP)
 Report on Appointment Issued (RAI) * no accreditation effective April 2014

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Issuance of a Permanent Appointment	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-AD-02
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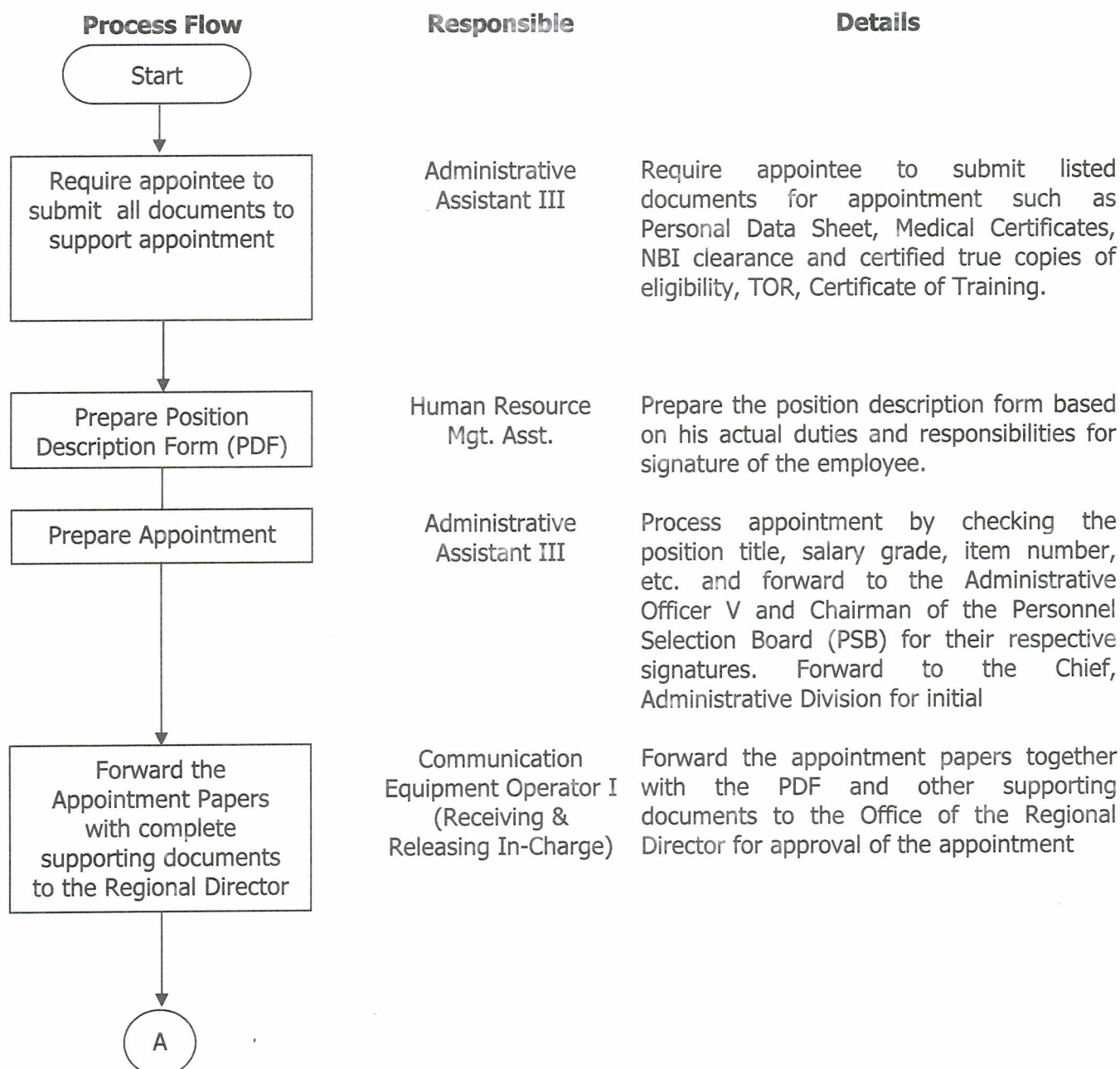
1.0 Purpose

To issue a permanent appointment to employee who meets all the requirements of the position to which he/she is being appointed/promoted.

2.0 Definition of Terms

Permanent Appointment - is an appointment which shall be issued to a person if he meets all the requirements for the position to which he is being appointed, including appropriate eligibility prescribed, in accordance with the provision of law, rules and standards promulgated in pursuance thereof.

3.0 Procedure





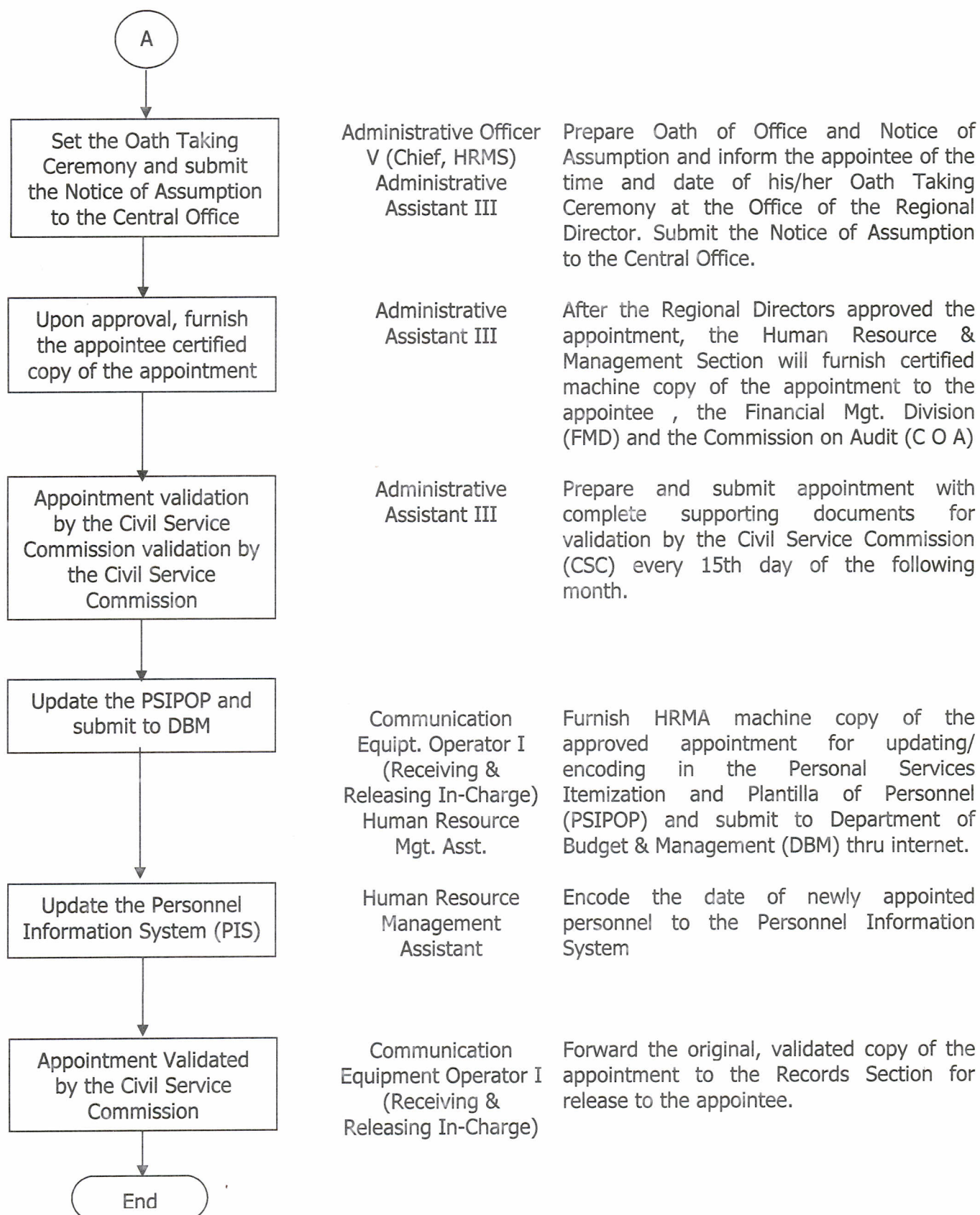
Department of Public Works and Highways
Standard Procedures Manual
for Regional & District Engineering Offices
Issuance of a Permanent Appointment


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Process Flow

Responsible

Details




	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Issuance of a Permanent Appointment	Issue Date:	FEB 28 2017
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4.0 References

Civil Service Laws and Rules (Book V of Executive Order No. 292)

5.0 Records

Personal Services Itemization and Plantilla of Personnel (PSIPOP)
Approved Appointments

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Leave Administration	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-AD-03
		Revision No.:	0
		Page No.	1 of 2

1.0 Purpose

To credit all earned leave credits earned monthly to permanent employees of government And maintain an updated leave card monthly by recording all leave applications whether deductible from accrued leave credits including undertime.

2.0 Definition of Terms

Sick Leave - refers to leave of absence granted only on account of sickness or disability on the part of the employee concerned or any member of his immediate family.

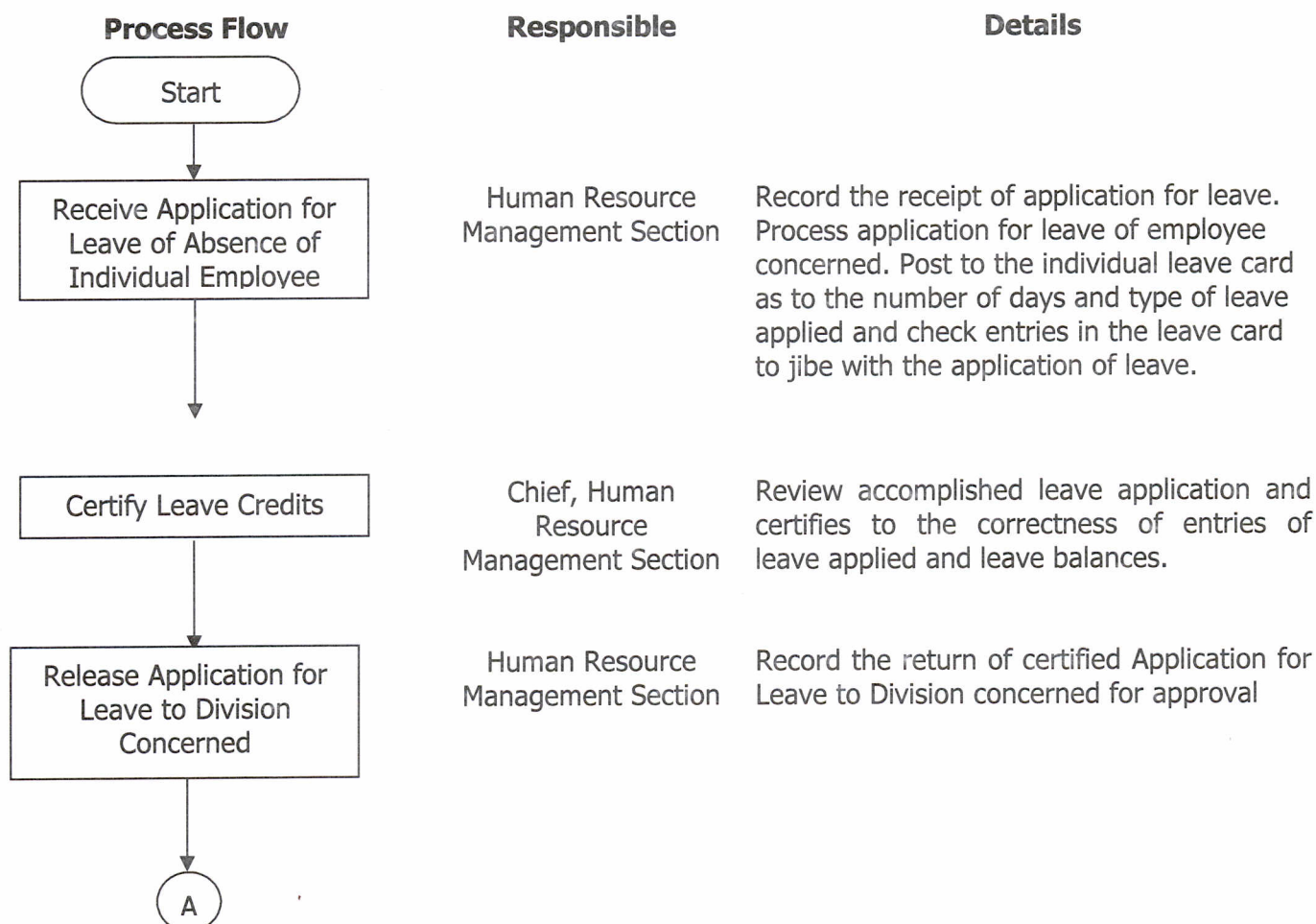
Vacation Leave - refers to leave of absence granted to officials and employees for personal reasons, the approval of which is contingent upon the necessities of the service.

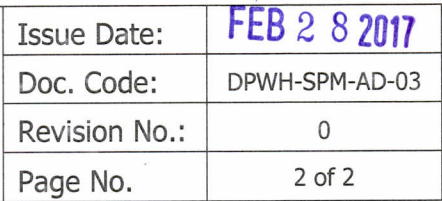
Monetization - refers to payment the money value of leave credits of an employee upon his request without actually going on leave in accordance with existing CS rules and regulations and subject to the approval of the Head of Office.


Terminal Leave - refers to money value of the total accumulated leave credits of an employee based on the highest salary rate received upon retirement voluntary separation.

Special Leave Privileges - refer to leave of absence which officials and employees may avail of for a maximum of three (3) days over and above the vacation, sick, maternity and paternity leaves to mark personal milestones and/or attend to filial and domestic responsibilities.

3.0 Procedure





	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices</p> <p>Issuance of Service Record and Certificate of Employment</p>	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-AD-04
		Revision No.:	0
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1.0 Purpose

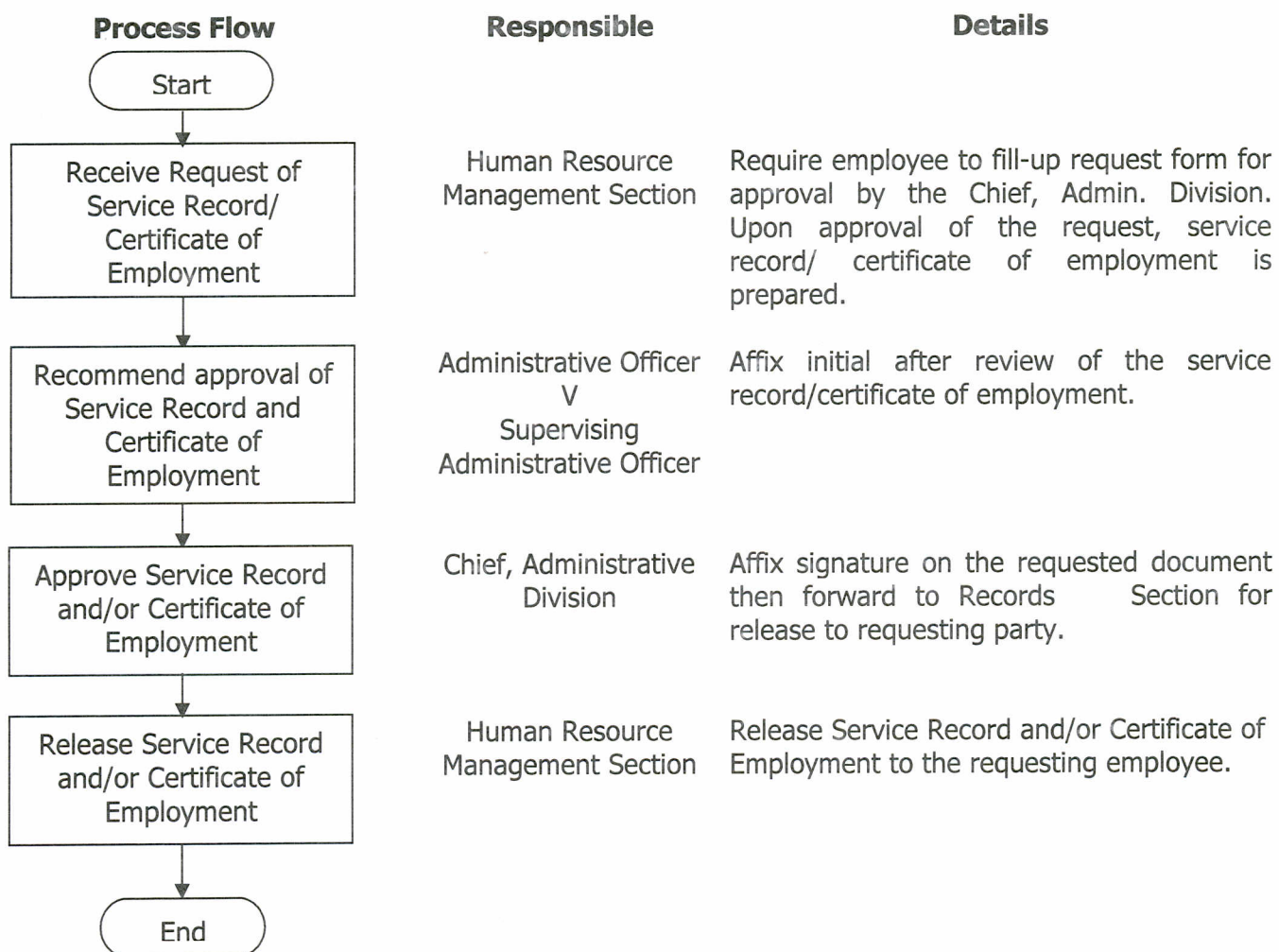
To issue an updated and correct service record and certificate of employment and ensure its timely issuance upon request of an employee to support any claim and for any legal purpose it may serve.

2.0 Definition of Terms

Service Record - a record showing the position, status, salary, length of service and other data relative to employment.

Certificate of Employment - a document which serves as proof of employment for services rendered of an employee.

3.0 Procedure




4.0 References

120 file (Personal Records)

5.0 Records

Soft copy available on databank (PIS)

	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices</p> <p>Hiring of Job Order Personnel Procedure (RO)</p>	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-AD-05
		Revision No.:	0
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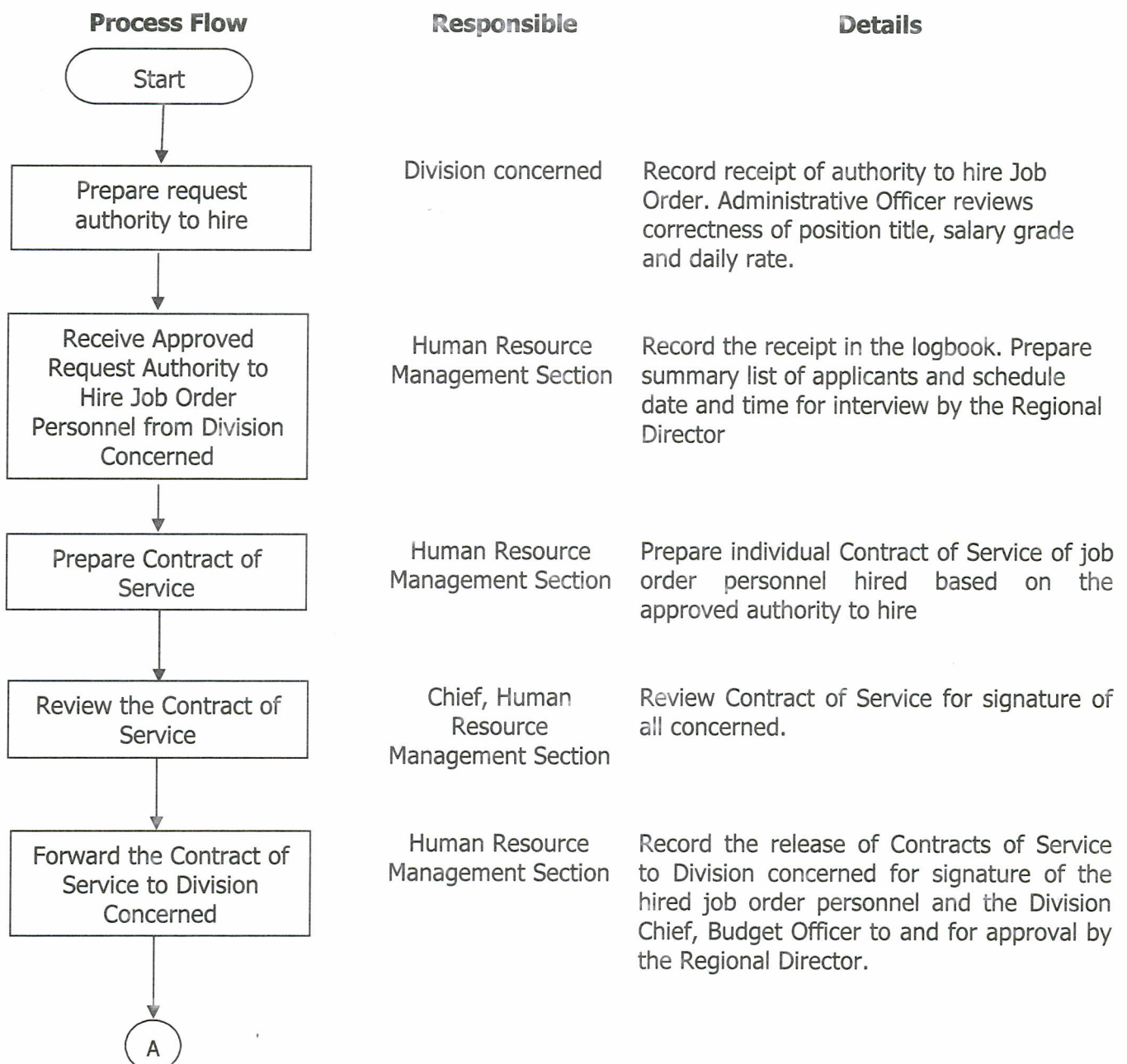
1.0 Purpose


The hiring of Job Order workers shall be based on the need to augment the regular workforce of the Department, provided that the proposed hirees are qualified to perform the work to be assigned.

2.0 Definition of Terms

Contract Of Service - an agreement set between the first party represented by the agency's representative and the second party who agrees to render service for an aggregate amount of money in a specified period of time.

3.0 Procedure



	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices</p> <p>Hiring of Job Order Personnel Procedure (RO)</p>	Issue Date:	FEB 28 2017
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		Page No.	2 of 2


Process Flow	Responsible	Details
<p>(A)</p> <p>↓</p> <p>Receive Approved Contract of Service</p> <p>↓</p> <p>Advise Job Order Personnel to submit required documents</p> <p>↓</p> <p>Orientation of the Job Order Personnel</p> <p>↓</p> <p>End</p>	<p>Human Resource Management Section</p> <p>Human Resource Management Section</p> <p>Human Resource Management Section</p>	<p>Record the receipt of approved Contract of Service from the Records Section</p> <p>Advise the job order personnel to notarize the Contract of Service and to submit documents like Personal Data Sheet, medical certificate and school credentials.</p> <p>Inform the JO on the tenure of his employment, benefits, duties and responsibilities, obligation like submission of DTR, time-in and time-out.</p>

4.0 References

Department Order No. 43 Series 2013

5.0 Records

Contract of Service

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Preparation of Annual Training Calendar	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-AD-06
		Revision No.:	0
		Page No.	1 of 1

1.0 Purpose

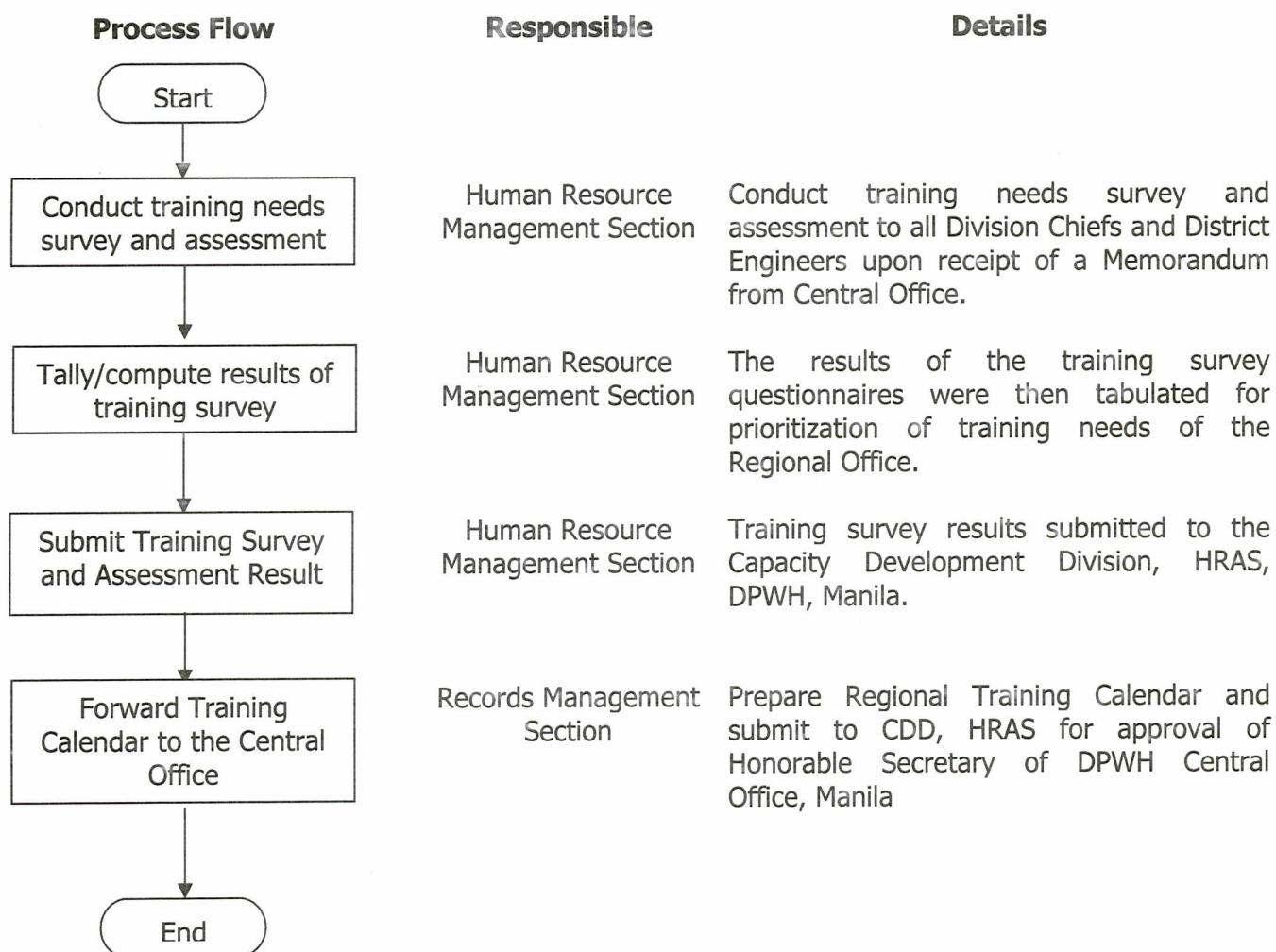
To provide information on how a Training Calendar is being prepared.

2.0 Definition of Terms

Survey - to collect/gather data for analysis made on a certain group or area.

Training Calendar - a complete set of training programs to be conducted every year.

3.0 Procedure




4.0 References

Department's Memorandum for the preparation of Annual Training Calendar
Training Survey Results
Memorandum of the Honorable Secretary re: Priority Training Program

5.0 Records

Memoranda related to the Formulation of the Training
Tallied Result of the Training Needs Assessment (TNA)
DPWH QMS Manual, Section 7.2.2 ©
Survey Questionnaires

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Implementation of Annual Training Calendar	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-AD-07
		Revision No.:	0
		Page No.	1 of 2

1.0 Purpose

To monitor the proper conduct of the activities before, during and after the implementation of the training course and approved training course are implemented as scheduled

2.0 Definition of Terms

Pre-training evaluation - activity conducted before the training course in order to determine the level of knowledge and skills of the participant.

During Training - refers to the period when the training course started up to the completion of the training session.

Post-Training evaluation- activity conducted after the training which will determine and assess changes on the degree of knowledge learned, development/improvement of skills, assessment of the training venue, methodology used, competency of the speaker and the over-all conduct of the training.

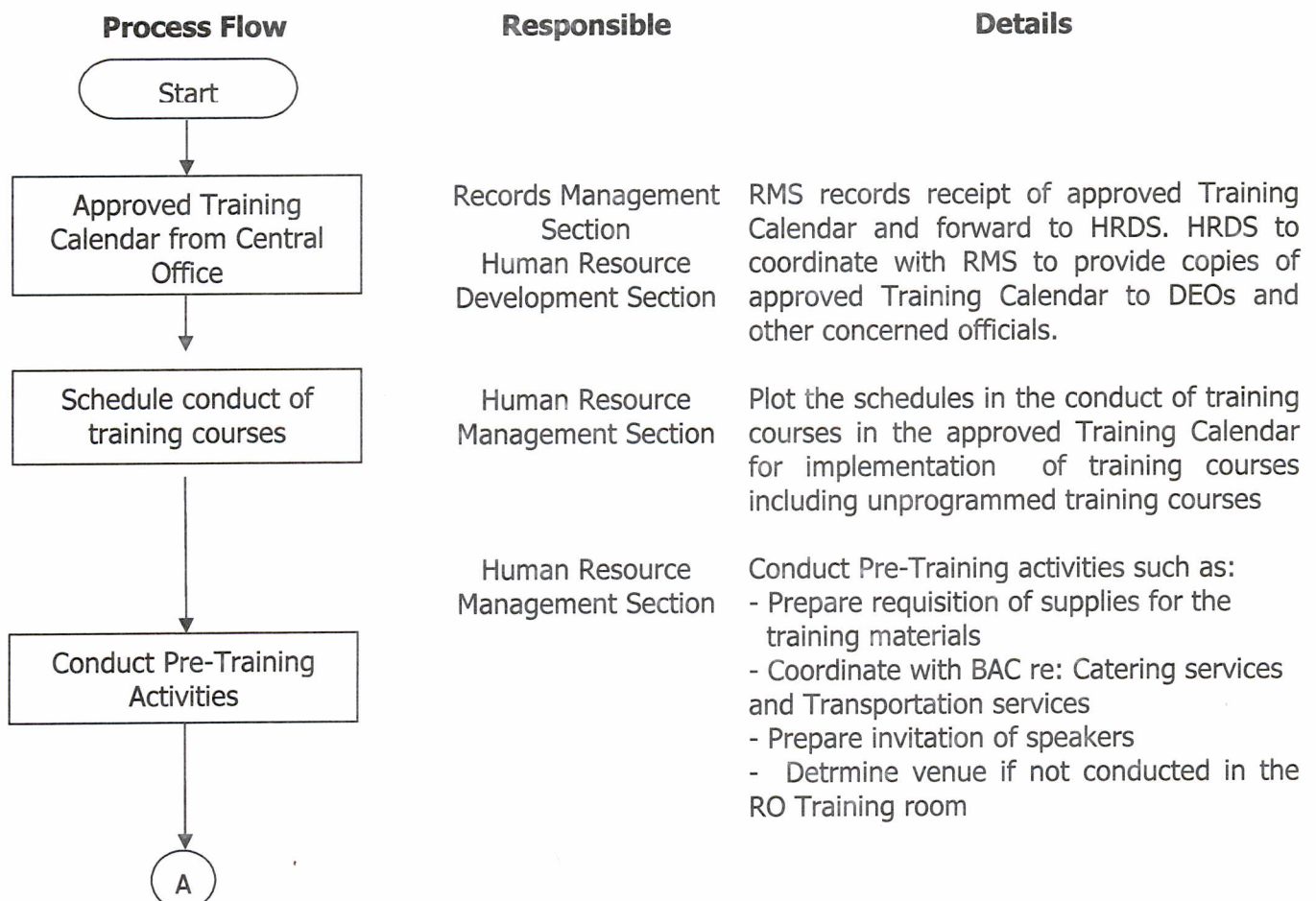
Participant's Profile - a brief information about the participant.


Speaker's Evaluation - activity being conducted by the participant by assessing the performance of the Resource Person/speaker based on the variables listed in the post-training evaluation.

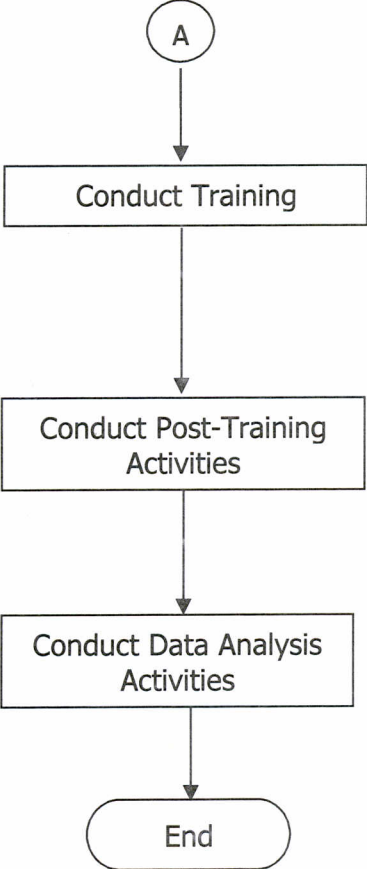
Attendance Sheet - a record of participant's presence/absence in the training sessions.

Impact Evaluation - an activity done 6 months after the conduct of training to assess the effect to the employee's performance and employee's contribution to the organization.

3.0 Procedure



	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Implementation of Annual Training Calendar	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-AD-07
		Revision No.:	0
		Page No.	2 of 2


Process Flow	Responsible	Details
	Human Resource Development Section	Conduct the following training activities: <ul style="list-style-type: none"> - Opening Program - Pre-Training Evaluation - Participants Profile' - Lectures/workshops - Post Training Evaluation - Closing Program
	Human Resource Development Section	Conduct the following post-training activities: <ul style="list-style-type: none"> - Impact Evaluation (participant)
	Human Resource Development Section	Data analysis evaluation results of the: <ul style="list-style-type: none"> - Pre-training Evaluation - Participants Profile - Attendance - Post-training Evaluation

4.0 References

DPWH QMS Manual (Section 7.2.2 items a, b, c, d, e)
Approved Training Calendar
Memorandum Circular No. 10, series of 1992
DPWH Memorandum Circular No. 20, series of 2003
DPWH Memorandum Circular No. 10, series of 1998

5.0 Records

Approved Training Calendar
Attendance Sheet
Participant's Profile
Pre-Training Evaluation
Post Training Evaluation
Certificate of Training
Certificate of Appearance

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Retrieval of Documents	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-AD-08
		Revision No.:	0
		Page No.	1 of 1

1.0 Purpose

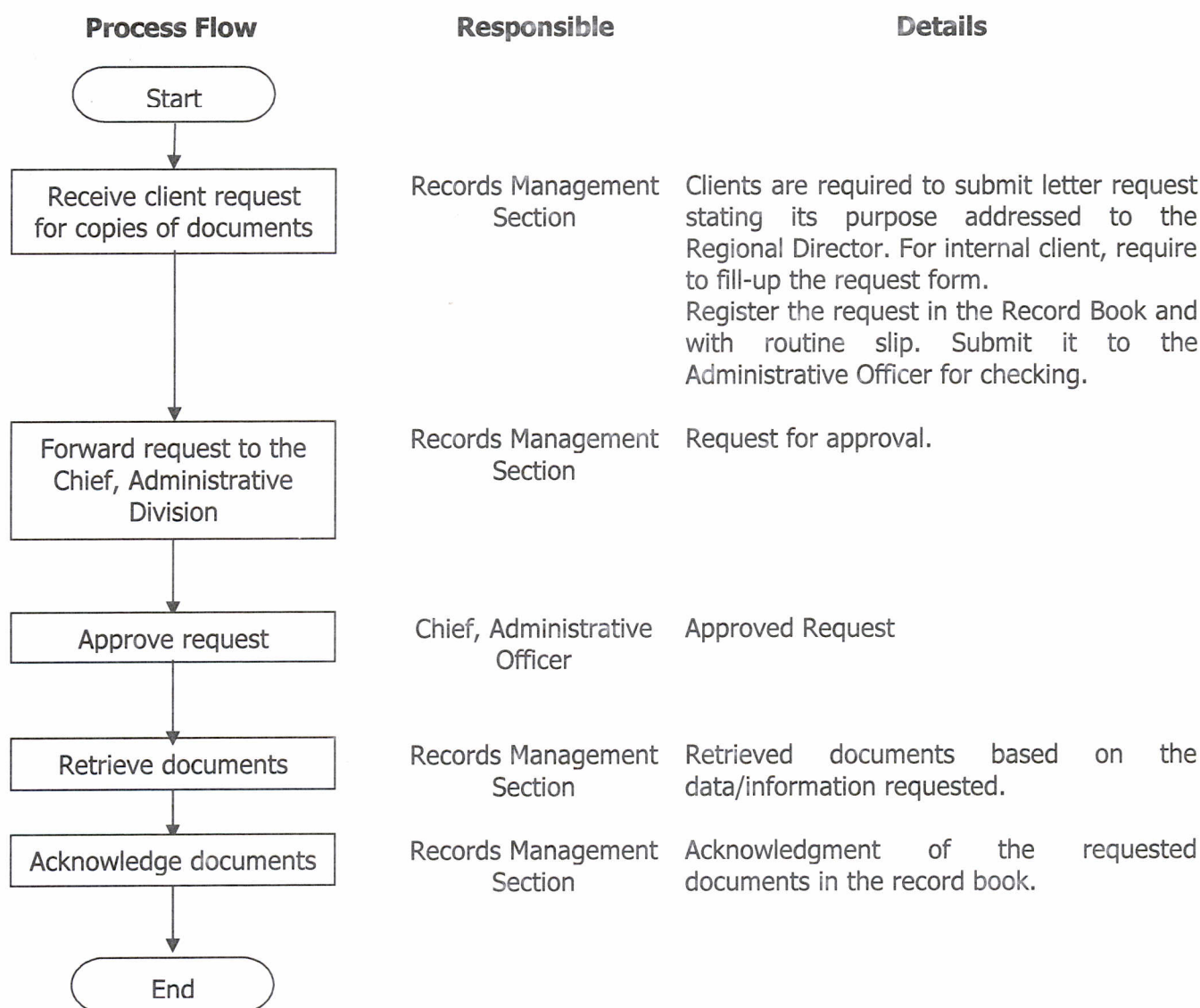
Produce records on time upon request to be used by requesting officials and employees for decision-making, reference and other purposes.

2.0 Definition of Terms

Retrieve - to find; to recover information and/or documents from storage.

Letter request - document received from walk-in client or sent by courier, fax and other medium signifying the intention to have an official copy subject to the approval of the Heads of Offices.

3.0 Procedure




4.0 References

Records Management Manual

5.0 Records

File copy of document showing proofs that copy was received by the party.

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Disposal of Records	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-AD-09
		Revision No.:	0
		Page No.	1 of 2

1.0 Purpose

To avoid unnecessary storage cost of valueless records.

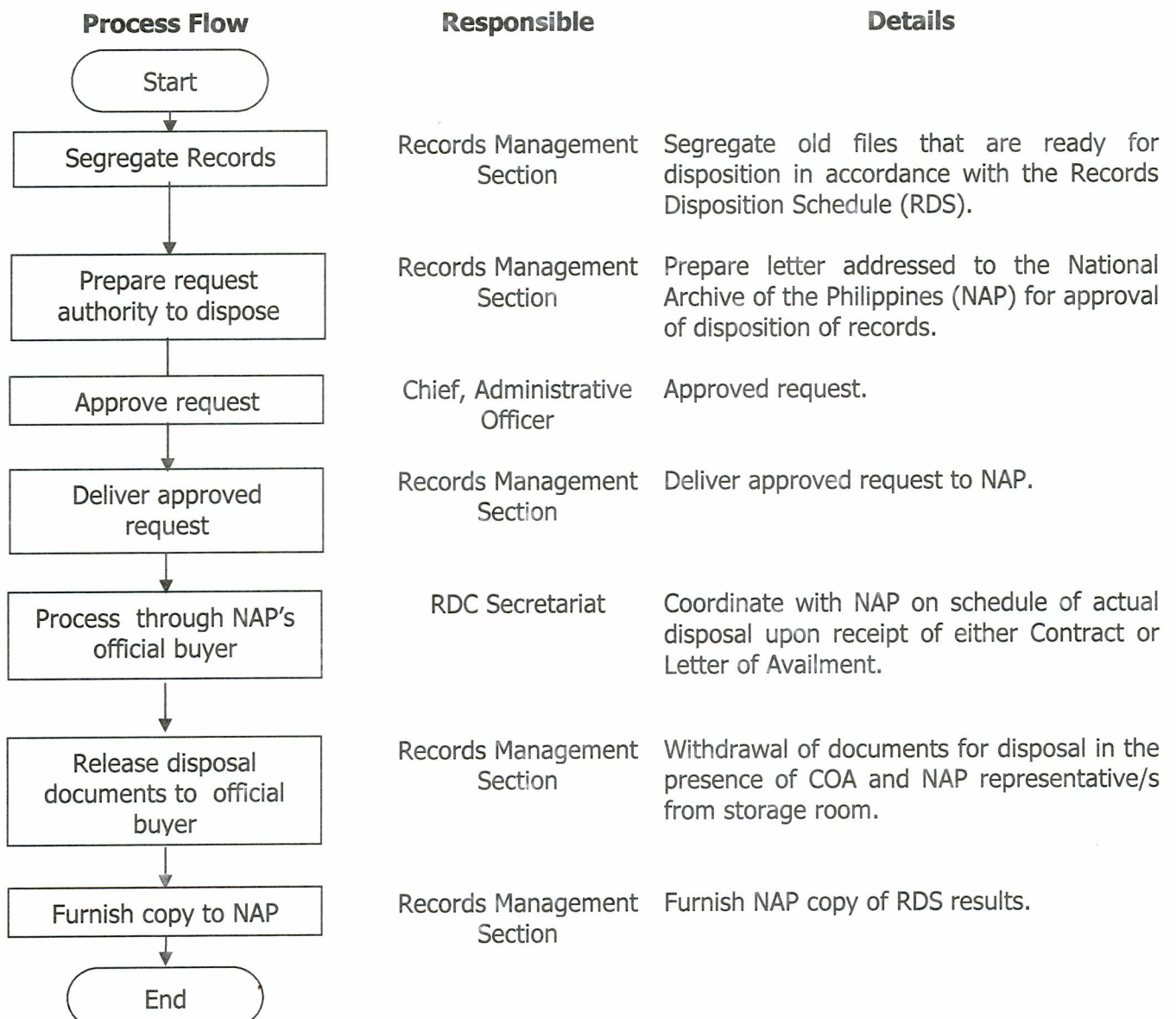
2.0 Definition of Terms


Records Disposition Schedule (RDS) - refers to the systematic transfer of inactive records to the Records Room/Storage Area, identification and preservation of archival records and destruction of valueless records.

Retention Period - refers to the specified period of time considered as the life span of the records until they are subject for permanent storage or disposal.

National Archives of the Philippines - is an agency mandated to collect, store, preserve and make available, archival records of the government and other primary sources pertaining to the history and development of the country.

3.0 Procedure




	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Disposal of Records</p>	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-AD-09
		Revision No.:	0
		Page No.	2 of 2

4.0 References

Records Disposition Schedule (DMC 47, s. 2012)

5.0 Records

Official copies on file
Inventory of Records

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Preparation and Update of Property Acknowledgment Receipt	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-AD-10
		Revision No.:	0
		Page No.	1 of 2

1.0 Purpose

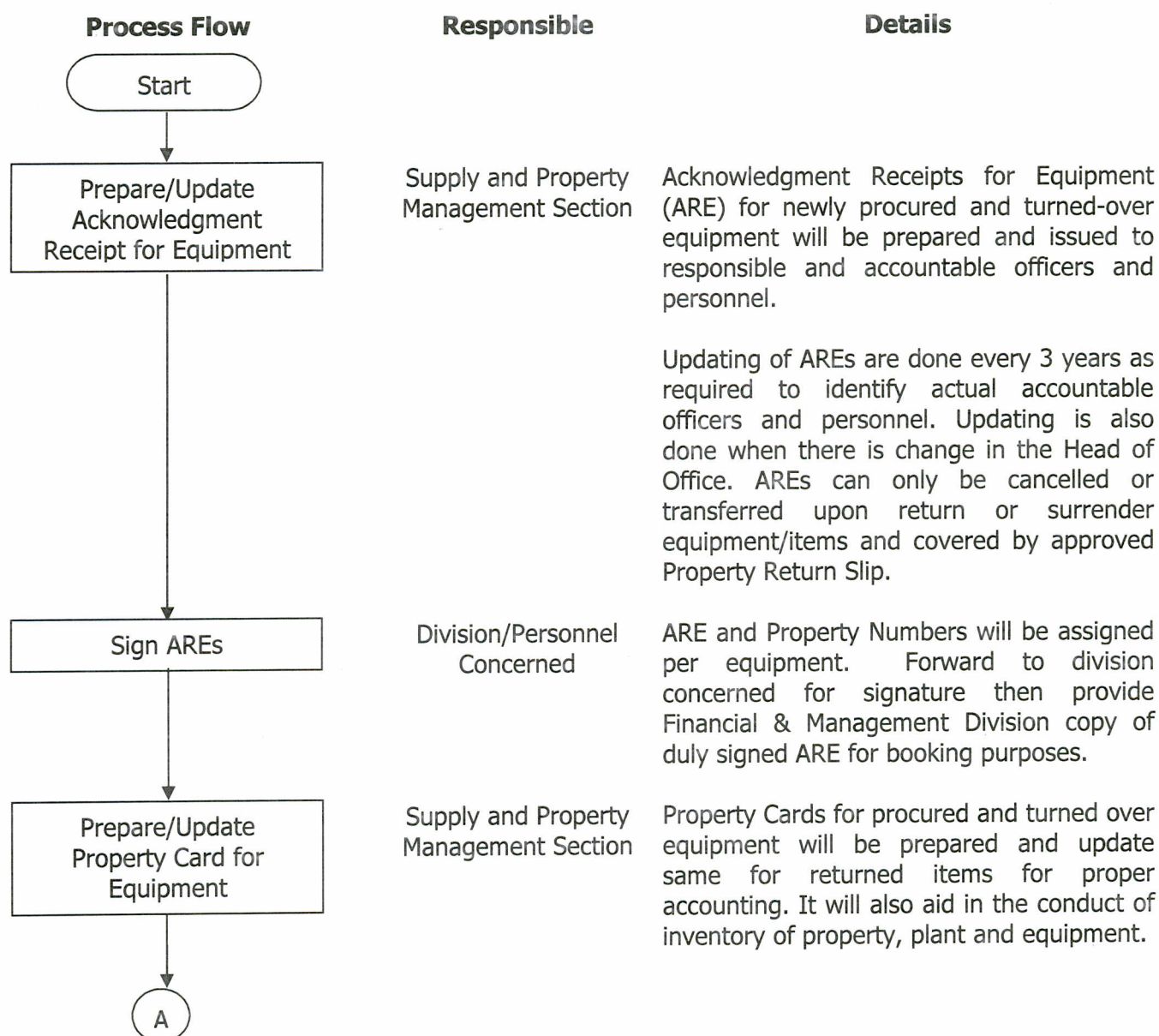
To ensure proper accounting and documentation of government properties procured and issued.


2.0 Definition of Terms

Property Acknowledgement Receipt (PAR) - document issued for items and equipment procured for official use to ensure the identification of accountable and responsible employees who will be the authorized end-users.

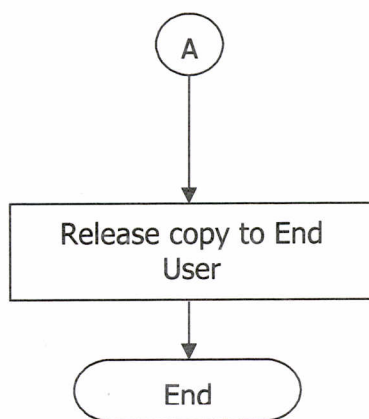
Property Return Slips - form to be filled up for all equipment returned to the Supply and Property Management Section either serviceable or unserviceable.

3.0 Procedure



	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Preparation and Update of Property Acknowledgment Receipt	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-AD-10
		Revision No.:	0
		Page No.	2 of 2

Process Flow



Responsible

Supply and Property
Management Section

Details


Release copy of signed PAR to end-user.

4.0 References

COA Circular No. 002 dated June 18, 2002
Department Order No. 24, series of 2007

5.0 Records

Duly signed Acknowledgment Receipt for Equipment (ARE)
Approved Property Return Slips

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Custodianship of Supplies and Materials	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-AD-11
		Revision No.:	0
		Page No.	1 of 3

1.0 Purpose

Proper monitoring and documentation on the availability of supplies and materials procured and delivered.

2.0 Definition of Terms

Purchase Order - binding contract between the procuring entity and the winning supplier for the items awarded and to be delivered.

Inspection and Acceptance Report - contains the items/materials delivered that complies specification.

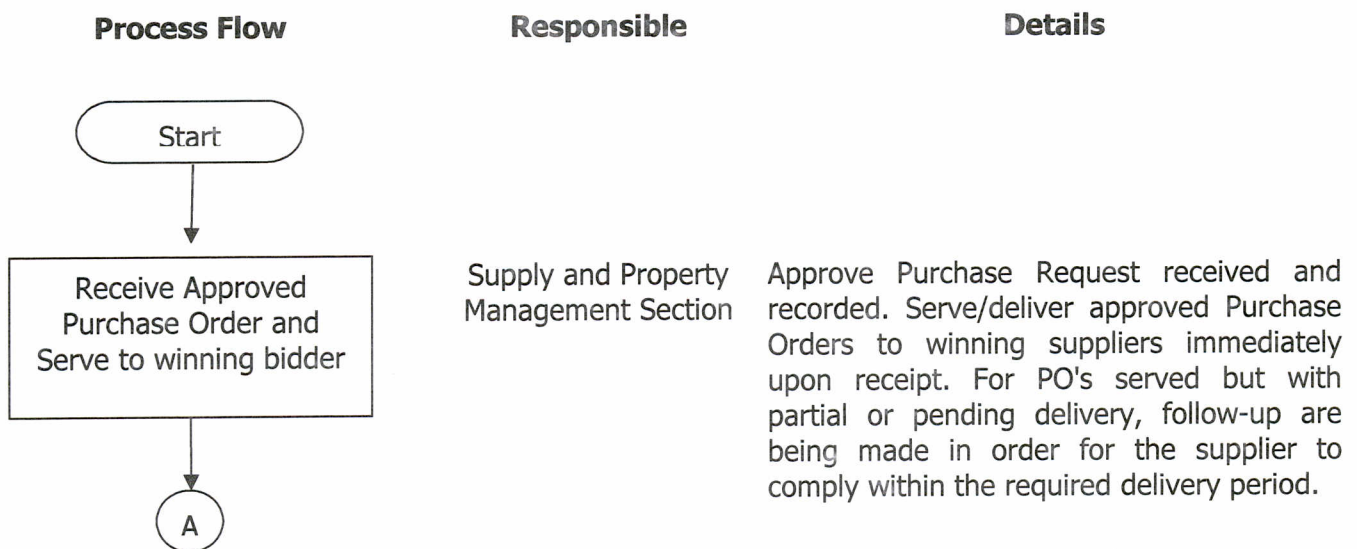
Stock Cards - contains the items/supplies/materials delivered and received and the corresponding withdrawal of same for monitoring.


