



JUL 09 2015

Republic of the Philippines  
**DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS**  
**OFFICE OF THE SECRETARY**  
Bonifacio Drive, Port Area, Manila

097.13 DPWH  
07-09-2015

**DEPARTMENT ORDER** )  
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 )  
No. **99** )  
 )  
Series of 2015 *07.09.15*

**SUBJECT: REQUIREMENTS FOR ISSUANCE OF  
CERTIFICATE OF COMPLETION AND  
CERTIFICATE OF ACCEPTANCE FOR  
INFRASTRUCTURE CONTRACTS**

To ensure compliance by contractors with the prescribed plans and specifications under their infrastructure contracts with the DPWH, the following actions related to the issuance of the Certificate of Completion and the Certificate of Acceptance for the contracts shall be undertaken:

**I. CERTIFICATE OF COMPLETION**

The Certificate of Completion shall be issued by the Head of the Implementing Office (IO) – i.e., Head of the Project Management Cluster in the case of projects implemented by the Central Unified Project Management Office (UPMO), or Regional Director in the case of projects implemented by the Regional Office, or District Engineer in the case of projects implemented by the District Office - upon the request of the Contractor, the recommendation of the Project Engineer, and submission of the Final Inspection Report of the Inspectorate Team stating that the project has been found to be satisfactorily completed in accordance with the Plans and Specifications of the Contract.

The Inspectorate Team shall have the following composition:

- a. For projects undertaken by the Central Office: one representative each from the Bureau of Construction/Maintenance, Bureau of Design, the Bureau of Quality and Safety, the IO, and the Regional Office where the project is located.
- b. For projects undertaken by the Regional Offices: one representative each from the Planning and Design Division, the Construction Division, the Maintenance Division, the Quality Assurance and Hydrology Division, and the District Office where the project is located.
- c. For projects undertaken by the District Offices: one representative each from the Planning and Design Section, the Construction Section, the Maintenance Section, and the Quality Assurance Section of the District Office.

The defects liability period shall be one year from project completion up to the final acceptance as prescribed under Section 62.2.1 of R.A. 9184.

The standard formats for the Certificate of Completion and the Final Completion Inspection Report shown in Annexes "A" and "B", respectively, shall be adopted.

Procedure for Issuance of Certificate of Completion

- a. Upon receipt of notice from the contractor that the project is completed, the Head of the IO shall instruct its Inspectorate Team to conduct an inspection of the project and to submit its Completion Inspection Report within fifteen (15) days, indicating any construction defects/deficiencies detected and the corresponding measures that

must be taken by the contractor to correct them. If no defects/deficiencies are detected, the report is considered as the Final Completion Inspection Report.

- b. Based on the Inspection Report, the Head of the IO shall issue to the contractor a Notice of Defects/Deficiencies and Required Corrective Repair Works, with the instructions for the contractor to commence the repair works within seven (7) days and to complete the works within thirty (30) days.
- c. Upon receipt of advice from the contractor that the defects and deficiencies indicated in the said Notice have been corrected, the Head of the IO shall instruct the Inspectorate Team to conduct an inspection of the project and to submit its Completion Inspection Report within seven (7) days. If the report shows that the defects/deficiencies have been satisfactorily corrected, the report is considered as the Final Completion Inspection Report. Otherwise, the process is repeated until the noted defects/deficiencies have been satisfactorily corrected.
- d. Upon the receipt of the Final Completion Inspection Report from the Inspectorate Team, the Head of the IO shall issue the Certificate of Completion of the project, certifying that the Project has been satisfactorily completed as of the date indicated in the Final Inspection Report.
- e. If no defects/deficiencies are noted by the Inspectorate Team upon the first inspection, the Team shall duly note this in the Final Inspection Report with appropriate commendation of the contractor and the DPWH supervision team.

Defects/deficiencies noted by the Quality Assurance Unit (QAU) during project implementation shall immediately be repaired by the contractor and be completed within thirty (30) days after receipt of notice thereof from the Head of the IO.

