



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

097.13DPWH

12.12.17

11 DEC 2017

DEPARTMENT ORDER )  
NO. 142 )  
Series of 2017 § 12.12.2017 )

**SUBJECT: Implementation of the Document Tracking System (DoTS) for Civil Works Projects**

In line with the Department's thrust to fast track the completion of projects and to be transparent in its operations, all offices involved in the processing of documents in the procurement and implementation of local and foreign-assisted civil works projects undertaken by Unified Project Management Offices (UPMOs), Bureaus, Region and District Engineering Offices shall utilize the Document Tracking System (DoTS). The following civil works documents are covered by the system:

1. As-Built Plans
2. Detailed Engineering Design Plans (Preliminary Plans/Final Plans)
3. As-Staked / Revised Plans
4. Specifications
5. Program-of Work (POW)
6. Approved Budget for Contract (ABC)
7. Award and Signing of Contract (Foreign Assisted)
8. Award and Signing of Contract (Locally Funded)
9. Award and Signing of Negotiated Contract
10. Special Allotment Release Order (SARO) for Sub-allotment
11. Verification of Bond Extension
12. Change Order/Extra Work Order
13. Final Variation Order
14. Contract Time Extension/Work Suspension/Work Resumption Order
15. PERT/CPM/PDM
16. Memorandum of Agreement (MOA)/Memorandum of Understanding (MOU)
17. IROW Payment (For PPP/TRB Projects)
18. IROW Payment (For UPMO Projects)
19. IROW Payment with RAP
20. Advance Payment
21. First Payment/Final Payment
22. Interim Progress Payment
23. Release of Retention
24. Price Escalation Payment

Processing cycle starts in the preparation of these documents until the signing of the approving official.

All documents covered shall be registered in the DoTS. Consequently, all requesting offices shall submit their DoTS documents to the designated DoTS Center which shall register the document into the DoTS and forward the same to the concerned processing office.

All Contractors / ROs / DEOs / UPMOs are advised to inform their respective Liaison Officers of this submission procedure and documents without the DoTS header will be returned to the requesting office without action. In the flow of documents from one implementing/processing office to another, the one sending the document is responsible in ensuring that the said document is received by the concerned receiving office.

The processing of documents within the Central Office shall be undertaken by the concerned offices in accordance with the activity and prescribed time contained in Annex A and with the implementing guidelines contained in Annex B.

Regional documents to be processed within the Central Office shall be undertaken by the concerned offices in accordance with the activity and prescribed time contained in Annex C and with the implementing guidelines contained in Annex D.

Documents to be processed within the Regional Office shall observe the prescribed time contained in Annex E and the implementing procedures contained in Annex F.

DEO documents to be processed within the Regional Office shall be undertaken by the concerned offices in accordance with the activity and prescribed time contained in Annex G and with the implementing guidelines contained in Annex H.


District Engineers shall create a DEO DoTS Center wherein DEO transactions will be registered. District Engineering Offices shall be undertaken by the concerned offices in accordance with the activity and prescribed time contained in Annex I and with the implementing guidelines contained in Annex J.

The checklist of required supporting documents and attachments for the DoTS is contained in Annex K.

The Memorandum dated 19 January 2004 which provides for "Additional Guidelines on the Imposition of Administrative Sanctions on Erring DPWH Officials and Employees Involved in Project Implementation and Processing of Project Documents" (Annex L) shall be strictly observed in the implementation of the DoTS.

The DoTS Evaluation Committee created under Special Order No. 100, Series of 2015, is hereby authorized to make necessary changes in the annexes hereof in coordination with the implementing offices.

This Order supersedes Department Order No. 70, series of 2017, and takes effect immediately.

  
**MARK A. VILLAR**  
Secretary

Department of Public Works and Highways  
Office of the Secretary



WIN7P01589

11.1.1 JPP/BEY

**As-Built Plans<sup>1</sup>**

Activity	Office	Prescribed Time (wd)
Review and Endorse	Implementing Office	15
Approve	USEC Concerned	8
<b>Total</b>		<b>23</b>

**Detailed Engineering Design Plans (Preliminary)**

Activity	Office	Prescribed Time (wd)			
		P50M	P100M	P200M	Above 200M
Review and Endorse	Implementing Office	5	5	5	5
Review and Approve	Bureau of Design	12	17	20	23
<b>Total</b>		<b>17</b>	<b>22</b>	<b>25</b>	<b>28</b>

**Detailed Engineering Design Plans (Final)**

Activity	Office	Prescribed Time (wd)			
		P50M	P100M	P200M	Above 200M
Review and Endorse	Implementing Office	5	5	5	5
Review and Endorse / Review and Approve	Bureau of Design	10	14	18	20
Recommend Approval / Approve	ASEC for Technical Services	N/A	2	2	2
Approve	USEC for Technical Services	N/A	N/A	2	2
<b>Total</b>		<b>15</b>	<b>21</b>	<b>27</b>	<b>29</b>

**As-Staked Plans<sup>2</sup>**

Activity	Office	Prescribed Time (wd)			
		P50M	P100M	P200M	Above 200M
Review and Endorse	Implementing Office	5	5	5	5
Review and Endorse / Review and Approve	Bureau of Design	8	12	16	18
Recommend Approval / Approve	ASEC for Technical Services	N/A	2	2	2
Approve	USEC for Technical Services	N/A	N/A	2	2
<b>Total</b>		<b>13</b>	<b>19</b>	<b>25</b>	<b>27</b>

<sup>1</sup> Per DO 38, S. 2016, As-Built Plans shall be submitted by the Contractor upon reaching 95% completion of the project.