Requisition and Issue Slips - forms to be filled up by the requesting office/division as basis in the release/issuance of supplies and materials.

Report of Supplies and Materials Issued - forms to be filled up and submitted monthly the Financial Management Division for supplies and materials withdrawn and issued.


Report on the Physical Count of Inventories - semestral report to be submitted to the Office of the Resident Auditor, Commission on Audit, after the conduct of physical count/inventory of supplies/materials available on hand.

3.0 Procedure



	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Custodianship of Supplies and Materials	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-AD-11
		Revision No.:	0
		Page No.	2 of 3

Process Flow	Responsible	Details
<p style="text-align: center;">A</p> <p>Receive Supplies and Materials</p>	Supply and Property Management Section	<p>Receive delivered supplies, materials and equipment and inform Inspectorate Team to conduct inspection (for common supplies and materials). Delivery of IT equipment, the Network Unit is responsible in the inspection and will recommend the acceptance. For other equipment, designated inspectors from end-users will conduct and recommend acceptance.</p> <p>Preparation of IAR will be made for supplies/materials/equipment accepted after inspection.</p> <p>Preparation of RIS, ICR and PAR for equipment inspected and accepted will be made to support final payment.</p>
Update Stock Cards for Supplies and Materials	Supply and Property Management Section	Stock cards for supplies and materials are regularly updated and maintained for proper accounting and monitoring of goods procured and utilized.
Receive Request & Prepare Issuance Issue Slips for Withdrawals	Supply and Property Management Section	Request & Issue Slips from end-users will be assigned control numbers, process by deducting from stock cards items and the corresponding quantity requested.
Approve RIS and Release of Supplies & Materials	Chief, Administrative Division	Processed RIS will be forwarded to the Chief, Administrative Division for approval. Upon approval, release items requested to end-users based on the approved RIS.
Prepare Report of Supplies and Materials	Supply and Property Management Section	Monthly Report of Supplies and Materials Issued will be submitted to Financial & Management Division for proper accounting and inventory.
Submit Report of Physical Count of Inventories	Supply and Property Management	Semestral Report on the Physical Count of Inventories for supplies/materials/equipment available on hand will be submitted to the Resident Auditor, Commission on Audit every end of the semester to comply with government accounting and auditing regulations.
End		


	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Custodianship of Supplies and Materials	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-AD-11
		Revision No.:	0
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4.0 References

COA Circular No. 2001-004 dated October 30, 2001 prescribing the New Government Accounting System (NGAS) in all government agencies effective January 1, 2002

5.0 Records

Copy of approved Purchase Order
Stock Card
Requisition and Issue Slips (for Withdrawals)
Copy of RSMI and Inventory Reports

	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Disposal of Unserviceable Properties</p>	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-OMP-AD-12
		Revision No.:	0
		Page No.	1 of 3

1.0 Purpose

Regular disposal of unserviceable properties will reduce the office assets and in compliance with the Department's instructions.

2.0 Definition of Terms

Regional Disposal Committee - composed of officials and personnel responsible in recommending to the Regional Director the disposal of unserviceable properties acquired and owned by the office as well as the government selling price of said properties.

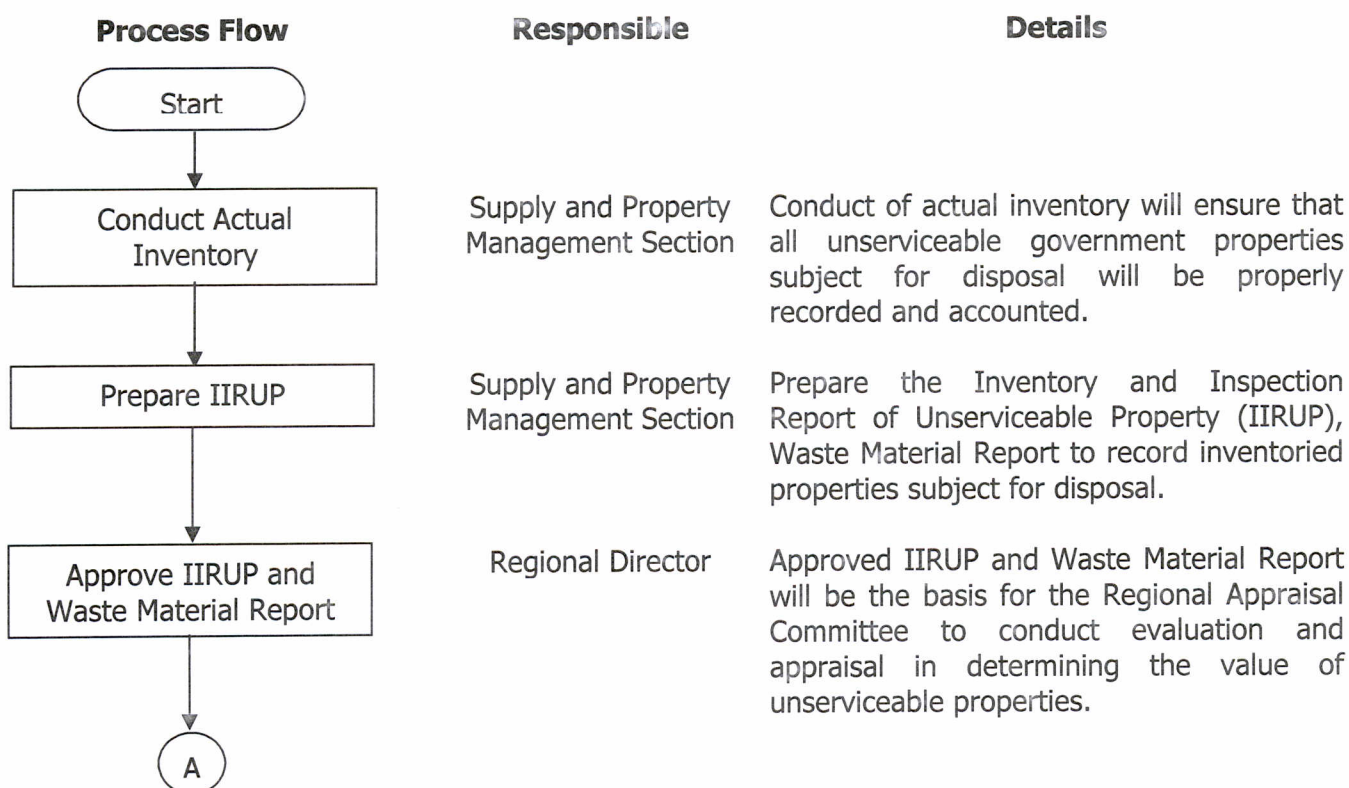
Regional Appraisal Committee - composed of personnel responsible in the evaluation and determining the value of unserviceable properties proposed for disposal.

Inventory and Inspection Report of Unserviceable Property - official form used in the inventory and disposal of unserviceable properties

Waste Material Report - report that will be submitted and used as basis in the disposal of various waste parts and other small and semi-expendable items.

Appraisal Report - result of the evaluation conducted by the RAC and the recommended appraised value of subject unserviceable properties

3.0 Procedure





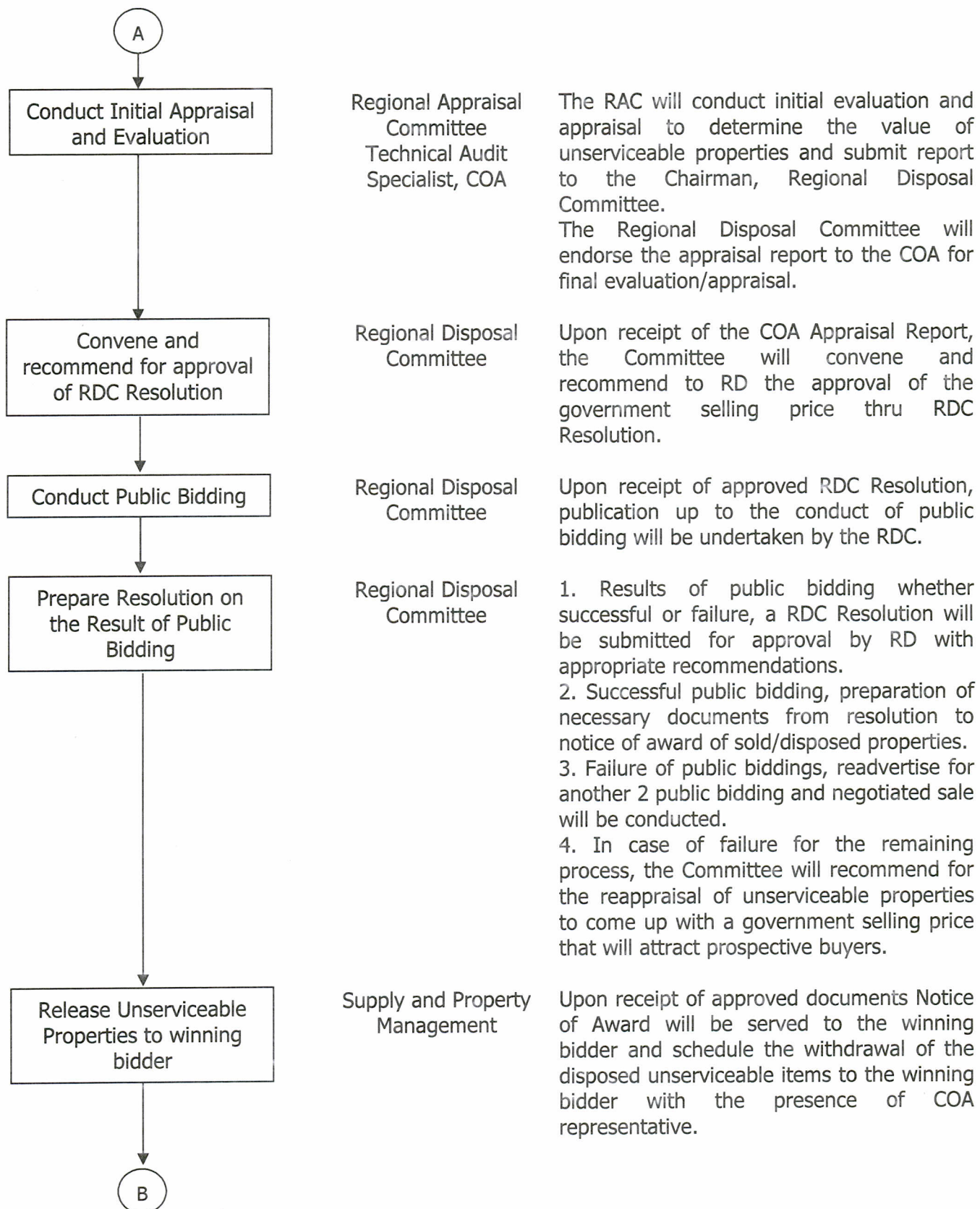
Department of Public Works and Highways
Standard Procedures Manual
for Regional & District Engineering Offices
Disposal of Unserviceable Properties

Issue Date:	FEB 28 2017
Doc. Code:	DPWH-OMP-AD-12
Revision No.:	0
Page No.	2 of 3

Process Flow

Responsible

Details

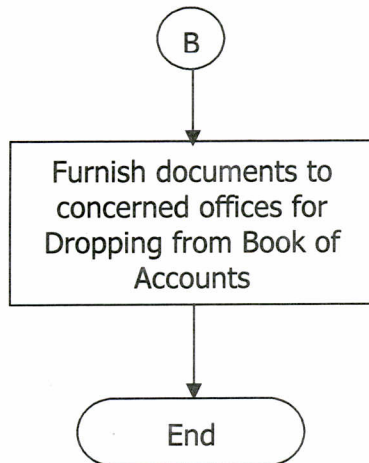




Department of Public Works and Highways
Standard Procedures Manual
for Regional & District Engineering Offices
Disposal of Unserviceable Properties

Issue Date:	FEB 28 2017
Doc. Code:	DPWH-OMP-AD-12
Revision No.:	0
Page No.	3 of 3

Process Flow



Responsible

Financial &
Management Division

Details


Furnish concerned offices certified machine copies of documents as basis in the dropping from the book of accounts of unserviceable properties sold thru public bidding.

4.0 References

Department Order No. 24, series of 2007
National Budget Circular No. 425 dated January 28, 1992

5.0 Records

Result/Award of Public Bidding conducted
Inventory and Inspection Report of Unserviceable Property (IIRUP)
Waste Material Report (WMR)
Appointment Report

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Payment of Remittance/Payables	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-AD-13
		Revision No.:	0
		Page No.	1 of 1

1.0 Purpose

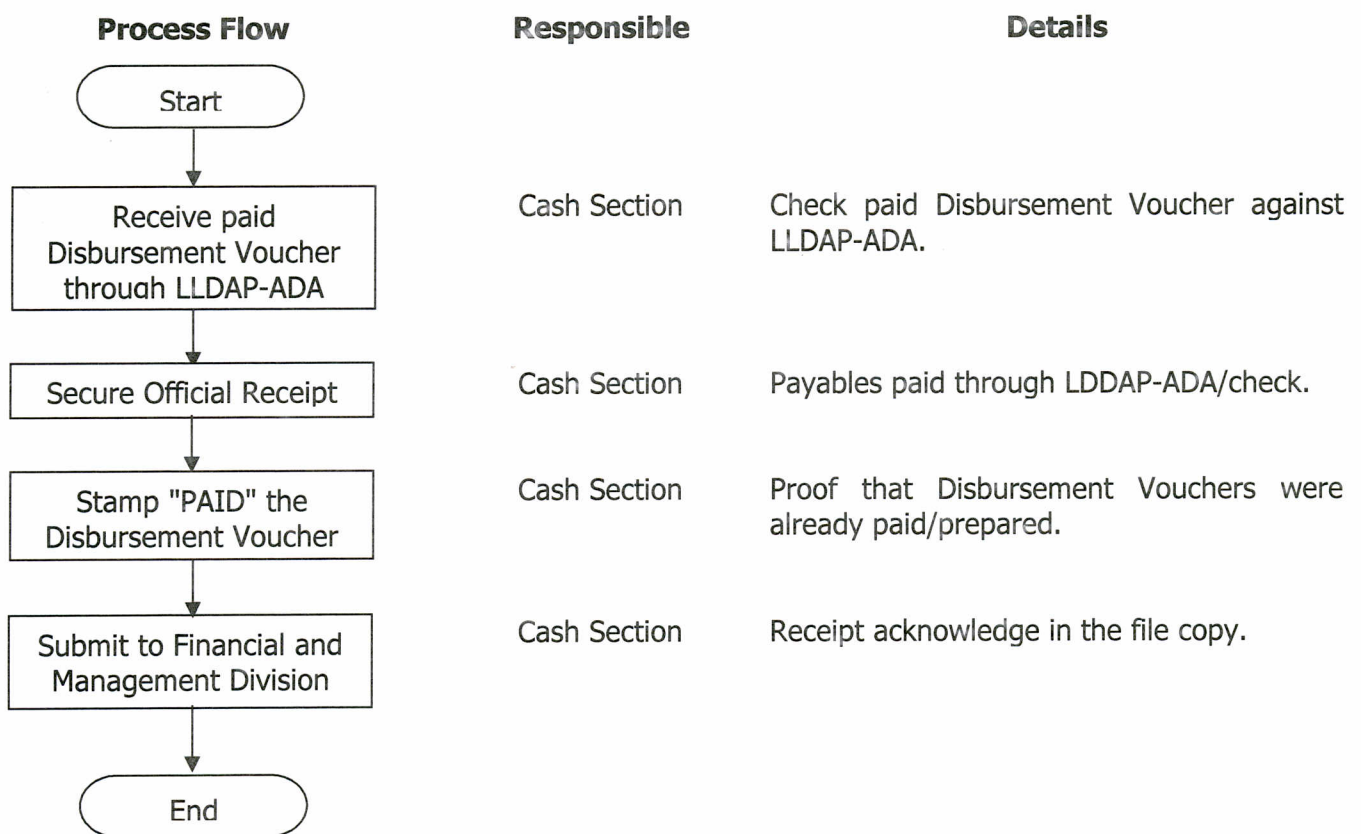
To facilitate the remittances/payables to other government agencies, suppliers and contractors.

2.0 Definition of Terms

List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA)

- Accountable form to be used in the processing of the payment of account payables.

3.0 Procedure



4.0 References

DBM Circular No. 2013-16B dated February 25, 2014

COA Circular No. 2002-002 dated June 20, 2002

Unnumbered Memorandum of Secretary Rogelio L. Singson dated February 20, 2014

5.0 Records

Photocopy of validated LDDAP-ADA



Department of Public Works and Highways
Standard Procedures Manual
for Regional & District Engineering Offices
Issuance of Official Receipts

Issue Date:	FEB 28 2017
Doc. Code:	DPWH-SPM-AD-14
Revision No.:	0
Page No.	1 of 2

1.0 Purpose

Facilitate the issuance of Official Receipts.
Remittance of collections of income and trust receipts.

2.0 Definition of Terms

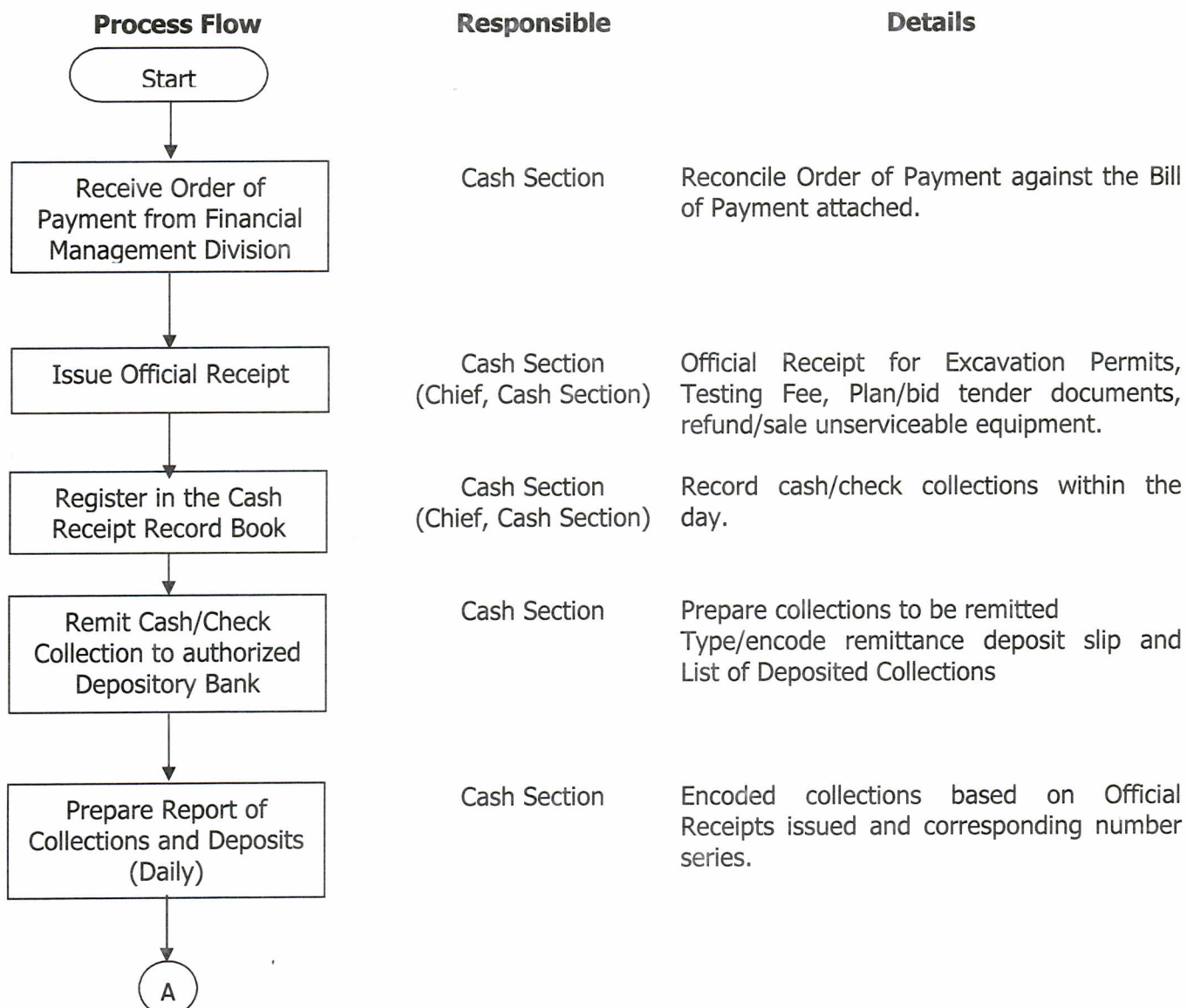
Order of Payment - it is accomplished by the accounting unit by stating the nature and computation of amount due before collections shall be received by the Cashier.

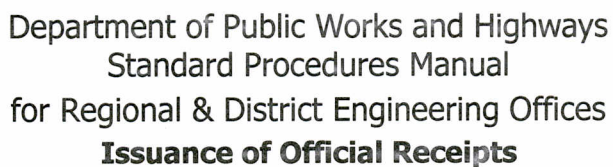
Cash Receipt Record (CRR) - it is used by the designated Collecting Officer to record collections and deposits.

Report of Collections and Deposits (RCD) - prepared by the Cashier/Collecting Officer to report all collections received and deposits made.

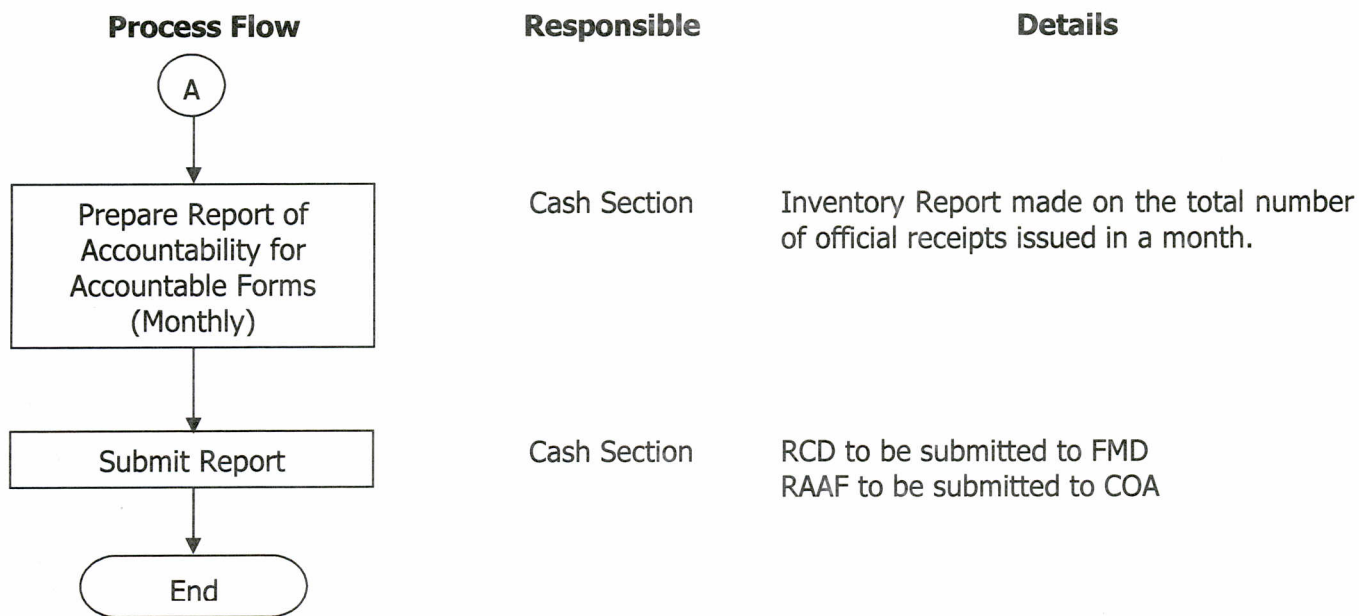
Report of Accountability for Accountable Forms (RAAF) - prepared by the Accountable Officer to report on the movement and status of accountable forms in her possession.

3.0 Procedure






Issue Date:	FEB 28 2017
Doc. Code:	DPWH-SPM-AD-14
Revision No.:	0
Page No.	2 of 2



Approved Report of Collections and Deposits
Monthly Report of Collections and Deposits
Report of Accountability for Accountable Forms
Approved Order of Payment

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Preparation of Disbursement Voucher for Payroll	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-AD-15
		Revision No.:	0
		Page No.	1 of 2

1.0 Purpose

Process disbursement voucher for payment of salaries, wages, benefits and fidelity bond premium.

2.0 Definition of Terms

General Payroll - it is used for the payment of salaries, wages, overtime pay, honoraria and other emoluments of government officers and employees.

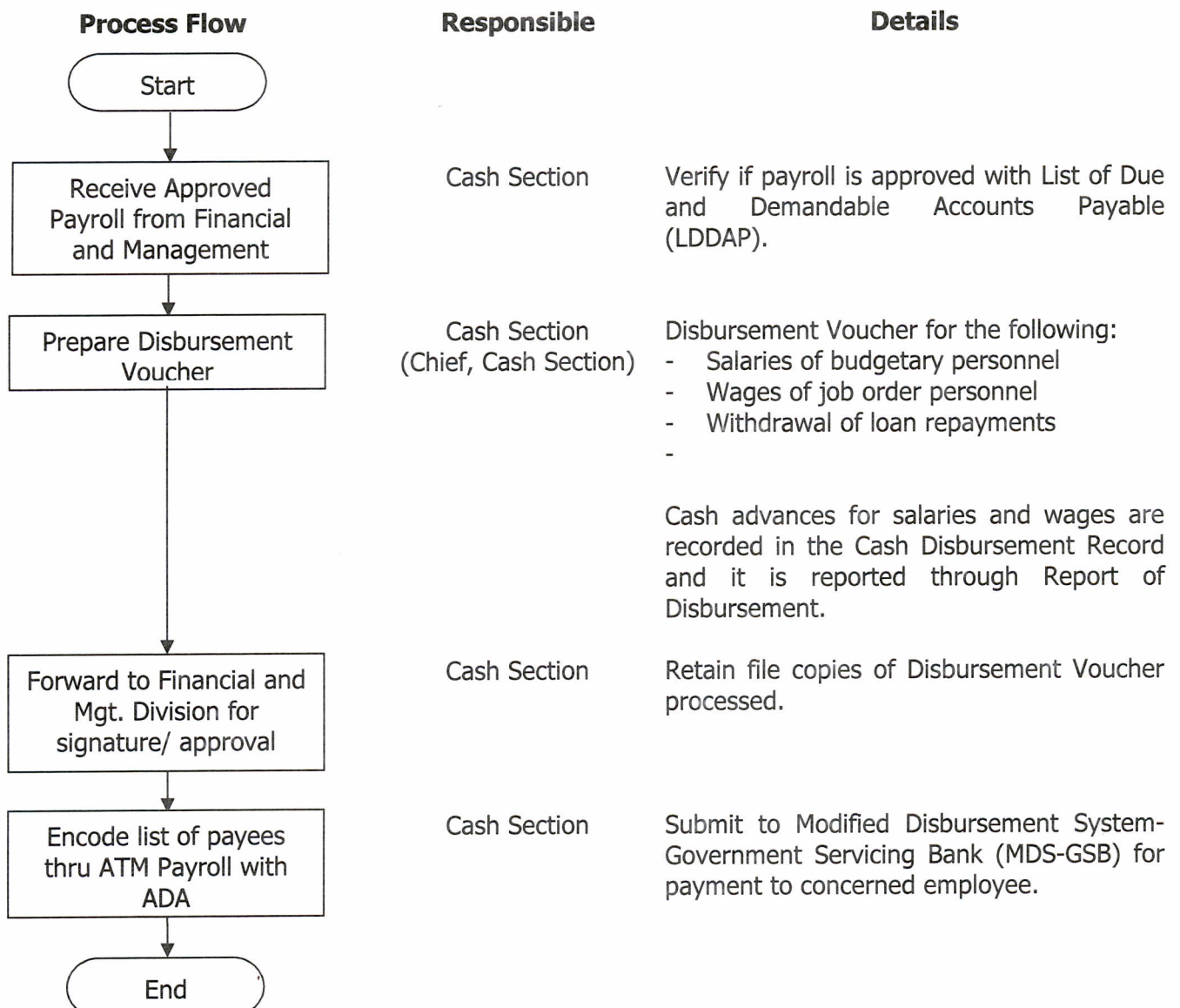
Salaries and wages - it is the payment of regular, part-time, casual and contractual government employees for services rendered.


Fidelity Bond Premium - bond required by the Bureau of Treasury for the authorized signatories of checks and List of Due and Demandable Accounts Payable with Advice to Debit Account.

Cash Disbursement Record - it is used by the Disbursing Officer to record the cash advance received and disbursed made out of the cash advances.

Report of Disbursement - it is prepared by the Cashier to support liquidations of her cash advances.

3.0 Procedure




	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Preparation of Disbursement Voucher for Payroll</p>	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-AD-15
		Revision No.:	0
		Page No.	2 of 2

4.0 References

COA Circular No. 2002-002 dated June 20, 2002

5.0 Records

Cash Disbursement Record
Copy of Report of Disbursement
Copy of Disbursement Vouchers

	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Dissemination of Department of Public Works and Highways Central Office Issuances and Other</p>	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-AD-16
		Revision No.:	0
		Page No.	1 of 2

1.0 Purpose

To define a system for maintaining DPWH Quality Management System through complete and reliable records control.

2.0 Definition of Terms

Documents - refers to recorded information regardless of medium or characteristics, frequently used interchangeably with records.

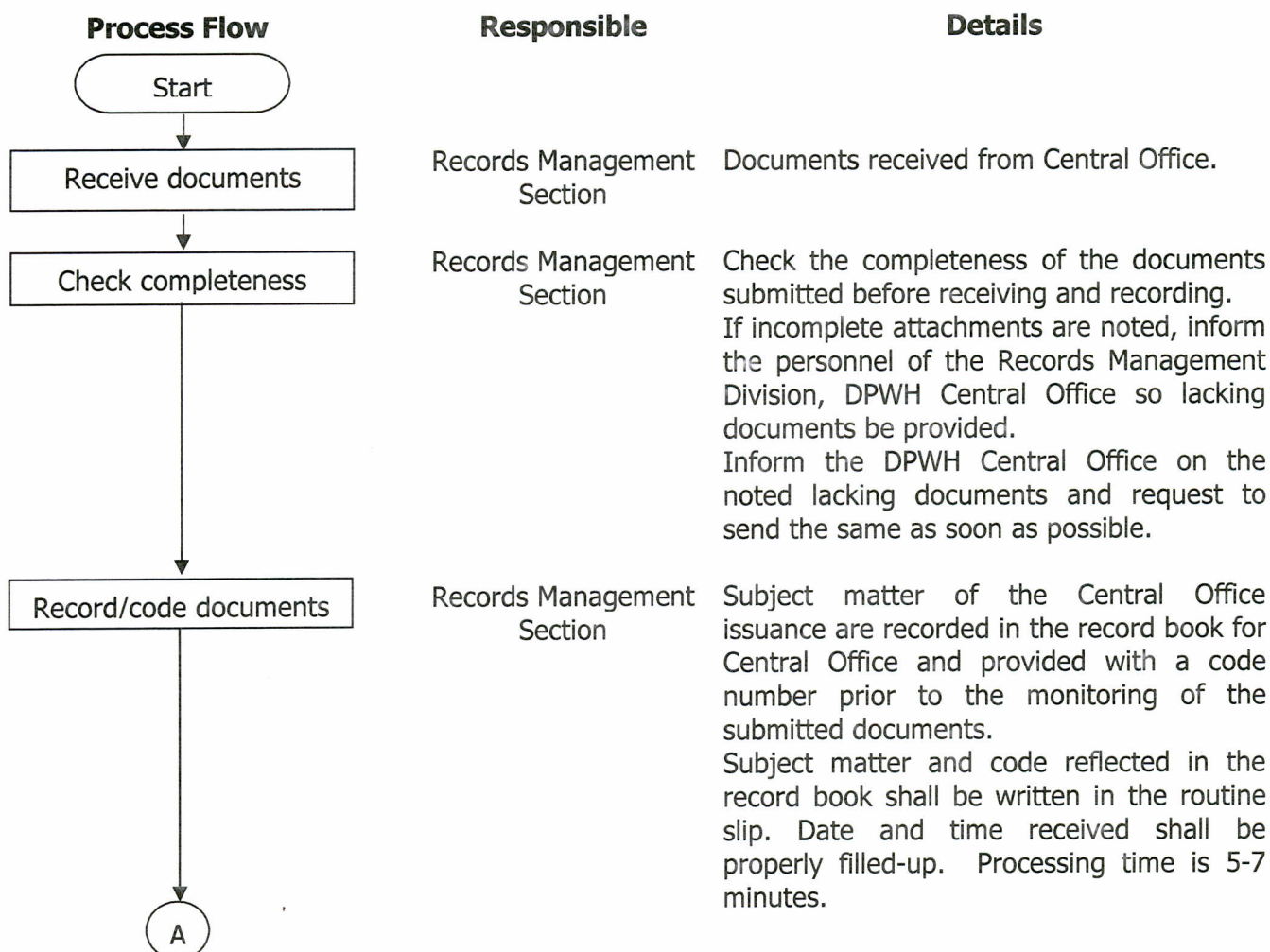
Attachments - consist of letters, memoranda, endorsement, directives including written or printed forms used as supporting documents to the official document.


Central Office Issuances - refers to instructions written and signed by the key officials of the Central Office in a form of Department Order, Department Memorandum Circular, Special Order, Memorandum and the like.

Review - to evaluate, study and analyze documents for appropriate action in relation to the functions of the Offices in the Regional Office before it will be forwarded to the concerned personnel/office.

Routine Slip - materials or papers with printed information and blank spaces for the insertion of additional data and/or approval from then concerned personnel or Division.

3.0 Procedure



	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Dissemination of Department of Public Works and Highways Central Office Issuances and Other</p>	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-AD-16
		Revision No.:	0
		Page No.	2 of 2


Process Flow	Responsible	Details
<p style="text-align: center;">A</p> <p>Route documents to the Office of the Regional Director</p>	Records Management Section	Documents delivered to the Office of the Regional Director for his information and instructions.
<p>Give instruction to routine slip</p>	Chief, Administrative Officer	Make necessary instruction/s in the Routine Slip
<p>Comply to the instructions</p>	Records Management Section	In compliance with the instructions of Chief, Administrative Officer, Records Officer does necessary action. If being instructed to be disseminated, Records Officer make the necessary sorting and dissemination. If being instructed to be filed only, Records Officer will file the issuance.
<p>Identify concerned persons</p>	Records Management Section	To ensure that only authorized persons, offices and affected persons/offices not mentioned shall be given controlled copies.
<p>Disseminate/deliver issuances</p>	Records Management Section	Issuance should be released within the day using the following method of dissemination: * Through the Liaison Officer * For urgent matters should be sent thru fastest means i.e. fax or email
<p>End</p>		

4.0 References

Office Order No. 2, series of 2013
Office Order No. 3, series of 2014

5.0 Records

Record Book for control of Regional Office issuances
File copy on file

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices File Management	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-AD-17
		Revision No.:	0
		Page No.	1 of 2

1.0 Purpose

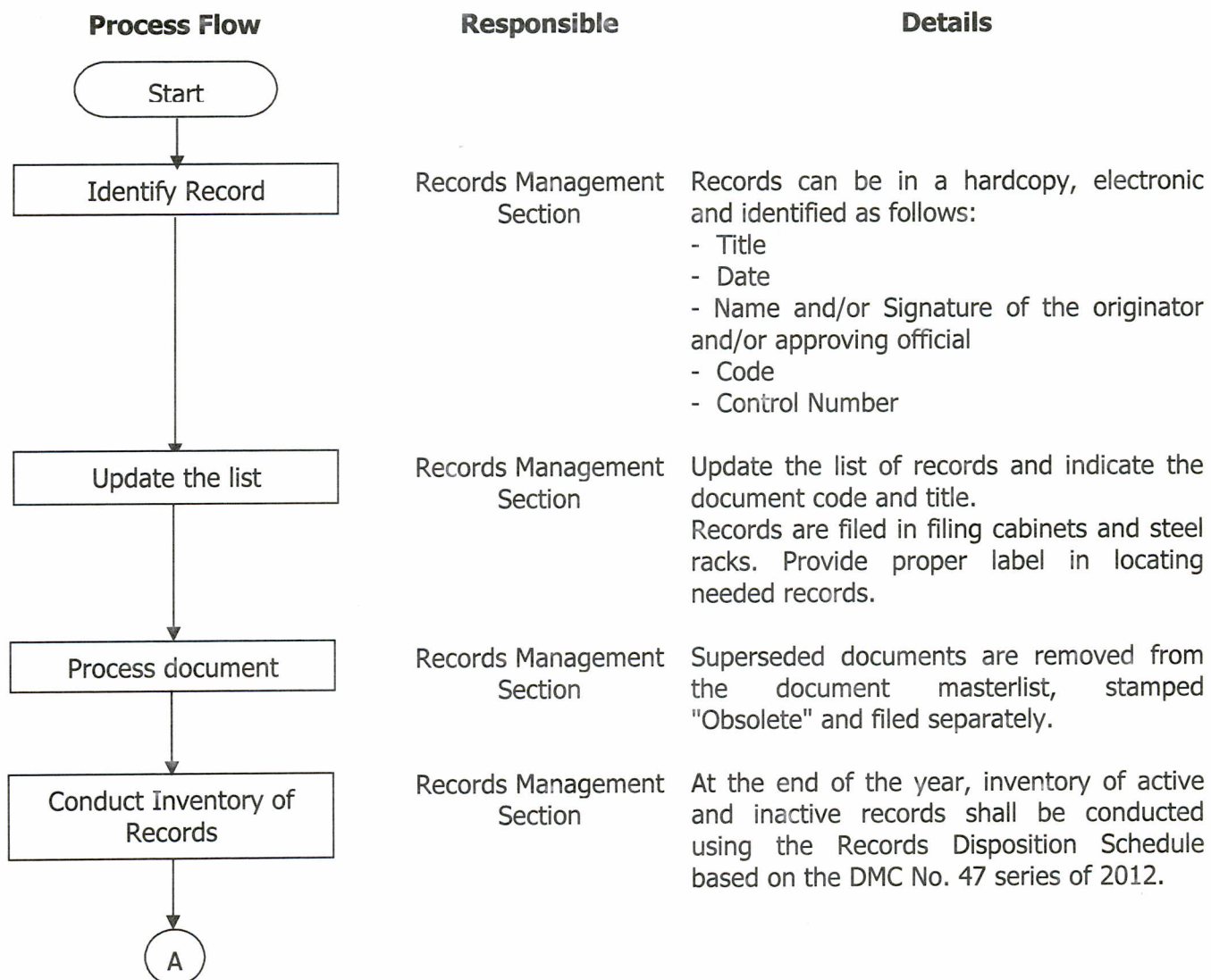
Safekeep records systematically for easy retrieval of files.


2.0 Definition of Terms

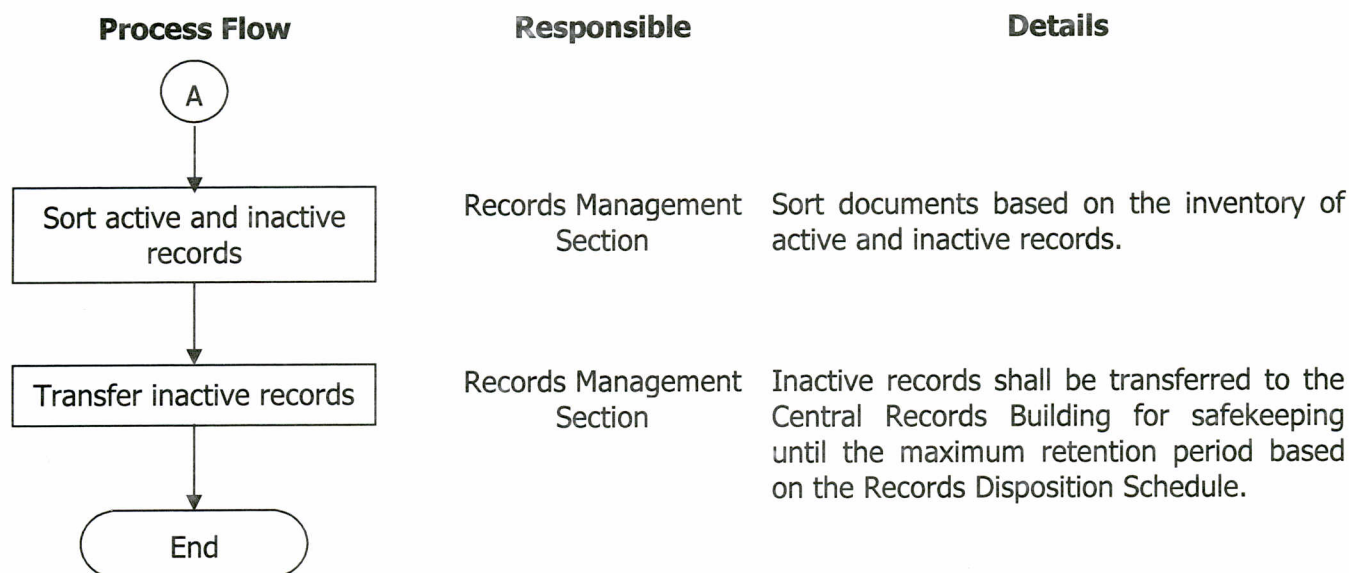
Files Management - deals with the keeping and maintaining records in custody and the procedures of classifying, filing, and servicing them. It is the management of official records that are properly and adequately classified and arranged according to a Guide.

Records Disposition Schedule (RDS) - refers to the systematic transfer of inactive records to the Records Room/Storage Area, identification and preservation of archival records and destruction of valueless records.

3.0 Procedure



	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices File Management	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-AD-17
		Revision No.:	0
		Page No.	2 of 2




4.0 References

Records Disposition Schedule (DMC 47, s. 2012)

5.0 Records

Official copies on file
Inventory of Records

	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices</p> <p>Document Tracking System Center</p>	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-AD-18
		Revision No.:	0
		Page No.	1 of 2

1.0 Purpose

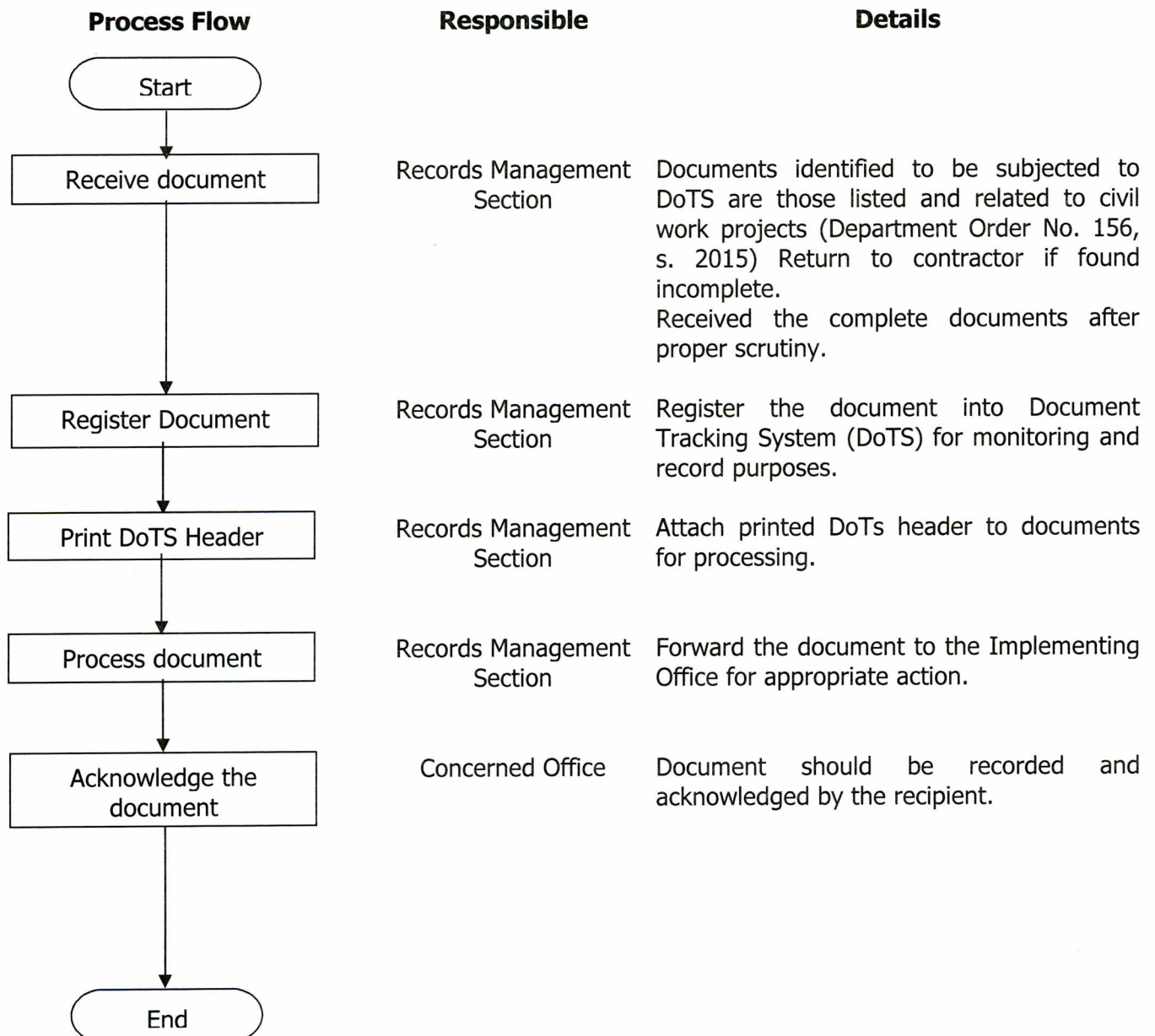
Monitoring of the status of documents identified by the Department which tracks down slow moving documents and pinpoints those responsible persons/offices in the delay in the processing.


2.0 Definition of Terms

DoTS - Document Tracking System Version 3.0, an electronic and dynamic routing slip.

Scrutinize - to inspect closely and thoroughly the documents being received and be sent.

3.0 Procedure




	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices</p> <p>Document Tracking System Center</p>	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-AD-18
		Revision No.:	0
		Page No.	2 of 2

4.0 References

Unnumbered Memorandum dated October 12, 2011
 Processing of Documents covered by DoTS
 Unnumbered Memorandum dated August 17, 2010
 Implementation of Document Tracking System
 Department Order No. 52, series of 2012
 Designation of DoTS Center Officers in the Regional Office

5.0 Records

RAM - Internal Storage
 USB - External Storage
 Record Book

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Incoming Documents Procedure	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-AD-19
		Revision No.:	0
		Page No.	1 of 2

1.0 Purpose

To monitor the action taken on incoming documents and pinpoint responsibility in case of lost or inaction.

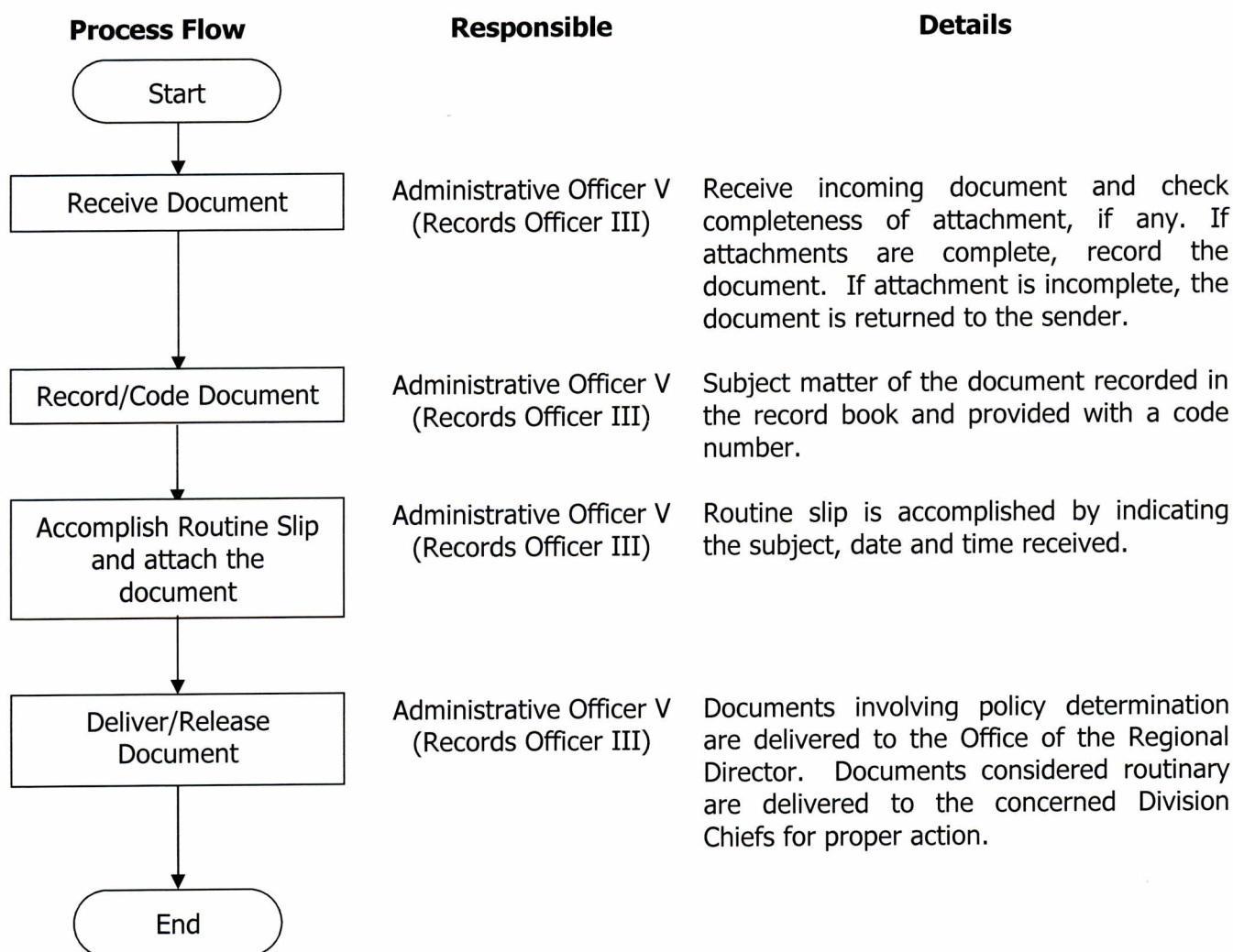
2.0 Definition of Terms


Review – to evaluate, study and analyze documents for appropriate action in relation in the functions of the Offices in the Regional Office before it will be forwarded to the concerned personnel/office.