## **II. CERTIFICATE OF ACCEPTANCE**

The Certificate of Acceptance shall be issued by the Head of the Implementing Office after the one-year defects liability period, after all defects/deficiencies, if any, shall have been repaired by the Contractor to the satisfaction of the same Inspectorate Team as mentioned above and upon submission of the Warranty Certificate by the Contractor in accordance with the provisions of Sections 62.2.3.3 and 62.2.3.4.

The standard formats for the Certificate of Acceptance and the Final Acceptance Inspection Report shown in Annexes "C" and "D", respectively, shall be adopted.

### **Procedure for Issuance of Certificate of Acceptance**

- a. Upon receipt of notice from the contractor that the project is ready for inspection after the one-year Defects Liability Period from the issuance of the Certificate of Completion, the Head of the IO shall instruct its Inspectorate Team to conduct an inspection of the project and to submit its Inspection Report within fifteen (15) days, indicating any construction defects/deficiencies detected and the corresponding measures that must be taken by the contractor to correct them. If no defects/deficiencies are detected, the report is considered as the Final Acceptance Inspection Report.

- b. Based on the Inspection Report, the Head of the IO shall issue to the contractor a Notice of Defects/Deficiencies and Required Corrective Repair Works, with the instructions for the contractor to commence the repair works within seven (7) days and to complete the works within ninety (90) days.
- c. Upon receipt of advice from the contractor that the defects/deficiencies in the said Notice have been corrected, the Head of the IO shall instruct the Inspectorate Team to conduct an inspection of the project and to submit its Acceptance Inspection Report within seven (7) days. If the report shows that the defects/deficiencies have been satisfactorily corrected, the report is considered as the Final Acceptance Inspection Report. Otherwise, the process is repeated until the noted defects/deficiencies have been satisfactorily corrected.
- d. Upon the receipt of the Final Acceptance Report, the Head of the IO shall issue the Certificate of Acceptance.
- e. If no defects/deficiencies are noted by the Inspectorate Team upon the first inspection prior to the issuance of the Certificate of Acceptance, the Team shall duly note this in the Final Acceptance Inspection Report with appropriate commendation of the contractor and the DPWH supervision team.

The concerned Head of the Implementing Office shall see to it that this Order is strictly enforced. Failure to do so shall, after due process, make him and other officials/employees involved liable to the penalties prescribed for violation of reasonable office rules and regulations in Rule 10, Schedule of Penalties of the Revised Rules on Administrative Cases in the Civil Service dated December 2011.

This Order takes effect immediately and supersedes Department Order 40, Series of 2015.

  
**ROGELIO L. SINGSON**  
Secretary

Department of Public Works and Highways  
Office of the Secretary  
  
WIN5I02658

\_\_\_\_\_  
DATE**CERTIFICATE OF COMPLETION**

Contract ID No. : \_\_\_\_\_

Project Name and Location : \_\_\_\_\_  
\_\_\_\_\_

Contract Price (Original/Revised) : \_\_\_\_\_

Contractor : \_\_\_\_\_

Implementing Office : \_\_\_\_\_

The is to certify that the above stated project has been satisfactorily completed on \_\_\_\_\_ (date) \_\_\_\_\_ in accordance with the Plans and Specifications of the Contract based on the Final Completion Inspection Report of the Inspectorate Team dated \_\_\_\_\_.

This certification does not relieve the Contractor of his obligations and responsibilities in undertaking repair works on any defects/deficiencies that may occur in any section of the project during the one-year Defects Liability Period starting from the date of completion as herein stated. Neither is he relieved of his obligations and responsibilities pursuant to the provisions of R.A 9184.

