



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



097-13-DPWH  
4-3-98  
3 APRIL 1998

**DEPARTMENT ORDER ) SUBJECT : PRESCRIBING GUIDELINES FOR**  
**No. 62 ) THE PREPARATION, PROCESSING**  
**Series of 1998 ) AND APPROVAL OF VARIATION**  
**X-X-X-X-X-X-X-X-X-X-X-X-X-X-X ) ORDERS AND AS-STAKED PLANS**


In order to hasten the approval of project plans and variation orders submitted by DPWH Regional Offices and Project Management Offices, the following existing guidelines and procedures (see attached copies) are hereby reiterated for strict compliance of all concerned:

1. Memorandum dated 23 June 1993 of Undersecretary Teodoro T. Encarnacion requiring an Executive Summary/Routing Slip/Checklist (ERC) in the prescribed formats;
2. Department Order No. 56, s. 1995 providing for the Quality of Plans; and
3. Memorandum dated 23 July 1997 of Undersecretary Teodoro T. Encarnacion requiring submission of necessary data, justification and other supporting documents to facilitate review/evaluation of Plans and Variation Orders.

To facilitate approval of any major change in a design and/or plan, the Implementing Office/PMO concerned shall coordinate with the consultant (CSC/CC) and representatives from the Bureau of Design (BOD), Bureau of Construction (BOC), and contractors concerned.

Deficiencies observed in the original plan during project implementation shall be resolved with the Detailed Engineering (DE) consultant concerned, pursuant to the Terms of Reference (TOR) of the DE contract. Said contract shall, likewise, indicate the time allocation/duration for the BOD to review the DE plans.

As-staked plans shall be prepared for the entire project. As-staked plans without major modifications (i.e., change in road alignment, change in type or main components of structures, introduction of new work items) in the original design nor large deviations from the design field conditions need not be coursed thru the BOD. As the works progress, revised plans or As-staked plans of a portion/section of the project where major design changes have to be made shall be prepared and submitted to BOD for review and approval.



As-staked plans shall be submitted to the BOD for review and approval regardless of the nature of the changes in the original design, if there is increase/decrease of more than 5% in quantities of major items of work (i.e., pay items which represent at least 20% of the total estimated cost of the contract) and more than 10% for minor items of work.

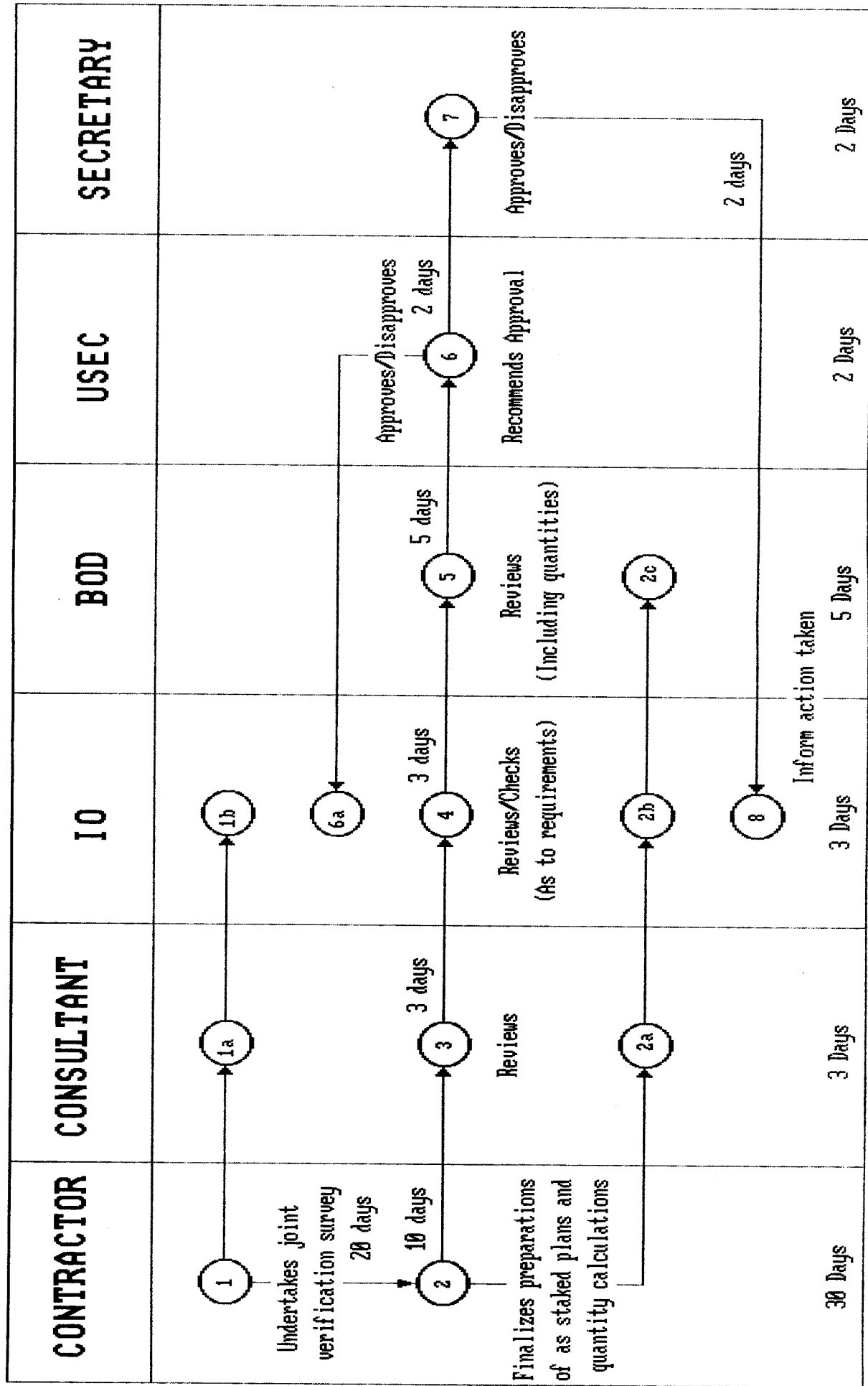
Prior clearance or authority with complete documentation (i.e., justifications, approximate quantities, and scope of works) shall be secured from the Secretary before proceeding with the processing of requests for variation orders. Since quantities are already included in the engineering plans, processing of variation orders need not be coursed through the BOD.

To ensure that the preparation, finalization and evaluation process is facilitated and standardized, attached for compliance by all concerned are the Procedural Flow Charts setting the time frames relative to the processing of requests for Variation Orders and As-Staked Plans. The Implementing Office concerned shall monitor the implementation of said flow charts.

This Order shall amend/modify other previous issuances inconsistent herewith and shall take effect immediately.

  
**GREGORIO R. VIGILAR**  
Secretary

# **PROPOSED FLOW CHART-PROCESSING OF PLANS SUPPORTING VARIATION ORDERS** **(Under normal condition, with complete documentation - 45 days)**



# PROPOSED FLOWCHART - PROCESSING OF REQUESTS FOR VARIATION ORDERS (Under Normal Condition, with complete documentation - 30 DAYS)