Incoming Document - any document received from stakeholders (internal and external that necessitates action by the receiving office.

Routing Slip – form used that shows the subject, reference no., date when the incoming document was received, the official employee to whom the document was referred and the appropriation action to be done.

3.0 Procedure




	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Incoming Documents Procedure	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-AD-19
		Revision No.:	0
		Page No.	2 of 2

4.0 References

Office Order No. 3, series of 2014
Office Order No. 2, series of 2013
Office Order No. 25, series of 1997

5.0 Records

Record Book for incoming documents

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Outgoing Documents Procedure	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-AD-20
		Revision No.:	0
		Page No.	1 of 2

1.0 Purpose

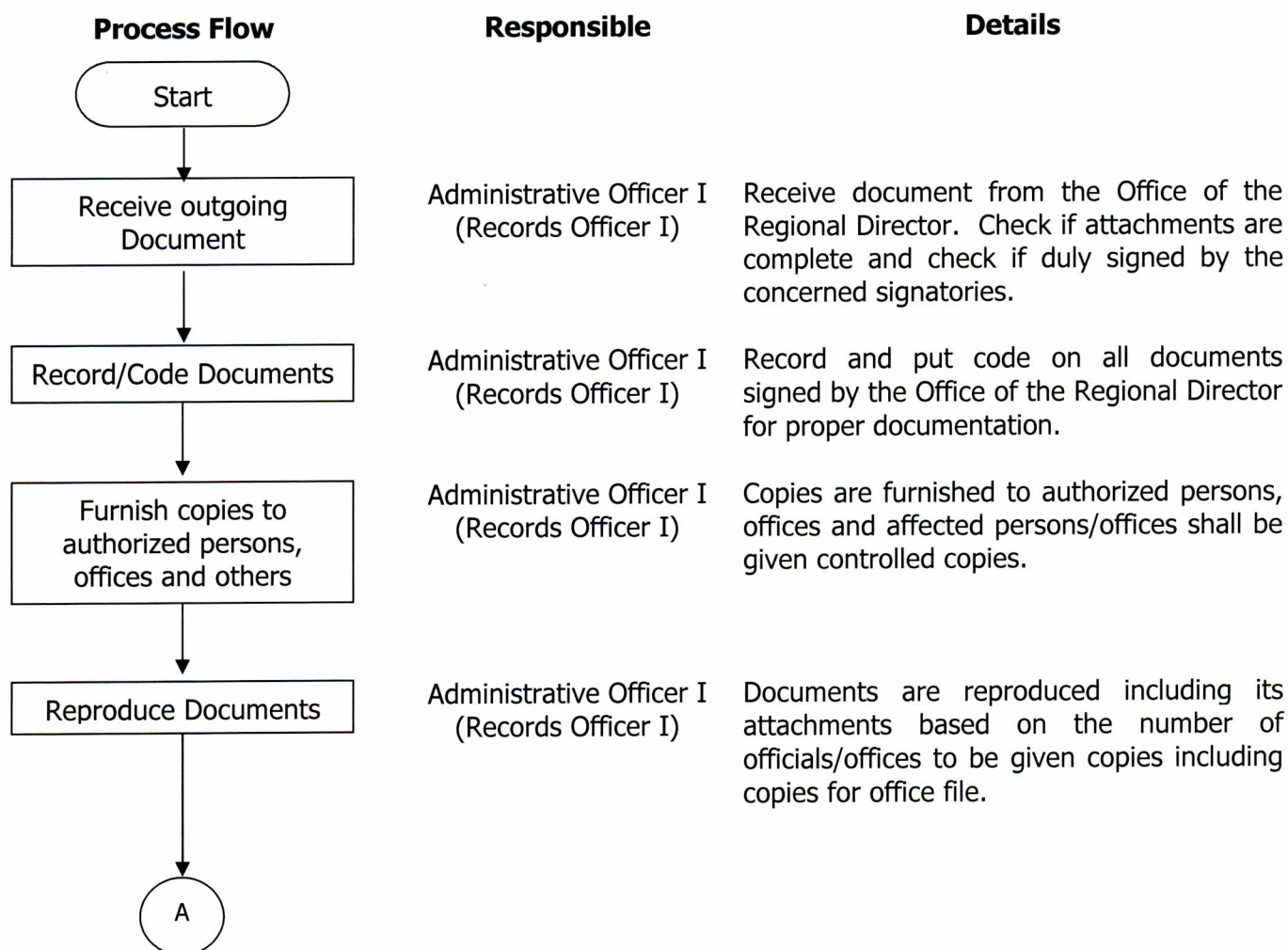
To set a system managing outgoing documents through complete and reliable records control.


2.0 Definition of Terms

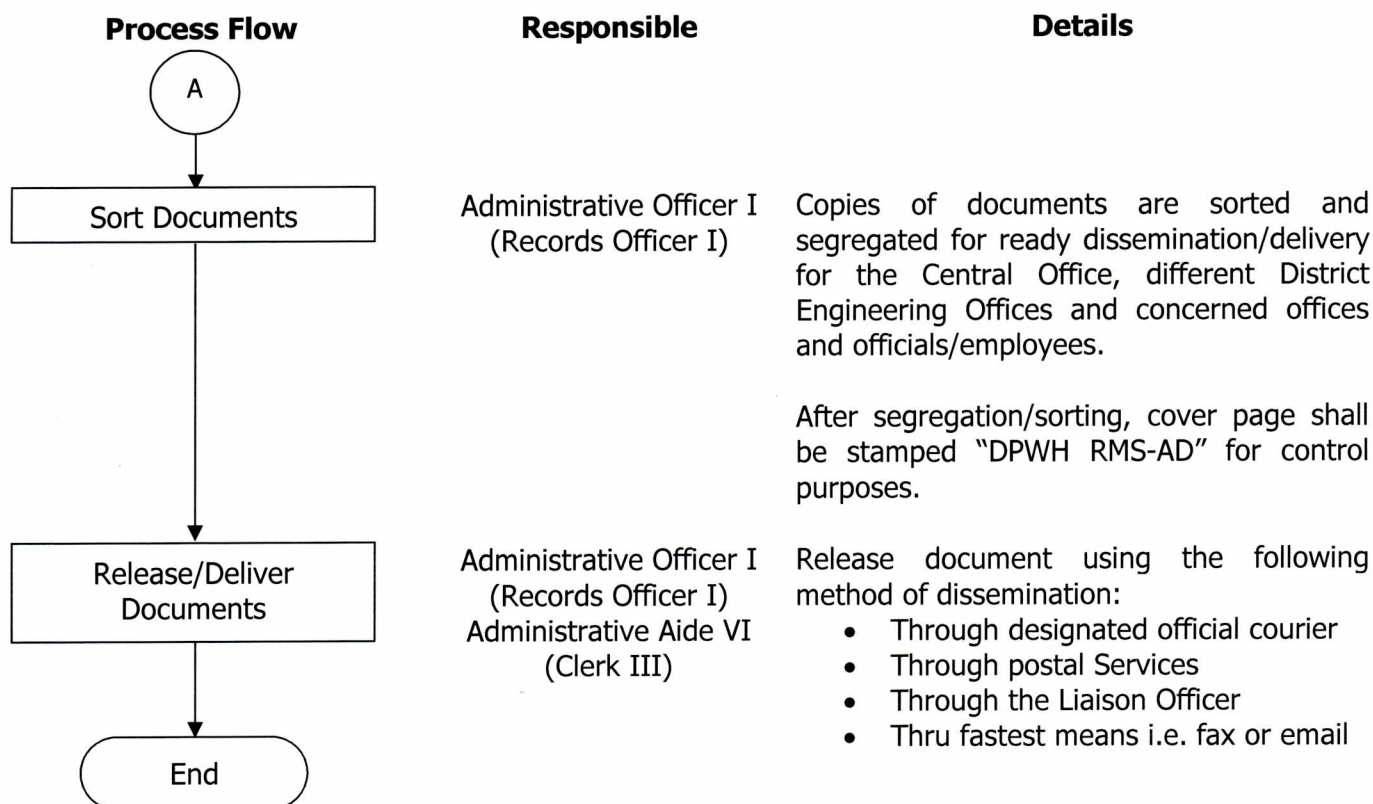
Documents – refer to recorded information regardless of medium or characteristics.

Attachments – consists of letters, memoranda, endorsement, directives including written or printed forms used as supporting documents to the official document.

3.0 Procedure



	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Outgoing Documents Procedure	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-AD-20
		Revision No.:	0
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4.0 References

Office Order No. 3, series of 2014
Office Order No. 2, series of 2013

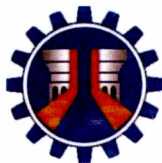
5.0 Records

Record Book for outgoing documents
File copy on file



Republic of the Philippines
Department of Public Works and Highways
Bonifacio Drive, Port Area, Manila

Finance

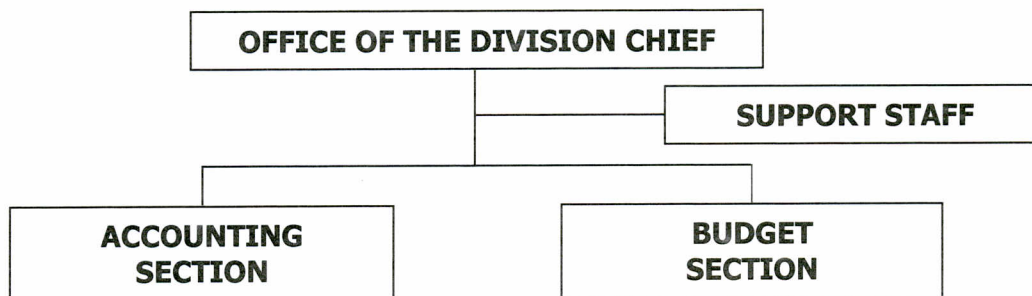


Department of Public Works and Highways
Standard Procedures Manual
for Regional and District Engineering Offices

Organizational Chart of Financial Management


Issue Date:	FEB 28 2017
Doc. Code:	DPWH-SPM-FMD-00
Revision No.:	0
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**FINANCE DIVISION
ORGANIZATIONAL CHART**



FINANCE DIVISION FUNCTIONS

1. Provides the Regional Office with coordinated services on budgeting, cashiering, accounting and other financial services;
2. Implements and improves Financial Management and Internal Control System;
3. Prepares, analyzes and consolidates budget proposals for the Region;
4. Undertakes budget execution and accountability;
5. Adopts, maintains sound financial, accounting and cash management system;
6. Prepares management reports and advises the Regional Directors and District Engineers on matters relating to fiscal administration;
7. Provides technical assistance to District financial management personnel;
8. Prepares and submits accountability reports as required and mandated by law.

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Recording of UACS-GAA	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-FMD-01
		Revision No.:	0
		Page No.	1 of 2

1.0 Purpose

To provide a systematic procedure for the recording of the UACS in the e-Budget System based on the General Appropriations Act (GAA)

2.0 Definition of Terms

General Appropriations Act (GAA) is the legislative authorization that contains the new annual appropriations authorized by Congress in specific amounts for salaries, wages and other personnel benefits; Maintenance and Other Operating Expenses (MOOE); Capital Outlay (CO) to be spent for the implementation of programs and activities of all departments, bureaus and offices of government for a given year

Unified Account Code Structure (UACS) is a harmonized coding structure jointly developed by the DBM, COA, DOF, BTr which aims to facilitate financial reporting and consolidation of actual revenue, collection, and expenditures, enable the assessment of outturns against transparency/accountability and improve efficiency in terms of utilization of government funds.

Budget System (eBudget) - the New Government Accounting System (NGAS) application for use by Budget Officers in recording and tracking budget-related transactions of the Agency. These include allotments, sub-allotments, special allotments, obligations incurred, and adjustments to allotments and obligations. The system facilitates monitoring of the status and balances of these allotments and obligations.

Funding Source consists of financial resource of the government set aside for specific programs and projects of the government. This includes General Fund, Off-Budgetary Funds (Retained Income/Receipts and Revolving Funds) and Custodial Funds (Trust Receipts)


Major Final Output (MFO) refers to goods and services that a department or agency is mandated to deliver to external clients through the implementation of programs, activities, and projects.

Program is a homogeneous group of activities necessary for the performance of a major purpose for which a government agency is established, for the basic maintenance of the agency's administrative operations or for the provisions of staff support to the agency's line functions.

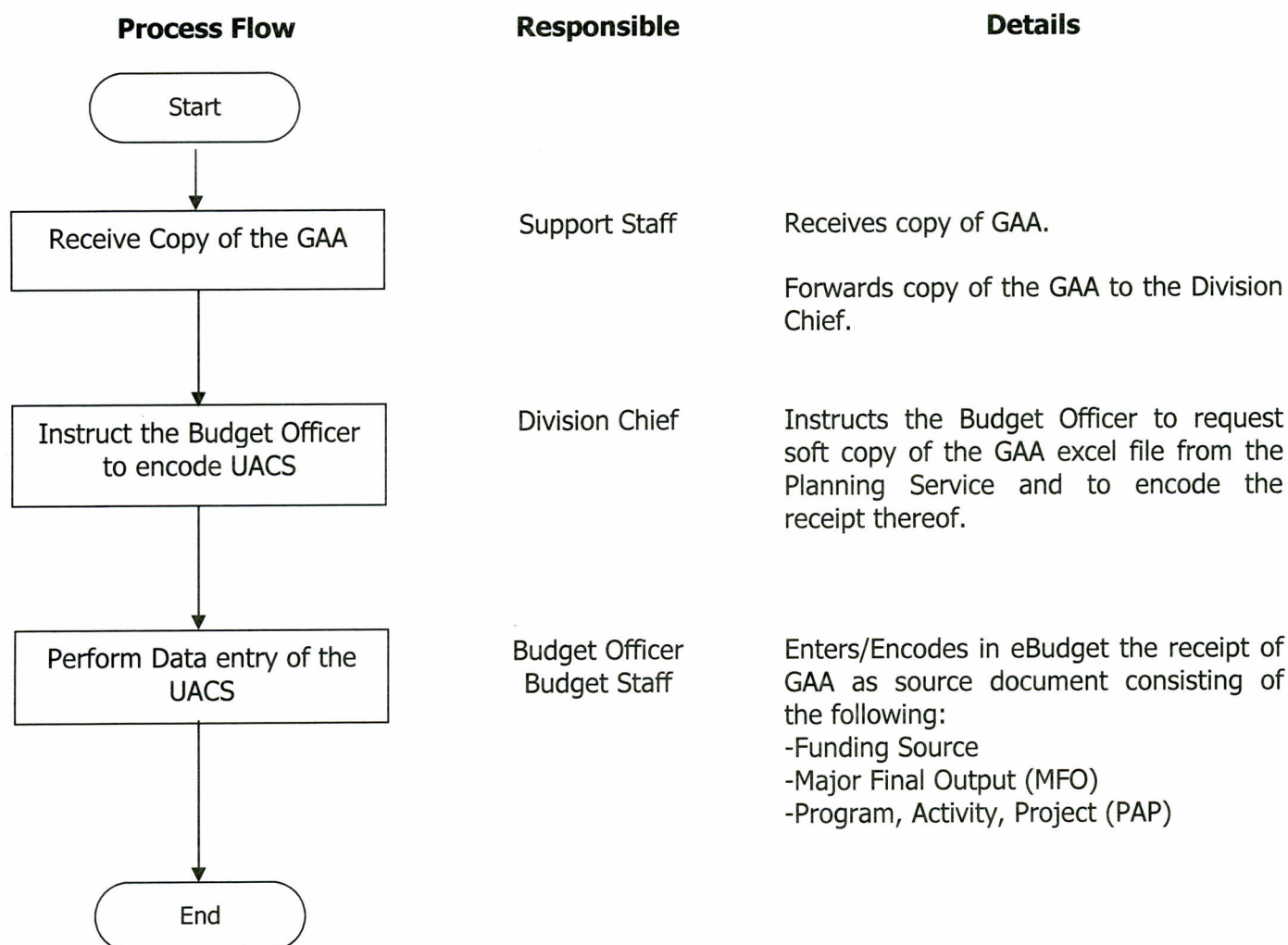
Activity is a work process which contributes to the implementation of a program, sub-program or project.

Projects refers to special agency undertakings which are to be carried out within a definite time frame and which are intended to result some pre-determined measure of goods and services.

Appropriation is an authorization pursuant to laws or other legislative enactment directing the payment of goods and services out of government funds underspecified conditions or for specified purposes.

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Recording of UACS-GAA	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-FMD-01
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3.0 Procedure




4.0 References

Quality Management System (QMS) Manual
 Glossary of Terms - Budget of Expenditure and Sources of Financing
 UACS Primer
 Department Order No. 70- Adoption of eNGAS and e-Budget System in the entire Department
 COA-DBM-DOF Joint Circular No. 2013-1 dated 8/6/2013 - Unified Account Code Structure
 National Budget Circular No. 561 dated January 4, 2016 - Guidelines on the Release of Funds

5.0 Records

GAA
 GAA Excel file
 System encoded Unified Account Code Structure (UACS)

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Recording of Receipt of Allotment	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-FMD-01
		Revision No.:	0
		Page No.	1 of 2

1.0 Purpose

To monitor the status and balances of allotments received from the Department of Budget and Management (DBM) and/or DPWH Central Office.

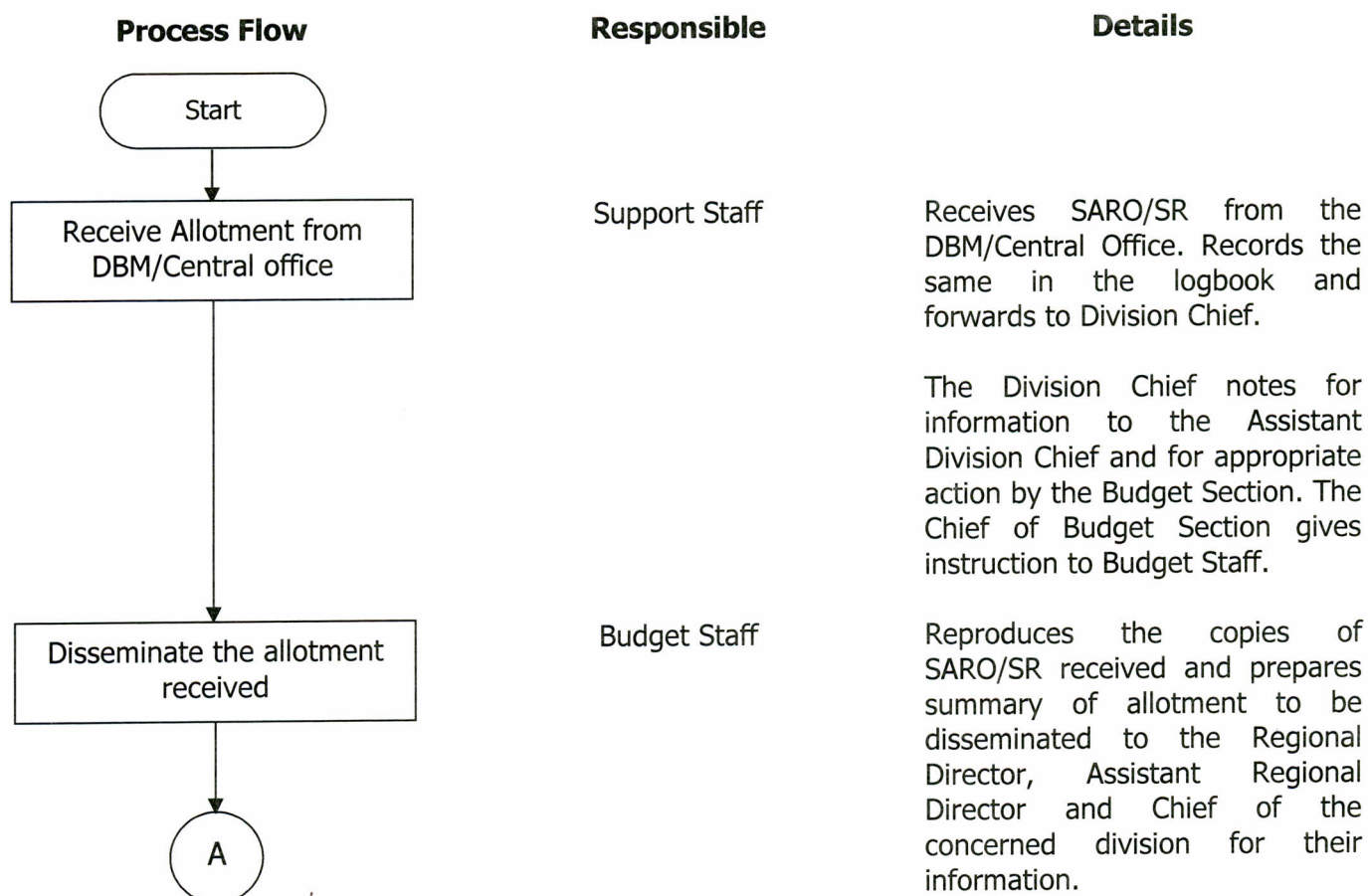
2.0 Definition of Terms

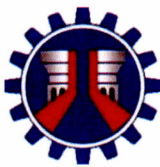
Sub-Allotment Release Order (SARO) - covers budgetary items under For Later Release (FLR) (negative list) in the entity submitted Budget Execution Documents (BEDs), subject to compliance of required documents/clearances. Releases of allotments for Special Purpose Funds (SPFs) (e.g., Calamity Fund, Contingent Fund, E-Government Fund, Feasibility Studies Fund, International Commitments Fund, Miscellaneous Personnel Benefits Fund and Pension and Gratuity Fund) are also covered by SAROs.

Sub-Allotment Advice (SAA/SR) - a document issued by the DPWH Central Office out of the SARO/ABM received from DBM.

Budget System (eBudget) - the New Government Accounting System (NGAS) application for use by Budget Officers in recording and tracking budget-related transactions of the Agency. These include allotments, sub-allotments, adjustments to allotments and obligations. The system facilitates monitoring of the status and balances of these allotments and obligations.

3.0 Procedure

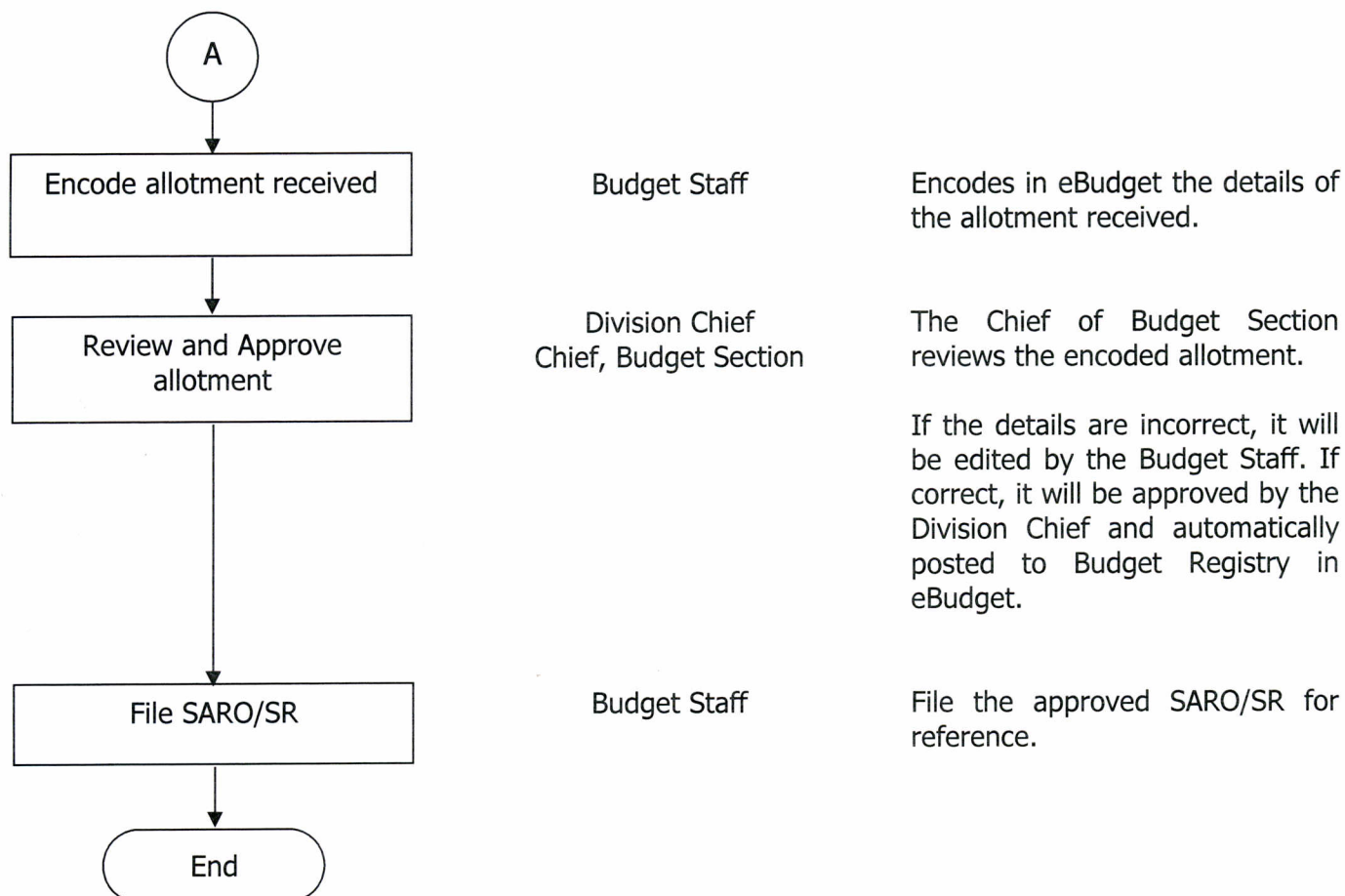


	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Recording of Receipt of Allotment	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-FMD-01
		Revision No.:	0
		Page No.	2 of 2

Process Flow

Responsible

Details




4.0 Reference

Government Accounting Manual For National Government Agencies
Department Order No. 70 series of 2011 dated December 27, 2011 - Adoption of eNGAS and eBudget Systems in the entire Department

5.0 Records

SARO
SR

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Set-up of Beginning Balance for Extended Allotment for Locally Funded Projects and MOOE	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-FMD-03
		Revision No.:	0
		Page No.	1 of 2

1.0 Purpose

To provide a systematic procedure in the setting-up of the beginning balances for extended allotments for the Locally Funded Projects, Maintenance and other Operating Expenses.

2.0 Definition of Terms

Locally Funded Projects (LFPs) are projects financed out of revenue collections and domestic borrowings.

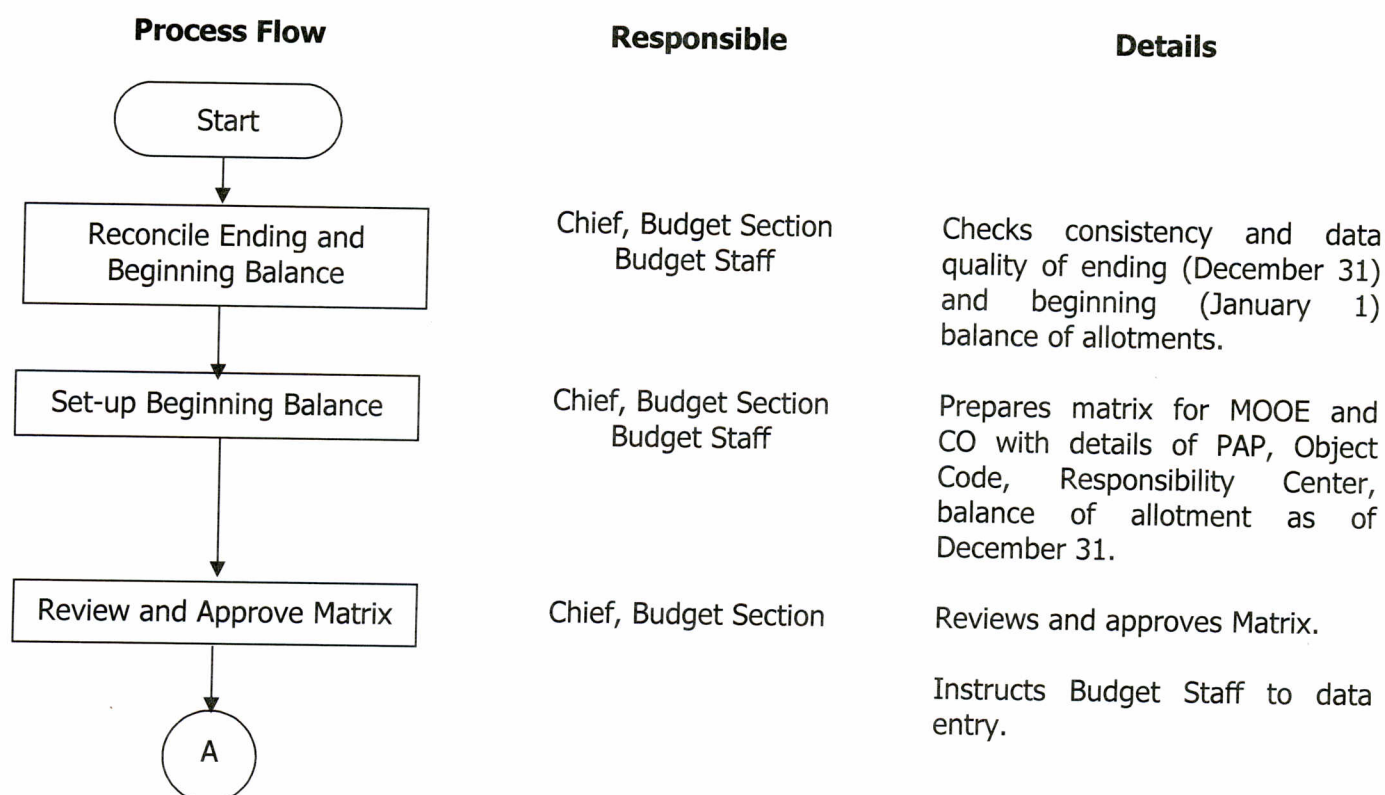
Maintenance and Other Operating Expenses (MOOE) refers to an expenditure category/expense class for support to the operation of the government agencies such as expenses for supplies and materials; transportation and travel; utilities (water, power, etc.) and the repairs, etc.


Object Code in UACS is based on the Revised Chart of Accounts for National Government Agencies, of the Commission on Audit (COA) as adopted under COA Circular No. 2013-002 dated January 30, 2013, and COA Circular No. 2014-003 dated April 15, 2014.

Extended Allotment refers to the unutilized allotment of the Previous Year GAA valid for obligation in the current year as provided in the General Provision(s) of the GAA.

Budget System (eBudget) - the New Government Accounting System (NGAS) application for use by Budget Officers in recording and tracking budget-related transactions of the Agency. These include allotments, sub-allotments, adjustments to allotments and obligations. The system facilitates monitoring of the status and balances of these allotments and obligations.

3.0 Procedure



	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Set-up of Beginning Balance for Extended Allotment for Locally Funded Projects and MOOE</p>	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-FMD-03
		Revision No.:	0
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Process Flow	Responsible	Details
<p>(A)</p> <p>Perform Data Entry</p>	Budget Staff	Data entry in the e-Budget System for the set-up of the beginning balances (MOOE and CO).
<p>Review Data Entry</p>	Division Chief Chief, Budget Section	Reviews the accuracy of data entry in eBudget.
<p>Approve Data Entry</p>	Division Chief	Approves electronically the data entry for extended allotment in eBudget.
<p>End</p>		Extended Allotment ready for utilization.

4.0 Reference

Quality Management System (QMS) Manual

Glossary of Terms - Budget of Expenditure and Sources of Financing

UACS Primer

Department Order No. 70 series of 2011 dated December 27, 2011 - Adoption of eNGAS and eBudget Systems in the entire Department

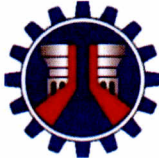
COA-DBM-DOF Joint Circular No. 2013-1 dated 8/6/2013 - Unified Account Code Structure

National Budget Circular No. 561 dated January 4, 2016 – Guidelines on the Release of Funds

5.0 Records

Budget and Financial Accountability Reports (BFARs)

Registry of Allotment and Obligation (RAO)

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Request of Special Budget	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-FMD-04
		Revision No.:	0
		Page No.	1 of 2

1.0 Purpose

To program the utilization of the Engineering and Administrative Overhead (EAO).

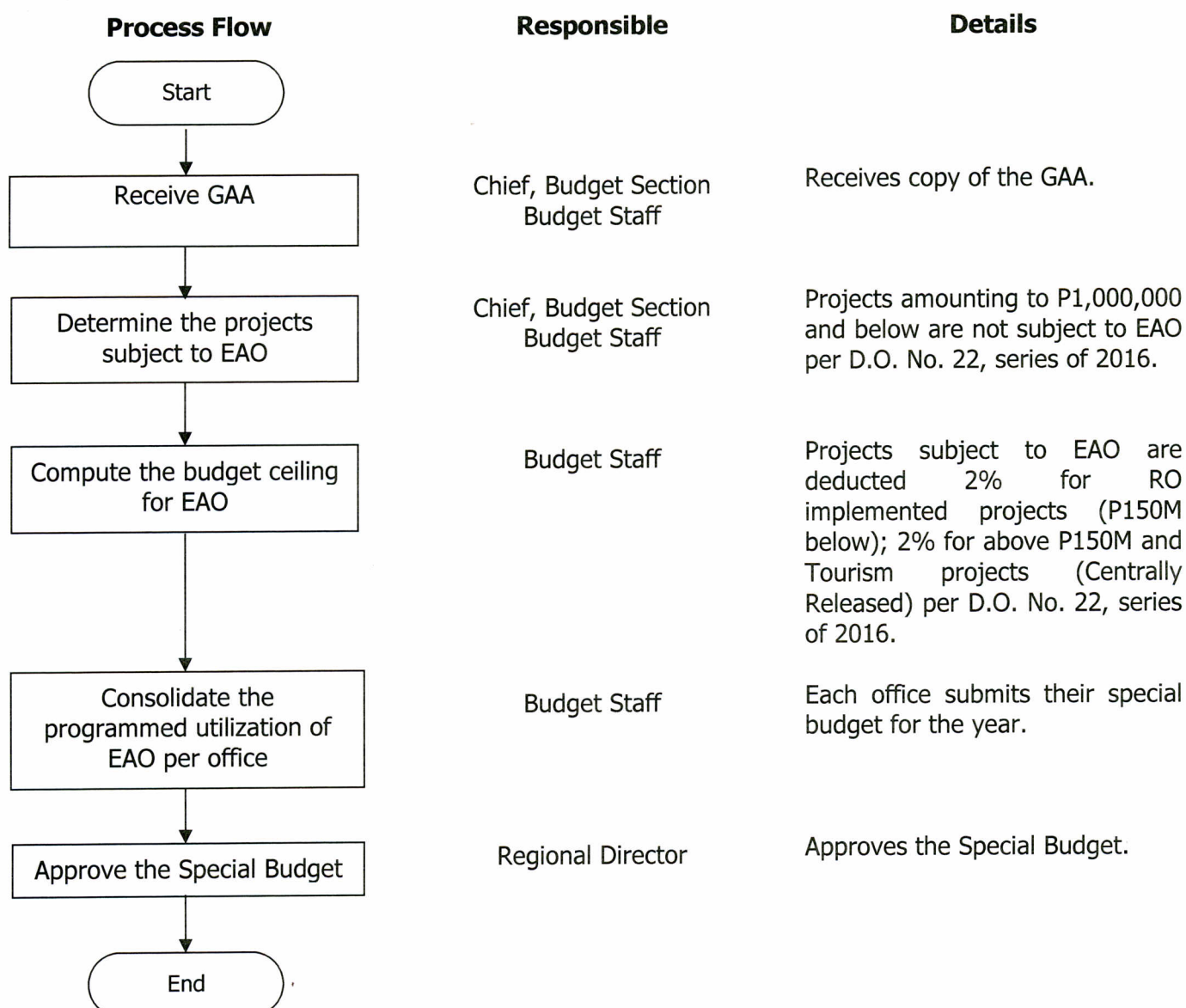
2.0 Definition of Terms


Special Budget - refers to a list of authorized expenditures where the engineering and administrative overhead can be utilized.

EAO - refers to the allowable amount deducted from the project cost to be used as overhead of the Department. The maximum allowable deduction in the Central Office is 3.5%

General Appropriations Act (GAA) - a document showing the disaggregation of agency expenditures into components like, among others, by source of appropriations, by allotment class, by PPA, and by codes

3.0 Procedure




	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Request of Special Budget	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-FMD-04
		Revision No.:	0
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4.0 References

Special Provision of the GAA on the Engineering and Administrative Overhead
Department Order No. 22, series of 2016 - Allocation of the authorized deductions from projects funds for EAO

5.0 Records

Approved Special Budget

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Issuance of Obligation Request and Status (ORS)	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-FMD-05
		Revision No.:	0
		Page No.	1 of 3

1.0 Purpose

To obligate performance of activities which are in pursuits of the Agency's functions and programs authorized in appropriation acts/laws within the limit of the allotments received

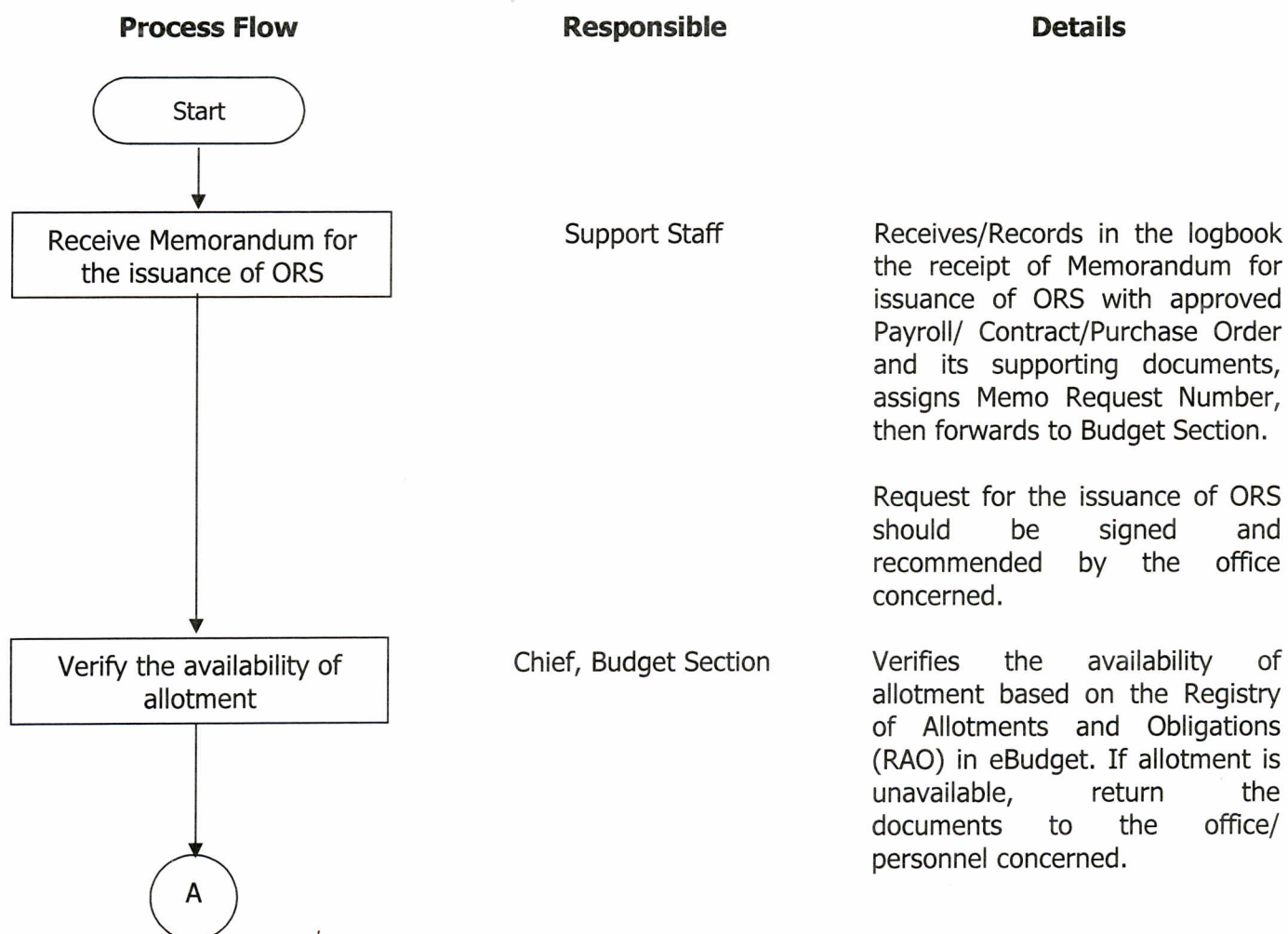
2.0 Definition of Terms


Obligation - an act by a duly authorized official which binds the government to the immediate or eventual payment of a sum of money.

Obligation Request and Status (ORS) - the incurrence of obligations shall be made through the issuance of ORS. Obligation maybe referred to as a commitment that encompasses possible future liabilities based on current contractual agreement.

Budget System (eBudget) - the New Government Accounting System (NGAS) application for use by Budget Officers in recording and tracking budget-related transactions of the Agency. These include allotments, sub-allotments, special allotments, obligations incurred, and adjustments to allotments and obligations. The system facilitates monitoring of the status and balances of these allotments and obligations.

3.0 Procedure

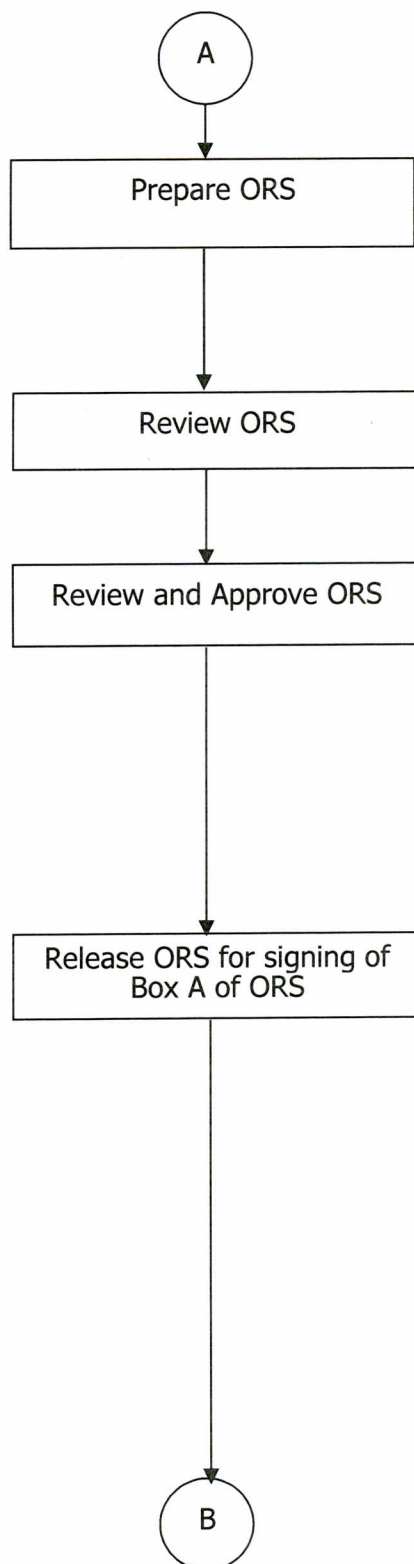


	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Issuance of Obligation Request and Status (ORS)	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-FMD-05
		Revision No.:	0
		Page No.	2 of 3

Process Flow

Responsible

Details



Budget Staff

Prepares ORS and when saved, the system automatically assigns ORS Number.

Chief, Budget Section

Reviews ORS. If the details are incorrect, it will be edited by the Budget Staff.

Division Chief

Reviews ORS. If correct, it will be approved and automatically posted to Budget Registry in eBudget.


After the approval, the Division Chief prints the ORS in two (2) copies and attaches it to the supporting documents.

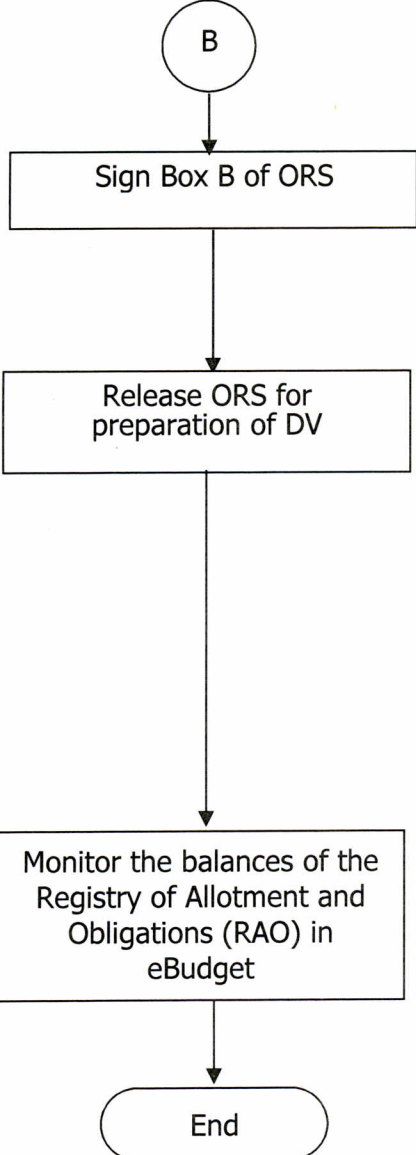
Support Staff

The Support Staff records in the logbook/releases the ORS together with supporting documents to the concerned division for signature of Box A of ORS, which states:

*Charges to appropriation/allotment necessary, lawful and under my direct supervision; and supporting documents valid, proper and legal

After signing Box A of ORS, return the signed ORS to FMD.

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Issuance of Obligation Request and Status (ORS)	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-FMD-05
		Revision No.:	0
		Page No.	3 of 3


Process Flow	Responsible	Details
 <pre> graph TD B((B)) --> Sign[Sign Box B of ORS] Sign --> Release[Release ORS for preparation of DV] Release --> Monitor[Monitor the balances of the Registry of Allotment and Obligations (RAO) in eBudget] Monitor --> End([End]) </pre>	Division Chief	Signs Box B of ORS, which states: *Allotment available and obligated for the purpose/adjustment necessary as indicated above
	Support Staff	Records in the logbook/releases one (1) copy of signed ORS together with the Payroll/Contract/Purchase Order and its supporting documents to the concerned division for preparation of DV. One (1) copy of signed ORS will be filed by the Budget Section for reference.
	Chief, Budget Section	The balance of allotment is monitored in eBudget per fund, legal basis, allotment number, PPA code, responsibility center and object of expenditures.

4.0 Reference

Government Accounting Manual (GAM) For National Government Agencies
Department Order No. 70 series of 2011 dated December 27, 2011 - Adoption of eNGAS and eBudget Systems in the entire Department

5.0 Records

ORS

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Fund Transfer to Other Agencies (Regional Office to Other Agency)	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-FMD-06
		Revision No.:	0
		Page No.	1 of 2

1.0 Purpose

To provide a guide for the systematic fund transfer to other agencies.

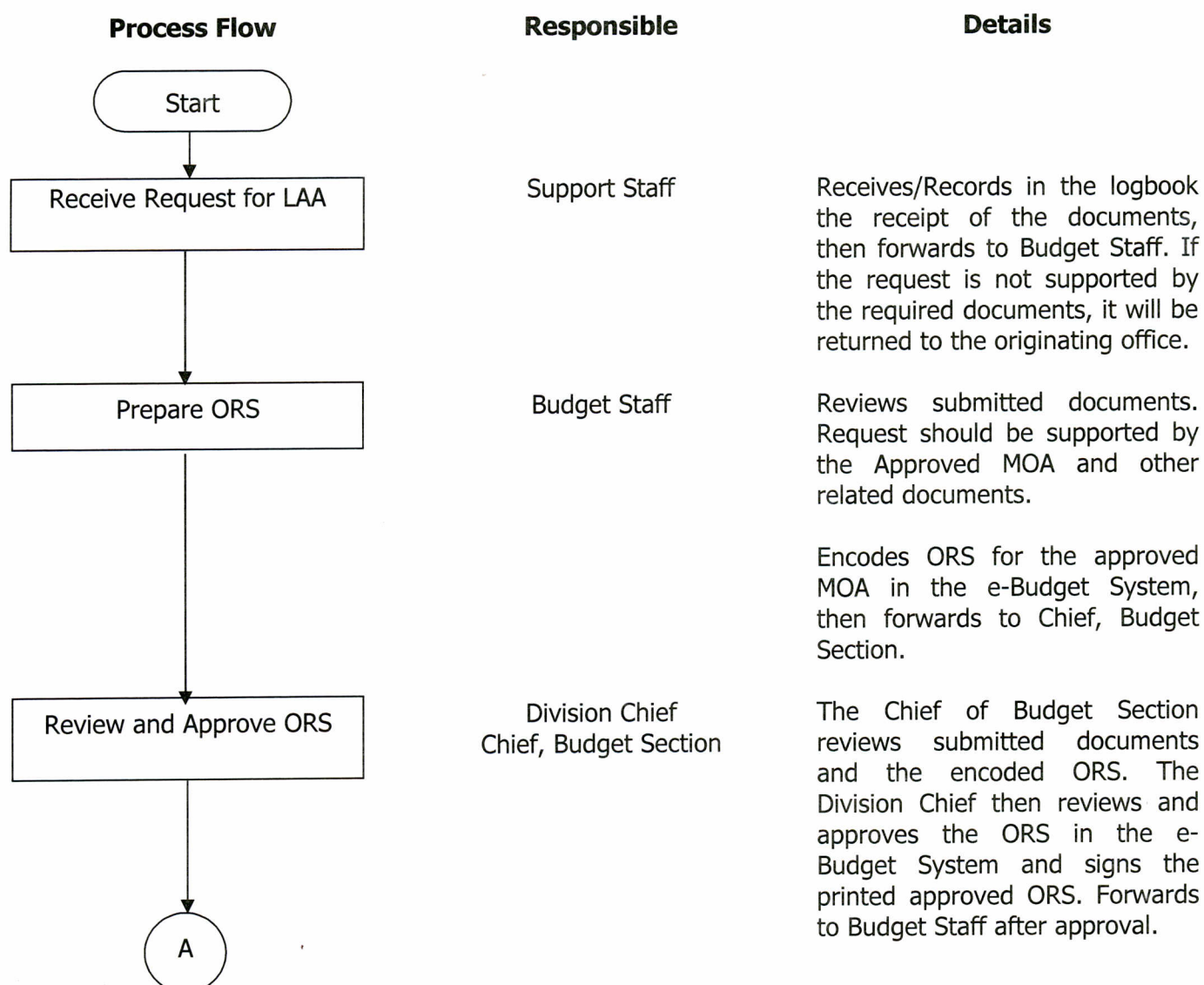
2.0 Definition of Terms


LAA is the acronym for Letter of Advice of Allotment.

Source Agency is the government agency or other institution who transfers fund for the implementation of the Department.