\_\_\_\_\_  
Head  
Implementing Office

Conforme:

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
DATE**COMPLETION INSPECTION REPORT No. \_\_\_\_\_**  
**(Central Office)**

Contract ID No. : \_\_\_\_\_

Project Name and Location : \_\_\_\_\_  
\_\_\_\_\_

Contract Price (Original/Revised) : \_\_\_\_\_

Contractor : \_\_\_\_\_

Implementing Office : \_\_\_\_\_

Date of Inspection : \_\_\_\_\_

Findings : Provide here a Narrative of the Inspectorate Team's findings under this Completion Inspection Report. Indicate any defects/deficiencies observed by the Inspectorate Team and repair works done by the contractor. Attach the Previous Completion Inspection Reports if any. If the First Completion Inspection Report (No.1) shows no defects/deficiencies, use the Final Completion Inspection Report form instead of this report form.

Recommendation:

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_  
Bureau of Design\_\_\_\_\_  
Bureau of Construction/Maintenance\_\_\_\_\_  
Bureau of Quality and Safety\_\_\_\_\_  
Regional Office\_\_\_\_\_  
Implementing Office

\_\_\_\_\_  
DATE**COMPLETION INSPECTION REPORT No. \_\_\_\_\_**  
**(Regional Office)**

Contract ID No. : \_\_\_\_\_

Project Name and Location : \_\_\_\_\_  
\_\_\_\_\_

Contract Price (Original/Revised) : \_\_\_\_\_

Contractor : \_\_\_\_\_

Implementing Office : \_\_\_\_\_

Date of Inspection : \_\_\_\_\_

Findings : Provide here a Narrative of the Inspectorate Team's findings under this Completion Inspection Report. Indicate any defects/deficiencies observed by the Inspectorate Team and repair works done by the contractor. Attach the Previous Completion Inspection Reports if any. If the First Completion Inspection Report (No.1) shows no defects/deficiencies, use the Final Completion Inspection Report form instead of this report form.

Recommendation:

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\_\_\_\_\_  
\_\_\_\_\_.\_\_\_\_\_  
Construction Division\_\_\_\_\_  
Planning and Design Division\_\_\_\_\_  
Maintenance Division\_\_\_\_\_  
Quality Assurance and Hydrology Division\_\_\_\_\_  
District Office

\_\_\_\_\_  
DATE**COMPLETION INSPECTION REPORT No. \_\_\_\_\_**  
**(District Office)**

Contract ID No. : \_\_\_\_\_

Project Name and Location : \_\_\_\_\_  
\_\_\_\_\_

Contract Price (Original/Revised) : \_\_\_\_\_

Contractor : \_\_\_\_\_

Implementing Office : \_\_\_\_\_

Date of Inspection : \_\_\_\_\_

Findings : Provide here a Narrative of the Inspectorate Team's findings under this Completion Inspection Report. Indicate any defects/deficiencies observed by the Inspectorate Team and repair works done by the contractor. Attach the Previous Completion Inspection Reports if any. If the First Completion Inspection Report (No.1) shows no defects/deficiencies, use the Final Completion Inspection Report form instead of this report form.

Recommendation:

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\_\_\_\_\_.\_\_\_\_\_  
Planning and Design Section\_\_\_\_\_  
Construction Section\_\_\_\_\_  
Maintenance Section\_\_\_\_\_  
Quality Assurance Section

\_\_\_\_\_  
DATE

## FINAL COMPLETION INSPECTION REPORT (Central Office)

Contract ID No. : \_\_\_\_\_

Project Name and Location : \_\_\_\_\_  
\_\_\_\_\_

Contract Price (Original/Revised) : \_\_\_\_\_

Contractor : \_\_\_\_\_

Implementing Office : \_\_\_\_\_

Date of Inspection : \_\_\_\_\_

Findings : Provide here a Narrative Report of the Inspectorate Team's findings. Attach the Team's Previous Completion Inspection Report(s), indicating defects/ deficiencies observed by the Inspectorate Team and repair works done by the contractor. If the First Completion Inspection Report (No.1) shows no defects/deficiencies, include here the Team's commendation of the contractor and the DPWH Consultants' Supervision Team.

