



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

897.13 J PWH  
04.08.2016

06 APR 2016

DEPARTMENT ORDER )  
NO. **76** )  
Series of 2016 )

SUBJECT: CREATION OF PERFORMANCE  
BASED MAINTENANCE MONITORING  
TEAMS (PBMMTs) TO ASSESS  
COMPLIANCE TO THE LEVELS OF  
MAINTENANCE SERVICE BY  
CONTRACTORS UNDER THE  
LONG TERM PERFORMANCE  
BASED MAINTENANCE CONTRACTS  
(LTPBMC) OF THE JICA ASSISTED-  
ROAD UPGRADING & PRESERVATION  
PROJECT, ROAD CLUSTER I

To ensure the efficient and effective implementation of the projects under the Long Term Performance Based Maintenance Contracts (LTPBMC) of the JICA-Assisted Road Upgrading and Preservation Project (JRUPP), Performance Based Maintenance Monitoring Teams (PBMMTs) are hereby created to monitor and check compliance of the contractors to the Levels of Service under the maintenance portion of their respective contracts.

**1.0 THE PERFORMANCE BASED MAINTENANCE MONITORING TEAMS (PBMMTs)**

**1.1** There are six (6) Project Packages funded under the JICA-Assisted Road Upgrading and Preservation Project (JRUPP), Road Cluster I:

Team No.	Package No.	Project Name and Location	Stationing	Length Kms
1	PBM-1, Section 1	Manila North Rd, Aringay – Santa, Vigan City	Km. 243+063 to km. 389+000	145.937
2	PBM-1, Section 2	Manila North Rd, Santa, Vigan City to Laoag City	Km. 389+000 to km. 485+123	96.123
3	PBM-2, Section 1	Daang Maharlika, Sta. Rita to Cabanatuan City	Km. 38+732 to km. 112+500	73.768
4	PBM-2, Section 2	Daang Maharlika, Cabanatuan to Nueva Ecija/Nueva Viscaya	Km. 112+500 to km. 208+000	95.500
5	PBM-3	Daang Maharlika, Sipocot-Baao section, Camarines Sur	Km. 370+700 to km. 480+180	109.480
6	PBM-4	Daang Maharlika, Surigao-Davao Rd, Lipata to Bdry. Agusan del Norte	Km. 1113+500 to km. 1237+000	123.500

**TOTAL LENGTH, Kms: 644.308**

## 1.2 COMPOSITION OF THE PBMMTs

The above-cited six (6) Project Packages shall each have a PBMMT (collectively called: the Team) composed of representatives from the following offices who shall be designated by their respective Heads of Office:

- a. Maintenance Section of the District Engineering Office concerned;
- b. Maintenance Division of the Regional Office concerned;
- c. Unified Project Management Office (UPMO) RUPP, Road Cluster I;
- d. JRUPP Consultants; and,
- e. Bureau of Maintenance

## 2.0 RESPONSIBILITIES OF THE PBMMTs (Formal Inspections of Operational Service Levels)

- a. Shall conduct at least twice a month (to be considered as minimum frequency), a collective and coordinated inspection on the project packages detailed under Item 1.1, above, in order to check the status of the Contractor's operational service levels as defined in the approved project contract;
- b. Shall, based on the list of noted defects provided by the concerned DEO and JRUPP representatives (i.e. JRUPP Road Cluster I, UPMO and the Consultant/s), verify the rectification works made by the contractors to ascertain quality of the completed works;
- c. Shall collectively prepare, review and sign the Monthly Penalty Calculation Form, **Annex "2"** to be submitted to the Project Director, UPMO Road Cluster I;
- d. Shall witness the International Roughness Index Tests to be conducted by the LTPBMC- JRUPP contractors, and the DPWH Bureau of Quality and Safety;
- e. In addition to taking part in the collective activities of the Team as defined under sub-items a to d, above, the representatives from the Maintenance Section of the District Engineering Office (DEO) concerned, including the representatives of UPMO Road Cluster I and the Consultant, shall have the following specific and distinct responsibilities:
  - e.1 Conduct a daily "walk-the-line" inspection and record output utilizing the Forms under **Annex "1a"** and **Annex "1b"**, hereof, copy furnished the contractor. For all non-complying Operational Service Levels recorded

during this daily inspection, the response time will start on the day the non-compliance has been recorded;