Budget System (eBudget) - the New Government Accounting System (NGAS) application for use by Budget Officers in recording and tracking budget-related transactions of the Agency. These include allotments, sub-allotments, special allotments, obligations incurred, and adjustments to allotments and obligations. The system facilitates monitoring of the status and balances of these allotments and obligations.

3.0 Procedure

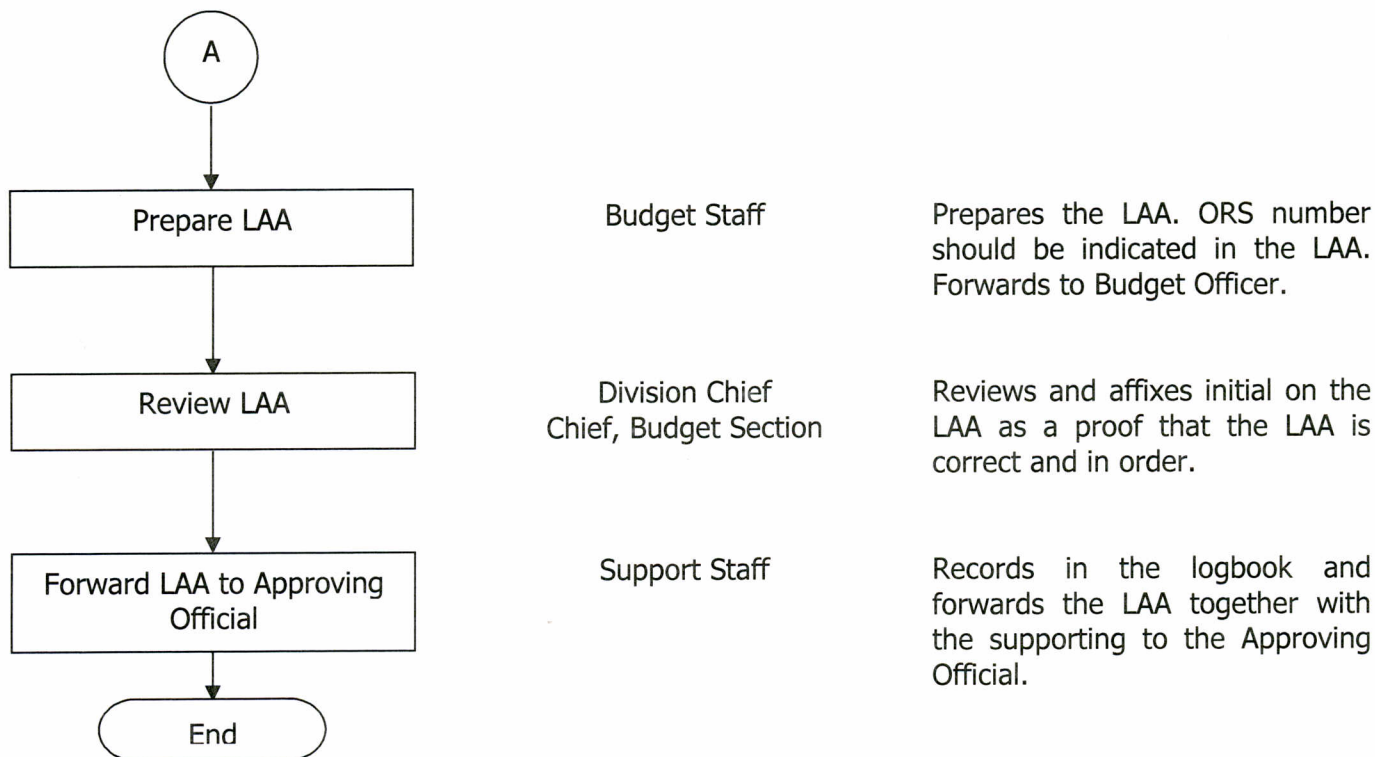


	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Fund Transfer to Other Agencies (Regional Office to Other Agency)	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-FMD-06
		Revision No.:	0
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Process Flow

Responsible

Details




4.0 Reference

Government Accounting Manual For National Government Agencies
Department Order No. 70 series of 2011 dated December 27, 2011 - Adoption of eNGAS and eBudget Systems in the entire Department

5.0 Records

LAA
ORS

	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Preparation of Yearly Budget Execution Documents (BEDs) - BED No. 1 Financial Plan (Consolidated Regionwide)</p>	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-FMD-07
		Revision No.:	0
		Page No.	1 of 3

1.0 Purpose

To provide a systematic procedure in the preparation of the Yearly Consolidated Budget Execution Documents.

2.0 Definition of Terms

BEDs - Annual documents required at the onset of the budget execution phase, which contain the agencies' targets and plans for the current year.

Appropriation is an authorization pursuant to laws or other legislative enactment directing the payment of goods and services out of government funds underspecified conditions or for specified purposes.

Allotment is an authorization issued by DBM to an agency, through authority contained in the GAA or the release of Special Allotment Release Order (SARO), permitting the agency to incur obligation and/or pay out funds within a specified period of time within the amount specified for the purpose indicated therein.

Sub-Allotment is a specific authority in the form of Sub-Allotment Release Order issued by the Central Office to the Regional/District Engineering Office allowing them to incur obligations within specified amount during a specified period


Obligation refers to a commitment by a government agency arising from an act of a duly authorized official which binds the government to the immediate or eventual payment of a sum of money.

Disbursement is a settlement of government obligations either in the currency, check or constructive cash such as the issuance of Tax Remittance Advice (TRA) for the remittance to BIR of taxes withheld from employees and suppliers and Non-Cash Availment Authority for direct payments made by international financial institutions to suppliers and consultants of foreign assisted projects.

Budget System (eBudget) - the New Government Accounting System (NGAS) application for use by Budget Officers in recording and tracking budget-related transactions of the Agency. These include allotments, sub-allotments, special allotments, obligations incurred, and adjustments to allotments and obligations. The system facilitates monitoring of the status and balances of these allotments and obligations.


Special Purpose Fund is an Appropriations in the GAA provide to cover expenditures for specific purposes for which recipient agencies/departments have not yet been identified during budget preparation.

Physical and Financial Plan (PFP) serves as overall plan of the Operating Units, encompassing the physical (targeted outputs) and financial (estimated obligations/expenditures) aspects, consistent with their approved budget level for the year, broken down by quarter.

	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Preparation of Yearly Budget Execution Documents (BEDs) - BED No. 1 Financial Plan (Consolidated Regionwide)</p>	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-FMD-07
		Revision No.:	0
		Page No.	2 of 3

3.0 Procedure

Process Flow	Responsible	Details
Start		
Submit Budget Execution Documents (BEDs)	District Engineering Offices	Each District Engineering Offices submits their respective BEDs to the Regional Offices.
Receive of BEDs from DEOs and forward to Division	Support Staff	Receives BED No. 1 submitted by the DEOs and forwards to the Division Chief.
Issue instruction to Budget Section consolidate Report	Division Chief	The Division Chief notes for information to the Assistant Division Chief and for appropriate action by the Budget Section.
Consolidate Report	Chief of Budget Section	The Chief of Budget Section gives instruction to Budget Staff to consolidate all submitted report by the different DEOs.
Review of the Consolidated Report	Assistant Division Chief Chief, Budget Section	Reviews the Consolidated BED No. 1 and initials under the name of the Division Chief.
Review and Approval of the Consolidated Report	Division Chief	Reviews and affixes signature for the approval of BED No. 1.
Submit Consolidated Reports to Central Office	Regional Director	The Support Staff forwards reports/transmittal letter for approval of Head of Agency or his duly Authorized Representative. Submits approved reports with transmittal letter to the Central Office and COA.
End		


	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Preparation of Yearly Budget Execution Documents (BEDs) - BED No. 1 Financial Plan (Consolidated Regionwide)</p>	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-FMD-07
		Revision No.:	0
		Page No.	3 of 3

4.0 References

Quality Management System (QMS) Manual
 Glossary of Terms - Budget of Expenditure and Sources of Financing
 Joint Circular No. 2014-1 dated July 2, 2014
 COA-DBM-DOF Joint Circular No. 2013-1 dated 8/6/2013 - Unified Account Code Structure
 National Budget Circular No. 561 dated January 4, 2016 - Guidelines on the Release of Funds

5.0 Records

Budget Execution Documents (BEDs)

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Monthly Statement of Allotment, Obligation and Balances and Other Financial Reports (Regional Office Proper)	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-FMD-08
		Revision No.:	0
		Page No.	1 of 2

1.0 Purpose

To provide a systematic procedure in the preparation of the Monthly Budget and Financial Accountability Reports of the Regional Office.

2.0 Definition of Terms

Appropriation is an authorization pursuant to laws or other legislative enactment directing the payment of goods and services out of government funds underspecified conditions or for specific purposes.

Allotment is an authorization issued by DBM to an agency, through authority contained in the GAA or the release of Special Allotment Release Order (SARO), permitting the agency to incur obligation and/or pay out funds within a specified period of time within the amount specified for the purpose indicated therein.

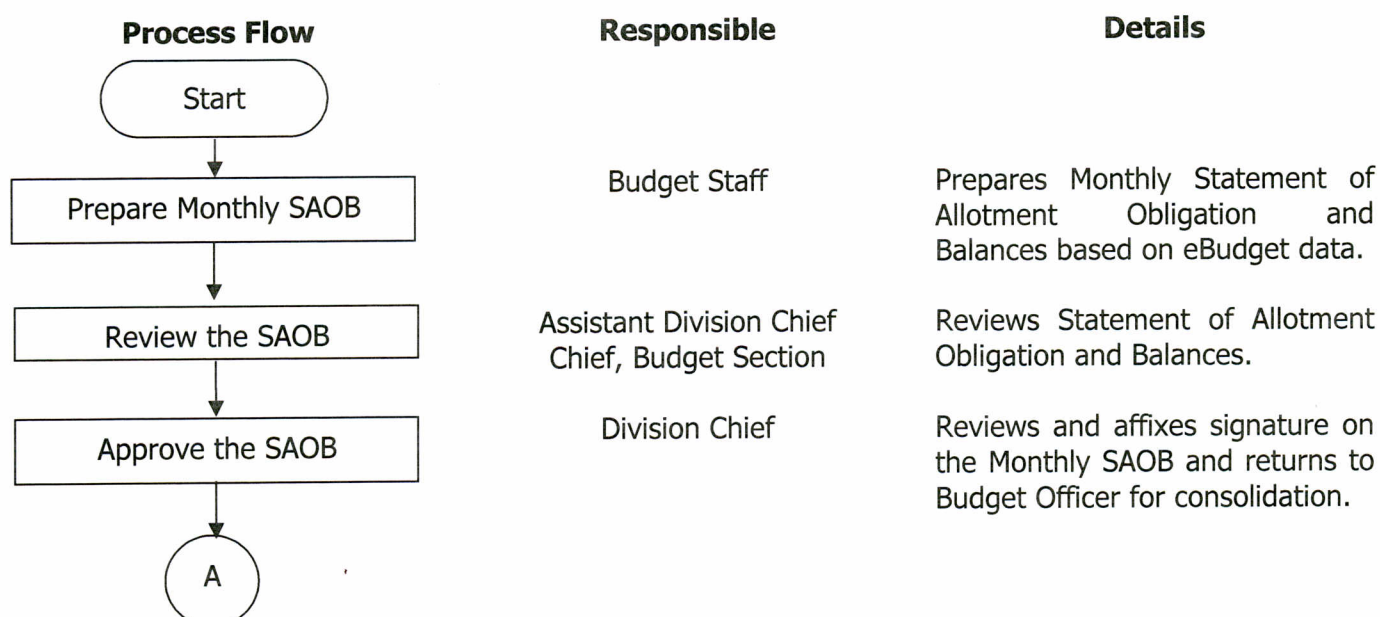
Sub-Allotment is a specific authority in the form of Sub-Allotment Release Order issued by the Central Office to the Regional/District Engineering Office allowing them to incur obligations within specified amount during a specified period.

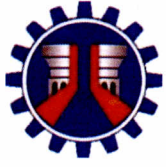
Obligation refers to a commitment by a government agency arising from an act of a duly authorized official which binds the government to the immediate or eventual payment of a sum of money.

Disbursement is a settlement of government obligations either in the currency, check or constructive cash such as the issuance of Tax Remittance Advice (TRA) for the remittance to BIR of taxes withheld from employees and suppliers and Non-Cash Availment Authority for direct payments made by international financial institutions to suppliers and consultants of foreign assisted projects.

Budget System (eBudget) - the New Government Accounting System (NGAS) application for use by Budget Officers in recording and tracking budget-related transactions of the Agency. These include allotments, sub-allotments, special allotments, obligations incurred, and adjustments to allotments and obligations. The system facilitates monitoring of the status and balances of these allotments and obligations.

3.0 Procedure

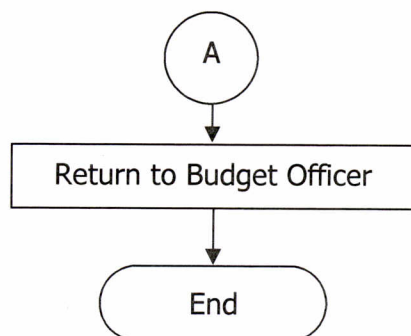


	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Monthly Statement of Allotment, Obligation and Balances and Other Financial Reports (Regional Office Proper)	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-FMD-08
		Revision No.:	0
		Page No.	2 of 2

Process Flow

Responsible

Details




4.0 Reference

Quality Management System (QMS) Manual
Glossary of Terms - Budget of Expenditure and Sources of Financing
Joint Circular No. 2014-1 dated July 2, 2014
COA-DBM-DOF Joint Circular No. 2013-1 dated 8/6/2013 - Unified Account Code Structure
National Budget Circular No. 561 dated January 4, 2016 - Guidelines on the Release of Funds

5.0 Records

Statement of Appropriations, Allotments, Obligations, Disbursements, and Balances (SAAODB) – FAR No. 1
Summary of Appropriations, Allotments, Obligations, Disbursements, and Balances by Object of Expenditures (SAAODBOE) - FAR No. 1-A
List of Allotments and Sub-Allotments (LASA) - FAR No. 1-B

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Monthly Statement of Allotment, Obligation and Balances and Other Financial Reports (Consolidated)	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-FMD-09
		Revision No.:	0
		Page No.	1 of 2

1.0 Purpose

To provide a systematic procedure in the preparation of the Monthly Consolidated Budget and Financial Accountability Reports.

2.0 Definition of Terms

Appropriation is an authorization pursuant to laws or other legislative enactment directing the payment of goods and services out of government funds underspecified conditions or for specific purposes.

Allotment is an authorization issued by DBM to an agency, through authority contained in the GAA or the release of Special Allotment Release Order (SARO), permitting the agency to incur obligation and/or pay out funds within a specified period of time within the amount specified for the purpose indicated therein.

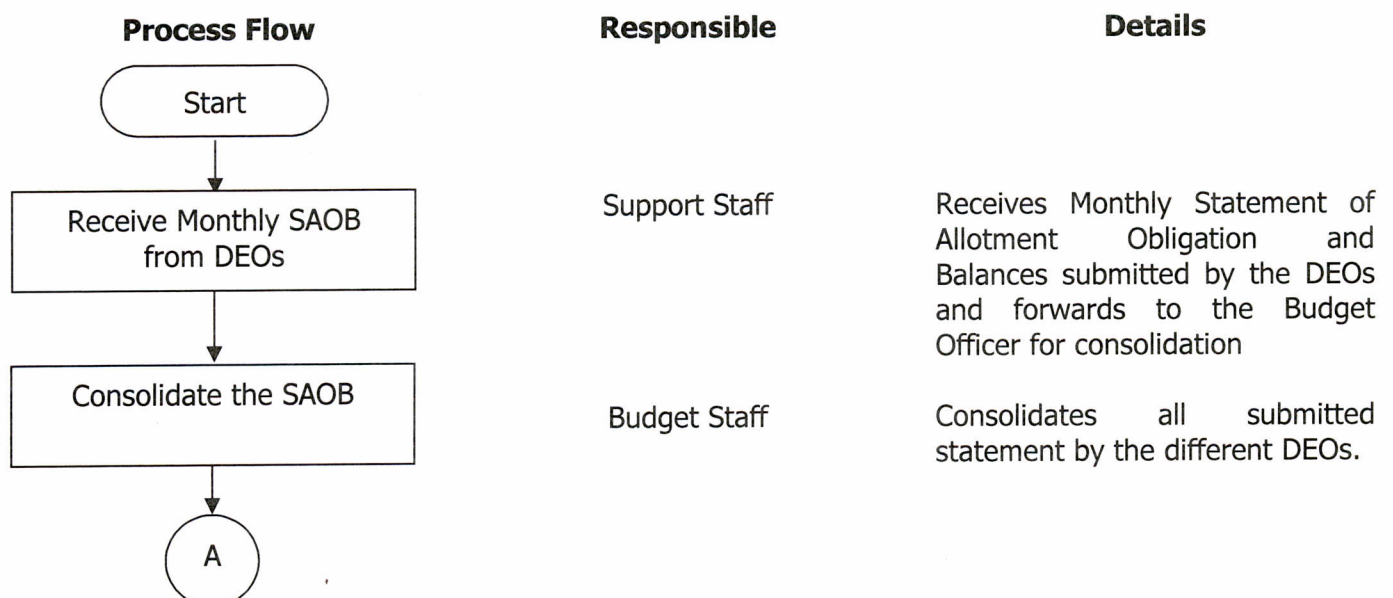
Sub-Allotment is a specific authority in the form of Sub-Allotment Release Order issued by the Central Office to the Regional/District Engineering Office allowing them to incur obligations within specified amount during a specified period.


Obligation refers to a commitment by a government agency arising from an act of a duly authorized official which binds the government to the immediate or eventual payment of a sum of money.

Disbursement is a settlement of government obligations either in the currency, check or constructive cash such as the issuance of Tax Remittance Advice (TRA) for the remittance to BIR of taxes withheld from employees and suppliers and Non-Cash Availment Authority for direct payments made by international financial institutions to suppliers and consultants of foreign assisted projects.

Budget System (eBudget) - the New Government Accounting System (NGAS) application for use by Budget Officers in recording and tracking budget-related transactions of the Agency. These include allotments, sub-allotments, special allotments, obligations incurred, and adjustments to allotments and obligations. The system facilitates monitoring of the status and balances of these allotments and obligations.

3.0 Procedure

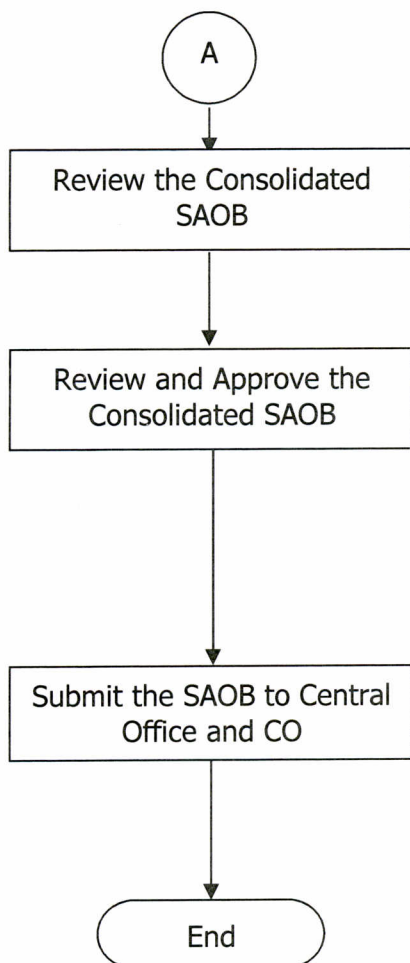


	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices</p> <p>Monthly Statement of Allotment, Obligation and Balances and Other Financial Reports (Consolidated)</p>	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-FMD-09
		Revision No.:	0
		Page No.	2 of 2

Process Flow

Responsible

Details



Assistant Division Chief
Chief, Budget Section

Reviews the Statement of Allotment Obligation and Balances and initials under the name of the Division Chief.

Division Chief

Reviews and affixes signature for the approval of the SAOB.

The Support Staff forwards reports/transmittal letter for approval of Head of Agency or his duly Authorized Representative.

Budget Staff

Submits approved reports with transmittal letter to the Central Office and COA.


Online submission of the Monthly Statement of Allotment Obligation and Balances thru the Unified Reporting System (URS) of the DBM.

4.0 Reference

Quality Management System (QMS) Manual
Glossary of Terms - Budget of Expenditure and Sources of Financing
Joint Circular No. 2014-1 dated July 2, 2014
COA-DBM-DOF Joint Circular No. 2013-1 dated 8/6/2013 - Unified Account Code Structure
National Budget Circular No. 561 dated January 4, 2016 - Guidelines on the Release of Funds

5.0 Records

Statement of Appropriations, Allotments, Obligations, Disbursements, and Balances (SAAODB) – FAR No. 1
Summary of Appropriations, Allotments, Obligations, Disbursements, and Balances by Object of Expenditures (SAAODBOE) - FAR No. 1-A
List of Allotments and Sub-Allotments (LASA) - FAR No. 1-B

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Preparation of Quarterly Budget and Financial Accountability Reports (BFARs) - FAR No. 1, FAR No. 1-A, & FAR No. 1-B (Regional Office Proper)	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-FMD-10
		Revision No.:	0
		Page No.	1 of 3

1.0 Purpose

To provide a systematic procedure in the preparation of the Quarterly Budget and Financial Accountability Reports of the Regional Office.

2.0 Definition of Terms

BFAR - Budget and Financial Accountability Report

FAR No. 1 - Financial Accountability Report No. 1 for the Statement of Appropriations, Allotments, Obligations, Disbursements and Balances

FAR No. 1-A - Financial Accountability Report No. 1-A for the Summary of Appropriations, Allotments, Obligations, Disbursements and Balances by Object of Expenditures

FAR No. 1-B - Financial Accountability Report No. 1-B for the List of Allotments and Sub-Allotments

Appropriation is an authorization pursuant to laws or other legislative enactment directing the payment of goods and services out of government funds underspecified conditions or for specified purposes.

Allotment is an authorization issued by DBM to an agency, through authority contained in the GAA or the release of Special Allotment Release Order (SARO), permitting the agency to incur obligation and/or pay out funds within a specified period of time within the amount specified for the purpose indicated therein.

Sub-Allotment is a specific authority in the form of Sub-Allotment Release Order issued by the Central Office to the Regional/District Engineering Office allowing them to incur obligations within specified amount during a specified period

Obligation refers to a commitment by a government agency arising from an act of a duly authorized official which binds the government to the immediate or eventual payment of a sum of money.


Disbursement is a settlement of government obligations either in the currency, check or constructive cash such as the issuance of Tax Remittance Advice (TRA) for the remittance to BIR of taxes withheld from employees and suppliers and Non-Cash Availment Authority for direct payments made by international financial institutions to suppliers and consultants of foreign assisted projects.

Budget System (eBudget) - the New Government Accounting System (NGAS) application for use by Budget Officers in recording and tracking budget-related transactions of the Agency. These include allotments, sub-allotments, special allotments, obligations incurred, and adjustments to allotments and obligations. The system facilitates monitoring of the status and balances of these allotments and obligations.

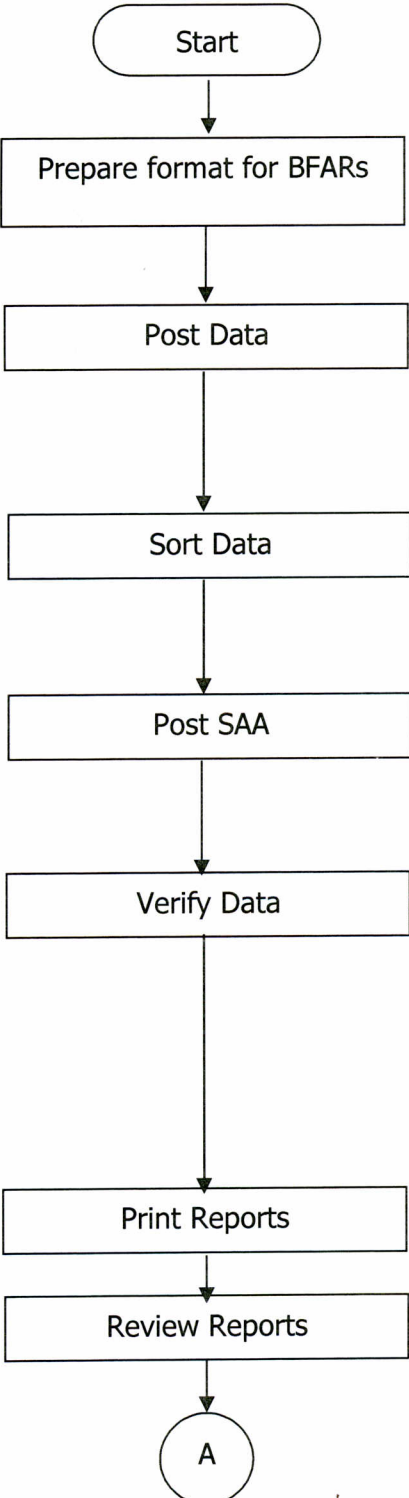
Special Purpose Fund is an Appropriations in the GAA provide to cover expenditures for specific purposes for which recipient agencies/departments have not yet been identified during budget preparation.


Automatic Appropriations refers to One-time legislative authorization to provide funds for a specified purpose, for which the amount may or may not be fixed by law, and is made automatically available and set aside as needed. Since it is already covered by a separate law, it does not require periodic action by Congress, need not be included in legislation of annual appropriations

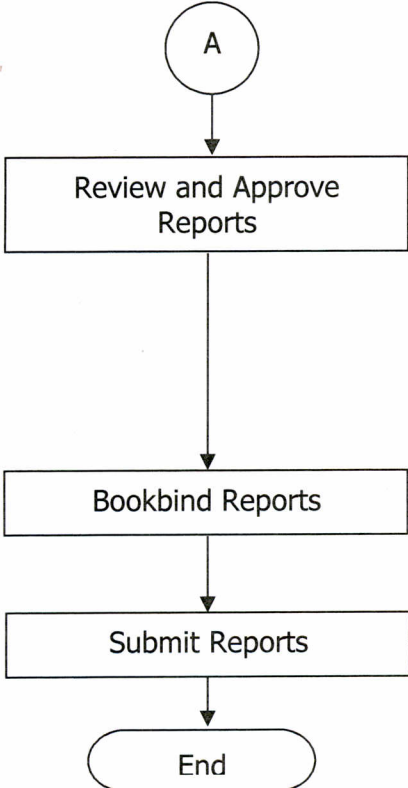
Continuing Appropriations is an authorization that supports obligations (expenditure incurred and committed to be paid by the government) for a specific purpose or project, even when these obligations are incurred beyond the budget year

	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Preparation of Quarterly Budget and Financial Accountability Reports (BFARs) - FAR No. 1, FAR No. 1-A, & FAR No. 1-B (Regional Office Proper)</p>	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-FMD-10
		Revision No.:	0
		Page No.	2 of 3

3.0 Procedure

Process Flow	Responsible	Details
 <pre> graph TD Start([Start]) --> Prepare[Prepare format for BFARs] Prepare --> PostData[Post Data] PostData --> SortData[Sort Data] SortData --> PostSAA[Post SAA] PostSAA --> VerifyData[Verify Data] VerifyData --> PrintReports[Print Reports] PrintReports --> ReviewReports[Review Reports] ReviewReports --> A((A)) </pre>		
	Budget Staff	Prepares format of BFAR based on JC No. 2014-1 dated July 2, 2014 in excel file.
	Budget Staff	Extracts data for Allotments and Obligations from the e-Budget System and posts data for allotment and obligation to the excel file format.
	Budget Staff	Extracts SAA listing then sorts SAA by legal basis allotment class, implementing office, PAP, Object codes.
	Budget Staff	Posts sorted SAA to the excel file format of BFARs. *FAR No. 1 (by District) *FAR No. 1-B
	Budget Staff	Checks data for negative balances, any incorrect legal basis, funding source, object codes, responsibility center, system errors, unreconciled allotment and SAAs. Corrects/Adjusts for findings.
	Budget Staff	Prints BFARs.
	Assistant Division Chief Chief, Budget Section	Reviews the BFARs and initials under the name of the Division Chief.

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Preparation of Quarterly Budget and Financial Accountability Reports (BFARs) - FAR No. 1, FAR No. 1-A, & FAR No. 1-B (Regional Office Proper)	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-FMD-10
		Revision No.:	0
		Page No.	3 of 3

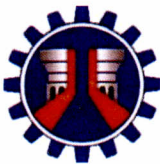
Process Flow	Responsible	Details
 <pre> graph TD A((A)) --> B[Review and Approve Reports] B --> C[Bookbind Reports] C --> D[Submit Reports] D --> E([End]) </pre>	Division Chief	<p>Reviews and affixes signature for the approval of the BFARs.</p> <p>The Support Staff forwards reports/transmittal letter for approval of Head of Agency or his duly Authorized Representative.</p>
	Budget Staff	Bookbinds the reports.
	Budget Staff	Submits approved reports with transmittal letter to the DBM and COA.

4.0 Reference

Quality Management System (QMS) Manual
 Glossary of Terms - Budget of Expenditure and Sources of Financing
 Joint Circular No. 2014-1 dated July 2, 2014
 COA-DBM-DOF Joint Circular No. 2013-1 dated 8/6/2013 - Unified Account Code Structure
 National Budget Circular No. 561 dated January 4, 2016 - Guidelines on the Release of Funds

5.0 Records

Statement of Appropriations, Allotments, Obligations, Disbursements, and Balances (SAAODB) – FAR No. 1
 Summary of Appropriations, Allotments, Obligations, Disbursements, and Balances by Object of Expenditures (SAAODBOE) - FAR No. 1-A
 List of Allotments and Sub-Allotments (LASA) - FAR No. 1-B

	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices</p> <p>Preparation of Quarterly Budget and Financial Accountability Reports (BFARs) - FAR No. 1, FAR No. 1-A, & FAR No. 1-B (Consolidated)</p>	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-OMP-FMD-11
		Revision No.:	0
		Page No.	1 of 3

1.0 Purpose

To provide a systematic procedure in the preparation of the Quarterly Consolidated Budget and Financial Accountability Reports.

2.0 Definition of Terms

BFAR - Budget and Financial Accountability Report

FAR No. 1 - Financial Accountability Report No. 1 for the Statement of Appropriations, Allotments, Obligations, Disbursements and Balances

FAR No. 1-A - Financial Accountability Report No. 1-A for the Summary of Appropriations, Allotments, Obligations, Disbursements and Balances by Object of Expenditures

FAR No. 1-B - Financial Accountability Report No. 1-B for the List of Allotments and Sub-Allotments

Appropriation is an authorization pursuant to laws or other legislative enactment directing the payment of goods and services out of government funds underspecified conditions or for specified purposes.

Allotment is an authorization issued by DBM to an agency, through authority contained in the GAA or the release of Special Allotment Release Order (SARO), permitting the agency to incur obligation and/or pay out funds within a specified period of time within the amount specified for the purpose indicated therein.

Sub-Allotment is a specific authority in the form of Sub-Allotment Release Order issued by the Central Office to the Regional/District Engineering Office allowing them to incur obligations within specified amount during a specified period

Obligation refers to a commitment by a government agency arising from an act of a duly authorized official which binds the government to the immediate or eventual payment of a sum of money.


Disbursement is a settlement of government obligations either in the currency, check or constructive cash such as the issuance of Tax Remittance Advice (TRA) for the remittance to BIR of taxes withheld from employees and suppliers and Non-Cash Availment Authority for direct payments made by international financial institutions to suppliers and consultants of foreign assisted projects.

Budget System (eBudget) - the New Government Accounting System (NGAS) application for use by Budget Officers in recording and tracking budget-related transactions of the Agency. These include allotments, sub-allotments, special allotments, obligations incurred, and adjustments to allotments and obligations. The system facilitates monitoring of the status and balances of these allotments and obligations.

Special Purpose Fund is an Appropriations in the GAA provide to cover expenditures for specific purposes for which recipient agencies/departments have not yet been identified during budget preparation.

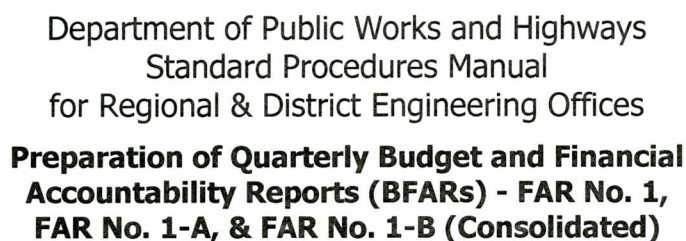
Automatic Appropriations refers to One-time legislative authorization to provide funds for a specified purpose, for which the amount may or may not be fixed by law, and is made automatically available and set aside as needed. Since it is already covered by a separate law, it does not require periodic action by Congress, need not be included in legislation of annual appropriations

Continuing Appropriations is an authorization that supports obligations (expenditure incurred and committed to be paid by the government) for a specific purpose or project, even when these obligations are incurred beyond the budget year

	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices</p> <p>Preparation of Quarterly Budget and Financial Accountability Reports (BFARs) - FAR No. 1, FAR No. 1-A, & FAR No. 1-B (Consolidated)</p>	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-OMP-FMD-11
		Revision No.:	0
		Page No.	2 of 3

3.0 Procedure

Process Flow	Responsible	Details
<div>Start</div>		
<div>Reconcile Allotments and Sub-Allotments</div>	Budget Officer	Reconciles Allotments and Sub-Allotments. Updates/Corrects data based on reconciling findings.
<div>Receive BFARs from DEOs</div>	Budget Staff	Receives BFARs submitted by the DEOs and forwards to the Budget officer for consolidation.
<div>Perform Data Entry</div>	Budget Staff	Encodes the Nationwide report based on the format provided per Joint Circular No. 2014-1 dated July 2, 2014.
<div>Perform Data Review</div>	Budget Officer	Reviews data entry to check negative balances, incorrect legal basis, funding source, object codes, responsibility centers, system errors.
<div>Print BFARs</div>	Budget Staff	Prints BFARs.
<div>Bookbind BFARs</div>	Budget Staff	Bookbinds the reports.
<div>Review BFARs</div>	Assistant Division Chief Chief, Budget Section	Reviews the BFARs and initials under the name of the Division Chief.
<div>A</div>		



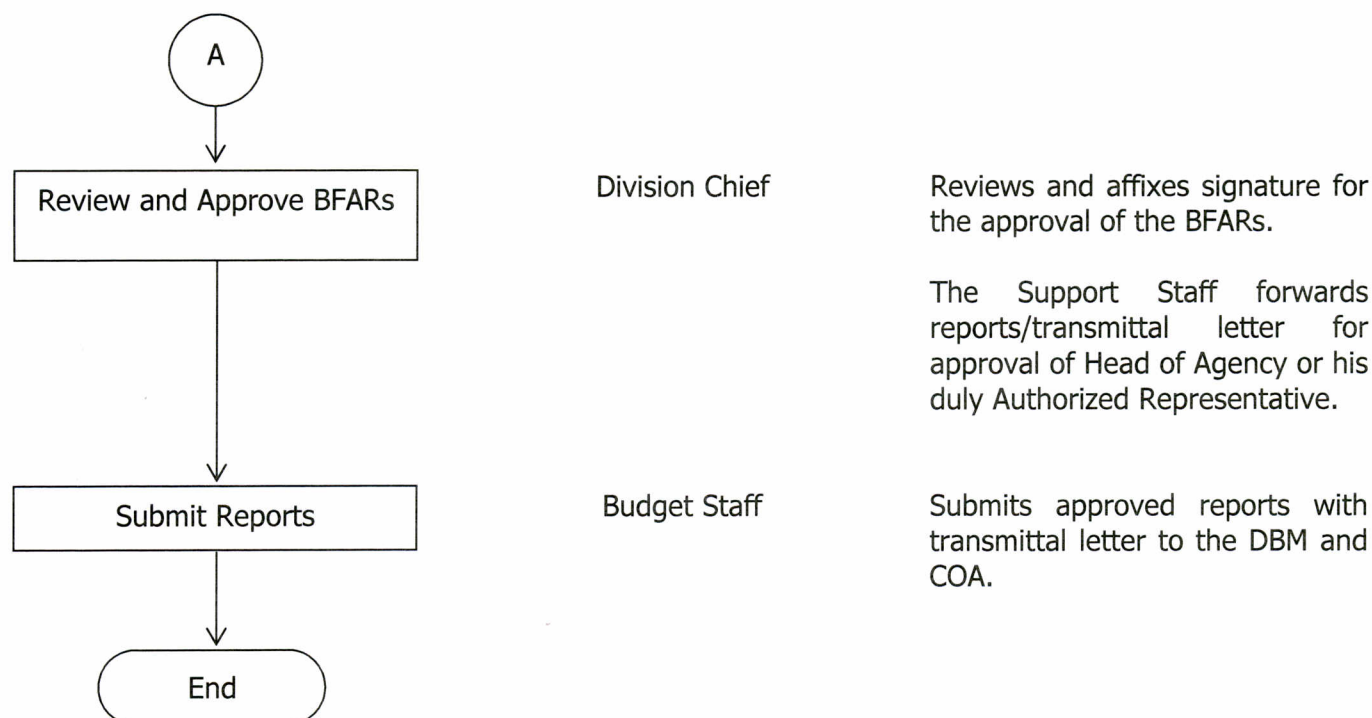
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3 of 3

Details



	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices EAO Utilization - Locally Funded Projects (Regional Office Proper & Consolidated Regionwide)	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-OMP-FMD-12
		Revision No.:	0
		Page No.	1 of 2

1.0 Purpose

To provide a systematic procedure in utilizing EAO both for extended and current allotments for the Locally Funded Projects in accordance with section 15, Special Provisions of GAA FY 2015.

2.0 Definition of Terms

Locally Funded Projects (LFPs) are projects financed out of revenue collections and domestic borrowings.

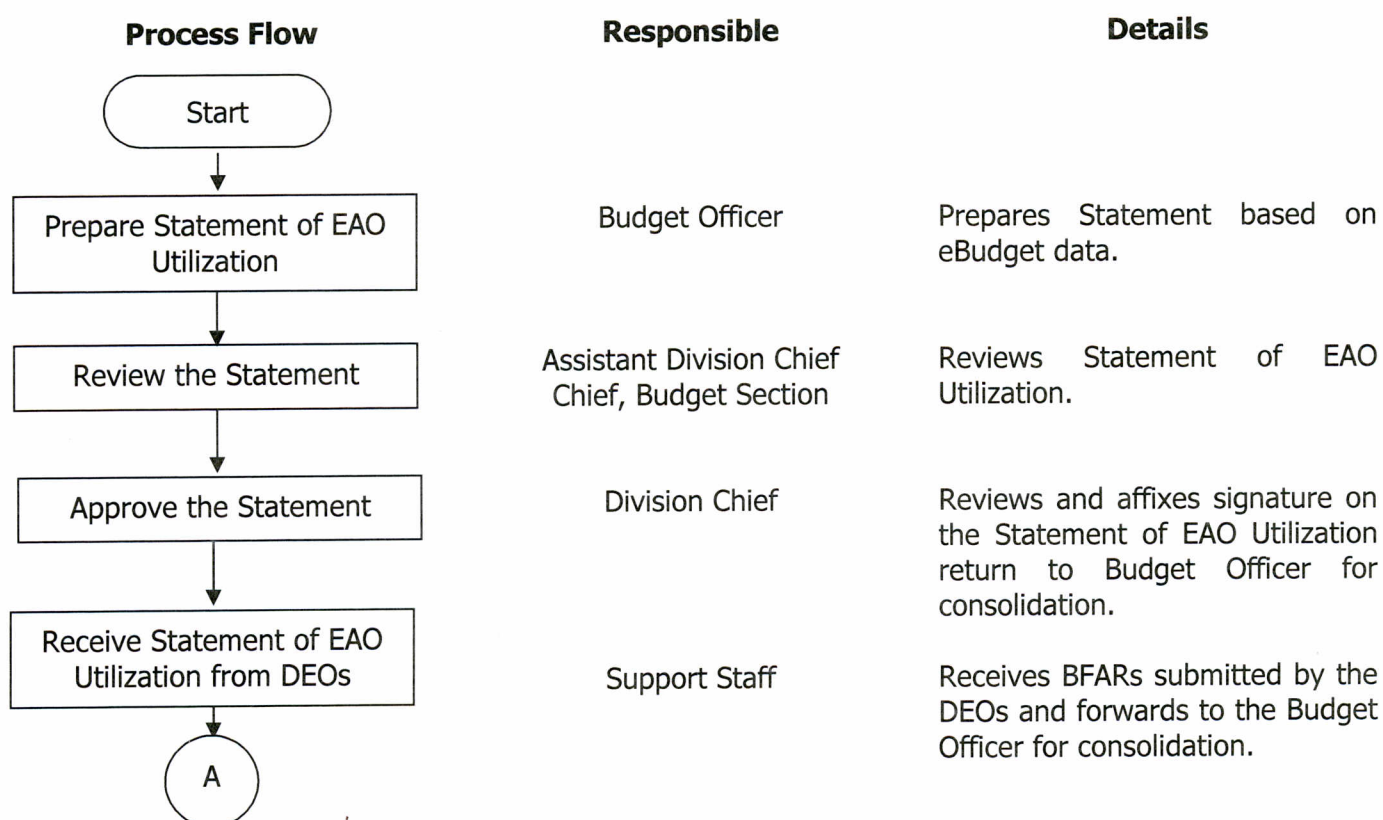
Engineering and Administrative Overhead (EAO) refers to the allowable amount deducted from the project cost to be used as overhead of the Department. The maximum allowable deduction in the Central Office is 3.5%.


Object Code in UACS is based on the Revised Chart of Accounts for National Government Agencies, of the Commission on Audit (COA) as adopted under COA Circular No. 2013-002 dated January 30, 2013, and COA Circular No. 2014-003 dated April 15, 2014.

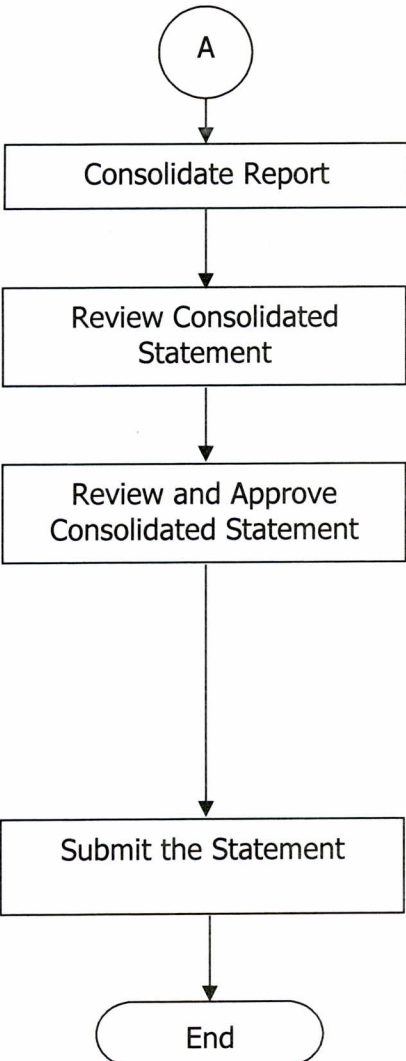
Budget System (eBudget) - the New Government Accounting System (NGAS) application for use by Budget Officers in recording and tracking budget-related transactions of the Agency. These include allotments, sub-allotments, special allotments, obligations incurred, and adjustments to allotments and obligations. The system facilitates monitoring of the status and balances of these allotments and obligations.

Extended Allotment refers to the unutilized allotment of the Previous Year GAA valid for obligation in the current year as provided in the General Provision(s) of the GAA.

3.0 Procedure



	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices EAO Utilization - Locally Funded Projects (Regional Office Proper & Consolidated Regionwide)	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-OMP-FMD-12
		Revision No.:	0
		Page No.	2 of 2


Process Flow	Responsible	Details
 <pre> graph TD A((A)) --> B[Consolidate Report] B --> C[Review Consolidated Statement] C --> D[Review and Approve Consolidated Statement] D --> E[Submit the Statement] E --> F([End]) </pre>		
Consolidate Report	Budget Staff	Consolidates all submitted statement by the different DEOs.
Review Consolidated Statement	Assistant Division Chief Chief, Budget Section	Reviews the Statement of EAO Utilization and initials under the name of the Division Chief.
Review and Approve Consolidated Statement	Division Chief	Reviews and affixes signature for the approval of the Statement of EAO Utilization. The Support Staff forwards reports/transmittal letter for approval of Head of Agency or his duly Authorized Representative.
Submit the Statement	Budget Staff	Submits approved reports with transmittal letter to the Central Office and COA.
End		

4.0 Reference

Quality Management System (QMS) Manual
Glossary of Terms - Budget of Expenditure and Sources of Financing
COA-DBM-DOF Joint Circular No. 2013-1 dated 8/6/2013 - Unified Account Code Structure
National Budget Circular No. 561 dated January 4, 2016 - Guidelines on the Release of Funds

5.0 Records

Registry of Allotment and Obligation (RAO)
Obligation Request and Status (ORS)
Sub-Allotment Advice (SAA)
Consolidated Statement of Utilization of the 3.5% Engineering and Administrative Overhead

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Recording of Advice of Notice of Cash Allocation Issued (ANCAI)/Notice of Transfer of Allocation (NTA)	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-FMD-13
		Revision No.:	0
		Page No.	1 of 3

1.0 Purpose

To record and monitor the balances of cash allocation received from the Department of Budget and Management (DBM) and/or DPWH Central Office.

2.0 Definition of Terms

Notice of Cash Allocation (NCA) refers to the cash authority issued quarterly by the Department of Budget and Management (DBM) to cover the cash requirements of the agencies.

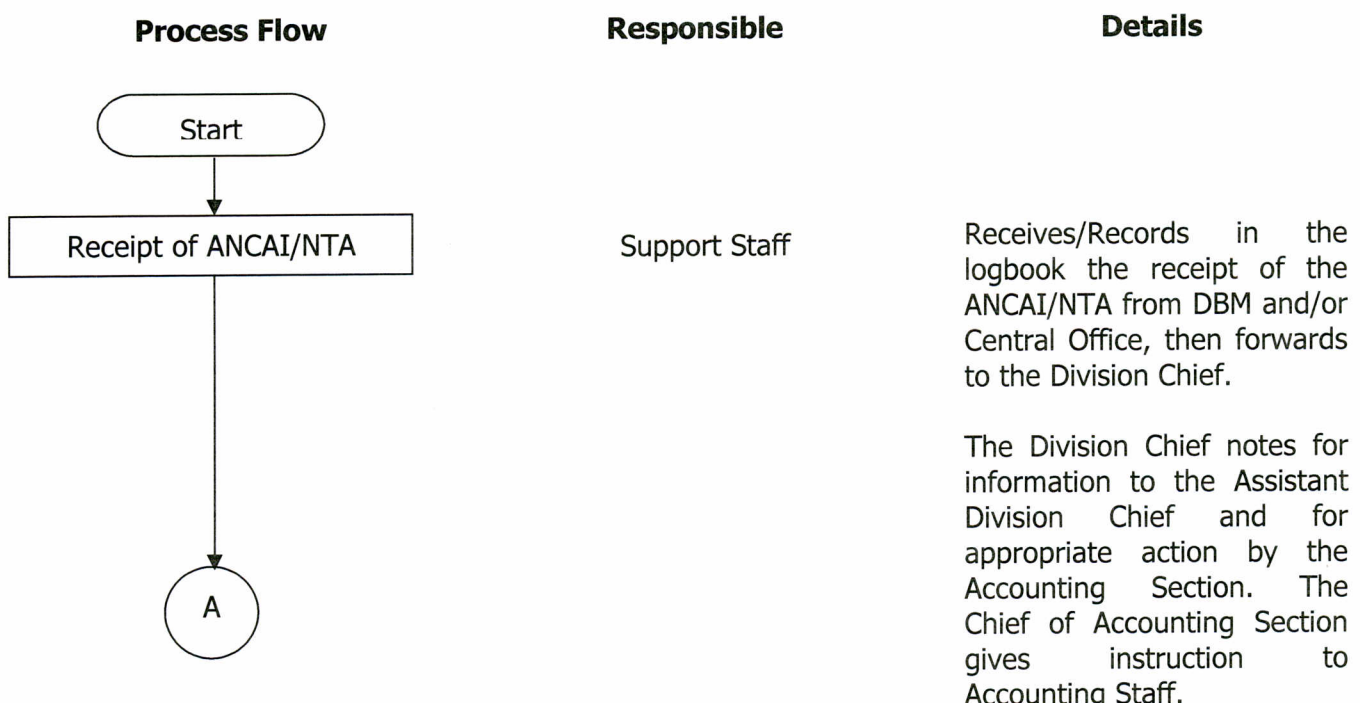
Advice of Notice of Cash Allocation Issued (ANCAI) is a cash authority issued periodically by the Department of Budget and Management (DBM) to the operating units of the Department to cover their cash requirements.


Notice of Transfer of Allocation (NTA) is a specific authority issued by a national government agency transferring the cash allocation received from the Department of Budget and Management to its lower-level operating units.

Electronic New Government Accounting System (eNGAS) - complies with the basic policies and procedures of the New Government Accounting System (NGAS). It encompasses the various accounting processes from recording to classifying, summarizing and communicating all financial transactions. As such, the eNGAS provides an accurate, on time and standardized financial reports.

Journal Entry Voucher (JEV) refers to record of original entry of a financial transaction to the Books of Accounts.

3.0 Procedure

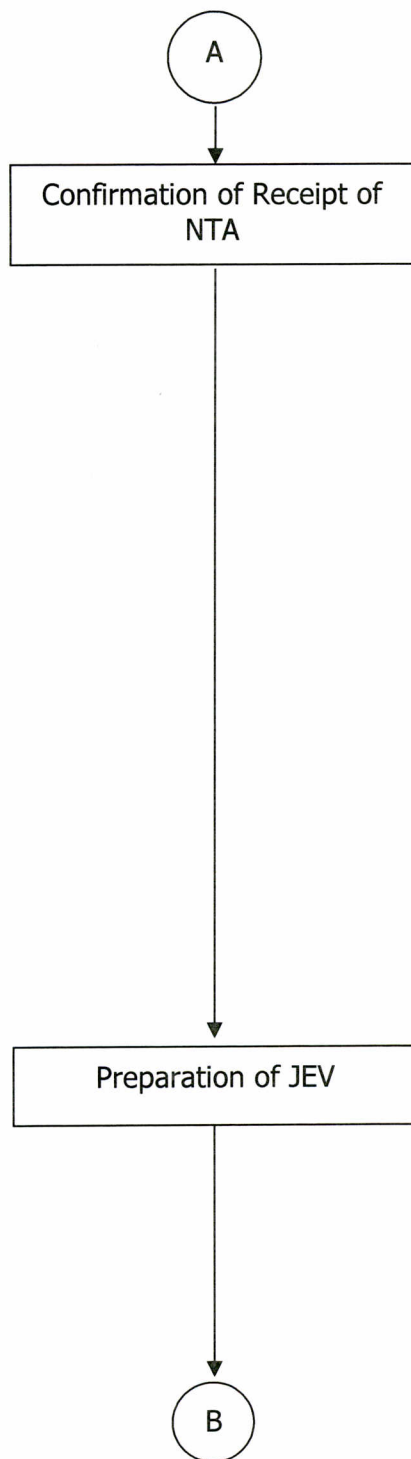


	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Recording of Advice of Notice of Cash Allocation Issued (ANCAI)/Notice of Transfer of Allocation (NTA)	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-FMD-13
		Revision No.:	0
		Page No.	2 of 3

Process Flow

Responsible

Details



Accounting Staff

NTA-RO: Confirms with the bank if the NTA is already credited to the agency's bank account. If already credited, the Division Chief signs the lower portion of the document, then the Accounting Staff sends it to Central Office thru fax.