We, the undersigned members of the Inspectorate Team, conducted a joint inspection of the above stated project and found the same to be satisfactorily completed on \_\_\_\_\_ in accordance with the Plans and Specifications of the Contract.

\_\_\_\_\_  
Bureau of Design\_\_\_\_\_  
Bureau of Construction/Maintenance\_\_\_\_\_  
Bureau of Quality and Safety\_\_\_\_\_  
Regional Office\_\_\_\_\_  
Implementing Office



\_\_\_\_\_  
DATE**FINAL COMPLETION INSPECTION REPORT**  
**(Regional Office)**

Contract ID No. : \_\_\_\_\_

Project Name and Location : \_\_\_\_\_  
\_\_\_\_\_

Contract Price (Original/Revised) : \_\_\_\_\_

Contractor : \_\_\_\_\_

Implementing Office : \_\_\_\_\_

Date of Inspection : \_\_\_\_\_

Findings : Provide here a Narrative Report of the Inspectorate Team's findings. Attach the Team's Previous Completion Inspection Report(s), indicating defects/ deficiencies observed by the Inspectorate Team and repair works done by the contractor. If the First Completion Inspection Report (No.1) shows no defects/deficiencies, include here the Team's commendation of the contractor and the DPWH Consultants' Supervision Team.

We, the undersigned members of the Inspectorate Team, conducted a joint inspection of the above stated project and found the same to be satisfactorily completed on \_\_\_\_\_ in accordance with the Plans and Specifications of the Contract.

\_\_\_\_\_  
Construction Division\_\_\_\_\_  
Planning and Design Division\_\_\_\_\_  
Maintenance Division\_\_\_\_\_  
Quality Assurance and Hydrology Division\_\_\_\_\_  
District Office

\_\_\_\_\_  
DATE

## FINAL COMPLETION INSPECTION REPORT

(District Office)

Contract ID No. : \_\_\_\_\_

Project Name and Location : \_\_\_\_\_  
\_\_\_\_\_

Contract Price (Original/Revised) : \_\_\_\_\_

Contractor : \_\_\_\_\_

Implementing Office : \_\_\_\_\_

Date of Inspection : \_\_\_\_\_

Findings : Provide here a Narrative Report of the Inspectorate Team's findings. Attach the Team's Previous Completion Inspection Report(s), indicating defects/ deficiencies observed by the Inspectorate Team and repair works done by the contractor. If the First Completion Inspection Report (No.1) shows no defects/deficiencies, include here the Team's commendation of the contractor and the DPWH Consultants' Supervision Team.

We, the undersigned members of the Inspectorate Team, conducted a joint inspection of the above stated project and found the same to be satisfactorily completed on \_\_\_\_\_ in accordance with the Plans and Specifications of the Contract.

\_\_\_\_\_  
Planning and Design Section\_\_\_\_\_  
Construction Section\_\_\_\_\_  
Maintenance Section\_\_\_\_\_  
Quality Assurance Section

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DATE

## **CERTIFICATE OF ACCEPTANCE**

Contract ID No. : \_\_\_\_\_

Project Name and Location : \_\_\_\_\_  
\_\_\_\_\_

Contract Price (Original/Revised) : \_\_\_\_\_

Contractor : \_\_\_\_\_

Implementing Office : \_\_\_\_\_

Date of Certificate of Completion : \_\_\_\_\_

Based on the Final Acceptance Inspection Report of the Inspectorate Team dated \_\_\_\_\_, after the one-year Defects Liability Period, the project is free from defects/deficiencies which are due to poor workmanship, use of poor quality materials and non-compliance with the Plans and Specifications of the Contract.

In view hereof, we hereby certify that the project is accepted by this (*Name Implementing Office*) on \_\_\_\_\_.

