



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

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DEPARTMENT ORDER )

No. **98** *7-4/23*

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SUBJECT : PROJECT REPORTING PROCEDURES  
FOR THE REGULAR INFRASTRUCTURE  
PROGRAM

In order to streamline the project reporting procedures of the Department and to reduce the reports prepared by the field offices, only the reports enumerated below covering the various phases of project monitoring shall be submitted by the Regional Offices to the Monitoring and Information Service for consolidation and summary reporting. All other project monitoring reports including BOC Forms 1, 2, and 3 are deemed superseded.

*A. Schedule and Status of Engineering Activities*

Upon approval of the "Preliminary List" of projects under a proposed Infrastructure Program, preliminary/detailed engineering activities shall be started/accelerated for projects therein requiring such activities to ensure that these are substantially completed by the end of the calendar year prior to the program year.

Engineering shall include the conduct of technical investigations and surveys, preparation of plans, specifications, programs of work, and acquisition of right-of-way, all chargeable to available engineering funds.

A monthly status report on the engineering activities covered by said funds, using format MIS-001, shall be submitted by the Regional Office every fifth day of the following month. The report shall indicate the status of each major project whose construction cost is P1 million or more. For other projects whose construction cost is below P1 million each, the report shall be presented by category cluster for each district.

Lotus-based reporting is prescribed with diskette submission.

*B. Pre-Construction Activities*

On the basis of the "Preliminary List" of projects, as may be amended/updated, pre-construction activities for these projects shall be started. These include advertisement, prequalification, preparation of tender documents, bidding and evaluation, preparation of resolution of award -- activities which do not require actual availability of project funds. Award and perfection of contract, however, shall be made upon receipt of the Advice of Allotment.

A monthly report on pre-construction activities, using format MIS-002, shall be submitted by the Regional Office every fifth day of the following month. For district reporting, the report shall indicate pre-construction activities by categories. For regional reporting, the presentation shall be both by categories and by districts.

Lotus-based reporting is prescribed with diskette submission.

#### *C. Bidding and Award Activities*

The results of the bidding and award activities which was formerly reported using BOC Form 003 shall now be reported using the computerized project-based monitoring system (PMS) installed at the Regional and District Offices. For City/District Offices without computer units, these activities shall be reported using format MIS-003 and forwarded to the Regional Office for consolidation via PMS.

The PMS-diskette corresponding to this report shall be submitted by the Regional Office every fifth day of the following month.

#### *D. Physical Accomplishment*

Physical accomplishments of projects shall be monitored using the computerized project-based monitoring system (PMS) for both Regional and District Offices. Accomplishments shall be entered into the system by individual project for which regional and district S-Curves shall be generated.

The planned monthly accomplishments for all projects listed in the annual infrastructure program shall be reported at the start of the program year. The planned accomplishments shall be based on the listed project appropriation. No adjustments shall be made on the planned accomplishments once these are submitted to the Central Office.

The revised monthly accomplishments for each project shall be prepared when revision to the original targets occurs and shall cover the period from the report month onward. No revision shall be made on prior months.

The actual monthly accomplishments shall be reported for all projects with actual accomplishments for the report month.

For City/District Offices without computer units, project accomplishments shall be reported using formats MIS-004 and MIS-005 and forwarded to the Regional Office for consolidation via PMS.

The PMS-diskette corresponding to this report shall be submitted by the Regional Office every fifth day of the following month.

#### E. Financial Status

Financial status of projects shall also be monitored using the computerized project-based monitoring system (PMS) for both Regional and District Offices. Financial data shall be entered into the system by individual project for which regional and district S-Curves shall be generated.

For City/District Offices without computer units, financial status shall be reported using format MIS-006 and forwarded to the Regional Office for consolidation via PMS.

The PMS-diskette corresponding to this report shall be submitted by the Regional Office every fifth day of the following month.

#### F. Carry-Over Projects

Physical accomplishment and financial status of carry-over projects shall be monitored likewise using the computerized project-based monitoring system (PMS) as described in items (D) and (E). Data for individual projects shall be entered into the system indicating the program year in which the projects were initially reported. The regional and district S-Curves for prior year infrastructure programs shall be generated by the system.

Problems and delays in project implementation shall be entered into the system to generate the corresponding Punchlist.

For City/District Offices without computer units, the physical accomplishment, financial status and implementation problems shall be reported using formats MIS-004/MIS-005, MIS-006 and MIS-007, respectively. These shall be forwarded to the Regional Office for consolidation via PMS.

The PMS-diskette corresponding to this report shall be submitted by the Regional Office every fifth day of the following month.

This Order shall take effect immediately.

For compliance.

  
JOSE P. DE JESUS  
Secretary 