NTA-DEO: The DEO's Chief Accountant will confirm the receipt of NTA by signing the lower portion of the document and sending it back to RO. The Accounting Staff then sends it to Central Office thru fax.

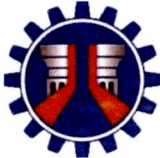
NCA/NTA will be filed for reporting/reconciliation purposes.

Accounting Staff

Prepares JEV in eNGAS indicating the following:

- ANCAI Reference Number
- Date Received
- Fund Code
- Purpose of NCA/NTA

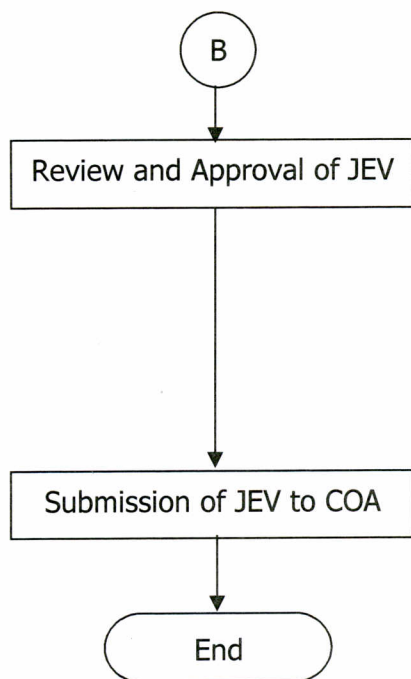
The system automatically assigns JEV Number when saved.

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Recording of Advice of Notice of Cash Allocation Issued (ANCAI)/Notice of Transfer of Allocation (NTA)	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-FMD-13
		Revision No.:	0
		Page No.	3 of 3

Process Flow

Responsible

Details



Assistant Division Chief

Reviews the contents of the JEV in connection with the ANCAI/NTA received. If found proper, approves the JEV and signs the printed JEV. Once approved, it is posted to the General/Subsidiary Ledgers in eNGAS.

Accounting Staff

Submits monthly to COA the JEV with supporting documents.


Retains file copy.

4.0 References

Government Accounting Manual For National Government Agencies
Department Order No. 70 series of 2011 dated December 27, 2011 - Adoption of eNGAS and eBudget Systems in the entire Department

5.0 Records

ANCAI
NTA
JEV

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Issuance of Certificate of Availability of Funds (CAF)	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-FMD-14
		Revision No.:	0
		Page No.	1 of 2

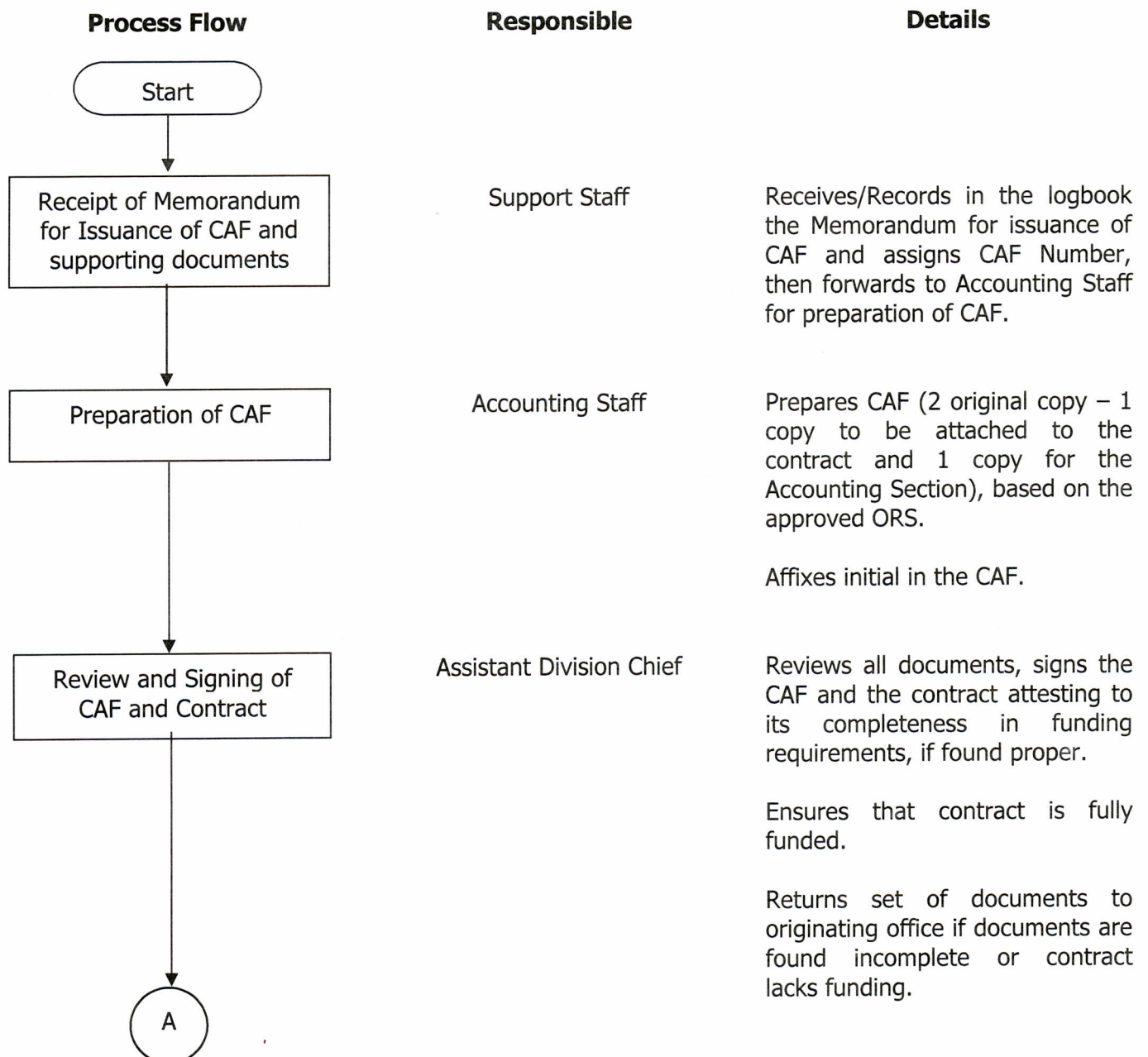
1.0 Purpose

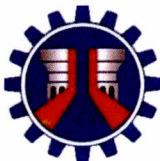
To provide a guide for the issuance of Certificate of Availability of Funds (CAF) and signing of contract.

2.0 Definition of Terms

Certificate of Availability of Funds (CAF) refers to a document for the perfection of a government contract, indicating availability of funds and the allotment to which the expenditure or obligation may be properly charged.

3.0 Procedure

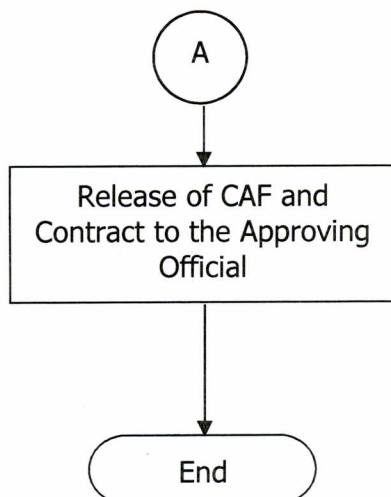


	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Issuance of Certificate of Availability of Funds (CAF)</p>	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-FMD-14
		Revision No.:	0
		Page No.	2 of 2

Process Flow

Responsible

Details



Support Staff

Records in the logbook/Releases signed CAF and contract with its supporting documents.


Ensures that all contracts for signature/approval are timely forwarded to the Approving Official.

4.0 References

Government Accounting Manual For National Government Agencies
Sec. 33 of GAA FY 2016 General Provisions

5.0 Records

Signed CAF

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Processing of Disbursement Voucher (DV)	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-FMD-15
		Revision No.:	0
		Page No.	1 of 4

1.0 Purpose

To comply with the following basic requirements in the disbursements of government funds:

- Availability of allotment/budget for obligation/utilization certified by the Budget Officer/Head of Budget Unit;
- Obligations/Utilizations properly charged against available allotment/budget by the Chief Accountant/Head of Accounting Unit;
- Availability of funds certified by the Chief Accountant;
- Availability of cash certified by the Chief Accountant;
- Legality of transactions and conformity with existing rules and regulations;
- Submission of proper evidence to establish validity of the claim;
- Approval of the disbursement by the Head of Agency or by his duly authorized representative.

2.0 Definition of Terms

Contract claim refers to the following contract executed by the Department:

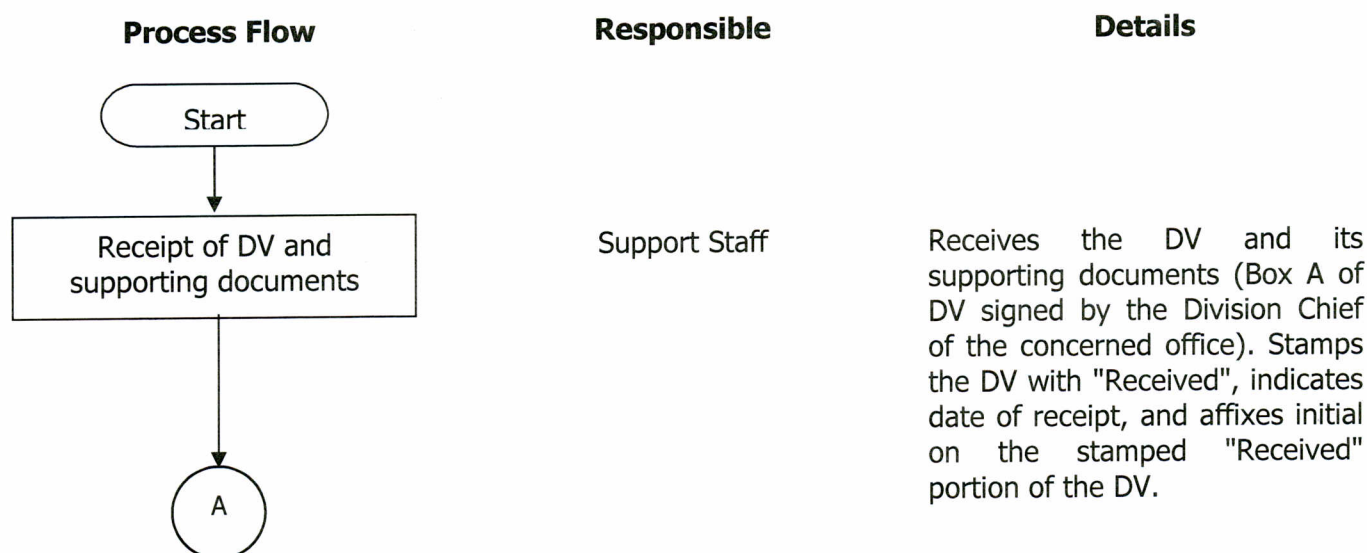
- Civil works
- Consultancy
- Road Right-Of-Way Claim
- MOOE Claims
- Payroll


Disbursements - constitute all cash paid out during a given period in currency (cash) or by check/Advice to Debit Account (ADA). It may also mean the settlement of government payables/obligations by cash, check or ADA. It shall be covered by Disbursement Voucher (DV)/Petty Cash Voucher (PCV)/Payroll.

Disbursement System involves the preparation and processing of DV, preparation and issuance of check or preparation of LDDAP-ADA, granting, utilization, and liquidation/replenishment of cash advances.

Document Tracking System (DoTS) - shall be utilized in line with the Department's thrusts to fast track the completion of projects and to be transparent in its operations.

3.0 Procedure

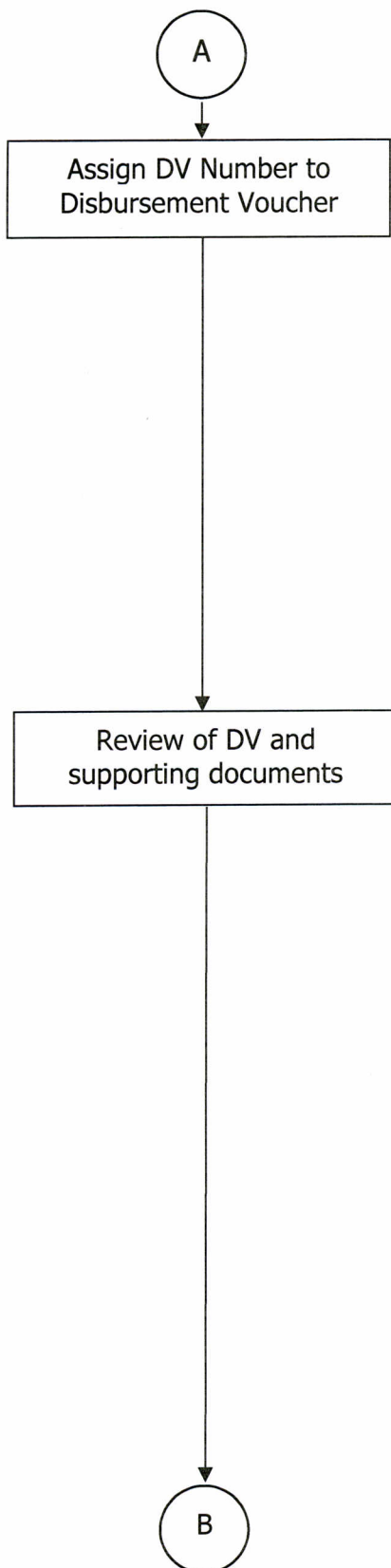


	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Processing of Disbursement Voucher (DV)	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-FMD-15
		Revision No.:	0
		Page No.	2 of 4

Process Flow

Responsible

Details



Accounting Staff

Assigns DV Number and records in the logbook the DV number and date, creditor/payee, particulars and amount.


a. DV shall be numbered as follows :

0000-00-0000

Year-Month-Serial Number
(1 series for each year)

b. DV Number will be stamped on every sheet of the supporting documents.

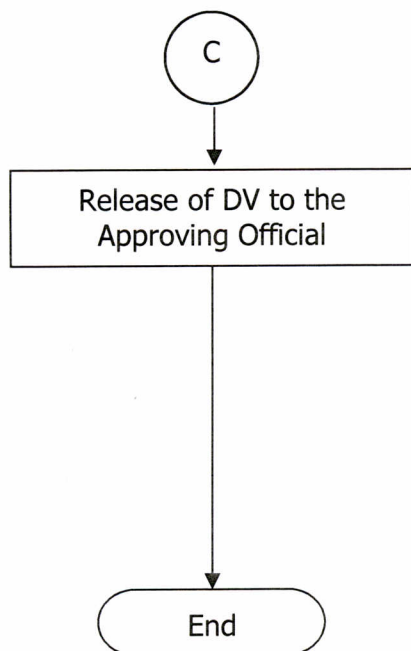
The DV together with its supporting documents will then be forwarded to Accounting Staff for processing.

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Processing of Disbursement Voucher (DV)	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-FMD-15
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		Page No.	3 of 4

Process Flow

Responsible

Details



Support Staff

Records in the logbook/Releases the DV and its supporting documents to the Head of Agency or his duly Authorized Representative for approval of the DV.

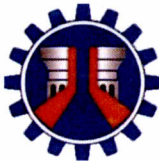
Note: For civil work projects and/or right-of-way claims, once the DV was released by the Support Staff, the DoTS Officer will also release it through DoTS.

4.0 References

Government Accounting Manual For National Government Agencies
Department Order No. 156 series of 2015 dated October 12, 2015 - Implementation of Document Tracking System (DoTS) for Civil Work Projects

5.0 Records

Paid DVs and supporting documents

	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices</p> <p>LDDAP-ADA and Payment of Accounts Payable (External and Internal Creditor)</p>	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-OMP-FMD-16
		Revision No.:	0
		Page No.	1 of 5

1.0 Purpose

To pay the Agency's due and demandable Accounts Payable through the Expanded Modified Direct Payment Scheme (ExMDPS).

2.0 Definition of Terms

Expanded Modified Direct Payment Scheme (ExMDPS) - the payment procedure whereby the MDS-GSB shall pay the creditors/payees listed in the LDDAP-ADA not later than 48 hours but not earlier than 24 hours upon receipt of the said document from the NGA/OU thru:

- Direct credit to the creditor's current/savings/ATM account (CA/SA/ATM) maintained with the MDS-GSB; or
- Bank transfer, if creditor's account is maintained outside the agency's MDS-GSB, where corresponding bank charges shall be borne/paid by the creditor/payee concerned

List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA) refers to an accountable form integrating the ADA with the LDDAP which is a list reflecting the names of creditors/payees to be paid by the DPWH and the corresponding amounts of their unpaid claims, duly certified and approved by the Head of the Accounting unit and the Agency Head or his Authorized Official.


Summary of LDDAP-ADAs Issued and Invalidated ADA Entries (SLIIE) - prepared for all LDDAP-ADAs issued, certified correct by the Head of the Accounting Unit and approved by the Head of Agency or Authorized Official.

Electronic New Government Accounting System (eNGAS) - complies with the basic policies and procedures of the New Government Accounting System (NGAS). It encompasses the various accounting processes from recording to classifying, summarizing and communicating all financial transactions. As such, the eNGAS provides an accurate, on time and standardized financial reports.


Journal Entry Voucher (JEV) refers to record of original entry of a financial transaction to the Books of Accounts.

3.0 Procedure



	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices LDDAP-ADA and Payment of Accounts Payable (External and Internal Creditor)	Issue Date:	FEB 28 2017
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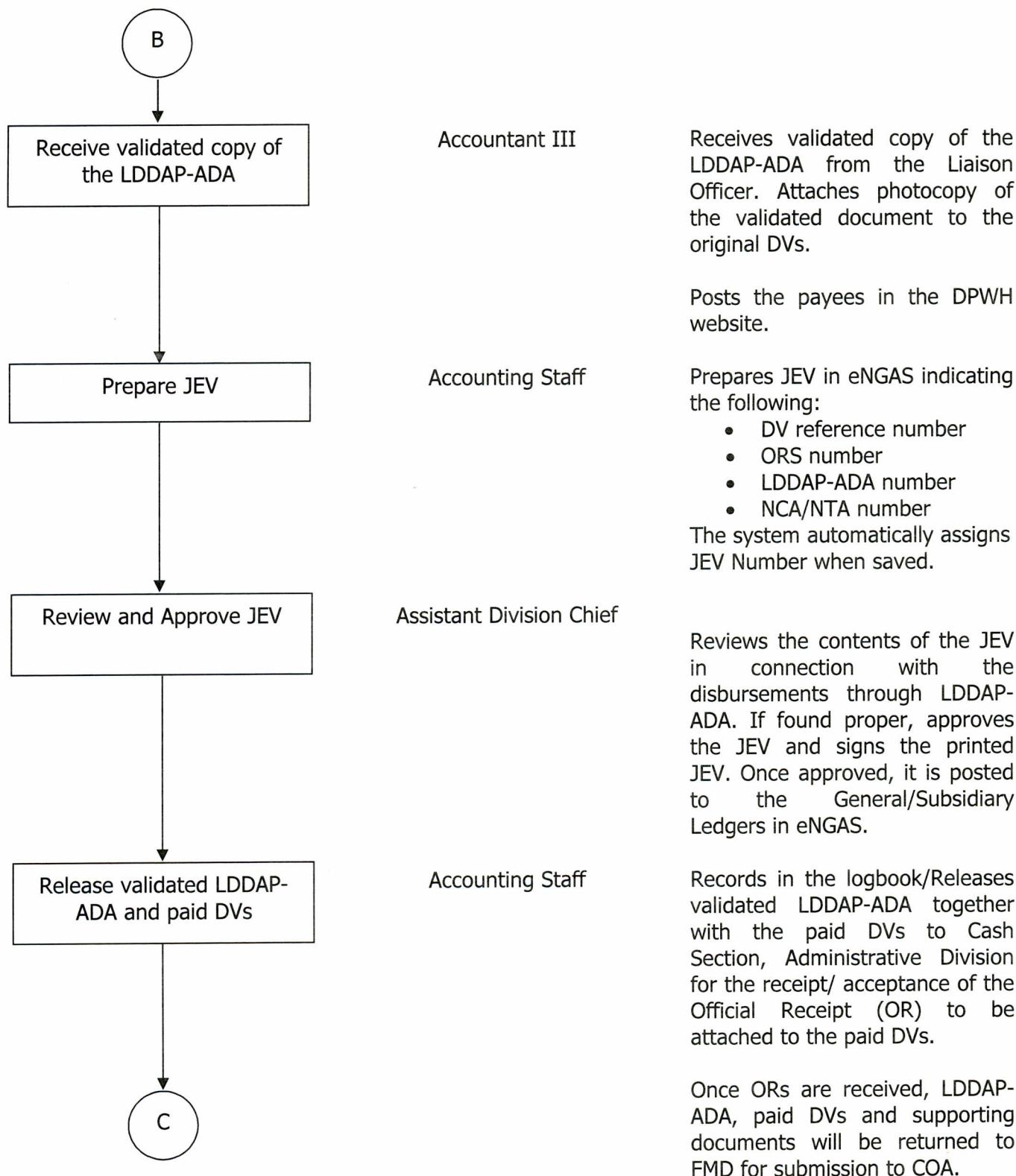
Process Flow	Responsible	Details
<p style="text-align: center;">A</p> <p>Prepare LDDAP-ADA</p>	Accountant III	<p>Checks availability of NCA. Indicates NCA reference in the DV. Posts and updates balance of NCA.</p> <p>Prepares and affixes initial in the LDDAP-ADA based on the approved DV per form provided by the DBM on a first-come-first serve basis, then affixes initial in the LDDAP-ADA.</p> <p>1. LDDAP-ADA has one (1) series per month per Funding Source; 2. If the bank account maintained by the creditor/payee is other than the Agency's MDS-GSB, separate LDDAP-ADA will be prepared for the creditor/payee.</p>
<p>Prepare SLIIE</p>	Accountant III	<p>Prepares and affixes initial in the SLIIE, which has one series per year per Funding Source.</p>
<p>Recommend Approval of the LDDAP-ADA and SLIIE</p>	Assistant Division Chief	<p>Reviews the entries made in the LDDAP-ADA and SLIIE and affixes initial under the name of the Chief of FMD as proof of review.</p>
<p>Review and Sign LDDAP-ADA</p> <p style="text-align: center;">B</p>	Division Chief	<p>Reviews and signs the LDDAP-ADA and SLIIE.</p> <p>The Liaison Officer forwards to the RD/ARD for approval of the LDDAP-ADA and SLIIE, then submits to MDS-GSB for validation.</p>

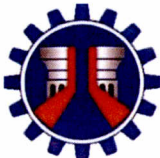
	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices</p> <p>LDDAP-ADA and Payment of Accounts Payable (External and Internal Creditor)</p>	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-OMP-FMD-16
		Revision No.:	0
		Page No.	3 of 5

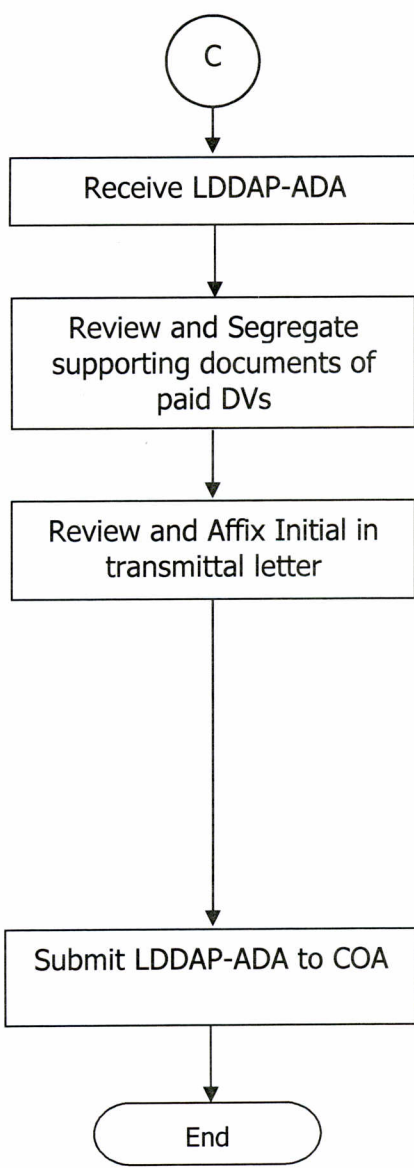
Process Flow

Responsible

Details



	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices LDDAP-ADA and Payment of Accounts Payable (External and Internal Creditor)	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-OMP-FMD-16
		Revision No.:	0
		Page No.	4 of 5

Process Flow	Responsible	Details
		
Receive LDDAP-ADA	Accounting Staff	Records the receipt of LDDAP-ADA in the logbook.
Review and Segregate supporting documents of paid DVs	Accounting Staff	The Accounting Section retains duplicate copies of the LDDAP-ADA, paid DVs and its supporting documents.
Review and Affix Initial in transmittal letter	Division Chief Assistant Division Chief Accountant III	Reviews if all paid DVs are attached, then affixes initial in the transmittal letter of LDDAP-ADA. The Accounting Staff records in the logbook/releases LDDAP-ADA to ARD for approval of the transmittal letter. Once approved, it will be returned to FMD for submission to COA.
Submit LDDAP-ADA to COA	Accounting Staff	Submits LDDAP-ADA together with copies of paid DVs and its supporting documents and transmittal letter to COA Resident Auditor.
End		Retains file copy.

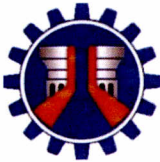
4.0 References

DBM Circular Letter 2013-16 dated December 23, 2013 - Implementation of the Expanded Modified Direct Payment Scheme (ExMDPS) for Accounts Payable Due Creditors/Payees of All National Government NGAs

DBM Circular Letter 2013-16A dated February 16, 2014 - Clarification of Circular Letter (CL) No. 2013-16 Re: Expanded Modified Direct Payment Scheme (ExMDPS) for Accounts Payable (A/Ps)

DBM Circular No. 2013-16 B dated February 25, 2014 - Addendum to DBM Circular Letter No. 2013-16 Re: Expanded Modified Direct Payment Scheme (ExMDPS) for Accounts Payable (A/Ps) of National Government Agencies/Operating Units (NGAs/OU)

DOF-DBM-COA Joint Circular No. 2013-1 dated August 6, 2013 - Unified Accounts Code Structure (UACS)

	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices</p> <p>LDDAP-ADA and Payment of Accounts Payable (External and Internal Creditor)</p>	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-OMP-FMD-16
		Revision No.:	0
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Department Order No. 70 series of 2011 dated December 27, 2011 - Adoption of eNGAS and eBudget Systems in the entire Department

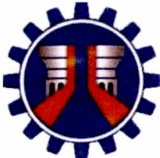
5.0 Records

Validated LDDAP-ADA

SLIIE

JEV

Paid DVs and supporting documents

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Issuance of SAC Certification for Bonds and/or Letter of Credits	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-FMD-17
		Revision No.:	0
		Page No.	1 of 3

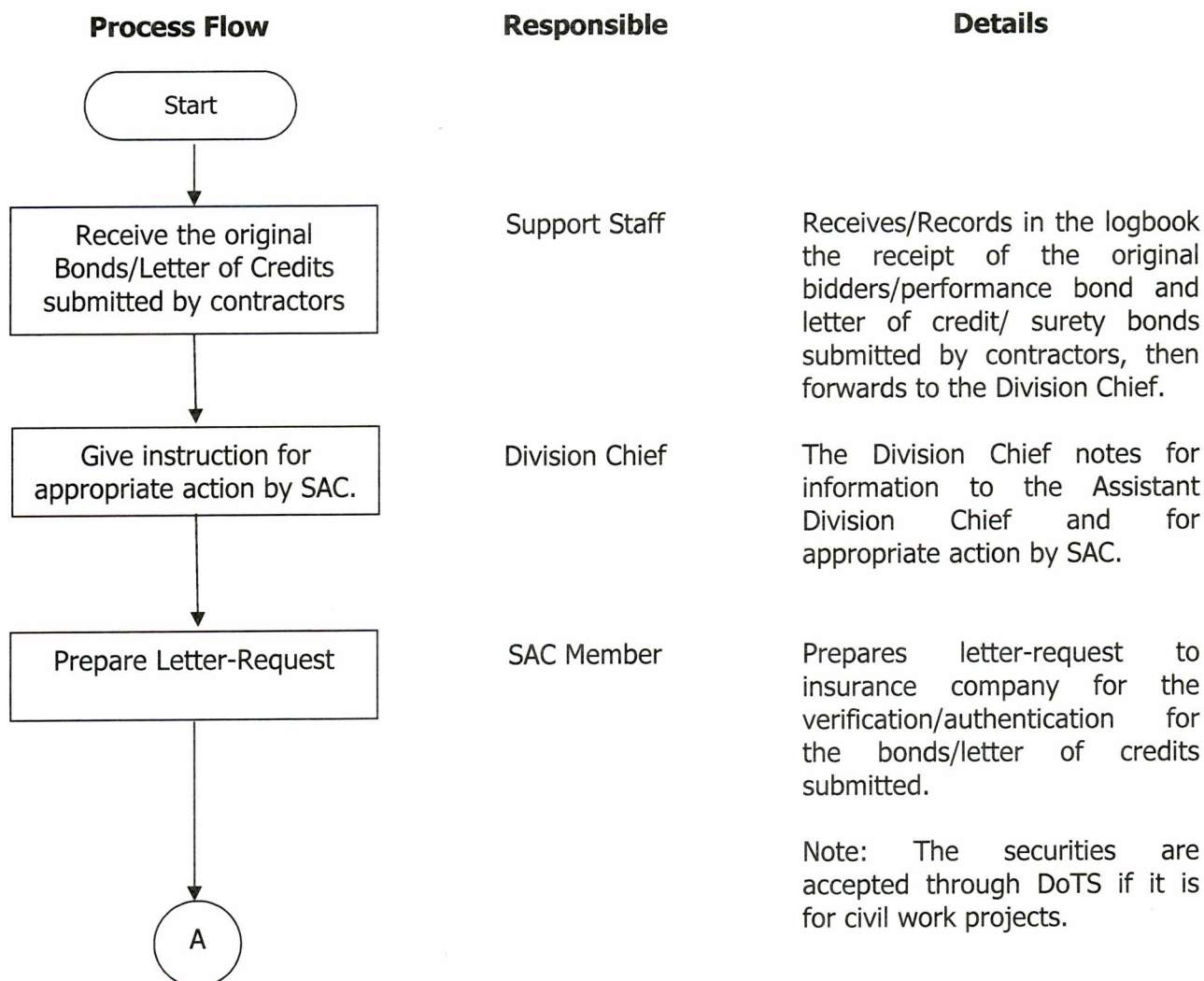
1.0 Purpose


To verify the genuineness of all bidders/performance/surety bonds, letters of credit, bank guarantees and Contractors All Risks Policies submitted by the contractors and take immediate steps to require the contractor thru the implementing office concerned to renew their bonds, letters of credit which are due to expire before the completion of their projects or the full repayment of their advance payments.

2.0 Definition of Terms

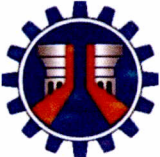
Special Action Committee (SAC) – its functions and responsibilities are to be performed by the Financial and Management Division as part of its responsibility to conduct due diligence in the review of required documents before payment.

3.0 Procedure



	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Issuance of SAC Certification for Bonds and/or Letter of Credits	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-FMD-17
		Revision No.:	0
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Process Flow	Responsible	Details
<p style="text-align: center;">A</p> <p>Review and Sign Letter-Request</p>	SAC Chairman	Reviews and signs the letter request for verification.
<p>Receive confirmation certificate from bank/insurance company</p>	SAC Vice-Chairman	Signed letter-request will be transmitted thru fax.
<p>Give instruction to prepare Certification by SAC Member</p>	Support Staff	Receives/Records in the logbook receipt of confirmation to logbook, then forwards to the Division Chief.
<p>Issue Certification for Validated Bonds/Letter of Credits</p>	Division Chief	The Division Chief notes for information to the Assistant Division Chief and for appropriate action by SAC.
<p>Review and Sign Certification for Validated Bonds/Letter of Credits</p>	SAC Member	Prepares and signs SAC Certification for authenticated Bonds/Letter of Credits
<p>Release SAC Certification</p>	SAC Chairman SAC Vice-Chairman	Reviews and signs SAC Certification for authenticated Bonds/Letter of Credits.
<p>End</p>	SAC Member	Forwards the certification to the implementing office.
		Note: The securities are released through DoTS if it is for civil work projects. The prescribed time in verifying and preparing of of Certification is 4 days as per Annex A of D.O. 156 series of 2015 dated October 12, 2015.

	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices</p> <p>Issuance of SAC Certification for Bonds and/or Letter of Credits</p>	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-FMD-17
		Revision No.:	0
		Page No.	3 of 3

4.0 References


Department Order No. 15 series of 2011 dated March 21, 2011 - Abolition of the Special Action Committee (SAC) and Transferring its Functions to the Comptrollership and Financial Management Division

Department Order No. 156 series of 2015 dated October 12, 2015 - Implementation of Document Tracking System (DoTS) for Civil Work Projects

Handbook on Philippine Government Procurement, 6th Edition, 2012

5.0 Records

Letter-request
Certification of Authenticity
Bonds/Letters of Credit/Bank Guarantees/Contractors All Risk Policies

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Report of Checks Issued (RCI)	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-FMD-18
		Revision No.:	0
		Page No.	1 of 2

1.0 Purpose

To provide a guide in recording disbursements through check issuance.

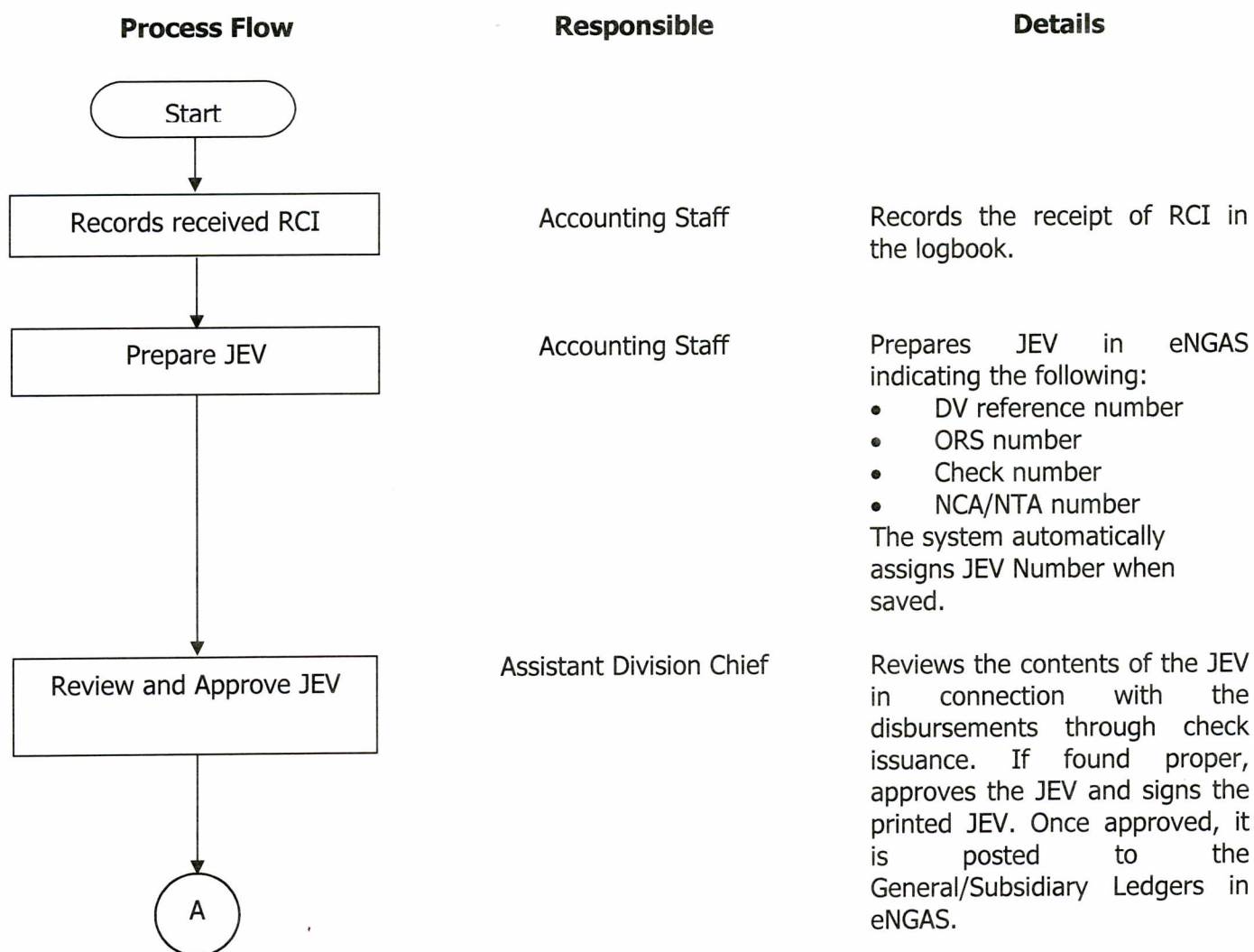
2.0 Definition of Terms


Report of Checks Issued (RCI) refers to the report of disbursements of all payments issued with checks with the original copy of the paid Disbursement Vouchers/payroll and its supporting documents.

Electronic New Government Accounting System (eNGAS) - complies with the basic policies and procedures of the New Government Accounting System (NGAS). It encompasses the various accounting processes from recording to classifying, summarizing and communicating all financial transactions. As such, the eNGAS provides an accurate, on time and standardized financial reports.

Journal Entry Voucher (JEV) refers to record of original entry of a financial transaction to the Books of Accounts.

3.0 Procedure



	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Report of Checks Issued (RCI)	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-FMD-18
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		Page No.	2 of 2


Process Flow	Responsible	Details
<p style="text-align: center;">A</p> <p>Review and Segregate supporting documents</p>	Accounting Staff	The Accounting Section retains duplicate copies of the check, paid DVs and its supporting documents.
<p>Review DVs and Affix Initial in transmittal letter</p>	Division Chief Assistant Division Chief Accountant III	Reviews if all paid DVs are attached, then affixes initial in the transmittal letter of RCI.
<p>Submit RCI to COA</p>	Accounting Staff	The Accounting Staff records in the logbook/releases RCI to ARD for approval of the transmittal letter. Once approved, it will be returned to FMD for submission to COA.
<p>End</p>		Submits RCI together with copies of paid DVs and its supporting documents and transmittal letter to COA Resident Auditor.
		Retains file copy.

4.0 References

Government Accounting Manual For National Government Agencies
Department Order No. 70 series of 2011 dated December 27, 2011 - Adoption of eNGAS and eBudget Systems in the entire Department

5.0 Records

RCI
JEV
Paid DVs and supporting documents

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Report of Collection and Deposit (RCD)	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-FMD-19
		Revision No.:	0
		Page No.	1 of 2

1.0 Purpose

To record in eNGAS the collections and deposits of collections of income and other receipts such as refund of cash advances, receipts of performance/bidders/bail bonds, refund of overpayment of expenses, and inter-agency transferred funds.

2.0 Definition of Terms


Report of Collection and Deposit (RCD) refers to the report prepared and submitted by the *CASHIER* for the accountability on collections and deposits processed by the Cash Section, Administrative Division.

Electronic New Government Accounting System (eNGAS) - complies with the basic policies and procedures of the New Government Accounting System (NGAS). It encompasses the various accounting processes from recording to classifying, summarizing and communicating all financial transactions. As such, the eNGAS provides an accurate, on time and standardized financial reports.

Journal Entry Voucher (JEV) refers to record of original entry of a financial transaction to the Books of Accounts.

3.0 Procedure

Process Flow	Responsible	Details
Start		
Record received RCD	Support Staff	Records the receipt of RCD in the logbook.
Prepare JEV	Accounting Staff	Checks that the information reflected in the RCD are correct and tallies with the attached Official Receipts (ORs). Prepares JEV in eNGAS indicating the OR number as reference for each. The system automatically assigns JEV Number when saved.
Review and Approve JEV	Assistant Division Chief	Reviews the contents of the JEV. If found proper, approves the JEV. Once approved, it is posted to the General/Subsidiary Ledgers in eNGAS.
Submit RCD to COA	Accounting Staff	Submits monthly to COA the RCD with supporting documents.
End		Retains file copy.


	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices</p> <p>Report of Collection and Deposit (RCD)</p>	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-FMD-19
		Revision No.:	0
		Page No.	2 of 2

4.0 References

- Government Accounting Manual For National Government Agencies
- Department Order No. 70 series of 2011 dated December 27, 2011 - Adoption of eNGAS and eBudget Systems in the entire
- GAA Collections Provision

5.0 Records

- RCD

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Order of Payment	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-FMD-20
		Revision No.:	0
		Page No.	1 of 2

1.0 Purpose

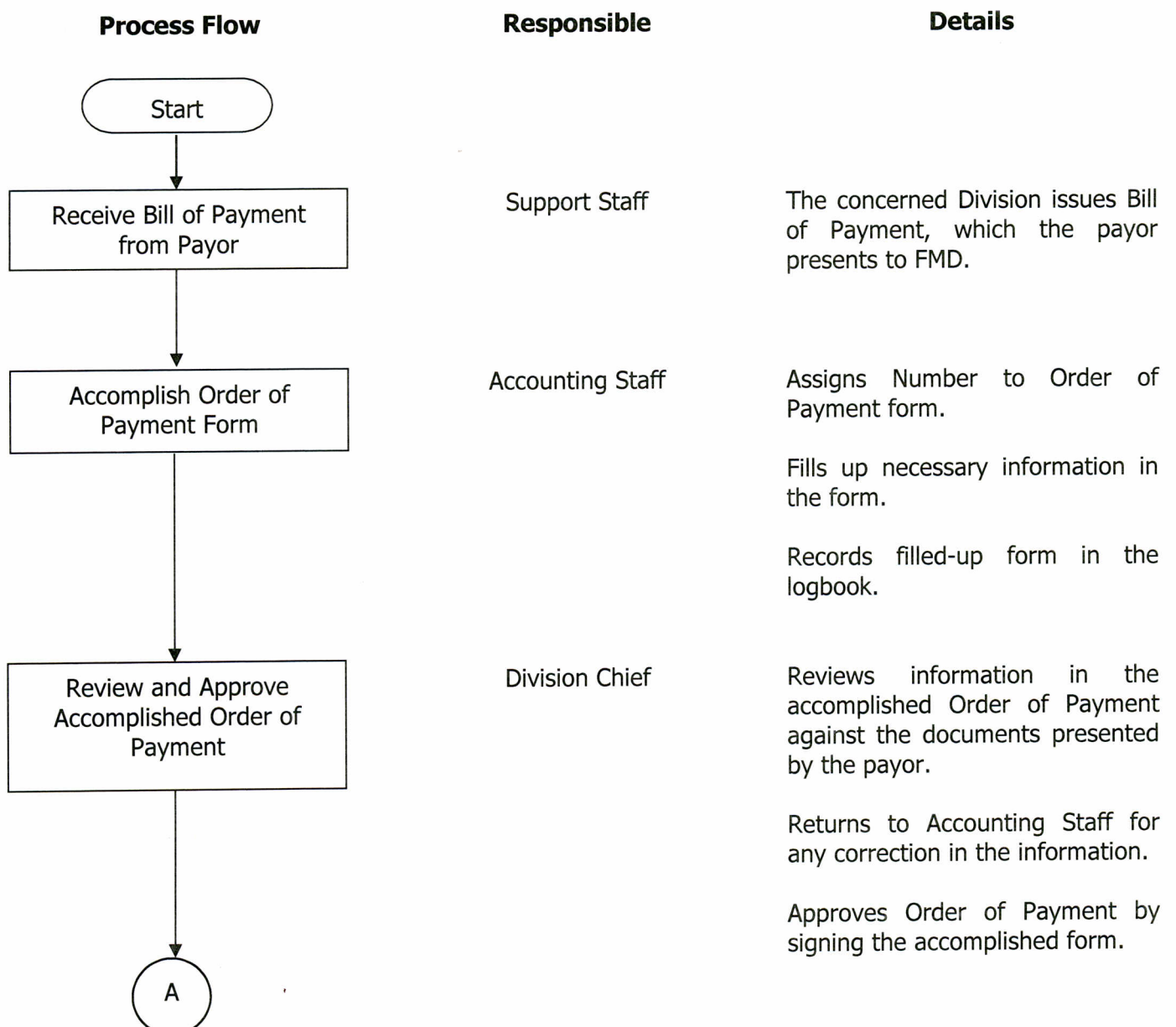
To prepare Order of Payment (OP), which is the basis of the Cash Section, Administrative Division in issuing Official Receipt (OR) to acknowledge receipt of cash/check from a payor.


2.0 Definition of Terms

Payors - clients such as contractors, suppliers, other National Government Agencies or DPWH officials or employees with transaction of payment in favor of the Department.

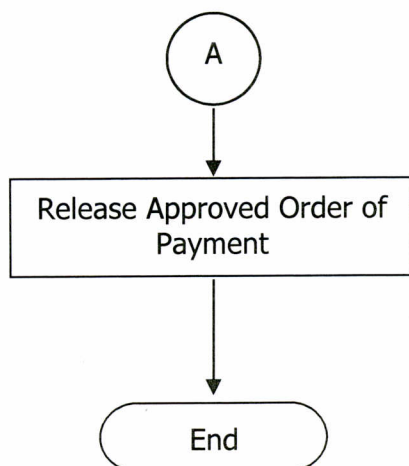
Order of Payment - a form used to fill-up necessary information to facilitate preparation of Official Receipt (OR) and Journal Entry Voucher (JEV).

3.0 Procedure



	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Order of Payment	Issue Date:	FEB 28 2017
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Process Flow



Responsible

Accounting Staff

Details

Releases approved Order of Payment to payor and instructs to proceed to *Cash Section, Administrative Division* for payment and release of Official Receipt.

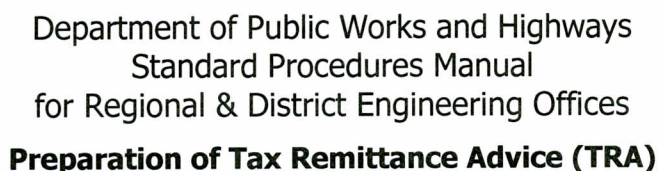
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4.0 References

Government Accounting Manual For National Government Agencies

5.0 Records

Order of Payment
Bill of Payment

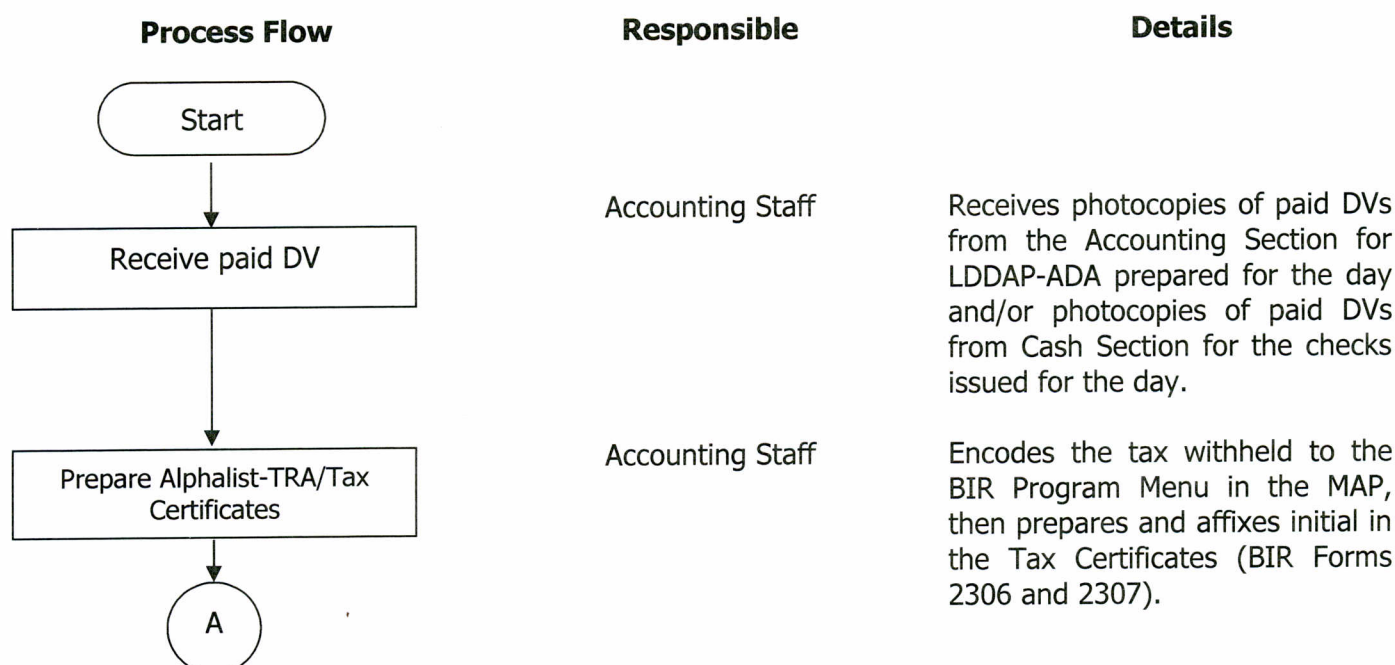



1.0 Purpose

2.0 Definition of Terms

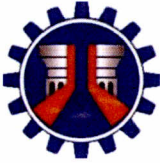
Journal Entry Voucher (JEV) refers to record of original entry of a financial transaction to the Books of Accounts.