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Implementing Office

DATE \_\_\_\_\_

**ACCEPTANCE INSPECTION REPORT No. \_\_\_\_\_**  
(Central Office)

Contract ID No. : \_\_\_\_\_

Project Name and Location : \_\_\_\_\_  
\_\_\_\_\_

Contract Price (Original/Revised) : \_\_\_\_\_

Contractor : \_\_\_\_\_

Implementing Office : \_\_\_\_\_

Date of Inspection : \_\_\_\_\_

Findings : Provide here a Narrative Report of the Inspectorate Team's findings. Attach the Team's Previous Acceptance Inspection Report(s), indicating defects/deficiencies after the one-year Defects Liability Period observed by the Inspectorate Team and repair works done by the contractor. If the First Acceptance Inspection Report (No.1) shows no defects/failures, use the Final Acceptance Inspection Report form instead of this report form.

Recommendation:

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\_\_\_\_\_.\_\_\_\_\_  
Bureau of Design\_\_\_\_\_  
Bureau of Construction/Maintenance\_\_\_\_\_  
Bureau of Quality and Safety\_\_\_\_\_  
Regional Office\_\_\_\_\_  
Implementing Office

\_\_\_\_\_  
DATE**ACCEPTANCE INSPECTION REPORT No. \_\_\_\_\_**  
**(Regional Office)**

Contract ID No. : \_\_\_\_\_

Project Name and Location : \_\_\_\_\_  
\_\_\_\_\_

Contract Price (Original/Revised) : \_\_\_\_\_

Contractor : \_\_\_\_\_

Implementing Office : \_\_\_\_\_

Date of Inspection : \_\_\_\_\_

Findings : Provide here a Narrative Report of the Inspectorate Team's findings. Attach the Team's Previous Acceptance Inspection Report(s), indicating defects/deficiencies after the one-year Defects Liability Period observed by the Inspectorate Team and repair works done by the contractor. If the First Acceptance Inspection Report (No.1) shows no defects/failures, use the Final Acceptance Inspection Report form instead of this report form.

Recommendation:

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\_\_\_\_\_  
\_\_\_\_\_.\_\_\_\_\_  
Construction Division\_\_\_\_\_  
Planning and Design Division\_\_\_\_\_  
Maintenance Division\_\_\_\_\_  
Quality Assurance and Hydrology Division\_\_\_\_\_  
District Office

\_\_\_\_\_  
DATE**ACCEPTANCE INSPECTION REPORT No. \_\_\_\_\_**  
(District Office)

Contract ID No. : \_\_\_\_\_

Project Name and Location : \_\_\_\_\_  
\_\_\_\_\_

Contract Price (Original/Revised) : \_\_\_\_\_

Contractor : \_\_\_\_\_

Implementing Office : \_\_\_\_\_

Date of Inspection : \_\_\_\_\_

Findings : Provide here a Narrative Report of the Inspectorate Team's findings. Attach the Team's Previous Acceptance Inspection Report(s), indicating defects/deficiencies after the one-year Defects Liability Period observed by the Inspectorate Team and repair works done by the contractor. If the First Acceptance Inspection Report (No.1) shows no defects/failures, use the Final Acceptance Inspection Report form instead of this report form.

Recommendation:

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\_\_\_\_\_  
\_\_\_\_\_.\_\_\_\_\_  
Planning and Design Section\_\_\_\_\_  
Construction Section\_\_\_\_\_  
Maintenance Section\_\_\_\_\_  
Quality Assurance Section

\_\_\_\_\_  
DATE

## FINAL ACCEPTANCE INSPECTION REPORT (Central Office)

Contract ID No. : \_\_\_\_\_

Project Name and Location : \_\_\_\_\_  
\_\_\_\_\_

Contract Price (Original/Revised) : \_\_\_\_\_

Contractor : \_\_\_\_\_

Implementing Office : \_\_\_\_\_

Date of Inspection : \_\_\_\_\_

Date of Certificate of Completion : \_\_\_\_\_

Findings : Provide here a Narrative Report of the Inspectorate Team's findings. Attach the Team's Previous Acceptance Inspection Report(s), indicating defects/deficiencies after the Defects Liability Period observed by the Inspectorate Team and repair works done by the contractor.

