



MAR 11 2015

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

097.13 DPWH
03.16.2015

DEPARTMENT ORDER)
)
40)
No.)
Series of 2015 03.16.15

**SUBJECT: REQUIREMENTS FOR ISSUANCE OF
CERTIFICATE OF COMPLETION AND
CERTIFICATE OF ACCEPTANCE FOR
INFRASTRUCTURE CONTRACTS**

To ensure compliance by contractors with the prescribed plans and specifications under their infrastructure contracts with the DPWH, the following actions related to the issuance of the Certificate of Completion and the Certificate of Acceptance for the contracts shall be undertaken:

I. CERTIFICATE OF COMPLETION

The Certificate of Completion shall be issued by the Head of the Implementing Office (IO) – i.e., Head of the Project Management Cluster in the case of projects implemented by the Central Unified Project Management Office (UPMO), or Regional Director in the case of projects implemented by the Regional Office, or District Engineer in the case of projects implemented by the District Office - upon the request of the Contractor, the recommendation of the Project Engineer, and submission of the Final Inspection Report of the Inspectorate Team stating that the project has been found to be satisfactorily completed in accordance with the Plans and Specifications of the Contract.

The Inspectorate Team shall have the following composition:

- a. For projects undertaken by the Central UPMO: one representative each from the Bureau of Construction, Bureau of Design, the Bureau of Quality and Safety, the IO, the Regional Office, and the District Office where the project is located.
- b. For projects undertaken by the Regional Offices: one representative each from the Planning and Design Division, the Construction Division, the Maintenance Division, the Quality Control Division, the Implementing Unit of the Regional Office, and the District Office where the project is located.
- c. For projects undertaken by the District Offices: one representative each from the Planning and Design Section, the Construction Section, the Maintenance Section, the Quality Control Section, and the Implementing Unit of the District Office.

The defects liability period shall be one year from project completion up to the final acceptance as prescribed under Section 62.2.1 of R.A. 9184.

The standard formats for the Certificate of Completion and the Final Completion Inspection Report shown in Annexes "A" and "B", respectively, shall be adopted.

Procedure for Issuance of Certificate of Completion

- a. Upon receipt of notice from the contractor that the project is completed, the Head of the IO shall instruct its Inspectorate Team to conduct an inspection of the project and to submit its Completion Inspection Report within fifteen (15) days, indicating any construction defects and deficiencies detected and the corresponding measures

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that must be taken by the contractor to correct them. If no defects and deficiencies are detected, the report is considered as the Final Completion Inspection Report.

- b. Based on the Inspection Report, the Head of the IO shall issue to the contractor a Notice of Defects/Deficiencies and Required Corrective Repair Works, with the instructions for the contractor to commence the repair works within seven (7) days and to complete the works within thirty (30) days.
- c. Upon receipt of advice from the contractor that the defects and deficiencies indicated in the said Notice have been corrected, the Head of the IO shall instruct the Inspectorate Team to conduct an inspection of the project and to submit its Completion Inspection Report within seven (7) days. If the report shows that the defects and deficiencies have been satisfactorily corrected, the report is considered as the Final Completion Inspection Report. Otherwise, the process is repeated until the noted defects and deficiencies have been satisfactorily corrected.
- d. Upon the receipt of the Final Completion Inspection Report from the Inspectorate Team, the Head of the IO shall issue the Certificate of Completion of the project, certifying that the Project has been satisfactorily completed as of the date indicated in the Final Inspection Report.
- e. If no defects and deficiencies are noted by the Inspectorate Team upon the first inspection, the Team shall duly note this in the Final Inspection Report with appropriate commendation of the contractor and the DPWH supervision team.

Defects and deficiencies noted by the Quality Assurance Unit (QAU) during project implementation shall immediately be repaired by the contractor and be completed within thirty (30) days after receipt of notice thereof from the Head of the IO.

II. CERTIFICATE OF ACCEPTANCE

The Certificate of Acceptance shall be issued by the District Engineer of the District where the project is located after the one-year defects liability period, after all defects and failures, if any, shall have been repaired by the Contractor to the satisfaction of the same Inspectorate Team as mentioned above and upon submission of the Warranty Certificate by the Contractor in accordance the provisions of Sections 62.2.3.3 and 62.2.3.4.

The standard formats for the Certificate of Acceptance and the Final Acceptance Inspection Report shown in Annexes "C" and "D", respectively, shall be adopted.