3.0 Procedure



	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Preparation of Tax Remittance Advice (TRA)	Issue Date:	FEB 28 2017
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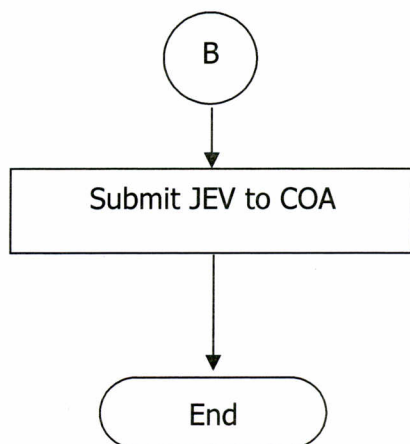
Process Flow	Responsible	Details
<p style="text-align: center;">A</p> <p>Review and Approve Tax Certificates</p>	Division Chief	<p>Reviews the correctness of entries made to the BIR forms.</p> <p>If the details in the entries made to the TRA and other BIR forms are not correct, all documents will be returned to the Accounting Staff.</p> <p>If found proper, approves Tax Certificates, which will be forwarded to Cash Section, Administrative Division and will be received by the creditors upon issuance of Official Receipts.</p>
<p>Encode the monthly BIR Withholding Tax returns thru e-FPS</p>	Accounting Staff	<p>Remits eTRA through eFPS by e-filing BIR Forms 1600, 1601-E, 1601-C according to the Alpha-Numeric Tax Code (ATC) as reflected in the said forms.</p> <p>E-submits the MAP through electronic Filing Payment System (eFPS) on or before the 10th day of the following month.</p>
<p>Prepare JEV</p>	Accounting Staff	<p>Prepares JEV in eNGAS indicating the TRA number and particulars of the transaction. The system automatically assigns JEV Number when saved.</p>
<p>Review and Approve JEV</p> <p style="text-align: center;">B</p>	Assistant Division Chief	<p>Reviews the contents of the JEV in connection with the tax remittance. If found proper, approves the JEV and signs the printed JEV. Once approved, it is posted to the General/Subsidiary Ledgers in eNGAS.</p>

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Preparation of Tax Remittance Advice (TRA)	Issue Date:	FEB 28 2017
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Process Flow

Responsible

Details



Accounting Staff

Submits monthly to COA the JEV with supporting documents.

Retains file copy.

4.0 References

Government Accounting Manual For National Government Agencies

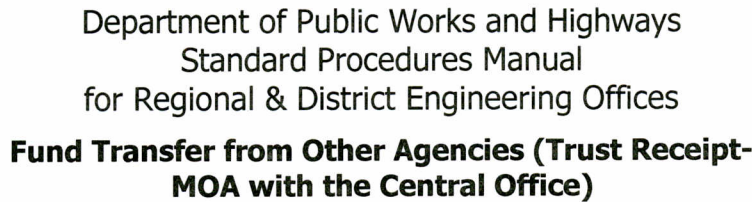
Revenue Regulations No. 2-2006 dated January 5, 2006 - Mandatory Attachments of the Summary Alphalist of Withholding Agents of Income Payments Subjected to Tax Withheld at Source (SAWT) and Monthly Alphalist of Payees (MAP)

Revenue Regulations No. 1-2013 dated January 23, 2013 - Further Expands the Coverage of Taxpayers Required to File Tax Returns and Pay Taxes Through the Electronic Filing and Payment System (eFPS) to Include National Government Agencies (NGAs) Mandatorily Required to Use the Electronic Tax Remittance Advice (eTRA)


Department Order No. 70 series of 2011 dated December 27, 2011 - Adoption of eNGAS and eBudget Systems in the entire Department

5.0 Records

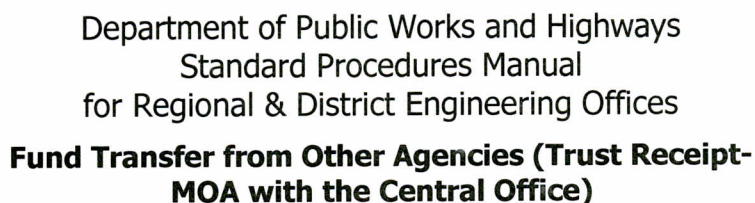
TRA
BIR Forms
JEV



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Page No.	1 of 3

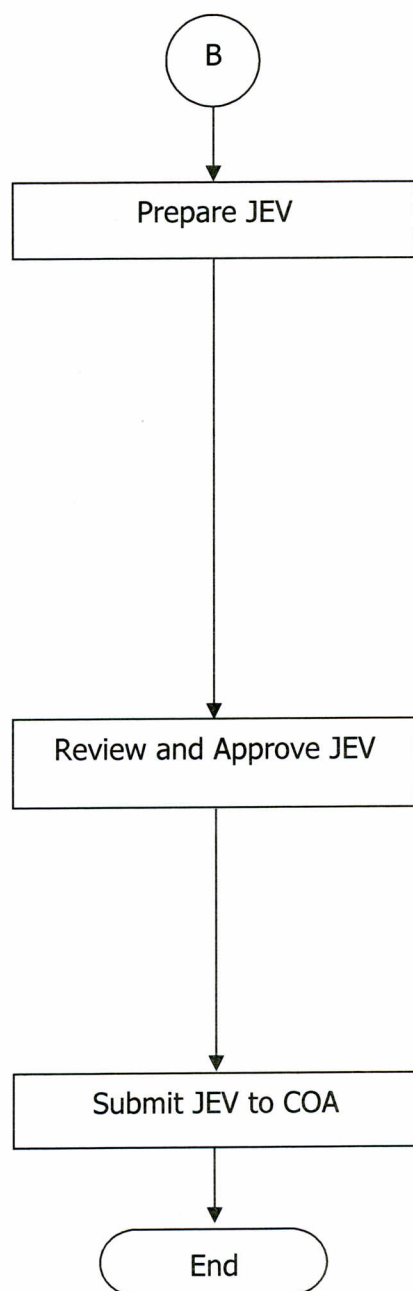
	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Fund Transfer from Other Agencies (Trust Receipt- MOA with the Central Office)	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-FMD-22
		Revision No.:	0
		Page No.	2 of 3

Process Flow	Responsible	Details
<p style="text-align: center;">A</p> <p>Prepare Payment for the accomplishment of contractor</p>	Division Chief Assistant Division Chief Accounting Staff	Refer to Process Flow Chart for the Processing of DV and LDDAP-ADA and Payment of Accounts Payable.
<p>Prepare Liquidation Report and Transmittal Letter to Source Agency</p>	Accountant II	Liquidation Reports together with the Credit Notice from the Resident Auditor shall be submitted regularly to the source agency on a quarterly basis or as stipulated in the MOA or as the source agency may require, whichever is frequent.
<p>Review and Sign Liquidation Report and Transmittal Letter to Central Office</p>	Division Chief Assistant Division Chief Accountant III Accountant II	<p>Affixes initial in the Liquidation Report and transmittal letter. These will be signed by the Head of Agency or his duly Authorized Representative and will be submitted to the Central Office.</p> <p>Based on the Liquidation Report submitted to the Central Office, the remaining 50% of the LAA amount may be released to fully fund the project.</p> <p>The Cashier shall deposit the final 50% funding check received from the Central Office to the Current Account (Trust Account) maintained in the Office's Authorized Government Depository Bank (AGDB).</p> <p>The full payment of the Trust project shall then be settled.</p>
<p style="text-align: center;">B</p>		



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Details



Upon completion of the project, the previous JEV upon payment must be properly reclassified to its appropriate PPE account and subsequently transferred/turned-over to the Central Office.

JEV preparation should be for the reclassification to PPE Account, transfer of asset account to the Central Office and remittance of to the National Treasury of the unutilized balance of IATE.

Reviews the contents of the JEV in connection with the payment/liquidation. If found proper, approves the JEV and signs the printed JEV. Once approved, it is posted to the General/Subsidiary Ledgers in eNGAS.

Submits monthly to COA the JEV with supporting documents.


Retains file copy.

4.0 References

Government Accounting Manual For National Government Agencies
Department Order No. 185, series of 2015, dated December 16, 2015

5.0 Records

Verified Liquidation Report
JFV

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Liquidation of Fund Transfer to Other Agencies (Regional Office to Other Agency)	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-FMD-23
		Revision No.:	0
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1.0 Purpose

To provide a guide for the systematic liquidation of funds transferred to other agencies.

2.0 Definition of Terms

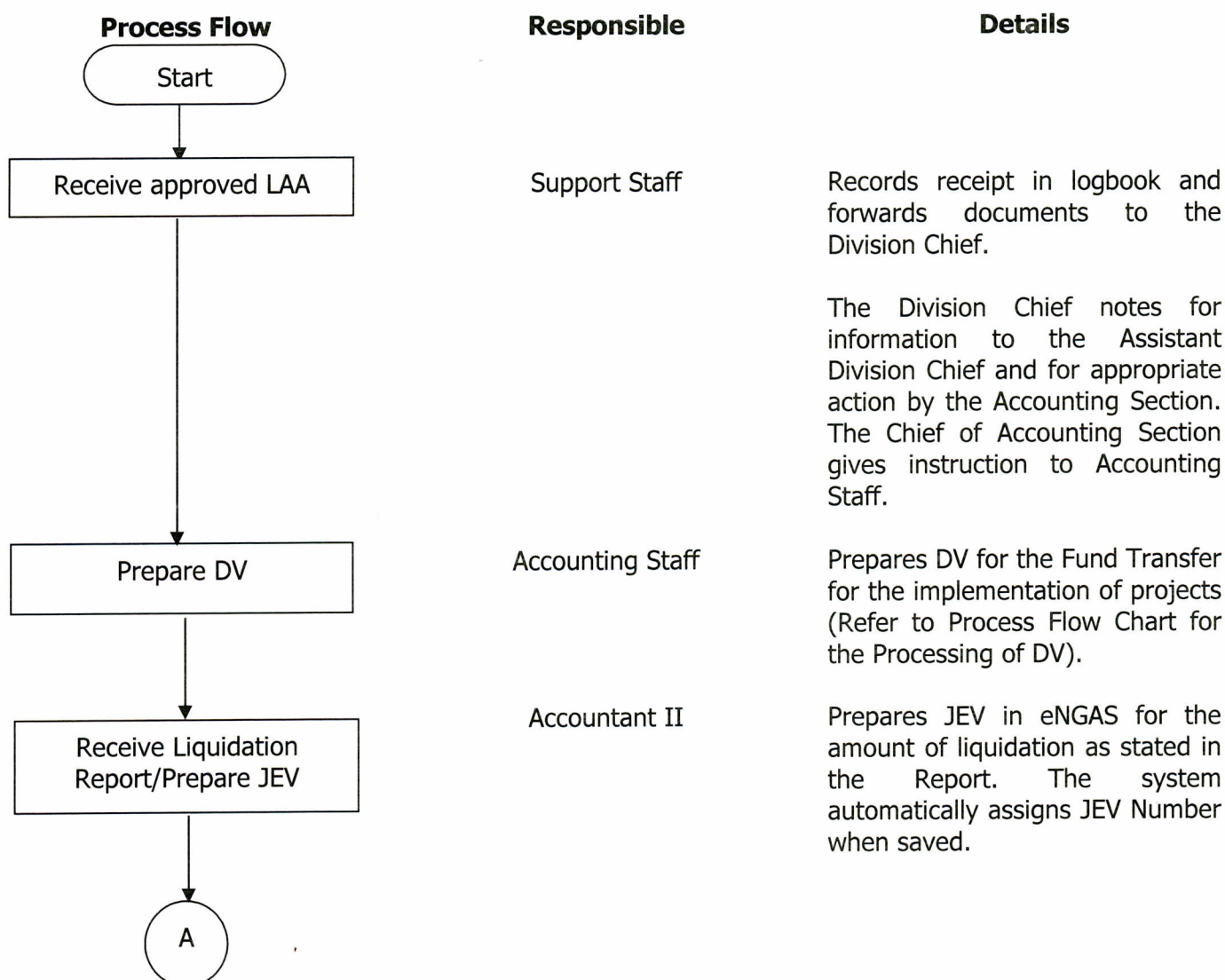
LAA is the acronym for Letter of Advice of Allotment.


Source Agency is the government agency or other institution who transfers fund for the implementation of the Department.

Electronic New Government Accounting System (eNGAS) - complies with the basic policies and procedures of the New Government Accounting System (NGAS). It encompasses the various accounting processes from recording to classifying, summarizing and communicating all financial transactions. As such, the eNGAS provides an accurate, on time and standardized financial reports.

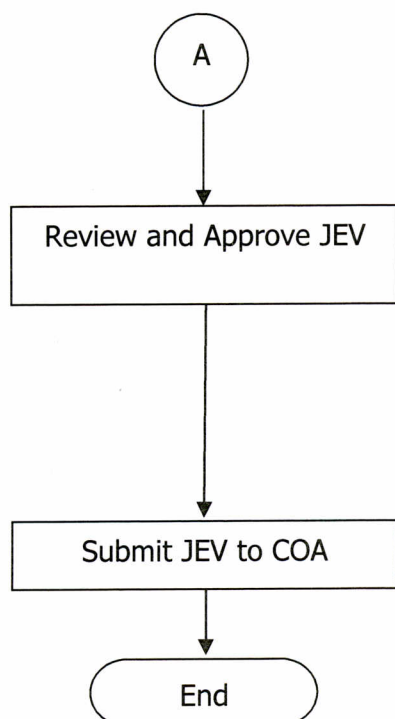
Journal Entry Voucher (JEV) refers to record of original entry of a financial transaction to the Books of Accounts.

3.0 Procedure



	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Liquidation of Fund Transfer to Other Agencies (Regional Office to Other Agency)	Issue Date:	FEB 28 2017
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Process Flow



Responsible

Assistant Division Chief

Accounting Staff

Details

Requires the concerned office for refund of unliquidated amount.

Prepares Certification if fully liquidated.

Reviews the contents of the JEV in connection with the liquidation. If found proper, approves the JEV and signs the printed JEV. Once approved, it is posted to the General/Subsidiary Ledgers in eNGAS.

Submits monthly to COA the JEV with supporting documents.


Retains file copy.

4.0 References

Government Accounting Manual For National Government Agencies

5.0 Records

Verified Liquidation Report
JEV

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Bank Reconciliation for All Fund/Accounts	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-FMD-24
		Revision No.:	0
		Page No.	1 of 2

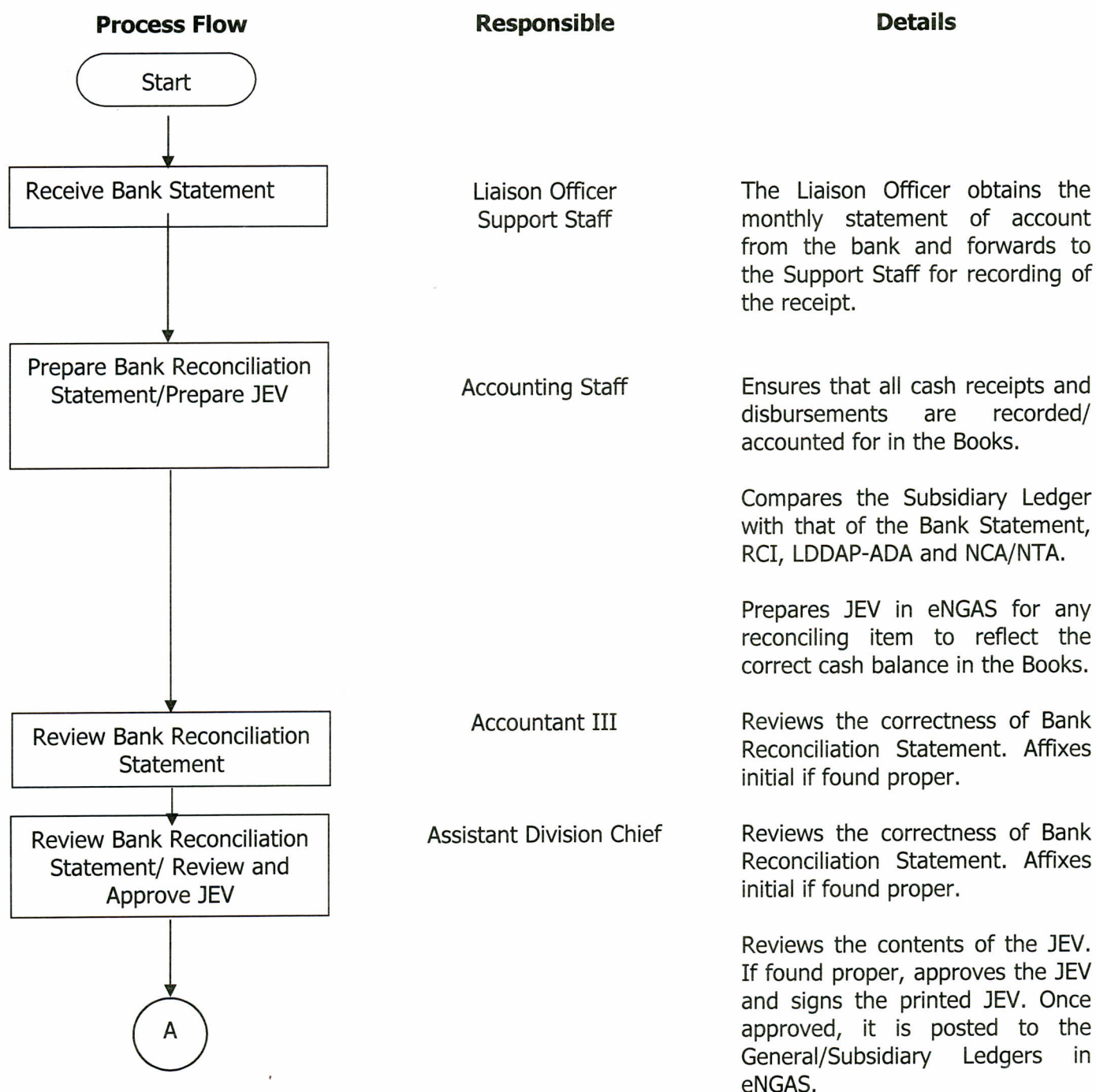
1.0 Purpose

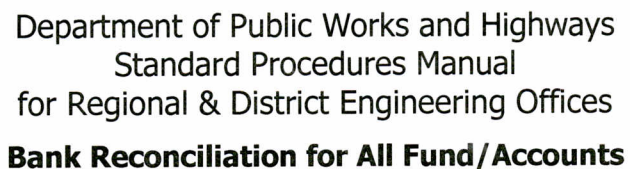
To provide a guide for the systematic preparation of Bank Reconciliation Statement.

2.0 Definition of Terms

Bank Reconciliation Statement is a statement/report used to reconcile the cash balance per bank against cash balance per Books to arrive at a corrected cash balance.

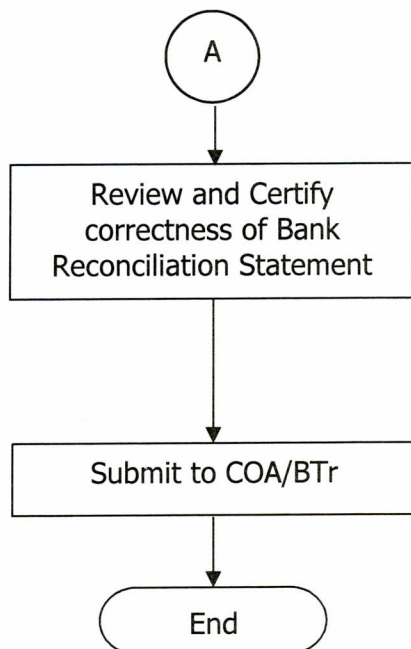
3.0 Procedure





Issue Date:	FEB 28 2017
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Details



Signs Finalized Bank
Reconciliation Statement.


The Head of Agency or his duly Authorized Representative signs the transmittal letter to COA/BTr.

Submits monthly to COA/BTr the Bank Reconciliation Statement.

Retains file copy.

Government Accounting Manual For National Government Agencies

Bank Reconciliation Statement

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Purchase Order	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-FMD-25
		Revision No.:	0
		Page No.	1 of 2

1.0 Purpose

To provide procedural approach on the processing of contracts for the procurement of properties to be used for operations.

2.0 Definition of Terms

Originating Office refers to the Supply and Property Management Section, Administrative Division.

Purchase Order (PO) refers to the document to support purchase of equipment, supplies and materials, etc. as awarded by the Bids and Awards Committee (BAC).

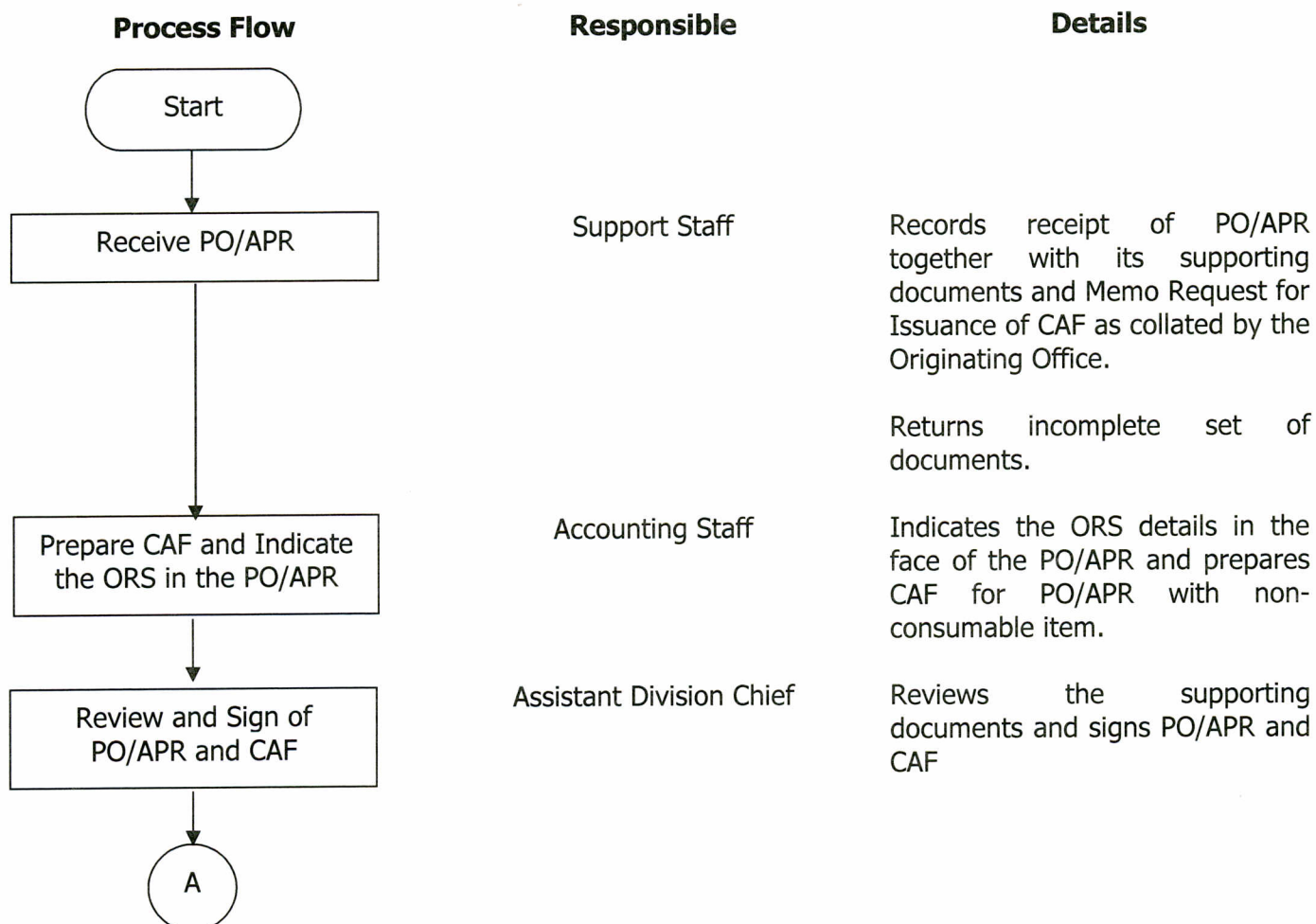
Agency Procurement Request (APR) refers to the document issued by the Procurement Service, Department of Budget and Management (PS-DBM) in lieu of the Purchase Order.


Obligation Request and Status (ORS) refers to the document issued by the Budget Section to substantiate the availability of funds.

Certificate of Availability of Funds (CAF) refers to the document to be issued by the Accounting Section to substantiate the availability of funds.

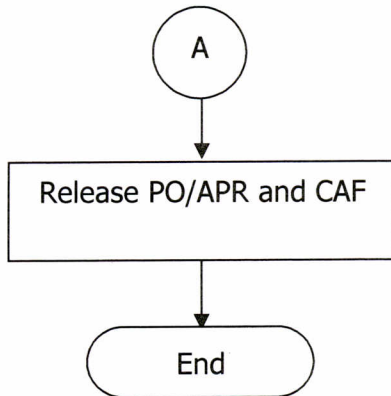
Non-consumable item refers to equipment, furniture and fixture, or any other that must be supported with an Acknowledgement Receipt for Equipment (ARE) upon its issuance to the end-user.

3.0 Procedure



	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Purchase Order	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-FMD-25
		Revision No.:	0
		Page No.	2 of 2

Process Flow



Responsible

Support Staff

Details

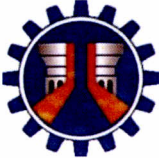
Records release of PO/APR and CAF to the concerned division.

4.0 References

Government Accounting Manual For National Government Agencies

5.0 Records

Signed CAF

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Issuance of Inventory Items	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-FMD-26
		Revision No.:	0
		Page No.	1 of 2

1.0 Purpose

To provide procedural approach on the recording of the issuance to end-user of properties procured and delivered.

2.0 Definition of Terms

Originating Office refers to the Supply and Property Management Section, Administrative Division.

Documents refer to the set of document submitted upon issuance such as but not limited to the following: Purchase Order (PO), Agency Procurement Request (APR), Requisition and Issue Slip (RIS), Report of Supplies and Materials Issued (RSMI), Waste Materials Report (WMR), Delivery Receipt (DR), Sales Invoice (SI), Inspection and Acceptance Report (IAR), Acknowledgement Receipt for Equipment (ARE), and Inventory Custodian Slip (ICS).

Supplies Ledger Card (SLC) refers to the details or breakdown of the balance of the supplies.

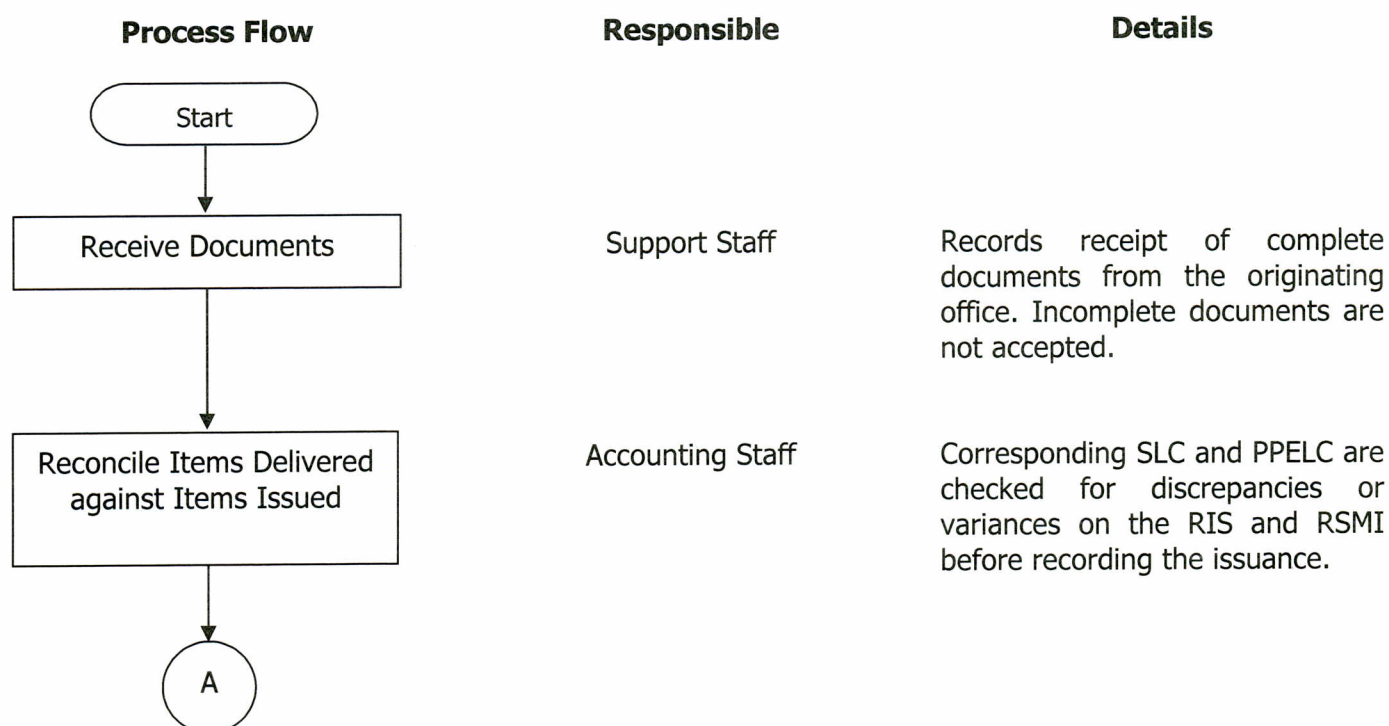
Property, Plant and Equipment Ledger Card (PPELC) refers to the details or breakdown of the balance of the acquired property, plant or equipment.


PS-DBM refers to the acronym the Procurement Service, Department of Budget and Management.

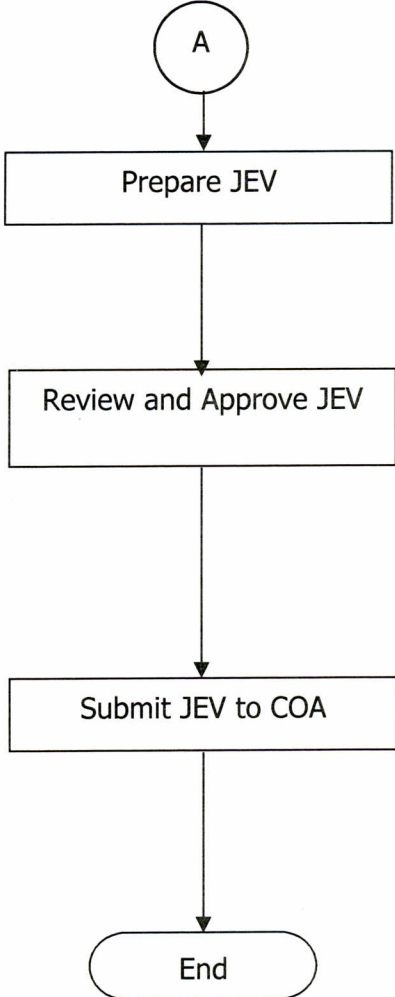
Electronic New Government Accounting System (eNGAS) - complies with the basic policies and procedures of the New Government Accounting System (NGAS). It encompasses the various accounting processes from recording to classifying, summarizing and communicating all financial transactions. As such, the eNGAS provides an accurate, on time and standardized financial reports.

Journal Entry Voucher (JEV) refers to record of original entry of a financial transaction to the Books of Accounts.

3.0 Procedure



	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Issuance of Inventory Items	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-FMD-26
		Revision No.:	0
		Page No.	2 of 2

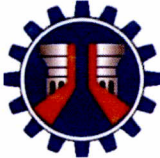
Process Flow	Responsible	Details
 <pre> graph TD A((A)) --> B[Prepare JEV] B --> C[Review and Approve JEV] C --> D[Submit JEV to COA] D --> E([End]) </pre>	Accounting Staff	Prepares JEV in eNGAS for the issuance. The system automatically assigns JEV Number when saved.
	Assistant Division Chief	Reviews the contents of the JEV in connection with the issuance. If found proper, approves the JEV and signs the printed JEV. Once approved, it is posted to the General/Subsidiary Ledgers in eNGAS.
	Accounting Staff	Approved JEV will form part of the documents and will be photocopied. The original copy of documents as submitted will be transmitted to COA. Photocopied documents will serve as file copy.
		Submits JEV monthly.

4.0 References

Government Accounting Manual For National Government Agencies

5.0 Records

JEV

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Book-Up of Property(Donation/Turn-over)	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-FMD-27
		Revision No.:	0
		Page No.	1 of 2

1.0 Purpose

To provide procedural approach on the receipt and recording of property acquired through donation or turned-over by contractors/consultants from project implementation.

2.0 Definition of Terms

Originating Office refers to the Bureau of Equipment (BOE) for Motor Vehicle, Construction and Heavy Equipment and Floating Equipment from Central Office; Information Management Service (IMS) for IT-related properties from Central Office; Supply and Property Management Section, Administrative Division for all types of properties; or District Engineering Offices (DEOs) for properties turned-over by contractors/consultants in the implementation of a project.

Documents refer to the set of document submitted upon receipt of property such as but not limited to the following: Deed of Donation, Deed of Transfer, Delivery Receipt (DR), Inspection and Acceptance Report (IAR), List of Properties Turned-Over, Invoice Receipt of Property (IRP), Acknowledgement Receipt for Equipment (ARE), and Inventory Custodian Slip (ICS).

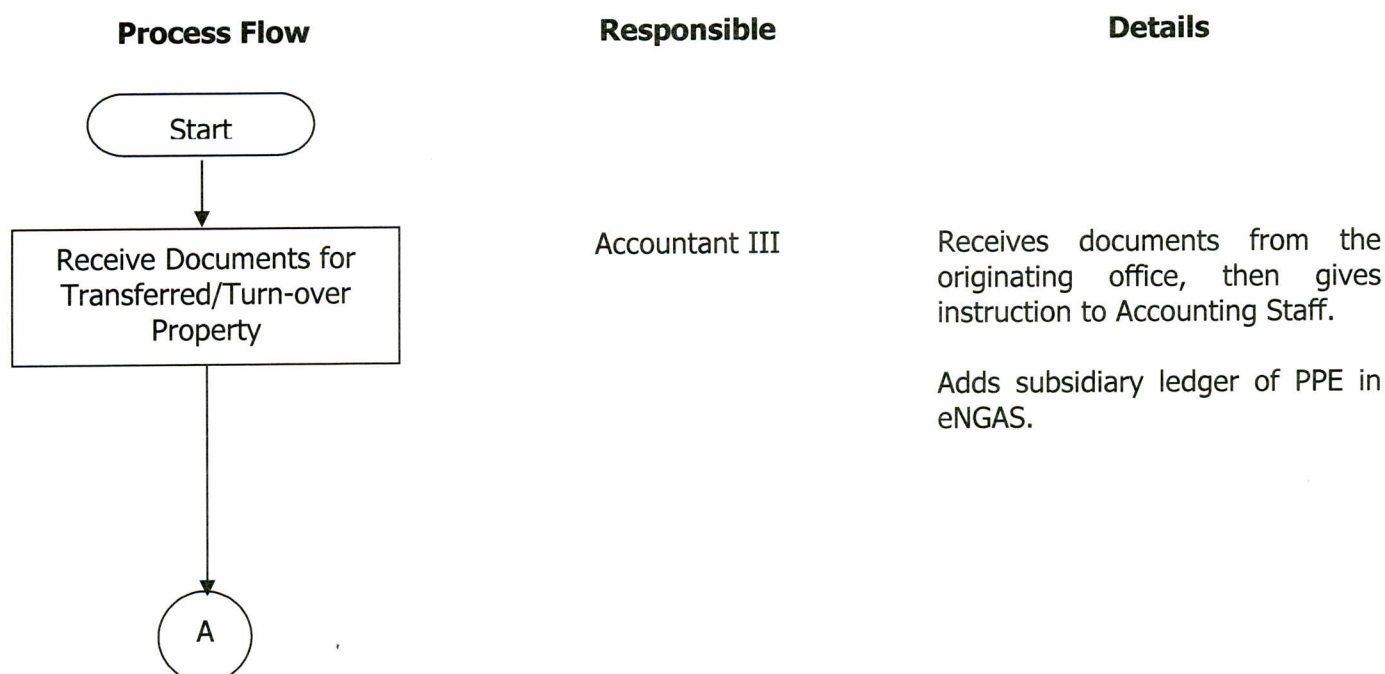
Supplies Ledger Card (SLC) refers to the details or breakdown of the balance of the supplies.


Property, Plant and Equipment Ledger Card (PPELC) refers to the details or breakdown of the balance of the acquired property, plant or equipment.

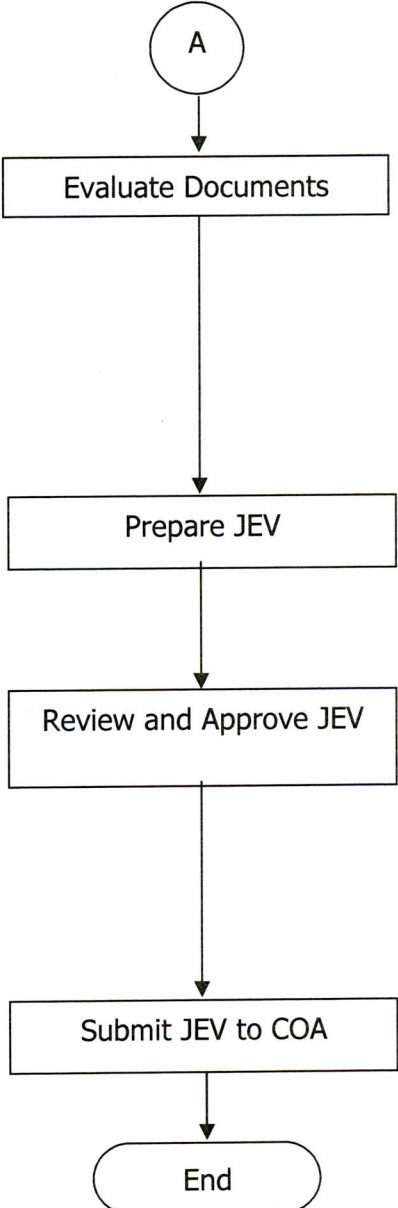
Electronic New Government Accounting System (eNGAS) - complies with the basic policies and procedures of the New Government Accounting System (NGAS). It encompasses the various accounting processes from recording to classifying, summarizing and communicating all financial transactions. As such, the eNGAS provides an accurate, on time and standardized financial reports.

Journal Entry Voucher (JEV) refers to record of original entry of a financial transaction to the Books of Accounts.

3.0 Procedure



	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Book-Up of Property(Donation/Turn-over)	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-FMD-27
		Revision No.:	0
		Page No.	2 of 2


Process Flow	Responsible	Details
 <pre> graph TD A((A)) --> B[Evaluate Documents] B --> C[Prepare JEV] C --> D[Review and Approve JEV] D --> E[Submit JEV to COA] E --> F([End]) </pre>	Accounting Staff	Tallies the list of properties prepared by the originating office against the documents submitted. Coordinates with the originating office for any deficiencies from the submitted documents. Checks in eNGAS if any previous record has been done for these properties.
	Accounting Staff	Prepares JEV in eNGAS indicating the receipt of properties. The system automatically assigns JEV Number when saved.
	Assistant Division Chief	Reviews the contents of the JEV in connection with the receipt of properties. If found proper, approves the JEV and signs the printed JEV. Once approved, it is posted to the General/Subsidiary Ledgers in eNGAS.
	Accounting Staff	Submits monthly to COA the JEV with supporting documents. Retains file copy.

4.0 References

Government Accounting Manual For National Government Agencies

5.0 Records

JEV

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Disposition of Property	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-FMD-28
		Revision No.:	0
		Page No.	1 of 3

1.0 Purpose

To provide procedural approach on the disposition of properties either through sale or transfer to other offices.

2.0 Definition of Terms

Originating Office refers to the Bureau of Equipment (BOE) for Motor Vehicle, Construction and Heavy Equipment and Floating Equipment from Central Office; Information Management Service (IMS) for IT-related properties from Central Office; Supply and Property Management Section, Administrative Division for the rest of properties; or District Engineering Offices (DEOs) for properties disposed by that office.

Recipient Office refers to the District Engineering Offices (DEOs), or other agencies where properties are transferred to.

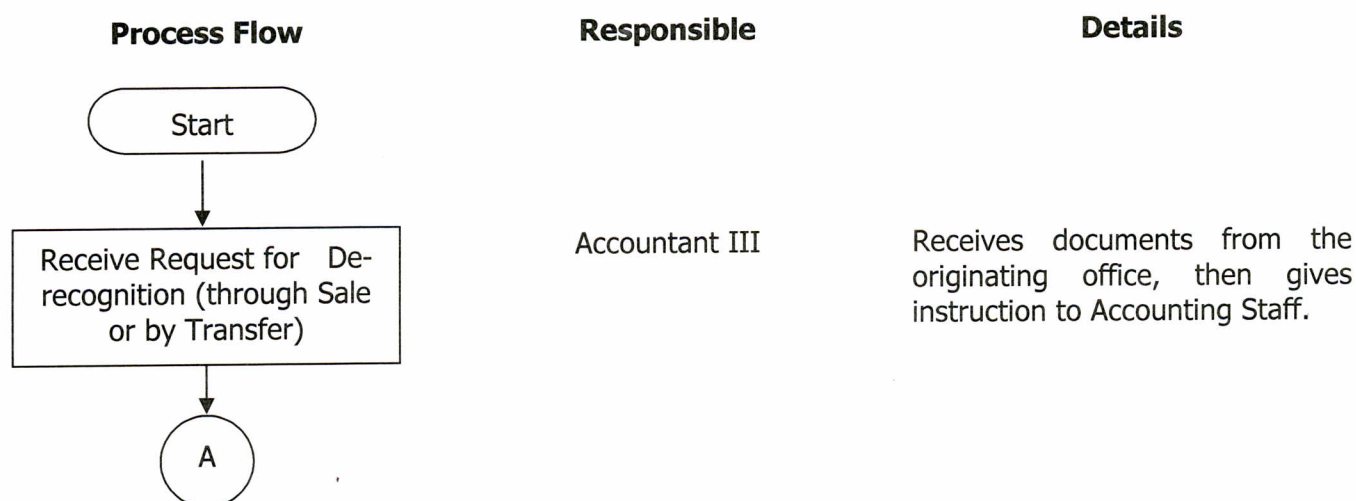
Documents refer to the set of document submitted upon receipt of property such as but not limited to the following: Inspection and Inventory Report of Unserviceable Properties (I&I Report or IIRUP), Central Disposal Committee Resolution (CDC Resolution), Summary of Properties Transferred/Disposed, Inventory Committee Report/Resolution (IC Report), Report on the Physical Count of Property, Plant and Equipment (RPCPPE), Official Receipt (OR) for the sale of properties to the winning bidder, Invoice Receipt of Property (IRP), Acknowledgement Receipt for Equipment (ARE), and Inventory Custodian Slip (ICS).


Property, Plant and Equipment Ledger Card (PPELC) refers to the details or breakdown of the balance of the acquired property, plant or equipment.

Electronic New Government Accounting System (eNGAS) - complies with the basic policies and procedures of the New Government Accounting System (NGAS). It encompasses the various accounting processes from recording to classifying, summarizing and communicating all financial transactions. As such, the eNGAS provides an accurate, on time and standardized financial reports.

Journal Entry Voucher (JEV) refers to record of original entry of a financial transaction to the Books of Accounts.

3.0 Procedure

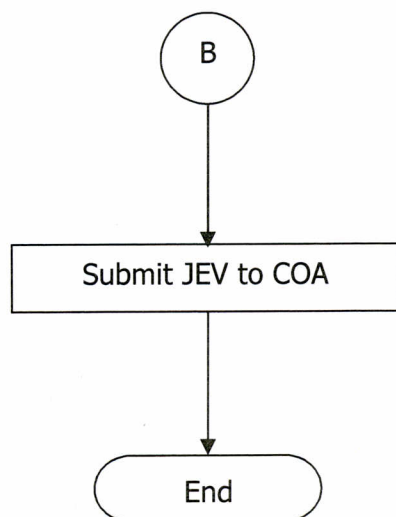


	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Disposition of Property	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-FMD-28
		Revision No.:	0
		Page No.	3 of 3

Process Flow

Responsible

Details



Accounting Staff

Submits monthly to COA the JEV with supporting documents.

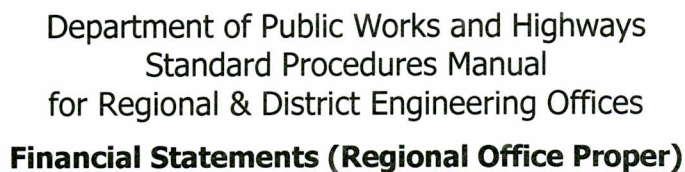
Retains file copy.

4.0 References

Government Accounting Manual For National Government Agencies

5.0 Records

JEV



Issue Date:	FEB 28 2017
Doc. Code:	DPWH-SPM-FMD-29
Revision No.:	0
Page No.	1 of 2

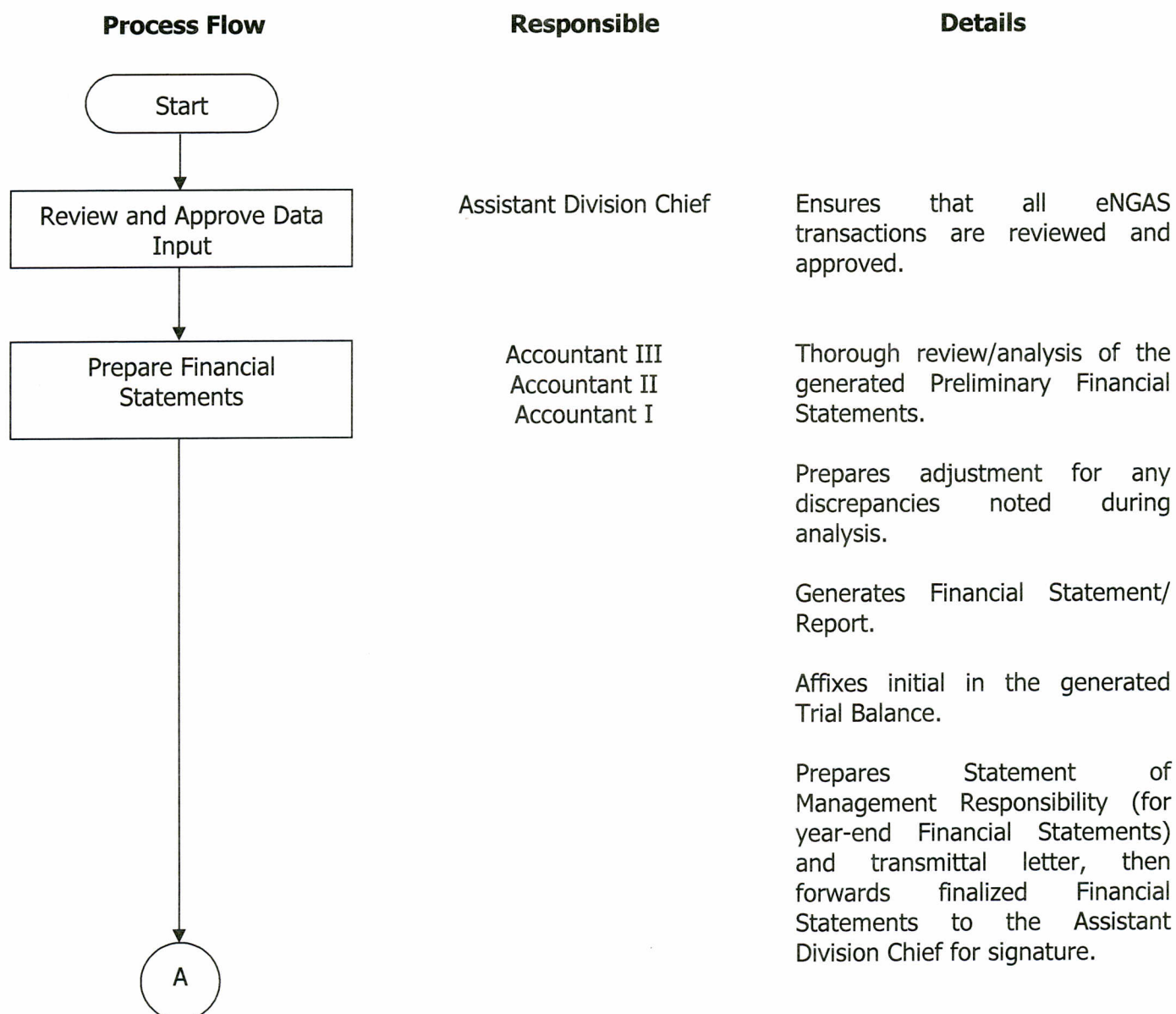
1.0 Purpose


To provide a guide for systematic accounting process in the generation of Financial Statements.

2.0 Definition of Terms

Financial Statements refer to reports/statements required to be submitted to the Commission on Audit (COA) such as Trial Balance, Balance Sheet, Statement of Financial Position, Statement of Financial Performance, Statement of Cash Flows, and Statement of Changes in Net Assets/Equity.

3.0 Procedure

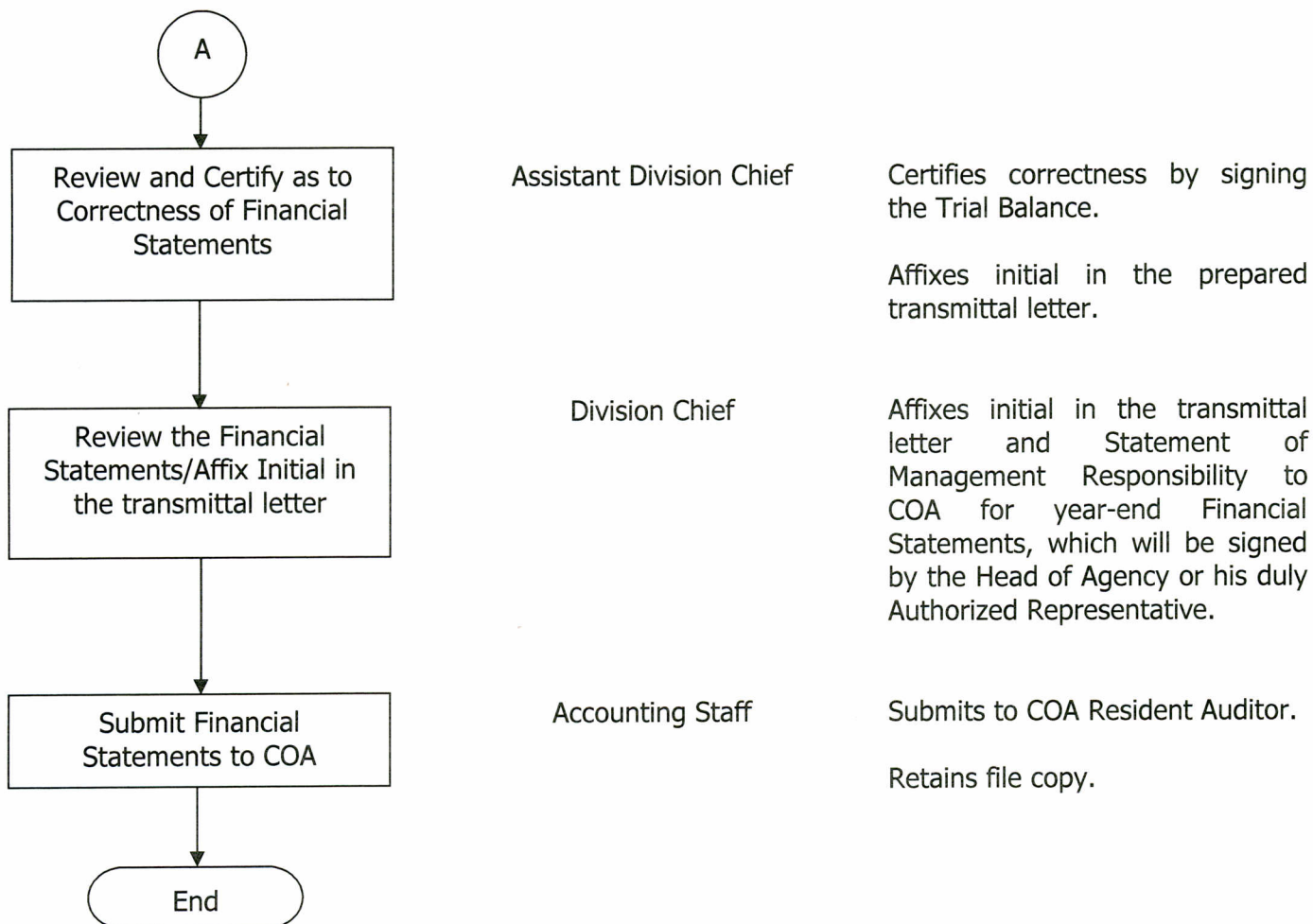


	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Financial Statements (Regional Office Proper)	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-FMD-29
		Revision No.:	0
		Page No.	2 of 2

Process Flow

Responsible

Details




4.0 References

Government Accounting Manual For National Government Agencies

5.0 Records

Financial Statements

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Consolidation of Financial Statements and Other Financial Reports (Regionwide)	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-FMD-30
		Revision No.:	0
		Page No.	1 of 2

1.0 Purpose

To provide a guide for systematic consolidation process of Financial Statements and other financial reports.

