



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

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DEPARTMENT ORDER)

No. 35
Series of 1994

SUBJECT : Standards for Photographs for
Progress Billings for Road
Infrastructure Projects

All Regional Directors, Project Managers, Project Engineers, and others concerned shall use the following standard procedures and requirements for taking photographs as supporting documents for progress billings for road infrastructure projects:

1. Photographs shall be taken at 100 meter intervals with a person holding a signboard indicating the station and the date taken.
2. Photographs shall be taken at an angle showing the longitudinal axis of the roadway with, as much as possible, a distinguishing landmark, e.g., a tree, house, etc. in the picture periphery.
3. Photographs shall be taken on the same points at the same angle before, during and after the completion of the particular stretch. The "during" photographs shall include equipment being used.
4. The points where the photographs are to be taken shall be designated by the Project Engineer.
5. The "before," "during" and "after" photographs shall be properly labeled and arranged in a page for ready comparison.
6. The Project Manager and the Project Engineer concerned shall sign their names at the back side of the photographs and initial at the front side.
7. The photographs shall be colored and at least 12.5 cm by 9 cm.

This Order takes effect immediately.


GREGORIO R. VIGILAR
Secretary