- e.2 Prepare maps of the location of the defects noted during the conduct of the daily inspection and provide subject map including the checklist to the Team, copy furnished the concerned District Engineer for the latter's information and appropriate action;
- e.3 Promptly provide information to other members of the Team (BOM and concerned Regional Office) once activities under e.1 and e.2, above, are completed. A copy of the consolidated reports of the daily inspection they all (DEO, Consultants and UPMO representatives) had conducted shall be attached in the information.

The contractor and/or his/her representative may opt to join the daily walk-the-line inspection, and the collective and coordinated inspection conducted by the PBMMT.

### 3.0 MONTHLY PAYMENT FOR PERFORMANCE BASED WORKS

Duly filled-up LTPBMC Form entitled: Monthly Payment for Performance-Based Works, **Annex "3"**, which is the Average Monthly Payment per Kilometer less Monthly Penalties (data to be sourced from **Annex "2"**, hereof) shall be approved by the Project Director, UPMO Road Cluster I.

With methods of inspection and its accompanying Forms to be modified by virtue of this Order, the following is hereby superseded:

- 1) For Forms for Performance-Based Works as defined under Appendix 2 of the Contract, any reference to "Engineer" shall be modified to read: PBMMT representatives (see sample of authorized signatories as shown under Annexes "1a"; "1b"; and "2"; hereof).

This Department Order shall take effect immediately.

  
**ROGELIO L. SINGSON**  
Secretary

Department of Public Works and Highways  
Office of the Secretary

  
WIN6S02485

### Data on the Daily Walk-the-Line Inspection

Contract No.:

**Road:**

[illegible]

**DEO Representative**

**UPMO Representative**

**Consultant**

Received by Contractor

Date: \_\_\_\_\_

**Date and time:**\_\_\_\_\_

## Annex "1b"

Daily Service Level Inspection Report								
Contract Number:				Month/Year:				
Road/Road Section:				Length at required service levels: n km				
Category	Item	Continuous road sections of one kilometer						
		1	2			....	n	Total km complying
Road usability	Lane closure							
Roadway	Potholes, cracks, joints							
	Depressions, rutting, corrugation, raveling, heaves, shoves, surface drain defects, sunken slab, scaling							
	Width, edge damage, edge drop off, surface defects and patches at intersections							
	Patches, surface dressings, overlays, crossfall							
	Slides, debris, obstructions							
Shoulders	Potholes, cracks, joints							
	Depressions, rutting, corrugation, raveling, heaves, shoves, surface drain defects, sunken slab, scaling							
	Width, edge damage, edge drop off							
	Patches, crossfall							
	Slides, debris, obstructions, vegetation							
Drainage system and slope protection	Slope of drainage system, ditches, drains, sealed water channels, culverts, headwalls							
	Manholes, inlets, outlets, drainage pipes, catch and sediment basins, manhole cover, grates, debris racks, kerbs, gutters							
	Slopes, cuts, retaining walls, cut-off walls and other minor structures, other erosion protection							
Road signs, pavement markers and markings, and other safety devices	Regulatory, warning, and traffic instruction signs, hazard markers, guide and information signs							
	Pavement markers and markings							
	Kilometer posts, drainage markers, bollards, kerb stones, traffic islands, concrete barriers, guard rails, road safety barriers							
Vegetation control	Grass, weeds, plants, trees, shrub							
Bridges and other structures	Approach to bridges, expansion joints, drains							
	Structures, railings							
	Scouring around bridge piles, erosion of retaining walls, waterway							
Date of inspection: _____ Joint Inspection by: _____ DEO Representative _____ UPMO Representative _____ Consultant								