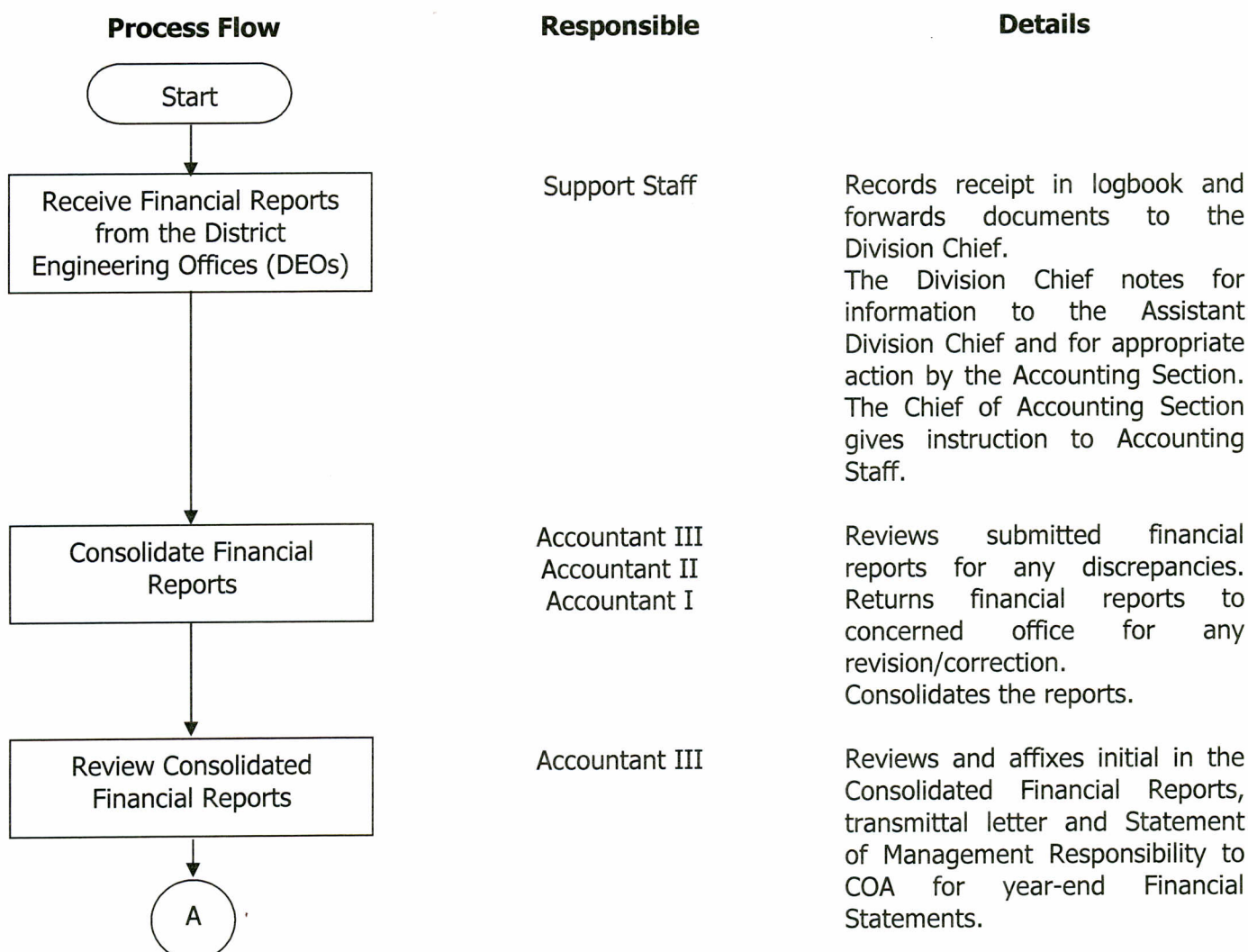
2.0 Definition of Terms


Financial Statements refer to reports/statements required to be submitted to the Commission on Audit (COA) such as Trial Balance, Statement of Financial Position, Statement of Financial Performance, Statement of Cash Flows and Statement of Changes in Net Assets/Equity.

Budgetary Reports refer to reports/statements required to be submitted to the Department of Budget and Management (DBM).

Other Financial Reports refer to financial reports that are required by the COA, DBM, and other fiscal agencies such as Aging of Receivables and Accounts Payable.

3.0 Procedure

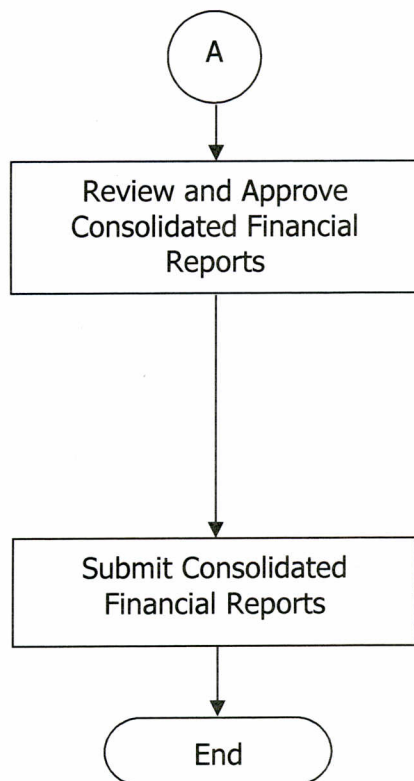


	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Consolidation of Financial Statements and Other Financial Reports (Regionwide)	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-FMD-30
		Revision No.:	0
		Page No.	2 of 2

Process Flow

Responsible

Details



Division Chief
Assistant Division Chief

Reviews and Signs the Consolidated Financial Report and affixes initial in transmittal letter and Statement of Management Responsibility to COA for year-end Financial Statements, which will be signed by the Regional Director or his duly Authorized Representative.

Accounting Staff

Submits to Central Office, COA Head Office, COA Resident Auditor, and DBM.

Retains file copy.

4.0 References

Government Accounting Manual For National Government Agencies


5.0 Records

Consolidated Financial Statements
Consolidated Financial Reports

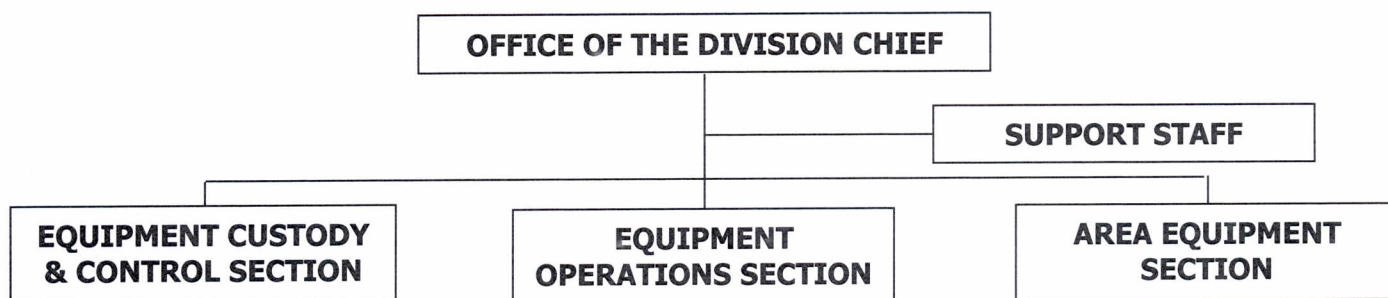


Equipment Management

Republic of the Philippines
Department of Public Works and Highways
Bonifacio Drive, Port Area, Manila

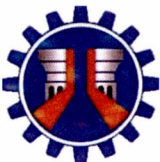
	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Organizational Chart of Equipment Management Division	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-EMD-00
		Revision No.:	0
		Page No.	1 of 1

EQUIPMENT MANAGEMENT DIVISION ORGANIZATIONAL CHART



EQUIPMENT MANAGEMENT DIVISION FUNCTIONS

1. Prepares and consolidates Annual Procurement Plan for the maintenance and repair of existing equipment fleet;
2. Prepares and recommends for approval Program of Works/Purchase Request for equipment due for minor/major repair;
3. Recommends to the Regional Director equipment allocation distribution per DEO;
4. Manages and monitors equipment fleet for immediate use in times of calamities and emergency situations(quick response);
5. Prepares and undertakes Equipment Disposal Program, including waste materials;
6. Recommends outside repair for units that cannot be undertaken by administration which require specialized skills;
7. Assists the Supply and Property Management Section of Administrative Division in the LTO registration of equipment and service vehicles of the Regional Office;
8. Assists the Supply and Property Management Section of Administrative Division, in the conduct of regular inventory of physical assets in accordance with existing rules and regulations;
9. Undertakes land-based and water-based equipment Preventive and Corrective Maintenance, including land-based rehabilitation, dredging operation and recommends dry docking works for water-based equipment, if any;
10. Prepares and issues equipment clearance for Contractors undertaking DPWH projects; and
11. Determines appropriate cost of equipment with regards to rental accuracy to be used in times of calamities and emergency situations;

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Preventive Maintenance Program of Land-Based Equipment and Motor Vehicles	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-EMD-01
		Revision No.:	0
		Page No.	1 of 4

1.0 Purpose

To define a system for Regional and District Engineering Offices in the preparation, approval and control of the Preventive Maintenance Program for equipment fleet.

2.0 Definition of Terms

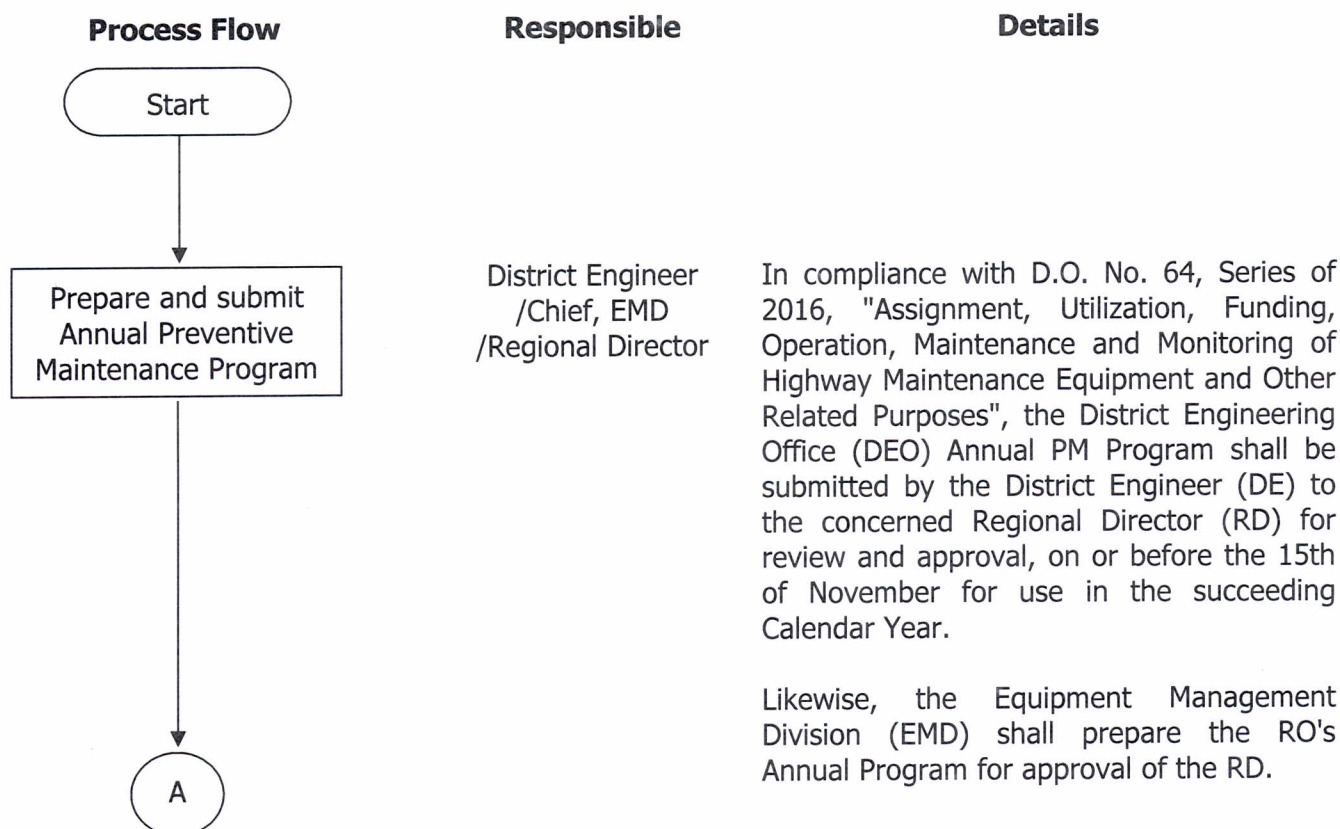
Preventive Maintenance (PM) is maintenance carried out at predetermined intervals or according to prescribed schedule by the manufacturer and intended to reduce probability of failure or malfunctioning of equipment.


Predictive Maintenance (PdM) is a type of PM and involves the use of tools for condition-based maintenance such as On-Board Diagnostics (OBD) Scanner, Smoke Emission Tester and Oil Analyser.

Corrective Maintenance (CM) is maintenance performed to identify, isolate and rectify a fault so that the equipment can be restored to good operational condition. Commonly known as "repair".

Planned CM is a type of CM that includes minor rectification or repair works for discovered failure or defects during PM where the required parts and supplies and materials are already programmed and would be made available just in time. The scheduling/execution of Planned CM may be withheld as long as the operational safety, environmental impact and future economical effects are not compromised in utilizing the equipment.

3.0 Procedure

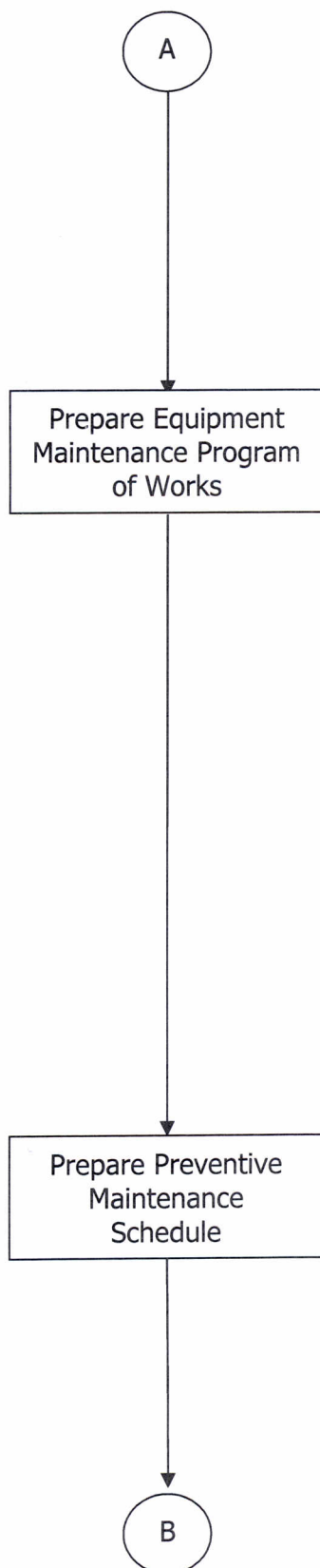


	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Preventive Maintenance Program of Land-Based Equipment and Motor Vehicles	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-EMD-01
		Revision No.:	0
		Page No.	2 of 4

Process Flow

Responsible

Details



Maintenance Section
/Area Equipment
Section, EMD
/Equipment
Operations Section,
EMD
/Administrative
Section/Division
/District Engineer/
Regional Director

Maintenance Section
Area Equipment
Section, EMD
/Equipment
Operations Section,
EMD
/Administrative
Section/Division

The RO/DEO Annual PM Program shall show the Accountable Office's equipment fleet inventory and individual unit's estimated annual utilization, the estimated annual Proactive Maintenance costs for scheduled PM and other supplemental PM jobs, minimum frequency of each PM type, committed timeliness of maintenance and manpower demand

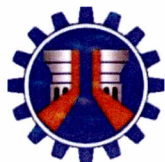
The Equipment Maintenance Program of Works (POW) shall document the planned resources to be committed by the DEO/RO for the implementation of scheduled PM and other associated maintenance works. Funding for maintenance activities in the Field Offices are further defined in D.O. No. 64, Series of 2016.

The POW (Annex "B") of the DEO equipment fleet shall be consistent with the Accountable Office's Updated Annual Procurement Plan (U-APP) and within the set targets/limits in the Annual Regional PM Program.

It will be a form of Quarterly Budgeting activity for the Accountable Office's Equivalent Maintenance Kilometers (EMK) Funds, and other Maintenance and Other Operating Expenses (MOOE) items.

The PM Schedule shall include the timeliness of the execution of the planned maintenance activities and the human resources committed by the RO's EMD Base/Area Shop and the DEO's Equipment Services Unit (ESU).

The Quarterly PM Schedule of DEO equipment fleet shall be based on the Area Equipment Engineer's (AEE's) assessment of each unit's rate of utilization, analysis of historical repair data and OEM prescribed minimum servicing time intervals.



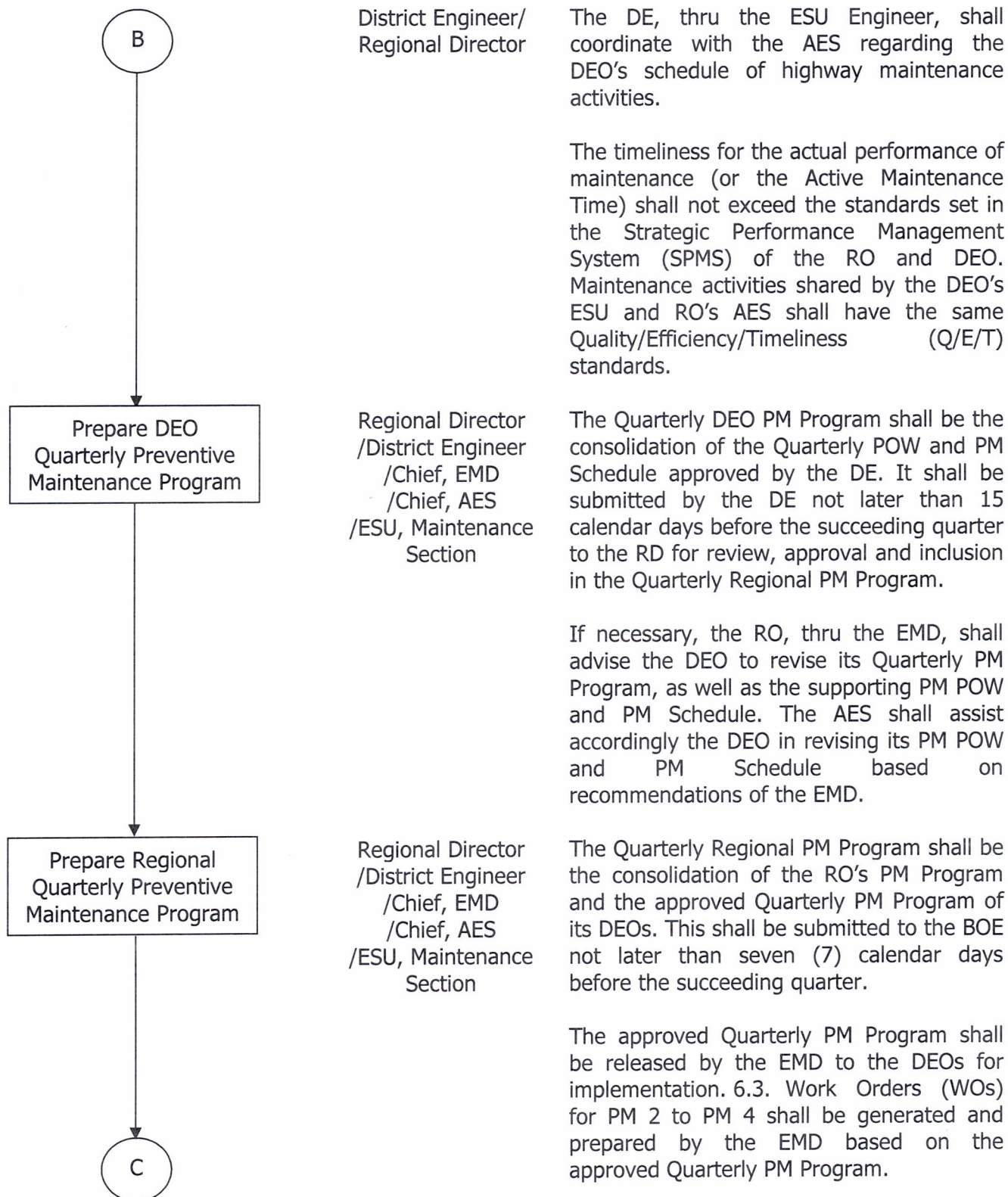
Department of Public Works and Highways
Standard Procedures Manual
for Regional & District Engineering Offices
**Preventive Maintenance Program of
Land-Based Equipment and Motor Vehicles**


Issue Date:	FEB 28 2017
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Process Flow

Responsible

Details

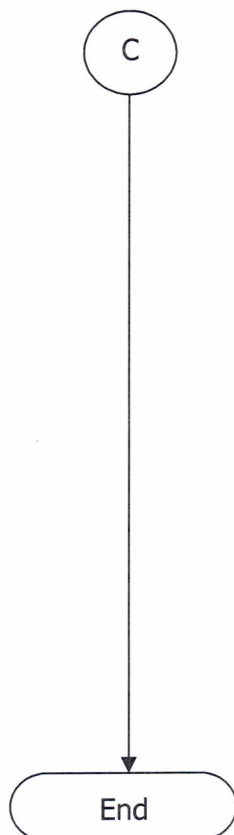


	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Preventive Maintenance Program of Land-Based Equipment and Motor Vehicles	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-EMD-01
		Revision No.:	0
		Page No.	4 of 4

Process Flow

Responsible

Details



PM shall be strictly performed according to the PM Program's schedule, OR, every 1,000 kilometers or 50 hours, WHICHEVER COMES FIRST.

PM works that resulted from inspection and testing jobs conducted during PdM, scheduled PM Stage or during daily Routine Maintenance shall be covered by a separate PM WO following the approval process for PM2 to PM4, in accordance to D.O. No. 63, Series of 2016. This shall be tagged as "PMX" in WO and related documents as the "Nature of Work."

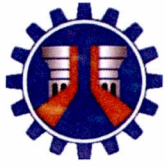
No PM activities shall commence without the AES-approved PM WO (PM2, PM3, PM4, and PMX).

4.0 Reference

DO No. 30, Series of 2015: Involvement of Specialized Offices in the Procurement of Goods
DO No. 123, Series of 2015: Revised Policies and Procedures on the Reimbursement of Expenses for Maintenance of Equipment and Motor Vehicles
DO No. 11, Series of 2016: Routine Maintenance for Service Vehicles and Most Commonly Used Equipment Manual
DO No. 63, Series of 2016: Standardization of Land-Based Equipment Management Procedures and Delegation of Responsibilities in the Field Offices
DO No. 64, Series of 2016: Assignment, Utilization, Funding, Operation, Maintenance and Monitoring of Highway Maintenance Equipment and Other Related Purposes
Memorandum by Undersecretary Raul C. Asis dated May 31, 2016: New Preventive Maintenance (PM) Program Policy

5.0 Records

Annual Preventive Maintenance Program
Equipment Maintenance Program of Works
Quarterly Preventive Maintenance Schedule
Quarterly Preventive Maintenance Program
Work Order

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Maintenance of Land-Based Equipment and Motor Vehicles in the Regional Offices	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-EMD-02
		Revision No.:	1
		Page No.	1 of 4

1.0 Purpose

To define a system for implementing effective and efficient proactive maintenance for the Regional Office (RO) fleet through complete Work Order management.

2.0 Definition of Terms

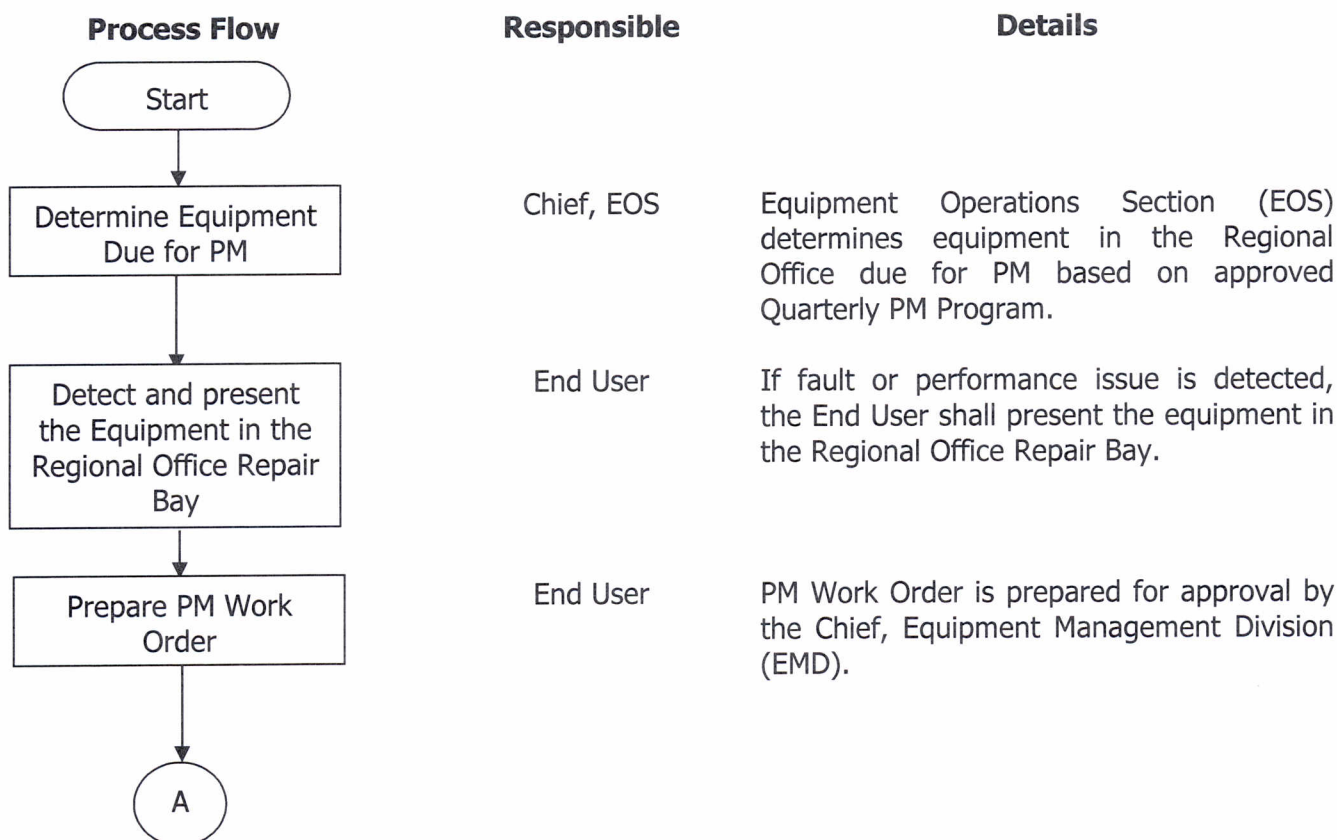
Equipment Maintenance ensures that the equipment continues to perform its intended purpose/function by keeping them in good operational condition.


Preventive Maintenance (PM) is maintenance carried out at predetermined intervals or according to prescribed schedule by the manufacturer and intended to reduce probability of failure or malfunctioning of equipment.

Corrective Maintenance (CM) is maintenance performed to identify, isolate and rectify a fault so that the equipment can be restored to good operational condition. Commonly known as "repair".


Work Order, or formerly known as "Job Order", is a maintenance management tool that acts as a single place where you can access all present and historical maintenance information relevant to a specific work. The work order is also a financial and operational control mechanism for all shop activities performed in-house or outsourced.

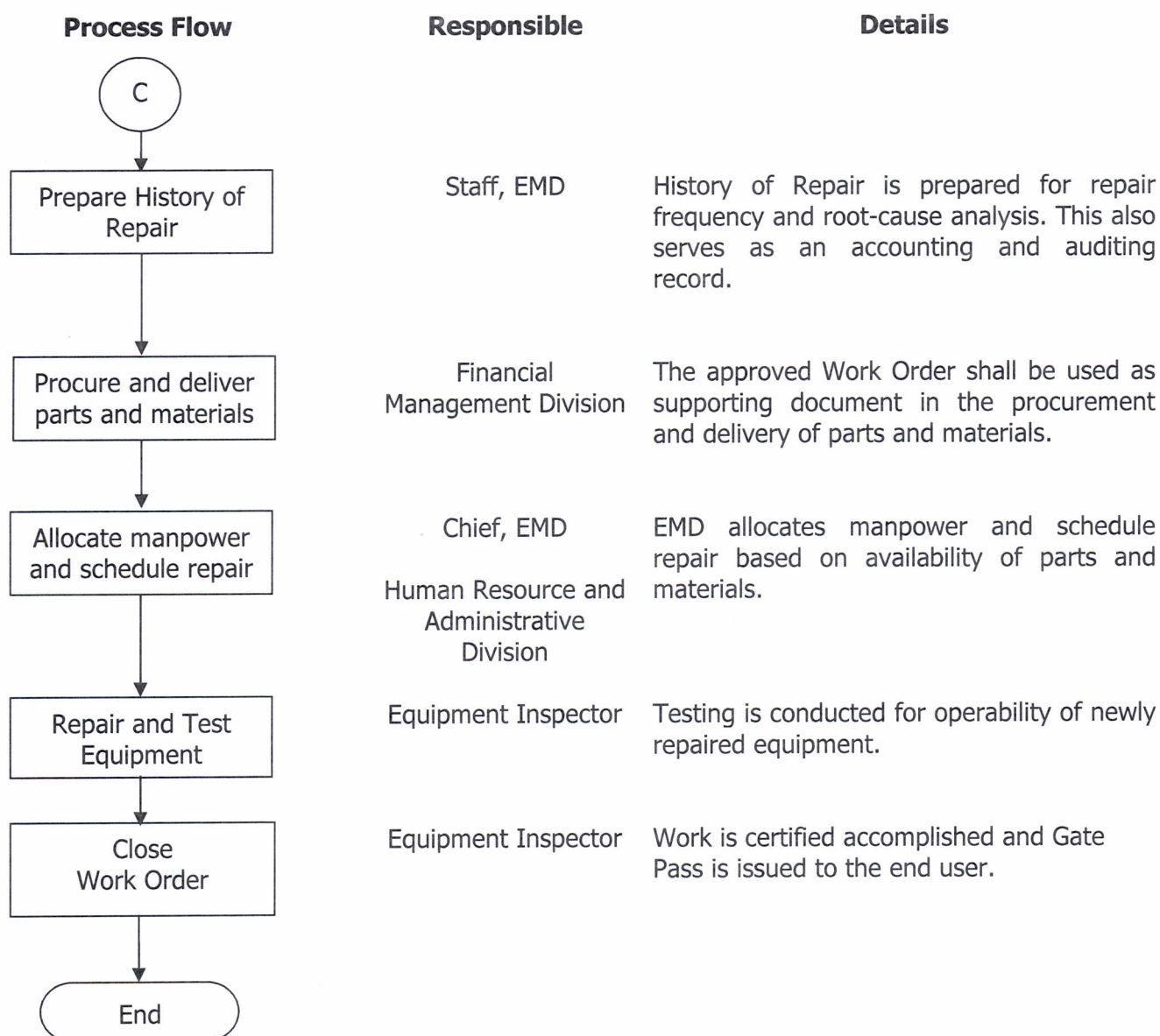
3.0 Procedure



	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Maintenance of Land-Based Equipment and Motor Vehicles in the Regional Offices	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-EMD-02
		Revision No.:	1
		Page No.	2 of 4


Process Flow	Responsible	Details
<p>A</p> <p>Approve PM Work Order</p>	Chief, EMD	<p>The Chief, EMD approves the PM Work Order.</p> <p>All PM activities shall be included in the Quarterly PM Program approved by the Regional Director.</p>
<p>Inspect Equipment for PM</p>	Equipment Inspector Mechanic/Electrician	For PM: Equipment is inspected based on checklist from manufacturer's or DPWH-issued manual.
<p>Prepare Work Request (Pre-Repair Inspection Report)</p>	Chief, EMD	<p>If fault is detected during PM, an additional CM Work Order shall be prepared to properly classify work. Otherwise proceed to Prepare History of Repair.</p> <p>For CM: Work Request (Pre-Repair Inspection Report) is prepared for conduct of inspection.</p>
<p>Approve Work Request (Pre-Repair Inspection Report)</p>	Regional Director	Regional Director approves the Work Request (Pre-Repair Inspection Report)
<p>Prepare CM Work Order</p>	Staff, EMD	CM Work Order is processed once the Work Request (Pre-Repair Inspection Report) is approved by the Head of Office, agreeing with the scope and estimated cost.
<p>Approve CM Work Order</p>	Chief, EMD	
<p>Inspect Equipment for CM</p> <p>C</p>	Equipment Inspector Mechanic/Electrician	Equipment Inspector, Mechanic/Electrician conduct inspection of equipment for Corrective Maintenance.

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Maintenance of Land-Based Equipment and Motor Vehicles in the Regional Offices	Issue Date:	FEB 28 2017
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4.0 Reference


DO No. 30, Series of 2015: Involvement of Specialized Offices in the Procurement of Goods
DO No. 123, Series of 2015: Revised Policies and Procedures on the Reimbursement of Expenses for Maintenance of Equipment and Motor Vehicles
DO No. 63, Series of 2016: Standardization of Land-Based Equipment Management Procedures and Delegation of Responsibilities in the Field Offices
DO No. 64, Series of 2016: Assignment, Utilization, Funding, Operation, Maintenance and Monitoring of Highway Maintenance Equipment and Other Related Purposes

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Maintenance of Land-Based Equipment and Motor Vehicles in the Regional Offices	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-EMD-02
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Memorandum by Undersecretary Raul C. Asis dated May 31, 2016: New Preventive Maintenance (PM) Program Policy

5.0 Records

Quarterly Preventive Maintenance Program
Tally-In Report
Work Request
Work Order
History of Repair
Purchase Request
Delivery Receipt/Official Receipt
Abstract of Canvass, if applicable
Certification of Emergency Purchase, if applicable
Waste Material Report
Inspection and Acceptance Report
Gate Pass

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Maintenance of Water-Based Equipment	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-EMD-03
		Revision No.:	1
		Page No.	1 of 3

1.0 Purpose

To define a system for implementing effective and efficient proactive maintenance for the Regional Office (RO) fleet through complete Work Order management.

2.0 Definition of Terms

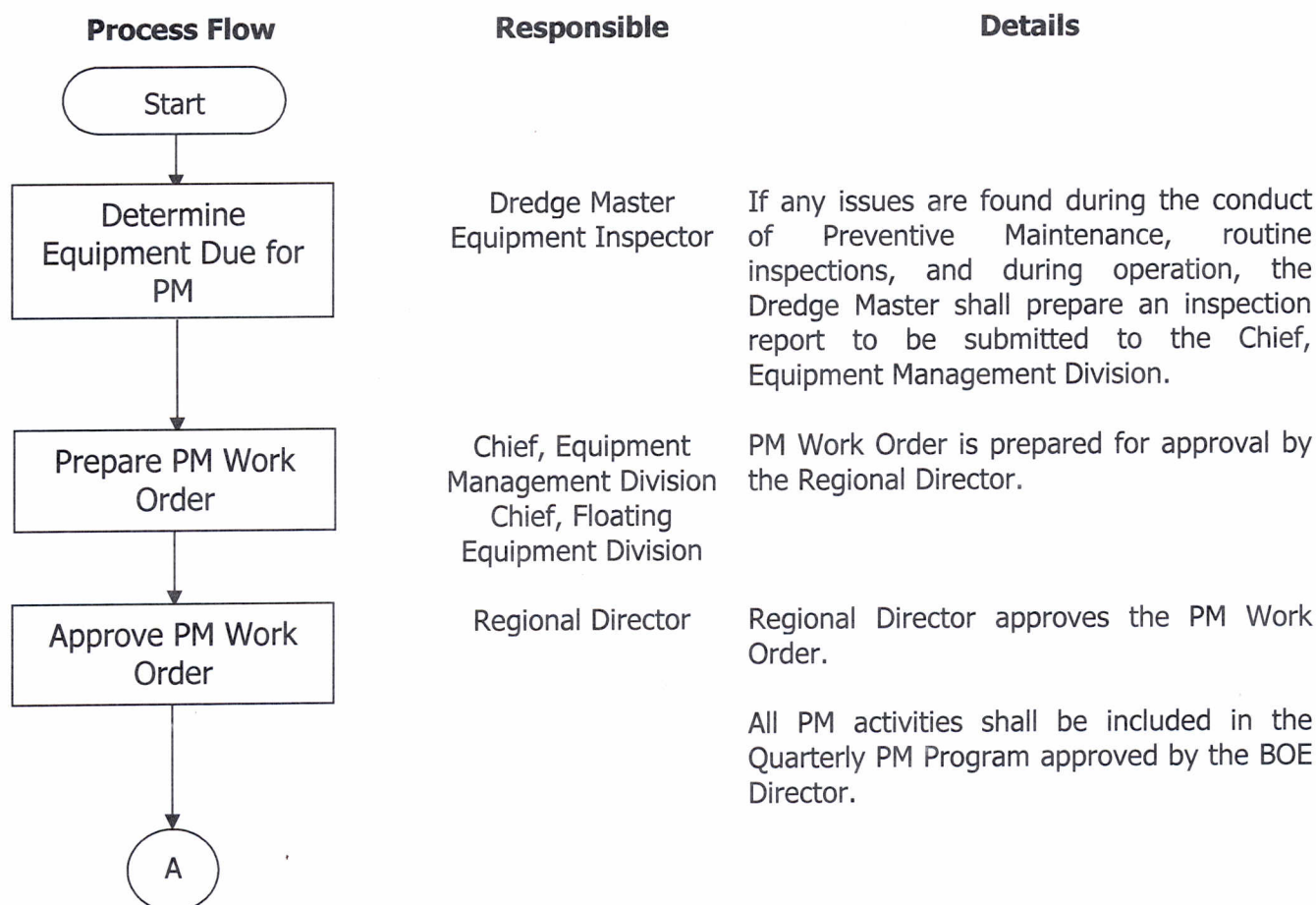
Equipment Maintenance ensures that the equipment continues to perform its intended purpose/function by keeping them in good operational condition.


Preventive Maintenance (PM) is maintenance carried out at predetermined intervals or according to prescribed schedule by the manufacturer and intended to reduce probability of failure or malfunctioning of equipment.

Corrective Maintenance (CM) is maintenance performed to identify, isolate and rectify a fault so that the equipment can be restored to good operational condition. Commonly known as "repair".


Work Order, or formerly known as "Job Order", is a maintenance management tool that acts as a single place where you can access all present and historical maintenance information relevant to a specific work. The work order is also a financial and operational control mechanism for all shop activities performed in-house or outsourced.

3.0 Procedure



	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Maintenance of Water-Based Equipment	Issue Date:	FEB 28 2017
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Process Flow	Responsible	Details
<p>A</p> <p>Perform PM</p> <p>Prepare CM Work Order</p> <p>Approve CM Work Order</p> <p>Conduct Test for Operability</p> <p>Close Work Order</p> <p>End</p>	<p>Dredge Master Dredge Crew Mechanic Electrician Welder Painter Machinist</p> <p>Chief, EMD</p> <p>Regional Director</p> <p>Chief, EMD Dredge Master Service Providers</p> <p>Chief, Equipment Management Equipment Inspector</p>	<p>For PM: Equipment is inspected based on checklist from the manual developed by the BOE</p> <p>If fault is detected during PM, an additional CM Work Order shall be prepared to properly classify work.</p> <p>CM Work Order is processed once the Work Request (Pre-Repair Inspection Report) is approved by the Head of Office, agreeing with the scope and estimated cost.</p> <p>Conduct testing for operability of newly repaired system/component of the unit.</p> <p>If the cost of repair to be done is in excess of the amount prescribed in DO No. 123, Series of 2015, the same procedure as for the dry-docking of dredges shall be observed.</p> <p>Certify as to Job/Work accomplished.</p>

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Maintenance of Water-Based Equipment	Issue Date:	FEB 28 2017
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4.0 Reference

DO No. 123, Series of 2015: Revised Policies and Procedures on the Reimbursement of Expenses for Maintenance of Equipment and Motor Vehicles

DO No. 160, Series of 2015: Guidelines for the Dry-docking and Repair of DPWH Dredges and Other Floating Equipment

DO No. 05, Series of 2016: Preventive Maintenance of All DPWH Multi-Purpose Amphibious Dredges

5.0 Records

Inspection Report

PM Program

Work Order

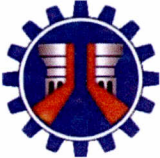
Program of Work/Parts Listing

Waste Material Report

Purchase Request

Inspection and Acceptance Report

Delivery Receipt/Official Receipt

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Dredging Operation of Water Based Equipment	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-EMD-04
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1.0 Purpose

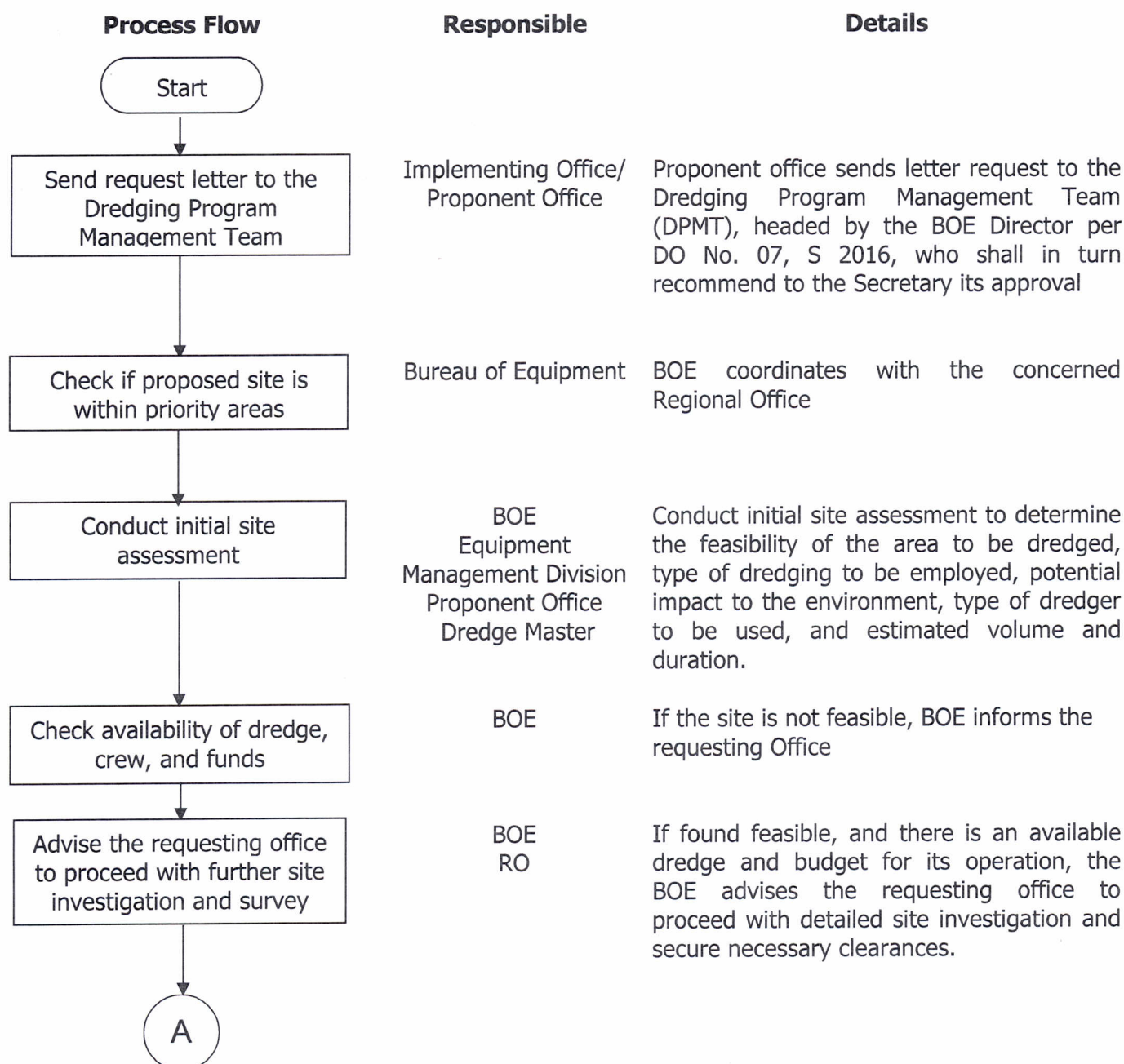
To establish a uniform procedure for dredging project implementation from pre- to post-dredging operations to be adopted by all concerned Regional Offices.


2.0 Definition of Terms

Dredging - Removal from beneath water and raising through water of soil, rock or debris.

Dredge - Mechanical, hydraulic or electrical plant used for dredging.