We, the undersigned members of the Inspectorate Team, conducted a final inspection on the above stated project after the one-year Defects Liability Period, and found the project to be free from any defects/deficiencies that are due to poor workmanship, use of poor quality materials and non-compliance with Plans and Specification of the Contract.

\_\_\_\_\_  
Bureau of Design\_\_\_\_\_  
Bureau of Construction/Maintenance\_\_\_\_\_  
Bureau of Quality and Safety\_\_\_\_\_  
Regional Office\_\_\_\_\_  
Implementing Office

\_\_\_\_\_  
DATE

## FINAL ACCEPTANCE INSPECTION REPORT (Regional Office)

Contract ID No. : \_\_\_\_\_

Project Name and Location : \_\_\_\_\_  
\_\_\_\_\_

Contract Price (Original/Revised) : \_\_\_\_\_

Contractor : \_\_\_\_\_

Implementing Office : \_\_\_\_\_

Date of Inspection : \_\_\_\_\_

Date of Certificate of Completion : \_\_\_\_\_

Findings : Provide here a Narrative Report of the Inspectorate Team's findings. Attach the Team's Previous Acceptance Inspection Report(s), indicating defects/deficiencies after the Defects Liability Period observed by the Inspectorate Team and repair works done by the contractor.

We, the undersigned members of the Inspectorate Team, conducted a final inspection on the above stated project after the one-year Defects Liability Period, and found the project to be free from any defects/deficiencies that are due to poor workmanship, use of poor quality materials and non-compliance with Plans and Specification of the Contract.

\_\_\_\_\_  
Construction Division\_\_\_\_\_  
Planning and Design Division\_\_\_\_\_  
Maintenance Division\_\_\_\_\_  
Quality Assurance and Hydrology Division\_\_\_\_\_  
District Office



\_\_\_\_\_  
DATE

## FINAL ACCEPTANCE INSPECTION REPORT (District Office)

Contract ID No. : \_\_\_\_\_

Project Name and Location : \_\_\_\_\_  
\_\_\_\_\_

Contract Price (Original/Revised) : \_\_\_\_\_

Contractor : \_\_\_\_\_

Implementing Office : \_\_\_\_\_

Date of Inspection : \_\_\_\_\_

Date of Certificate of Completion : \_\_\_\_\_

Findings : Provide here a Narrative Report of the Inspectorate Team's findings. Attach the Team's Previous Acceptance Inspection Report(s), indicating defects/deficiencies after the Defects Liability Period observed by the Inspectorate Team and repair works done by the contractor.

We, the undersigned members of the Inspectorate Team, conducted a final inspection on the above stated project after the one-year Defects Liability Period, and found the project to be free from any defects/deficiencies that are due to poor workmanship, use of poor quality materials and non-compliance with Plans and Specification of the Contract.

\_\_\_\_\_  
Planning and Design Section\_\_\_\_\_  
Construction Section\_\_\_\_\_  
Maintenance Section\_\_\_\_\_  
Quality Assurance Section



Republic of the Philippines  
**DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS**  
**OFFICE OF THE SECRETARY**  
Bonifacio Drive, Port Area, Manila

**NOTICE OF DEFECTS/DEFICIENCIES**

(*Date of Issuance*)

(*Name of the Contractor*)

(*Address of the Contractor*)

(*Fax and Contact Number of the Contractor*)

Dear Sir / Madame:

Based on the Inspection Report for the (*Project Name and Location*), you are hereby directed to commence the repair works within seven (7) days and to complete the works within ninety (90) days on the following defects and deficiencies.

1. (*Defects and Deficiencies*)
2. (*Defects and Deficiencies*)
3. (*Defects and Deficiencies*)

Very truly yours,

(*Name*)

(*Designation*)

Head, Implementing Office

Conforme: (*Name of Contractor*)

\_\_\_\_\_  
Signature over Printed Name