Procedure for Issuance of Certificate of Acceptance

- a. Upon receipt of notice from the contractor that the project is ready for inspection after the one-year Defects Liability Period from the issuance of the Certificate of Completion, the Head of the IO shall instruct its Inspectorate Team to conduct an inspection of the project and to submit its Inspection Report within fifteen (15) days, indicating any construction defects and failures detected and the corresponding measures that must be taken by the contractor to correct them. If no defects and



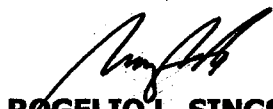
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deficiencies are detected, the report is considered as the Final Acceptance Inspection Report.

- b. Based on the Inspection Report, the Head of the IO shall issue to the contractor a Notice of Defects/Failures and Required Corrective Repair Works, with the instructions for the contractor to commence the repair works within seven (7) days and to complete the works within ninety (90) days.
- c. Upon receipt of advice from the contractor that the defects and failures in the said Notice have been corrected, the Head of the IO shall instruct the Inspectorate Team to conduct an inspection of the project and to submit its Acceptance Inspection Report within seven (7) days. If the report shows that the defects and failures have been satisfactorily corrected, the report is considered as the Final Acceptance Inspection Report. Otherwise, the process is repeated until the noted defects and failures have been satisfactorily corrected.
- d. Upon the receipt of the Final Acceptance Report, the Head of the IO shall issue the Certificate of Acceptance.
- e. If no defects and failures are noted by the Inspectorate Team upon the first inspection prior to the issuance of the Certificate of Acceptance, the Team shall duly note this in the Final Acceptance Inspection Report with appropriate commendation of the contractor and the DPWH supervision team.

The concerned Head of the Implementing Office shall see to it that this Order is strictly enforced. Failure to do so shall, after due process, make him and other officials/employees involved liable to the penalties prescribed for violation of reasonable office rules and regulations in Section 52, C(3) of Civil Service Resolution No. 991936 dated August 31, 1999, otherwise known as the Uniform Rules on Administrative Cases in the Civil Service – i.e.: 1st offense – Reprimand; 2nd offense - Suspension for 1-30 days; and 3rd offense – Dismissal.

This Order takes effect immediately and supersedes Department Order 101, Series of 2005.


ROGELIO L. SINGSON
Secretary

4.7.2 JABS/MGNO

Department of Public Works and Highways
Office of the Secretary



WIN5102598

DATE**CERTIFICATE OF COMPLETION**

Contract ID No. : _____

Project Name and Location : _____

Contract Price (Original/Revised) : _____

Contractor : _____

Implementing Office : _____

The is to certify that the above stated project has been satisfactorily completed on _____ (date) _____ in accordance with the Plans and Specifications of the Contract based on the Final Completion Inspection Report of the Inspectorate Team dated _____.

This certification does not relieve the Contractor of his obligations and responsibilities in undertaking repair works on any defect or failure that may occur in any section of the project during the one-year Defects Liability Period starting from the date of completion as herein stated. Neither is he relieved of his obligations and responsibilities pursuant to the provisions of R.A 9184.

Head
Implementing Office

Conforme:

Contractor

DATE _____

FINAL COMPLETION INSPECTION REPORT (Central UPMO)

Contract ID No. : _____

Project Name and Location : _____

Contract Price (Original/Revised) : _____

Contractor : _____

Implementing Office : _____

Date of Inspection : _____

Findings : Provide here a Narrative Report of the Inspectorate Team's findings. Attach the Team's Previous Completion Inspection Report(s), indicating defects/ deficiencies observed by the Inspectorate Team and repair works done by the contractor. If the First Completion Inspection Report (No.1) shows no defects/deficiencies, include here the Team's commendation of the contractor and the DPWH Consultants' Supervision Team.

We, the undersigned members of the Inspectorate Team, conducted a joint inspection of the above stated project and found the same to be satisfactorily completed on _____ in accordance with the Plans and Specifications of the Contract.

Bureau of Design

Bureau of Construction

Bureau of Quality and Safety

Regional Office

District Office

Implementing Office

DATE _____

FINAL COMPLETION INSPECTION REPORT (Regional Office)

Contract ID No. : _____

Project Name and Location : _____

Contract Price (Original/Revised) : _____

Contractor : _____

Implementing Office : _____

Date of Inspection : _____

Findings : Provide here a Narrative Report of the Inspectorate Team's findings. Attach the Team's Previous Completion Inspection Report(s), indicating defects/ deficiencies observed by the Inspectorate Team and repair works done by the contractor. If the First Completion Inspection Report (No.1) shows no defects/deficiencies, include here the Team's commendation for the contractor and the DPWH Construction Supervision Team for their exemplary performance.