3.0 Procedure

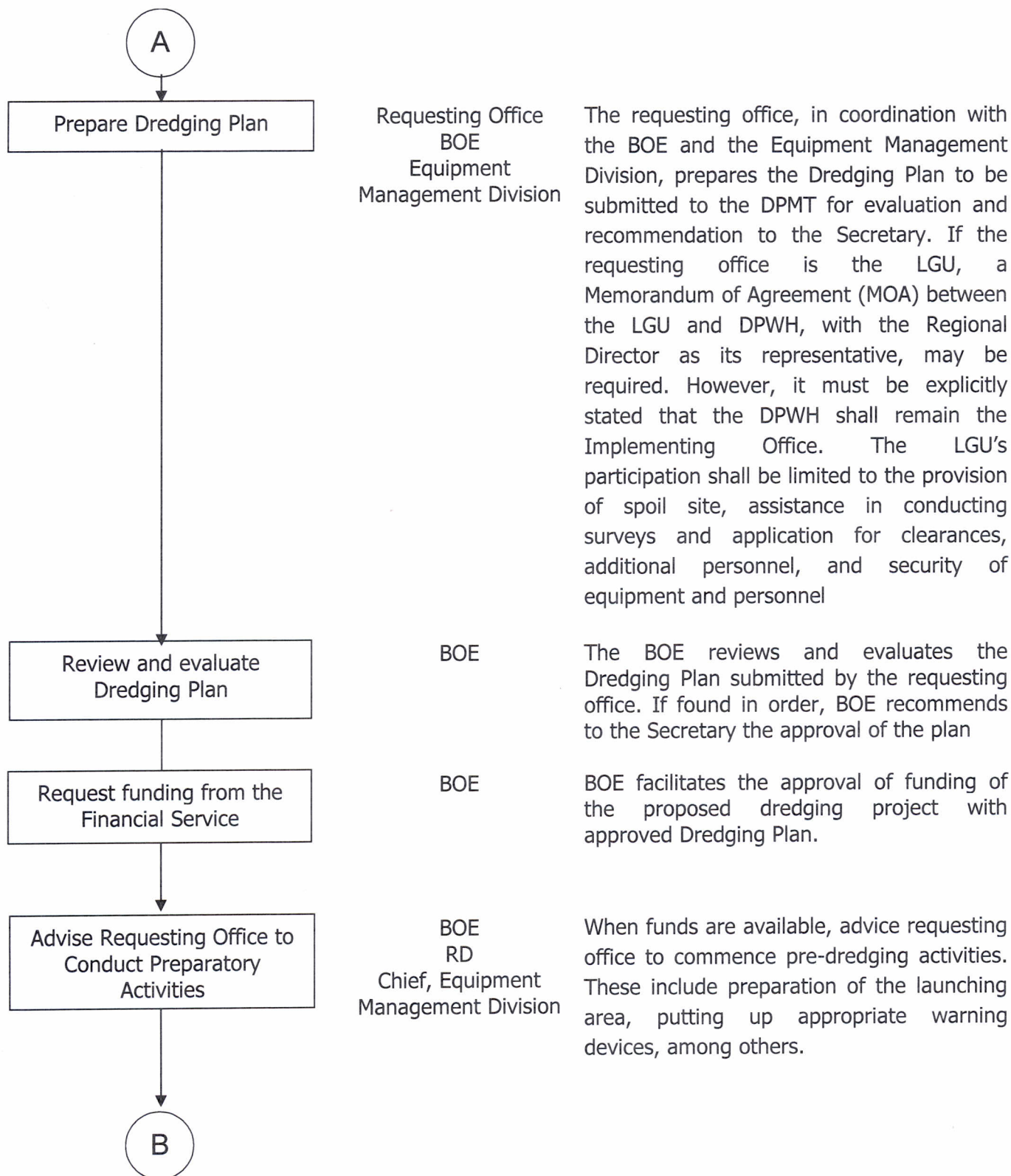


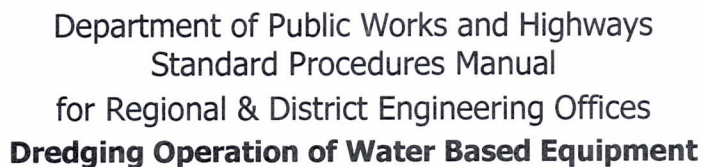
	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Dredging Operation of Water Based Equipment	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-EMD-04
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Process Flow

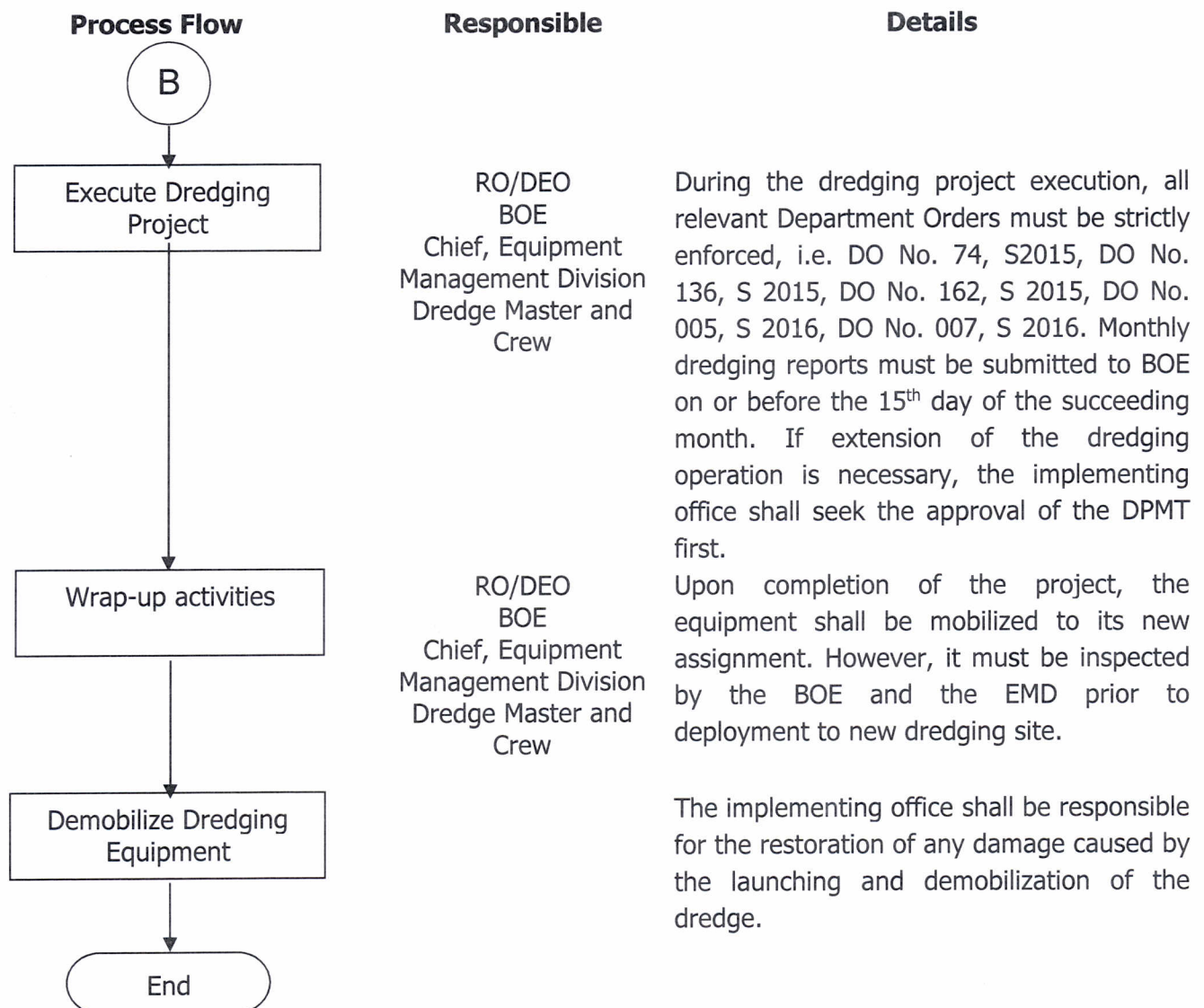
Responsible

Details






Issue Date:	FEB 28 2017
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DO No. 139, Series of 2014: Guidelines on River Dredging Operations for Flood Control
DO No. 007, Series if 2016: Guidelines on the Planning and Implementation of DPWH River Dredging
by Administration

- Letter Request from implementing agency
Inspection Reports
Environmental Clearances
Dredging Plan approved by the Undersecretary
Memorandum of Agreement (if necessary)
Memorandum from BOE Director
Memorandum from Chief, EMD
Daily and Monthly Accomplishment Reports

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Dry Docking Repair of Water Based Equipment	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-EMD-05
		Revision No.:	1
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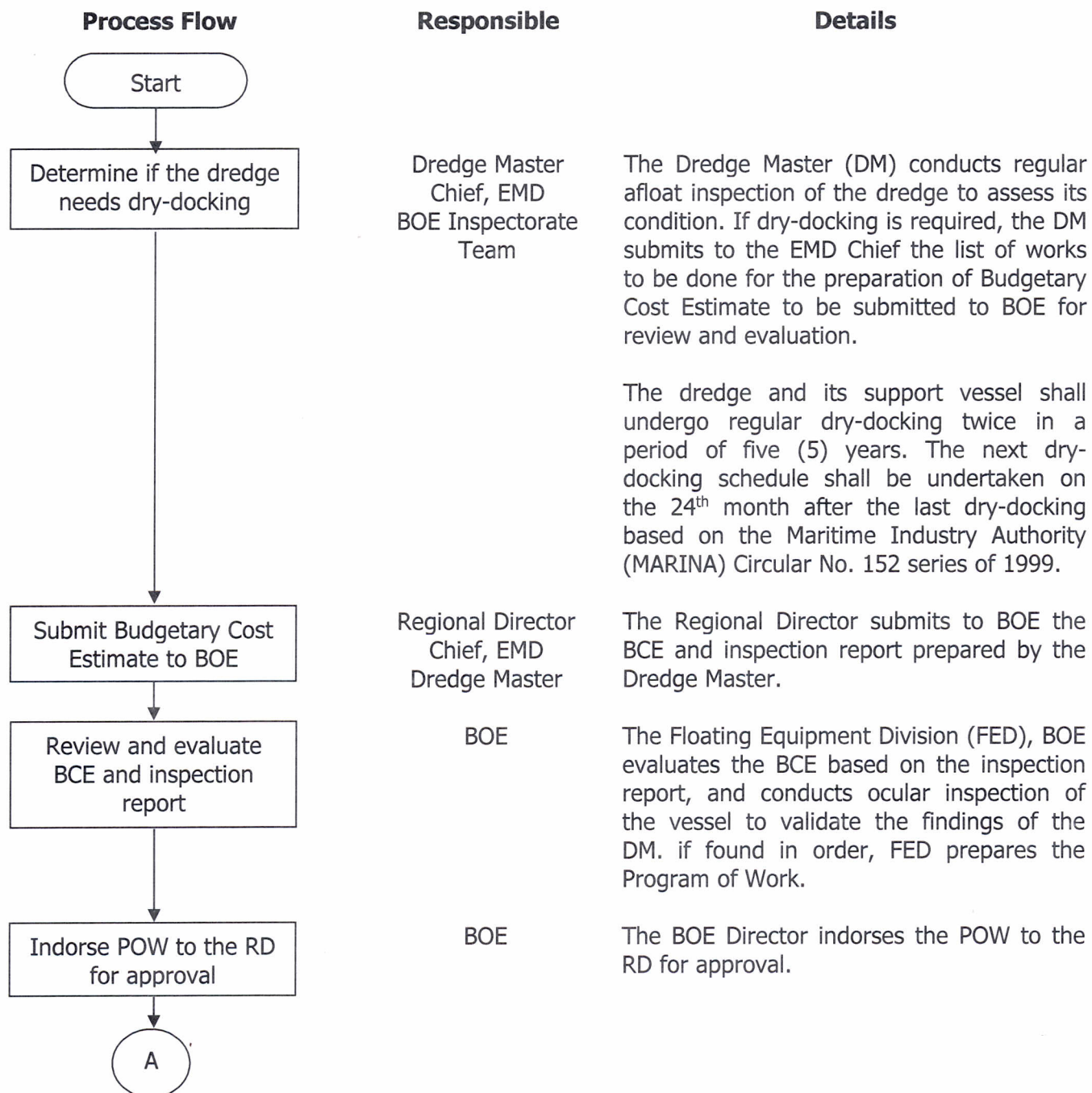
1.0 Purpose


To provide a guide for all concerned DPWH offices and personnel regarding the dry-docking of water-based equipment to ensure that they meet the minimum economic life with high availability and reliability.

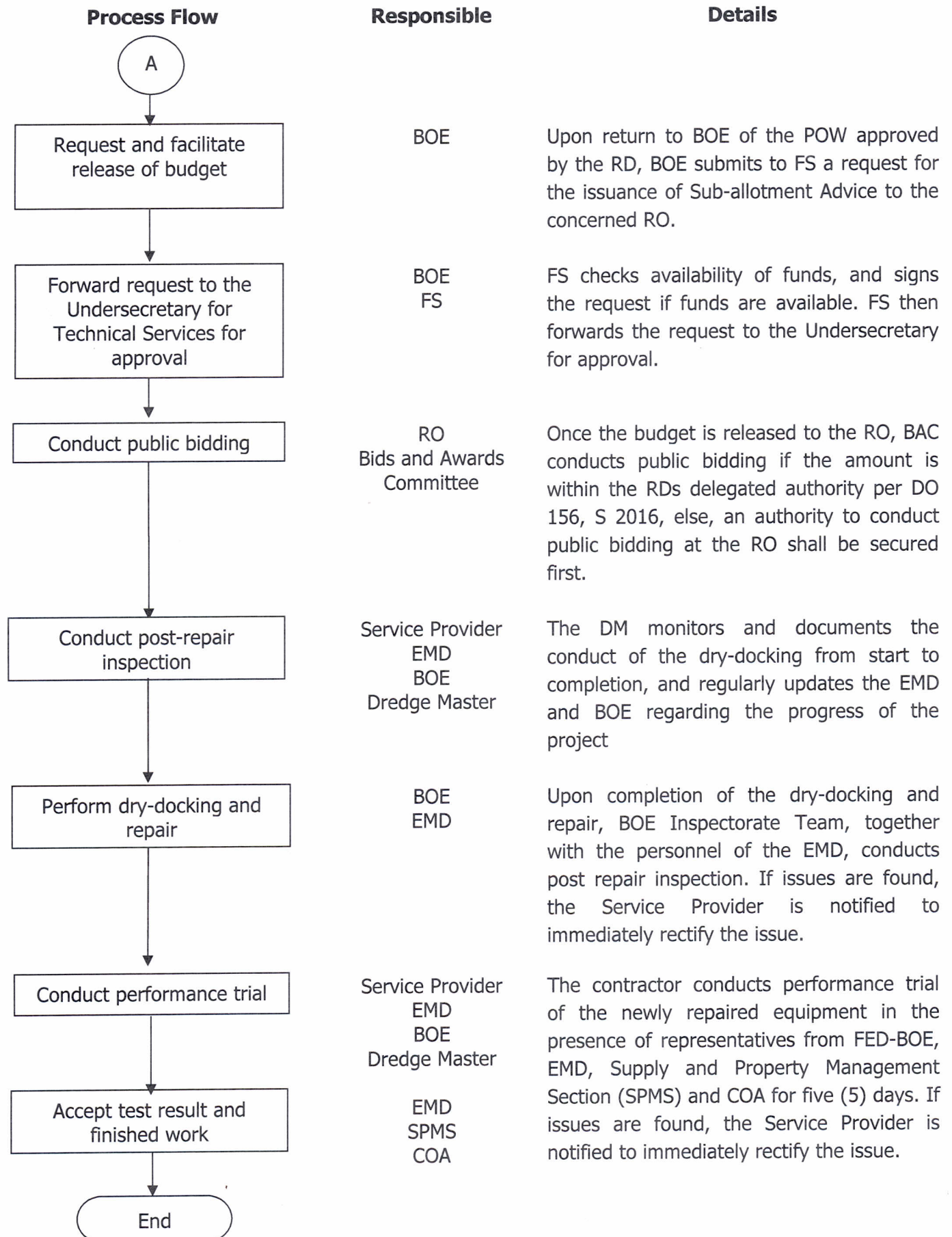
2.0 Definition of Terms


Dry-docking - a condition in which a vessel is taken out of water for cleaning and repair of hull and its integral parts.

3.0 Procedure



	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Dry Docking Repair of Water Based Equipment	Issue Date:	FEB 28 2017
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	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Dry Docking Repair of Water Based Equipment	Issue Date:	FEB 28 2017
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4.0 Reference

DO No. 160, Series of 2015: Guidelines for the Dry-docking and Repair of DPWH Dredges and Other Floating Equipment

DO No. 156, Series of 2016: Re-Issuance of DO 112 Series of 2016 Amendment to Department Order No. 24 series of 2007, Omnibus Levels of Authorities of Officials of the Department of Public Works and Highways for Procurement, Human Resource and Financial Management.

Marina Memorandum Circulars

5.0 Records

Budgetary Cost Estimate

Inspection Report

Program of Work

Indorsement Letter from Chief, EMD to RD

Sub-allotment Advice

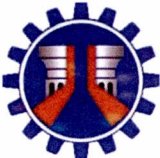
Authority to Conduct Public Bidding (if necessary)

Memorandum from BOE

Accomplishment Report

Performance Trial Report

Inspection and Acceptance Report

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Disposal of Equipment, Motor Vehicle and Waste Materials	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-EMD-06
		Revision No.:	1
		Page No.	1 of 4

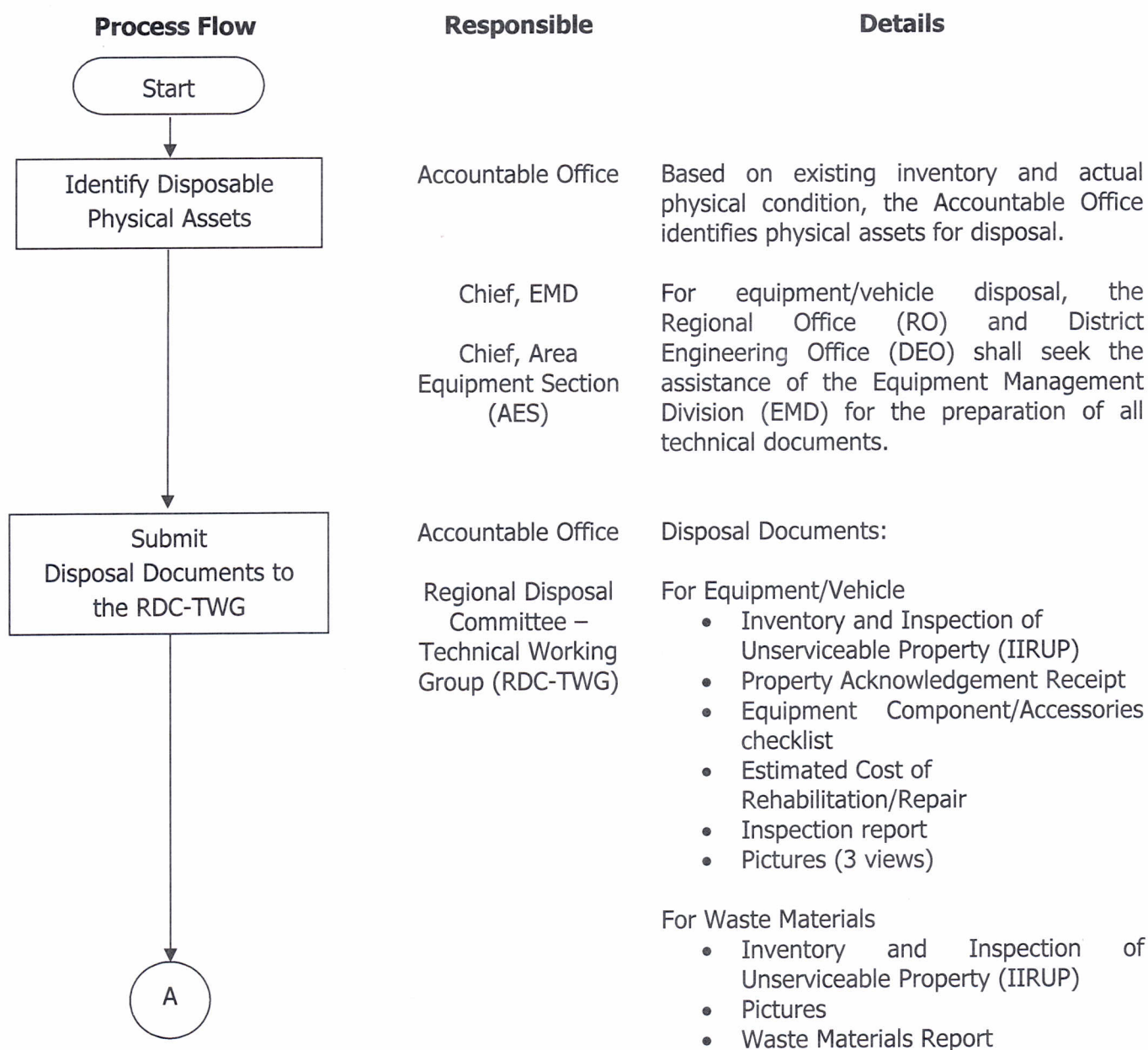
1.0 Purpose


To define a system for effective property disposal to avoid further deterioration of the equipment and consequent depreciation in its value to yield benefits in terms of a higher appraised value.

2.0 Definition of Terms


Property Disposal is the last phase in the supply management cycle. It occurs when a piece of equipment or property can no longer provide efficient service or, though still working, has been rendered useless due to obsolescence.

3.0 Procedure



	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Disposal of Equipment, Motor Vehicle and Waste Materials	Issue Date:	FEB 28 2017
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Process Flow	Responsible	Details
<p>A</p> <p>Inspect and Appraise Equipment</p>	<p>RDC-TWG</p> <p>EMD</p>	<p>To ensure that DPWH recovers a fair return from the disposal of its physical assets, the TWG of its disposal committee inspects and appraises the items included in the IIRUP.</p> <p>The EMD shall lead in the inspection and appraisal of land- and water-based equipment as well as shop tools and equipment.</p>
<p>Conduct Appraisal Review</p>	<p>RDC-TWG</p> <p>COA</p>	<p>Concerned RO requests technical assistance from Commission on Audit prior to the approval of the RDC Resolution for Disposal. If the physical assets are from the Central Office, the Central Disposal Committee (CDC) requests technical assistance from Commission on Audit (COA) prior to the approval of the CDC Resolution for Disposal.</p> <p>COA inspects and appraises disposable physical assets.</p>
<p>Approve RDC Resolution for Disposal</p>	<p>RDC-TWG</p> <p>Regional Director</p>	<p>RDC deliberates RDC-TWG Estimated Appraised Value (EAV) with that of COA EAV for Resolution approval of the Regional Director.</p>
<p>Review and Evaluate Disposal Records</p>	<p>CDC Secretariat</p>	<p>CDC Secretariat reviews and evaluates disposal records as to completeness.</p>
<p>Conduct Inspection or Appraisal</p> <p>B</p>	<p>CDC-TWG</p>	<p>CDC decides whether it shall concur with the appraised values reflected in the RDC Resolution for Disposal, or an inspection is still needed in order to appraise the disposable physical assets more accurately.</p> <p>If appraisal, CDC-TWG appraises the items included in the IIRUP.</p>

	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Disposal of Equipment, Motor Vehicle and Waste Materials</p>	Issue Date:	FEB 28 2017
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Process Flow	Responsible	Details
<p style="text-align: center;">B</p> <p>Recommend Mode of Disposal of Physical Assets thru: Sale, Condemnation, Transfer, Donation, or Barter</p>	CDC	<p>CDC recommends the mode of disposal of physical assets to the DPWH Secretary.</p> <p>As a general rule, disposal shall be conducted through sale by public bidding. However, CDC may opt to choose other disposal modes which the DPWH Secretary may or may not approve.</p> <p>For the Donation of Property, the approval of the COA and the DBM is needed prior to the execution of the donation</p>
<p>Approve CDC Resolution for Disposal</p>	Secretary	DPWH Secretary approves the CDC Resolution for Disposal.
<p>Drop Property from the Book of Accounts</p>	District/Regional Accountant	After awarding of the disposal to, or transfer to another government agency, the property must be dropped from the accounts of the concerned office.
<p style="text-align: center;">End</p>		


4.0 Reference

DO No. 34, Series of 1983: Creation of Regional Disposal Committee
National Budget Circular No. 425 dated January 28, 1992
Memorandum of Sec. Victor A. Domingo dated Dec. 1, 2009 & Dec. 12, 2009

	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Disposal of Equipment, Motor Vehicle and Waste Materials</p>	Issue Date:	FEB 28 2017
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5.0 Records

Letter Request for Disposal
 Inventory and Inspection Report of Unserviceable Property
 Equipment Components/Accessories Checklist
 Survey Report for National Equipment
 Estimated Cost of Rehabilitation/Repair
 Equipment Inspection Report
 Pictures (3 views)
 Waste Materials Report
 Letter request for approval of equipment disposal
 RDC Resolution for Disposal
 Appraisal Report
 Letter from Regional Disposal Committee Chairman to Commission On Audit
 Appraisal Review Report
 Notice for the Conduct of Public Bidding
 Notice of Award
 Tally-out Sheet
 Invoice-Receipt for Property
 Gate Pass

	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Issuance of Clearance for Equipment and Other Obligations</p>	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-EMD-07
		Revision No.:	1
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1.0 Purpose

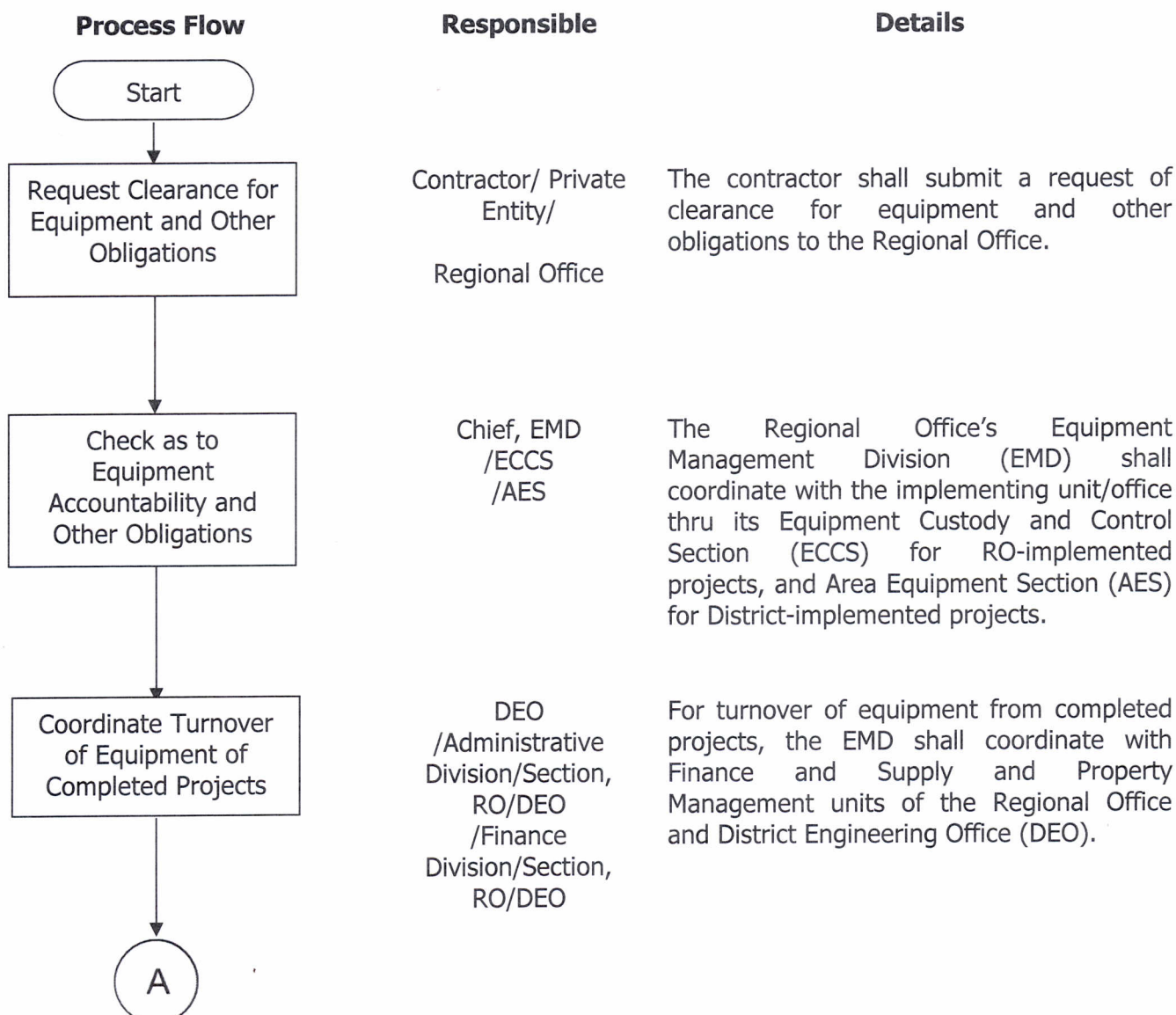
To define a system in checking equipment obligations of private contractors for rented or borrowed equipment from the DPWH and turnover of equipment and motor vehicles procured using project funds to the DPWH.


2.0 Definition of Terms

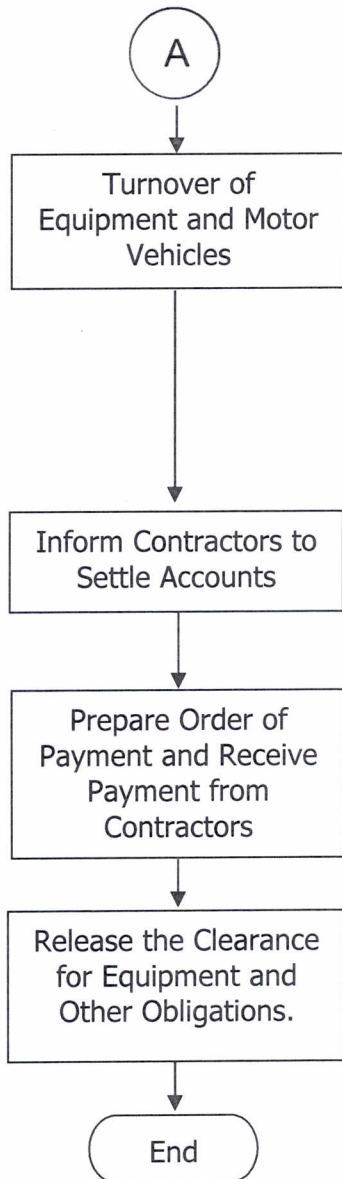
Good Running Condition refers to the state where subject motor vehicle and equipment is capable of being used to its designed purpose and specified performance, and does not require any repairs at the time of inspection or within the foreseeable future.

DPWH Property Code Number refers to the equipment code unique in every unit of equipment and assigned by the Bureau of Equipment (BOE) for purposes of inclusion in the DPWH Book of Accounts.

3.0 Procedure



	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Issuance of Clearance for Equipment and Other Obligations	Issue Date:	FEB 28 2017
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Process Flow	Responsible	Details
	Contractor /Implementing Office /BOE	The Implementing Office shall ensure that the Deed of Transfer is initiated by the project contractor prior to the issuance of the Certificate of Completion of the project. All documentation requirements in DO No. 165, Series of 2016, must be submitted to the Bureau of Equipment (BOE) for issuance of Certification and DPWH Property Code Number.
	EMD/Accountant, Financial Management Division	Accountabilities for equipment rentals must be settled with the Regional Office's Financial Management Division.
	Cashier	The Cashier receive payment from Contractor.
	Records Officer	Record the duly signed clearance. Release the clearance.

4.0 Reference

DO No. 36, Series of 2004: Revised Guidelines in Equipment Leasing Operations with Schedule of Rental Rates

DO No. 165, Series of 2016: Turn Over of Motor Vehicles, Construction and Maintenance Equipment, and Shop Equipment Acquired from Civil Works Projects for Documentation, Assignment of DPWH Property Code Number and Allocation

DO No. 225, Series of 2016: Adoption of the Procedures Manual for Infrastructure Assets Registry

	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Issuance of Clearance for Equipment and Other Obligations</p>	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-EMD-07
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5.0 Records

Letter Request of Clearance for Equipment and Other Obligations

Project Documents: Contract Agreement, Bill of Quantities or Bidding Documents Specifications

Pre-Inventory Inspection Report per Unit Report on Physical Count of Property, Plant and

Equipment (RPCPPE), Sales Invoice or Official Receipt of Equipment/Vehicle Purchased, or

Contractor's/Consultant's Contract or Rental Agreement for Equipment

Turnover Inspection Report

Insurance Policy or Certificate of Cover

LTO CR and OR


Deed of Transfer

Project Certificate of Completion

Property Transfer Report

Certification for DO No. 165, Series of 2016 Compliance

Clearance for Equipment and Other Obligations

	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Equipment Deployment for Disaster Response</p>	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-EMD-08
		Revision No.:	1
		Page No.	1 of 3

1.0 Purpose

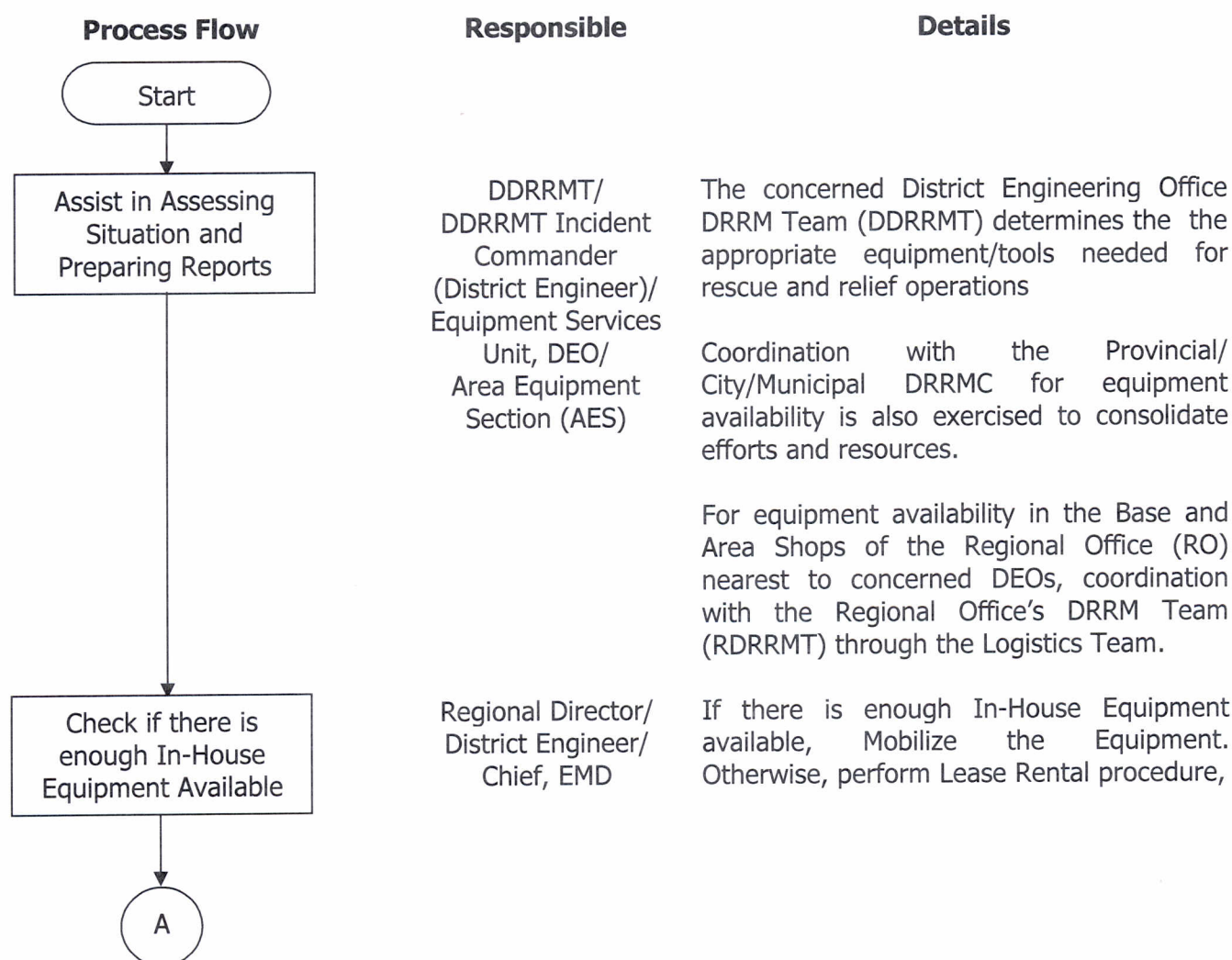
To define a system in utilizing the DPWH equipment fleet and other related resources for prompt response to disasters.

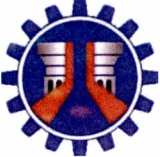
2.0 Definition of Terms

Natural Calamities includes floods, landslides, typhoons, tsunamis, earthquakes and volcano eruptions that have immediate impact on human health and secondary impacts causing further death, lasting distress and suffering.


National Disaster Risk Reduction Management Council (NDRRMC) is a working group of various government, non-government, civil sector and private sector organizations of the Government of the Republic of the Philippines established by Republic Act 10121 of 2010.

3.0 Procedure



	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Equipment Deployment for Disaster Response	Issue Date:	FEB 28 2017
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		Page No.	2 of 3

Process Flow	Responsible	Details
<p style="text-align: center;">A</p> <p>Perform Lease/Rental Procedure or Mobilize the Equipment</p>	EMD	<p>Per DO No. 64, Series of 2016, mobilization of equipment from one Accountable Office to another must be covered with a Requisition for Issuance of Equipment (RIE) approved by the Regional Director. The number of days to complete work, location, and other operation and maintenance terms and conditions must be indicated.</p> <p>Refer to DPWH-OMP-EMD-06 for leasing of equipment not available in the DPWH fleet.</p>
Undertake Disaster Response Activities	EMD	Mobilized equipment must be managed with appropriate crew, tools, fuel and materials. Crew must be provided with Personnel Protective Equipment such as rubber boots, hard hats, flashlight, etc.
Monitor Equipment Operations	ESU Engineer/ Chief, AES	Re-assess the actual situation of the affected areas to address additional equipment and manpower requirements.
Send Information for Situational Reporting	EMD	Equipment information for Situational Reports must be submitted to the RDRRMT Incident Commander (every 6 hours under major roads and bridges; within 12 hours after calamity under priority I damaged infra; within 48 hours after calamity under priority I, II, III damaged infra).
Demobilize equipment		Demobilization of equipment back to the concerned Office.
End		

	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Equipment Deployment for Disaster Response</p>	Issue Date:	FEB 28 2017
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4.0 Reference


DO No. 15, Series of 2015: Guidelines to ensure Disaster Preparedness of DPWH Field Offices in promptly responding to typhoons and other calamities including criteria in the release of calamity funds.

DO No. 64, Series of 2016: Assignment, Utilization, Funding, Operation, Maintenance and Monitoring of Highway Maintenance Equipment and Other Related Purposes.

DO No. 101, Series of 2016: Guidelines on Equipment Positioning and Mobilization in Response to "The Big One" Earthquake.

5.0 Records

Quick Response Asset (QRA) Report
DPWH Assets Deployment
Requisition for Issuance of Equipment

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Lease/Rental Of Equipment From Private Lessors and Local Area Contractors	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-EMD-09
		Revision No.:	1
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1.0 Purpose

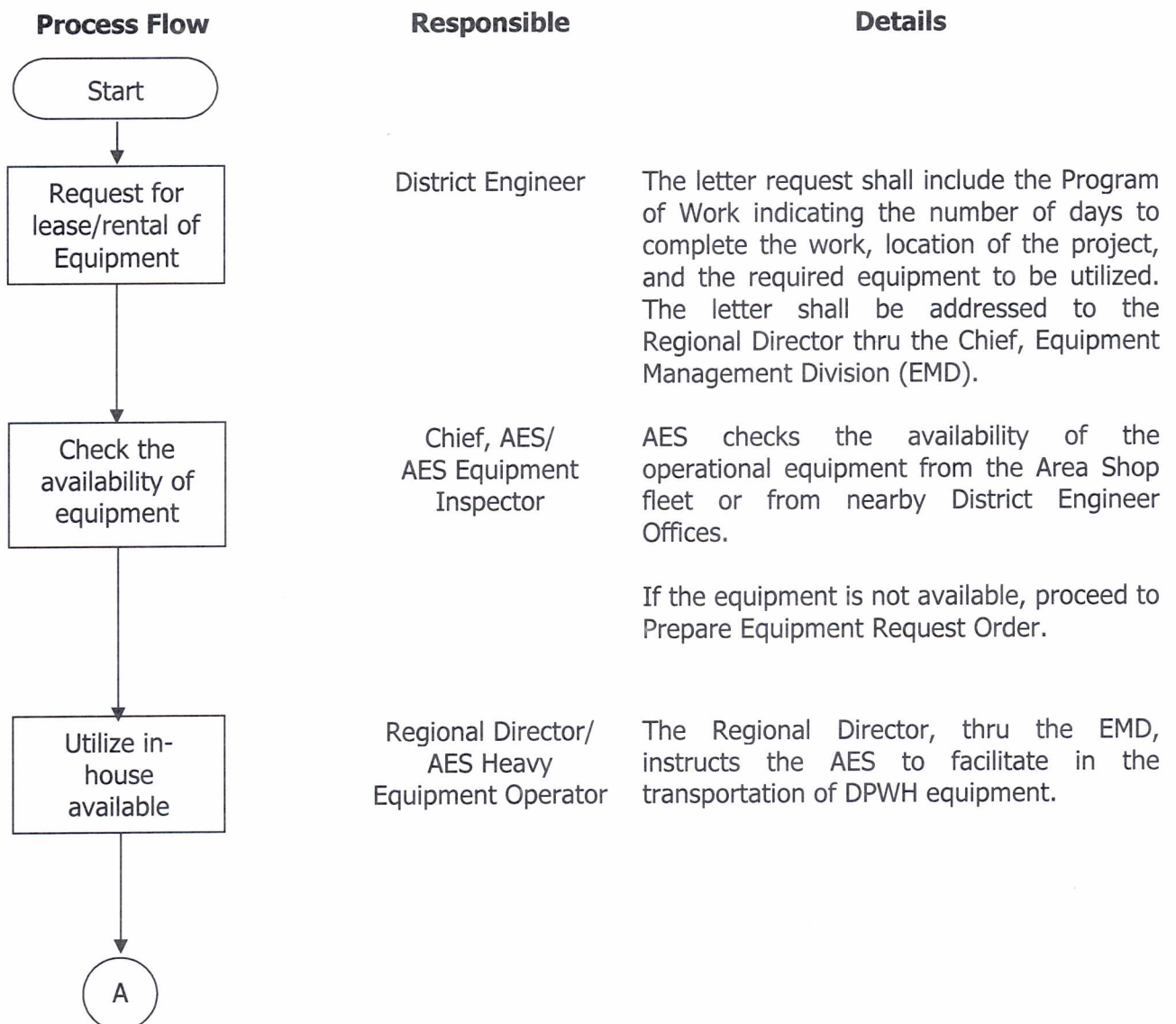
To define a system in augmenting the equipment capability of the District Engineering Offices for urgent projects to be implemented by-administration and for disaster response.


2.0 Definition of Terms

Equipment Demand Management (EDM) refers to the strategic approach in the management of demand for equipment, motor vehicles and other equipment support services from various Department end users, which may lead to either acquisition or leasing.


Lease is a contract by which a private lessor conveys equipment for a specified term for specified rental period.

3.0 Procedure



	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Lease/Rental Of Equipment From Private Lessors and Local Area Contractors</p>	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-EMD-09
		Revision No.:	1
		Page No.	2 of 3

Process Flow	Responsible	Details
<p>A</p> <p>Prepare Equipment Rental Request Order</p>	Regional Director/ Chief, EMD	EMD prepares for approval of the Regional Director the Equipment Rental Request Order (ERRO) for outsourced equipment, or Requisition for Issuance of Equipment (RIE) for in-house equipment.
<p>Issue the certification of non-availability of equipment</p>	EMD	Certification of Non-availability of in-house equipment is issued to the requesting office to support the procurement of lease contract.
<p>Prepare Lease Contract</p>	Bids and Awards Committee	Prepare Contract of Lease of Equipment and Program of Work
<p>Approve Lease Contract</p>	Regional Director/ District Engineer	<p>Per DO No. 156, Series of 2016, delegation of authority to approve lease contract is delegated to:</p> <p>District Engineer: Up to PhP1.5M Lease Contract for 30 days or below</p> <p>Regional Director : Up to PhP3M Lease Contract for 60 days or below</p>
<p>End</p>		

	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Lease/Rental Of Equipment From Private Lessors and Local Area Contractors</p>	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-EMD-09
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4.0 Reference

DO No. 36, Series of 2004: Revised Guidelines in Equipment Leasing Operations with Schedule of Rental Rates

DO No. 64, Series of 2016: Assignment, Utilization, Funding, Operation, Maintenance and Monitoring of Highway Maintenance Equipment and Other Related Purposes

DO No. 156, Series of 2016: Re-Issuance of DO 112 Series of 2016 Amendment to Department Order No. 24 series of 2007, Omnibus Levels of Authorities of Officials of the Department of Public Works and Highways for Procurement, Human Resource and Financial Management

5.0 Records

Request for the lease/rental of equipment


Program of Work

Equipment Holdings

Equipment Rental Request Order

Certificate of Non-Availability of Equipment

Requisition for Issuance of Equipment

	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Maintenance of Land-Based Equipment and Motor Vehicles in the District Engineering Offices	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-EMD-10
		Revision No.:	1
		Page No.	1 of 3

1.0 Purpose

To define a system for implementing effective and efficient proactive maintenance for the District Engineering Office (DEO) fleet through complete Work Order management.

2.0 Definition of Terms

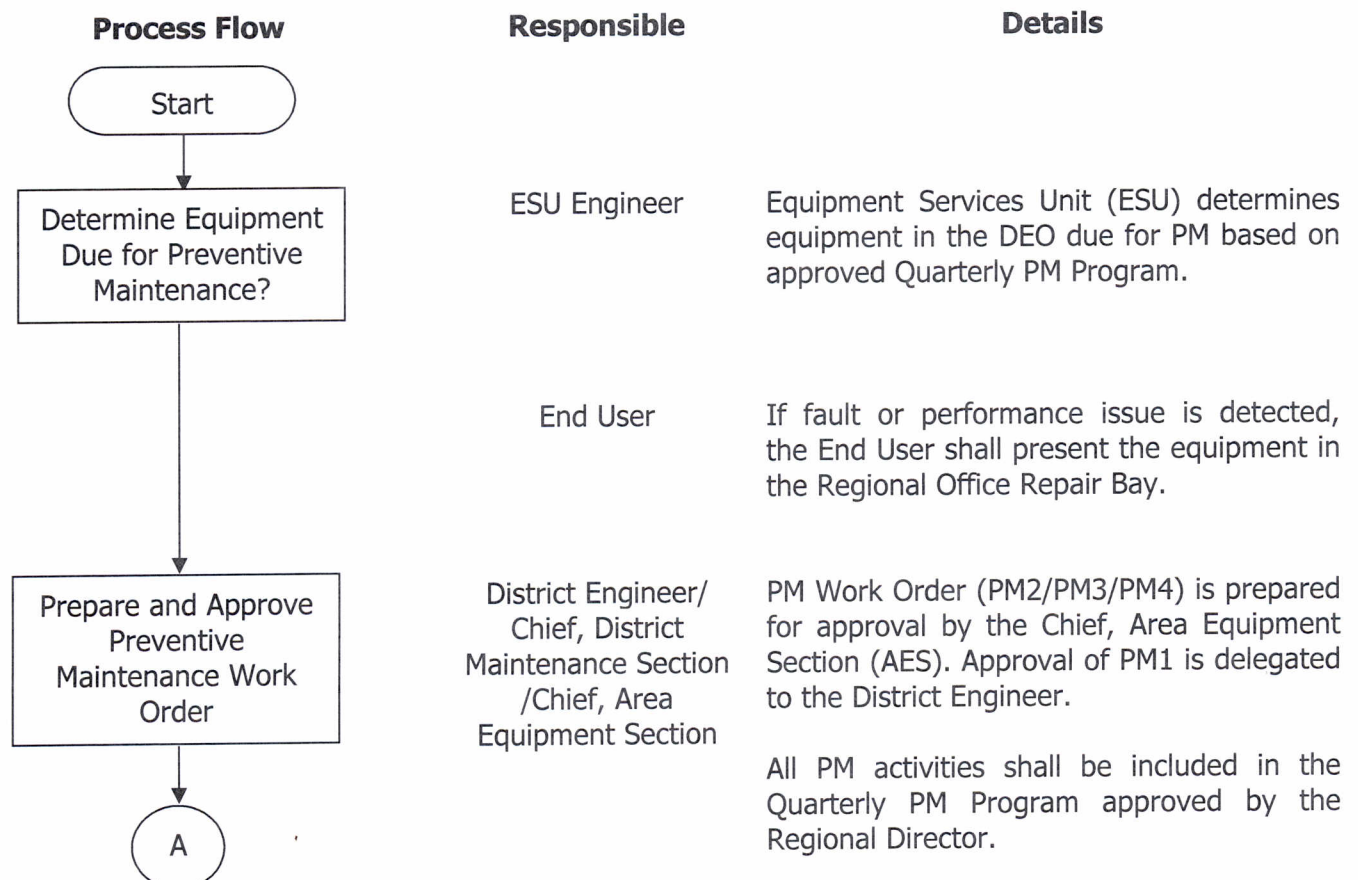
Equipment Maintenance ensures that the equipment continues to perform its intended purpose/function by keeping them in good operational condition.


Preventive Maintenance (PM) is maintenance carried out at predetermined intervals or according to prescribed schedule by the manufacturer and intended to reduce probability of failure or malfunctioning of equipment.

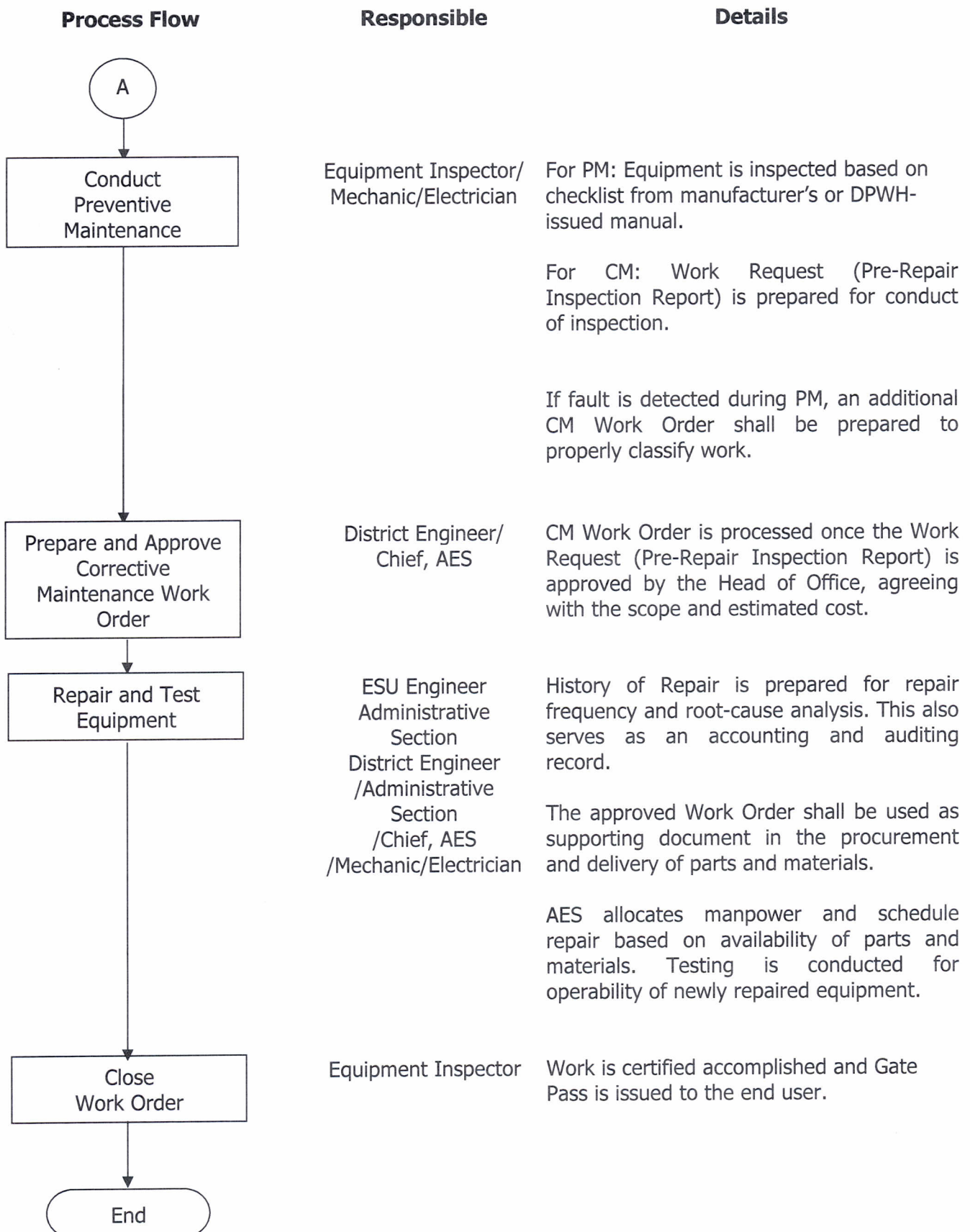
Corrective Maintenance (CM) is maintenance performed to identify, isolate and rectify a fault so that the equipment can be restored to good operational condition. Commonly known as "repair".


Work Order, or formerly known as "Job Order", is a maintenance management tool that acts as a single place where you can access all present and historical maintenance information relevant to a specific work. The work order is also a financial and operational control mechanism for all shop activities performed in-house or outsourced.

3.0 Procedure



	<p>Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices</p> <p>Maintenance of Land-Based Equipment and Motor Vehicles in the District Engineering Offices</p>	Issue Date:	FEB 28 2017
		Doc. Code:	DPWH-SPM-EMD-10
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	Department of Public Works and Highways Standard Procedures Manual for Regional & District Engineering Offices Maintenance of Land-Based Equipment and Motor Vehicles in the District Engineering Offices	Issue Date:	FEB 28 2017
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4.0 Reference

DO No. 30, Series of 2015: Involvement of Specialized Offices in the Procurement of Goods
DO No. 123, Series of 2015: Revised Policies and Procedures on the Reimbursement of Expenses for Maintenance of Equipment and Motor Vehicles
DO No. 63, Series of 2016: Standardization of Land-Based Equipment Management Procedures and Delegation of Responsibilities in the Field Offices
DO No. 64, Series of 2016: Assignment, Utilization, Funding, Operation, Maintenance and Monitoring of Highway Maintenance Equipment and Other Related Purposes
Memorandum by Undersecretary Raul C. Asis dated May 31, 2016: New Preventive Maintenance (PM) Program Policy

5.0 Records

Quarterly Preventive Maintenance Program
Tally-In Report
Work Request
Work Order
Purchase Request
Delivery Receipt/Official Receipt
Abstract of Canvass, if applicable
Certification of Emergency Purchase, if applicable
Waste Material Report
Inspection and Acceptance Report
Gate Pass