



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

097.13 DPWH  
01.15.2020

JAN 07 2020

DEPARTMENT ORDER )  
)

**SUBJECT: Guidelines for the Calibration and  
Registration of Engineering Survey  
Equipment of the DPWH Implementing  
Offices**

NO. **12** )  
)  
Series of 2020 *01.15.2020*

In order to ensure the reliability and accuracy of survey results of the engineering survey equipment used in various DPWH Infrastructure projects, survey equipment should be registered and regularly calibrated. To ensure that only fully calibrated survey equipment are used in the conduct of engineering surveys, the following provisions are hereby prescribed:

1. Survey equipment such as Global Navigational Satellite System (GNSS) Equipment, Total Station, Digital Level and Smart Stations shall not be used in the DPWH projects without a valid Certificate of Calibration.
2. Calibration shall be conducted on a regular basis as indicated in the Certificate of Calibration of the above-mentioned survey equipment from the Authorized Service Center.
3. Above-mentioned equipment owned by the Department shall be registered with the Land Management Bureau (LMB)/Land Management Service (LMS) of the Department of Environment and Natural Resources.
4. All Unmanned Aerial Vehicles (UAVs) / Remotely Piloted Aircraft (RPAs) / Drones, either for survey, inspection, monitoring and documentation purposes, shall be registered with the Bureau of Design (BOD) for inventory and monitoring purposes using the attached Registration Form.
5. DPWH Regional Offices shall be responsible in ensuring that the survey equipment of their respective District Engineering Offices have a valid Certificate of Calibration, and shall submit to BOD the status of calibration every end of the year.
6. Consultants involved in the engineering surveys of DPWH infrastructure projects shall also ensure that all engineering survey equipment mentioned above and used in the project shall be registered with the LMB and duly calibrated.

This Order shall take effect immediately.

**MARK A. VILLAR**  
Secretary

*[Signature]*  
**EMIL K. SADAIN, CESO I**  
Undersecretary for UPMO Operations  
and Technical Services  
Officer-In-Charge

5.1. AMD/EKS

Department of Public Works and Highways  
Office of the Secretary



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Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**CENTRAL OFFICE**  
Port Area, Manila

**UNMANNED AERIAL VEHICLE (UAV)/ DRONE  
REGISTRATION FORM**

In compliance with Department Order No. 12, series of 2020 - Calibration and Registration of Engineering Survey Equipment, request is hereby made for registration of:

Property No.: \_\_\_\_\_

Serial No.: \_\_\_\_\_

Date of Acquisition: \_\_\_\_\_

Brand and Model: \_\_\_\_\_

End User/Position: \_\_\_\_\_

Attachments: ☐ Photo of the Equipment

☐ Property Acknowledgement Receipt

Submitted by:

\_\_\_\_\_  
District Engineer/Regional Director

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To be filled up by the BOD:

Date of Registration: \_\_\_\_\_

Registration No.: \_\_\_\_\_

Approved by:

\_\_\_\_\_  
Bureau Director