Recommendations:

Construction Division

Planning and Design Division

Maintenance Division

Quality Control Division

Implementing Unit of Regional Office

District Office

DATE**FINAL COMPLETION INSPECTION REPORT**
(District Office)

Contract ID No. : _____

Project Name and Location : _____

Contract Price (Original/Revised) : _____

Contractor : _____

Implementing Office : _____

Date of Inspection : _____

Findings : Provide here a Narrative Report of the Inspectorate Team's findings. Attach the Team's Previous Completion Inspection Report(s), indicating defects/ deficiencies observed by the Inspectorate Team and repair works done by the contractor. If the First Completion Inspection Report (No.1) shows no defects/deficiencies, include here the Team's commendation for the contractor and the DPWH Construction Supervision Team for their exemplary performance.

Recommendations:

Planning and Design Section_____
Construction Section_____
Maintenance Section_____
Quality Control Section_____
Implementing Unit of District Office

DATE _____

COMPLETION INSPECTION REPORT No. _____ (Central UPMO)

Contract ID No. : _____

Project Name and Location : _____

Contract Price (Original/Revised) : _____

Contractor : _____

Implementing Office : _____

Date of Inspection : _____

Findings : Provide here a Narrative of the Inspectorate Team's findings under this Completion Inspection Report. Indicate any defects/deficiencies observed by the Inspectorate Team and repair works done by the contractor. Attach the Previous Completion Inspection Reports if any. If the First Completion Inspection Report (No.1) shows no defects/deficiencies, use the Final Completion Inspection Report form instead of this report form.

We, the undersigned members of the Inspectorate Team, conducted a joint inspection of the above stated project and noted the following defects/deficiencies which must be repaired/corrected by the contractor in order to comply with the approved Plans and Specifications of the Contract:

_____.

Bureau of Construction

Bureau of Design

Bureau of Quality and Safety

Regional Office

District Office

Implementing Office

DATE**COMPLETION INSPECTION REPORT No. _____**
(Regional Office)

Contract ID No. : _____

Project Name and Location : _____

Contract Price (Original/Revised) : _____

Contractor : _____

Implementing Office : _____

Date of Inspection : _____

Findings : Provide here a Narrative of the Inspectorate Team's findings under this Completion Inspection Report. Indicate any defects/deficiencies observed by the Inspectorate Team and repair works done by the contractor. Attach the Previous Completion Inspection Reports if any. If the First Completion Inspection Report (No.1) shows no defects/deficiencies, use the Final Completion Inspection Report form instead of this report form.

Recommendations:

Construction Division_____
Planning and Design Division_____
Maintenance Division_____
Quality Control Division_____
Implementing Unit of Regional Office_____
District Office

DATE**COMPLETION INSPECTION REPORT No. _____**
(District Office)

Contract ID No. : _____

Project Name and Location : _____

Contract Price (Original/Revised) : _____

Contractor : _____

Implementing Office : _____

Date of Inspection : _____

Findings : Provide here a Narrative of the Inspectorate Team's findings under this Completion Inspection Report. Indicate any defects/deficiencies observed by the Inspectorate Team and repair works done by the contractor. Attach the Previous Completion Inspection Reports if any. If the First Completion Inspection Report (No.1) shows no defects/deficiencies, use the Final Completion Inspection Report form instead of this report form.

Recommendations:

Planning and Design Section_____
Construction Section_____
Maintenance Section_____
Quality Control Section_____
Implementing Unit of District Office

DATE**CERTIFICATE OF ACCEPTANCE**

Contract ID No. : _____

Project Name and Location : _____

Contract Price (Original/Revised) : _____

Contractor : _____

Implementing Office : _____

Based on the Final Acceptance Inspection Report of the Inspectorate Team dated _____, after the one-year Defects Liability Period. The project is free from defects and failures which are traceable to poor workmanship, use of poor quality materials and non-compliance with the Plans and Specifications of the Contract.

In this thereof, we hereby certify that the project is accepted by this District Engineering Office on _____.

District Engineer
District Engineering Office (where the project is located)

DATE

FINAL ACCEPTANCE INSPECTION REPORT

(Central UPMO)

Contract ID No. : _____

Project Name and Location : _____

Contract Price (Original/Revised) : _____

Contractor : _____

Implementing Office : _____

Date of Inspection : _____

Findings : Provide here a Narrative Report of the Inspectorate Team's findings. Attach the Team's Previous Acceptance Inspection Report(s), indicating defects/failures after the Defects Liability Period observed by the Inspectorate Team and repair works done by the contractor.

