



16 February 1999

DEPARTMENT ORDER)

No: **37**
Series of 1999

Guidelines re : **Project Reporting to Congressmen
and Local Officials**

In accordance with our policy to inform the concerned Congressmen and Local Officials about the status of our infrastructure projects (both foreign-assisted and locally funded), all DPWH Implementing Offices are hereby directed to observe the following guidelines:

I. Pre-Construction Phase

1. Conduct periodic consultation/coordination with the concerned Congressmen and local officials, as well as non-governmental organizations and other sectors of the community, before any DPWH infrastructure project or program is implemented in their respective area.
2. Furnish the concerned Congressmen and local officials with copies of the approved DPWH Infrastructure Program for their respective areas including any approved realignments/amendments.
3. Furnish the concerned officials the list of projects to be implemented including their implementation schedules and brief description of the scope of work to be done. Use form MIS-010.
4. Post in a billboard to be placed at the project site, immediately upon award of the contract, the name of the project, the total project cost and the amount released for the project, the starting and expected completion dates as well as the name of contractor, which shall be maintained up to the date of completion and acceptance of the project; post in a billboard in the provincial/city/municipal building a summary list of these projects with said information.

II Construction Phase

1. Submit to the concerned officials the monthly status of projects using form MIS-011.
2. When conducting ocular inspections, invite from time to time the concerned Congressmen and local officials to join the DPWH inspectorate teams.

III Post-Implementation Phase

1. Furnish the concerned officials with copies of reports of completed projects.
2. Invite the concerned officials to inaugurations of the projects.

IV Additional Guidelines

1. All information furnished to the concerned officials shall be transmitted officially to them with an official acknowledgement from them.
2. Regional Offices shall submit monthly reports to the Secretary regarding the compliance of district offices on the project reporting requirements under this Order, using form MIS-008 and MIS-009 (project summaries showing district offices compliance supported with copies of the receipt of transmittal letters).

This Order supersedes previous issuances inconsistent herewith and shall take effect immediately.

For strict compliance.


GREGORIO R. VIGILAR
Secretary

**SUMMARY REPORT OF OFFICES WHICH HAVE COMPLIED WITH THE
SECRETARY'S DIRECTIVE ON COLLABORATIVE PROJECT REPORTING**

For the Month of _____

Region:

COMPLYING DISTRICTS	NON- COMPLYING DISTRICTS	DISTRICT ENGINEER

Prepared by:

Submitted by:

**SUMMARY REPORT OF OFFICES WHICH HAVE COMPLIED WITH THE
SECRETARY'S DIRECTIVE ON COLLABORATIVE PROJECT REPORTING**

For the Month of _____

Region :

DISTRICT ENGINEER/ DISTRICT OFFICE	LOCAL OFFICIAL	MUNICIPALITY/ PROVINCE	DATE RECEIVED/ BY THE LGU

Prepared by:

Submitted by:

LIST OF PROJECTS TO BE IMPLEMENTED

For CY _____

Region/District :
Source of Fund :

PROJECT NAME	SCOPE OF WORK	PROGRAM AMOUNT (P'000)	SCHEDULE (DATES)	
			START	COMPLETION

Prepared by: _____

Submitted by: _____
Date _____

STATUS OF PROJECTS

As of _____

PROJECT NAME	SCOPE OF WORK	D A T E					ACCOM- PLISHMENT (%)
		a) PROGRAM AMT. b) PROJECT COST c) RELEASES d) CONTRACTOR	ADVERTISED a) PLANNED b) REVISED	BID a) PLANNED b) REVISED	START a) PLANNED b) REVISED	COMPLETION a) PLANNED b) REVISED	

Submitted by: _____
 Date : _____