



II. Required Supporting Documents for Funding Request prior for the Approval/Processing of the Relocation/Transfer and Facilities Improvement of DPWH Offices:

A. Repair/Rehabilitation:

1. Copy of complete approved Plans
2. Copy of approved Program of Works
3. Copy of Detailed Quantity Calculation
4. Copy of Floor Plan showing the relative location of portion to be repaired (color-coded)
5. Pictures of existing portion of the building to be repaired

B. New Construction:

1. Proof of Ownership of the Lot, TCT, Deed of Absolute Sale, Deed of Donation
2. Copy of complete approved Plans (Architectural, Structural, Electrical, Sanitary, and Geodetic Survey)
3. Copy of approved Program of Works
4. Copy of Detailed Quantity Calculation
5. Certification of the District Engineer/Regional Director that the proposed location is within the area of jurisdiction
6. RDC Clearance/Approval for the location Site (if it is constructed within the Government Center)

NOTE: For new location, it needs Site Development Plan

The Committee on Relocation/Transfer and Facilities Improvement of DPWH Offices (CRTFIDO) shall handle all relocation and transfer of offices. It shall undertake identification and acquisition of site including documentation and the conduct of necessary consultation with concerned local officials or private sectors. It shall also oversee the preparation of site development plans which includes the construction/renovation and improvement of new DPWH building/offices and housing facilities for affected employees, the identification of available funding and support services, and eventual transfer of personnel, records, office equipment, furniture, supplies and other properties of the concerned office. Furthermore, the CRTFIDO shall also monitor facilities improvement in the DPWH Central Office and field offices.

The TWG shall assist in the review and evaluation of the Programs of Work including the Detailed Unit Price Analysis of the repair, rehabilitation and/or improvement of office facilities of various DPWH Offices and shall prioritize the list of projects including the funding source and make recommendation to the Committee for approval by the Secretary, likewise oversee/monitor the on-going office construction/rehabilitation/repair/maintenance projects.

Approved projects to be funded under the Capital Outlay, MOOE, and EAO will be forwarded to the Planning Service, Bureau of Maintenance, and Financial Management Service, respectively.

All funding requests shall be endorsed by the Regional, Bureau, Service and Project Director, supported with required documents under item II of this order and shall be addressed to the Chairman on CRTFIDO.

This order shall take effect immediately.

  
**ROGELIO L. SINGSON**  
Secretary

