



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
OFFICE OF THE SECRETARY  
MANILA

097.13 DPWH (R)  
3-11-94

04 March 1994

DEPARTMENT ORDER ) SUBJECT: Certificate of Completion and  
No. 53 ) Certificate of Acceptance  
Series of 1994 *3-11*

The following guidelines for the issuance of the Certificate of Completion and Certificate of Acceptance are hereby prescribed for compliance by all concerned:

I. CERTIFICATE OF COMPLETION

The Certificate of Completion shall be issued by the Head of the Implementing 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 Office Project Management Offices (PMOs)/Implementing Offices: one representative each from the Bureau of Design, the Bureau of Construction, the Bureau of Maintenance, the Bureau of Research and Standards and the Implementing Office.

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 and the Implementing Unit.

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.

The one-year Warranty Period shall start at the date of completion of the project as indicated in the Certificate of Completion.

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

## II. CERTIFICATE OF ACCEPTANCE

The Certificate of Acceptance shall be issued by the Head of the Implementing Office after the one-year Warranty Period and after all defects and failures, if any, shall have been repaired by the Contractor to the satisfaction of the Project Engineer. This Certificate shall be issued after the submission of an Acceptance Report by the same Inspectorate Team as mentioned above.

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

This Order takes effect immediately.



GREGORIO R. VIGILAR  
Secretary

ANNEX "A"

\_\_\_\_\_  
Date

CERTIFICATE OF COMPLETION

Project/Location: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contractor: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This 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 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 Warranty Period starting from the date of completion as herein stated. Neither is he relieved of his obligations and responsibilities pursuant to the provisions of P.D. 1759.

\_\_\_\_\_  
Head  
Implementing Office

Conforme:

\_\_\_\_\_  
Contractor

ANNEX "B"

\_\_\_\_\_  
Date

FINAL INSPECTION REPORT

PROJECT : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CONTRACTOR: \_\_\_\_\_  
\_\_\_\_\_

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.

\_\_\_\_\_  
Representative  
Bureau of Design/Planning and  
Design Division/Planning and  
Design Section

\_\_\_\_\_  
Representative  
Bureau of Construction/  
Construction Division/  
Construction Section

\_\_\_\_\_  
Representative  
Bureau of Maintenance/  
Maintenance Division/  
Maintenance Section

\_\_\_\_\_  
Representative  
Bureau of Research and  
Standards/Quality Control  
Division/Quality Control  
Section

\_\_\_\_\_  
Representative  
Implementing Office/Unit

\_\_\_\_\_  
Date

CERTIFICATE OF ACCEPTANCE

Project/Location: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contractor: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This is to certify that the above-stated project has been accepted as of \_\_\_\_\_(date)\_\_\_\_\_.

Based on the Acceptance Report of the Inspectorate Team dated \_\_\_\_\_, the project is free from failures and defects which are traceable to poor workmanship, use of poor quality materials and non-compliance with Plans and Specifications of the Contract.

\_\_\_\_\_  
Head  
Implementing Office

ANNEX "D"

\_\_\_\_\_  
Date

ACCEPTANCE REPORT

Project/Location: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contractor: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We, the undersigned members of the Inspectorate Team, conducted a final inspection on the above-stated project, and found the same to be free from failures and defects that are traceable to poor workmanship, use of poor quality materials and non-compliance with Plans and Specifications of the Contract.

\_\_\_\_\_  
Representative  
Bureau of Design/Planning and  
Design Division/Planning and  
Design Section

\_\_\_\_\_  
Representative  
Bureau of Construction/  
Construction Division/  
Construction Section

\_\_\_\_\_  
Representative  
Bureau of Maintenance/  
Maintenance Division/  
Maintenance Section

\_\_\_\_\_  
Representative  
Bureau of Research and  
Standards/Quality Control  
Division/Quality Control  
Section

\_\_\_\_\_  
Representative  
Implementing Office/Unit