**Contract No.**[illegible][illegible]

**Date of penalty to be deducted:**

**Prepared by:**

**DEO Representative**

**UPMO Road Cluster I Representative**

Regional Office Representative

Bureau of Maintenance Representative/s

**Consultant**

### Monthly Payment Form for Performance-Based Works

Contract No.	Month and year:
Average monthly payment per kilometer:	Total number of kilometres (TNK):

<b>Average monthly payment per kilometer (AMPK)</b>	
Total equivalent length in kilometres for payment at this month (TEK)	
<b>Adjusted Monthly payment (AMP)</b>	
Total monthly penalties (PMP)	
<b>Total montly payment (TMP)</b>	

**Noted :**

**Project Director, UPMO Road Cluster I**

**Appendix 2  
Forms for Performance-Based Works**

**List of Contents**

1. Form PM 1: Contractor's Monthly Service Level Inspection Report
2. Form PM 2: Monthly Evaluation Form(s) for Compliance with Service Levels
3. Form PM 3: Monthly Memorandum of Non-Compliance with Service Levels
4. Form PM 4: Memorandum of Non-Compliance with Service Levels  
Based on Informal Inspections
5. PM 5: Monthly Payment Form for Performance-Based Works
6. Form PM 6: Contractor's Operational Service Level Inspection and Remedial Works Report

## PART 2 – WORK REQUIREMENTS

## Section VI - Part C: Specifications for Performance Based Works

**Form PM1:**  
**Contractor's Monthly Service Level Inspection Report**

Form PM1: Contractor's Monthly Service Level Inspection Report								
Contract Number:				Month/Year:				
Road/Road Section:				Length at required service levels: n km				
Category	Item	Continuous road sections of one kilometer						
		1	2			....	n	Total km complying
Road usability	Lane closure							
Roadway	Potholes, cracks, joints							
	Depressions, rutting, corrugation, ravelling, heaves, shoves, surface drain defects, sunken slab, scaling,							
	Width, edge damage, edge drop off, surface defects and patches at intersections							
	Patches, surface dressings, overlays, crossfall							
	Slides, debris, obstructions							
Shoulders	Potholes, cracks, joints							
	Depressions, rutting, corrugation, ravelling, heaves, shoves, surface drain defects, sunken slab, scaling							
	Width, edge damage, edge drop off							
	Patches, crossfall							
	Slides, debris, obstructions, vegetation							
Drainage system and slope protection	Slope of drainage system, ditches, drains, sealed water channels, culverts, headwalls							
	Manholes, inlets, outlets, drainage pipes, catch and sediment basins, manhole cover, grates, debris racks, kerbs, gutters							
	Slopes, cuts, retaining walls, cut-off walls and other minor structures, other erosion protection							
Road signs, pavement markers and markings, and other safety devices	Regulatory, warning, and traffic instruction signs, hazard markers, guide and information signs							
	Pavement markers and markings							
	Kilometer posts, drainage markers, bollards, kerb stones, traffic islands, concrete barriers, guard rails, road safety barriers							
Vegetation control	Grass, weeds, plants, trees, shrub							
Bridges and other structures	Approach to bridges, expansion joints, drains							
	Structures, railings							
	Scouring around bridge piles, erosion of retaining walls, waterway							
Date of inspection: _____ <div style="display: flex; justify-content: space-between;"> <span>(Signature)</span> <span>For the Contractor</span> </div>								