We, the undersigned members of the Inspectorate Team, conducted a final inspection on the above stated project after the one-year Defects Liability Period, and found the project to be free from any defects and failures that are traceable to poor workmanship, use of poor quality materials and non-compliance with Plans and Specification of the Contract.

Bureau of Design_____
Bureau of Construction_____
Bureau of Quality and Safety_____
Regional Office_____
District Office_____
Implementing Office

DATE

FINAL ACCEPTANCE INSPECTION REPORT

(Regional Office)

Contract ID No. : _____

Project Name and Location : _____

Contract Price (Original/Revised) : _____

Contractor : _____

Implementing Office : _____

Date of Inspection : _____

Findings : Provide here a Narrative Report of the Inspectorate Team's findings. Attach the Team's Previous Acceptance Inspection Report(s), indicating defects/failures after the Defects Liability Period observed by the Inspectorate Team and repair works done by the contractor.

Recommendations:

Construction Division_____
Planning and Design Division_____
Maintenance Division_____
Quality Control Division_____
Implementing Unit of Regional Office_____
District Office

DATE

FINAL ACCEPTANCE INSPECTION REPORT

(District Office)

Contract ID No. : _____

Project Name and Location : _____

Contract Price (Original/Revised) : _____

Contractor : _____

Implementing Office : _____

Date of Inspection : _____

Findings : Provide here a Narrative Report of the Inspectorate Team's findings. Attach the Team's Previous Acceptance Inspection Report(s), indicating defects/failures after the Defects Liability Period observed by the Inspectorate Team and repair works done by the contractor.

Recommendations:

Planning and Design Section_____
Construction Section_____
Maintenance Section_____
Quality Control Section_____
Implementing Unit of District Office

DATE _____

ACCEPTANCE INSPECTION REPORT No. _____ (Central UPMO)

Contract ID No. : _____

Project Name and Location : _____

Contract Price (Original/Revised) : _____

Contractor : _____

Implementing Office : _____

Date of Inspection : _____

Findings : Provide here a Narrative Report of the Inspectorate Team's findings. Attach the Team's Previous Acceptance Inspection Report(s), indicating defects/failures after the one-year Defects Liability Period observed by the Inspectorate Team and repair works done by the contractor. If the First Acceptance Inspection Report (No.1) shows no defects/failures, use the Final Acceptance Inspection Report form instead of this report form.

We, the undersigned members of the Inspectorate Team, conducted a joint inspection of the above stated project after the one-year Defects Liability Period and noted the following defects/failures which must be repaired/corrected by the contractor in order to comply with the approved Plans and Specifications of the Contract:

_____.

Bureau of Construction

Bureau of Design

Bureau of Quality and Safety

Regional Office

District Office

Implementing Office

DATE _____

ACCEPTANCE INSPECTION REPORT No. _____ (Regional Office)

Contract ID No. : _____

Project Name and Location : _____

Contract Price (Original/Revised) : _____

Contractor : _____

Implementing Office : _____

Date of Inspection : _____

Findings : Provide here a Narrative Report of the Inspectorate Team's findings. Attach the Team's Previous Acceptance Inspection Report(s), indicating defects/failures after the one-year Defects Liability Period observed by the Inspectorate Team and repair works done by the contractor. If the First Acceptance Inspection Report (No.1) shows no defects/failures, use the Final Acceptance Inspection Report form instead of this report form.

Recommendations:

Construction Division

Planning and Design Division

Maintenance Division

Quality Control Division

Implementing Unit of Regional Office

District Office

DATE _____

ACCEPTANCE INSPECTION REPORT No. _____ (District Office)

Contract ID No. : _____

Project Name and Location : _____

Contract Price (Original/Revised) : _____

Contractor : _____

Implementing Office : _____

Date of Inspection : _____

Findings : Provide here a Narrative Report of the Inspectorate Team's findings. Attach the Team's Previous Acceptance Inspection Report(s), indicating defects/failures after the one-year Defects Liability Period observed by the Inspectorate Team and repair works done by the contractor. If the First Acceptance Inspection Report (No.1) shows no defects/failures, use the Final Acceptance Inspection Report form instead of this report form.

Recommendation:
We, the undersigned members of the Inspectorate Team, conducted a joint inspection of the above stated project after the one-year Defects Liability Period and noted the following defects/failures which must be repaired/corrected by the contractor in order to comply with the approved Plans and Specifications of the Contract:

Planning and Design Section

Construction Section

Maintenance Section

Quality Control Section

Implementing Unit of District Office