## PART 2 – WORK REQUIREMENTS

## Section VI - Part C: Specifications for Performance Based Works

**Form PM 2:**  
**Monthly Evaluation Form(s) for Compliance with Service Levels**

Form PM 2: Monthly Evaluation Form for Compliance with Service Levels					
Contract Number: 01		Month/Year:			
Road/Road Section:		Length at required service levels:			
Category	Item	Total length compliant (km)	Total length non-compliant (km)	Penalty	
Road usability	Lane closure				
Roadway	Potholes, cracks, joints				
	Depressions, rutting, corrugation, ravelling, heaves, shoves, surface drain defects, sunken slab, scaling,				
	Width, edge damage, edge drop off, surface defects and patches at intersections				
	Patches, surface dressings, overlays, crossfall				
	Slides, debris, obstructions				
Shoulders	Potholes, cracks, joints				
	Depressions, rutting, corrugation, ravelling, heaves, shoves, surface drain defects, sunken slab, scaling				
	Width, edge damage, edge drop off				
	Patches, crossfall				
	Slides, debris, obstructions, vegetation				
Drainage system and slope protection	Slope of drainage system, ditches, drains, sealed water channels, culverts, headwalls				
	Manholes, inlets, outlets, drainage pipes, catch and sediment basins, manhole cover, grates, debris racks, kerbs, gutters				
	Slopes, cuts, retaining walls, cut-off walls and other minor structures, other erosion protection				
Road signs, pavement markers and markings, and other safety devices	Regulatory, warning, and traffic instruction signs, hazard markers, guide and information signs				
	Pavement markers and markings				
	Kilometer posts, drainage markers, bollards, kerb stones, traffic islands, concrete barriers, guard rails, road safety barriers				

**PART 2 – WORK REQUIREMENTS****Section VI - Part C: Specifications for Performance Based Works**

<b>Form PM 2: Monthly Evaluation Form for Compliance with Service Levels</b>					
<b>Contract Number: 01</b>			<b>Month/Year:</b>		
<b>Road/Road Section:</b>			<b>Length at required service levels:</b>		
<u>Category</u>	<u>Item</u>	Total length compliant (km)	Total length non- compliant (km)	Penalty	
Vegetation control	Grass, weeds, plants, trees, shrub				
Bridges and other structures	Approach to bridges, expansion joints, drains				
	Structures, railings				
	Scouring around bridge piles, erosion of retaining walls, waterway				
Date of inspection: _____		Approved by:			
_____ (signature)		_____ (signature)			
For the Contractor		Engineer			

**Form PM 3: Monthly Memorandum of Non-Compliance with Service Levels**

**Month/year:**

(signature)  
Engineer  
Date: \_\_\_\_\_

VI - 247

**Form PM 4: Memorandum of Non-Compliance with Service Levels Based on Informal Inspections**

**Road:**

\_\_\_\_\_  
(signature)  
Engineer

\_\_\_\_\_  
(signature)  
Contractor

Received by Contractor

Date: \_\_\_\_\_ Date and time: \_\_\_\_\_

**PART 2 – WORK REQUIREMENTS****Section VI - Part C: Specifications for Performance Based Works**

**Form PM 5:**  
**Monthly Payment Form for Performance-Based Works**

<b>Form PM 5: Monthly Payment Form for Performance-Based Works</b>													
Contract No.:	Month and year:												
Average monthly payment per kilometer for this year	Total number of kilometers												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr> <td style="padding: 5px;">Total equivalent length in kilometers for payment at this month</td> <td></td> </tr> <tr> <td style="padding: 5px;">Total monthly penalties</td> <td></td> </tr> <tr> <td style="padding: 5px;"><b>Net monthly payment for Month</b></td> <td></td> </tr> </table>								Total equivalent length in kilometers for payment at this month		Total monthly penalties		<b>Net monthly payment for Month</b>	
Total equivalent length in kilometers for payment at this month													
Total monthly penalties													
<b>Net monthly payment for Month</b>													
<div style="margin-bottom: 20px;"> <p>----- (signature)    Date: _____</p> <p>Contractor</p> </div> <p>Approved:</p> <div style="margin-top: 20px;"> <p>----- (signature)    Date: _____</p> <p>Engineer</p> </div>													

**PART 2 – WORK REQUIREMENTS****Section VI - Part C: Specifications for Performance Based Works**

**Form PM 6:**  
**Contractor's Operational Service Level Inspection and Remedial Works Report**

**Form PM 6: Contractor's Operational Service Level Inspection and Remedial Works Report**

Contract No: \_\_\_\_\_

Road: \_\_\_\_\_

Road Sections: \_\_\_\_\_

Item	Non-compliance				Nature and extent of remedial works	Date of compliance
	date of detection	location	extent and nature	probable cause		

\_\_\_\_\_(signature) Date: \_\_\_\_\_  
 Contractor