<sup>2</sup> For projects undertaken by the Contractor, As-Staked Plans shall be jointly prepared by the Contractor and Construction Section.

**Revised Plans<sup>3</sup>**

Activity	Office	Prescribed Time (wd)			
		P50M	P100M	P200M	Above 200M
Review and Endorse	Implementing Office	5	5	5	5
Review and Endorse / Review and Approve	Bureau of Design	10	14	16	18
Recommend Approval / Approve	ASEC for Technical Services	N/A	2	2	2
Approve	USEC for Technical Services	N/A	N/A	2	2
<b>Total</b>		<b>15</b>	<b>21</b>	<b>25</b>	<b>27</b>

**Specifications**

Activity	Office	Prescribed Time (wd)
Review and Endorse	Implementing Office	3
Review and Endorse	Bureau of Research and Standards	10
Recommend Approval	ASEC for Technical Services	1
Recommend Approval	USEC for Technical Services	1
Approve	Secretary	3
<b>Total</b>		<b>18</b>

**Program of Works (POW) and Approved Budget for Contract (ABC)**

Activity	Office	Prescribed Time (wd)		
		P50M	P100M	P200M & Above
Coordinate, Review and Endorse	Implementing Office	9	9	9
Review and Endorse / Review and Approve	Bureau of Construction	6	5	5
Recommend Approval / Approve	ASEC for Technical Services	N/A	3	2
Approve	USEC for Technical Services	N/A	N/A	3
<b>Total</b>		<b>15</b>	<b>17</b>	<b>19</b>

<sup>3</sup>Partial revision, if total revision refers to Detailed Design Plan timeline

**Award and Signing of Contract (Foreign Assisted)**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Evaluate, Post Qualify bids and Deliberate	Bids and Award Committee	19
Prepare Notice of Disqualification	Procurement Service	1
Sign (including initial of members)	Bids and Award Committee	2
Prepare Resolution of Award (ROA)	Procurement Service	1
Sign ROA (including signature of members)	Bids and Award Committee	2
Approve ROA	HOPE/USEC for UPMO Operations	2
Transmit ROA to Lending Institution	Implementing Office	1
Concur ROA	Lending Institution	-
Prepare Notice of Award (NOA)	Procurement Service	1
Sign NOA	HOPE/USEC for UPMO Operations	2
Post to DPWH & PhilGEPS websites	Procurement Service	1
<ul style="list-style-type: none"> <li>• Transmit NOA to Contractor</li> <li>• Prepare and endorse draft Contract to Lending Institution</li> <li>• Verify Project ID</li> <li>• Prepare Request to Procurement Service (PrS) for verification of Performance Security (Surety Bond/LOC/Bank Guarantee), CARI</li> </ul>	Implementing Office	8
Prepare letter request for Confirmation and transmit to Surety Company/Bank (Main Office)	Procurement Service	1
Confirm authenticity and validity of Performance Security	Surety Company/Bank	-
Verify and Prepare Certification	Procurement Service	2
Review and Endorse Contract	Implementing Office	2
Concur Contract	Lending Institution	-
Issue ORS, Prepare CAF and Sign as witness	Finance Service	3
Review and Recommend Contract	Bureau of Construction/Bureau of Maintenance	3
Enter into Contract (including legal review)	USEC for UPMO Operations	2
Prepare Notice to Proceed (NTP)	Implementing Office	1
Sign NTP	USEC for UPMO Operations	1
Transmit NTP to Contractor	Implementing Office	1
<b>Total</b>		<b>56</b>

**Award and Signing of Contract (Locally Funded)<sup>4</sup>**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Evaluate, Post Qualify bids and Deliberate	Bids and Award Committee	19
Prepare Notice of Disqualification	Procurement Service	1
Sign (including initial of members)	Bids and Award Committee	2
Prepare Resolution of Award (ROA) and Notice of Award (NOA)	Procurement Service	1
Sign ROA (including signature of members)	Bids and Award Committee	2
Approve ROA and Sign NOA	HOPE/USEC Concerned	2
Post to DPWH & PhilGEPS websites	Procurement Service	1
<ul style="list-style-type: none"> <li>• Transmit NOA to Contractor</li> <li>• Prepare and endorse draft Contract to Lending Institution</li> <li>• Verify Project ID</li> <li>• Prepare Request to Procurement Service (PrS) for verification of Performance Security (Surety Bond/LOC/Bank Guarantee), CARI</li> </ul>	Implementing Office	8
Prepare letter request for Confirmation and transmit to Surety Company/Bank (Main Office)	Procurement Service	1
Confirm authenticity and validity of Performance Security	Surety Company/Bank	-
Verify and Prepare Certification	Procurement Service	2
Review, Sign and Endorse Contract	Implementing Office	2
Issue ORS, Prepare CAF and Sign as witness	Finance Service	3
Review and Recommend Contract	Bureau of Construction/Bureau of Maintenance	3
Enter into Contract (including legal review)	USEC Concerned	2
Prepare Notice to Proceed (NTP)	Implementing Office	1
Sign NTP	USEC Concerned	1
Transmit NTP to Contractor	Implementing Office	1
<b>Total</b>		<b>52</b>

<sup>4</sup>Applicable to Negotiated Contract due to Two (2) failed bidding or Terminated/Rescind

**Award and Signing of Negotiated Contract<sup>5</sup>**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Deliberate	Bids and Award Committee	1
Prepare Resolution of Award (ROA) and Notice of Award (NOA)	Procurement Service	2
Sign ROA (including signature of members)	Bids and Award Committee	2
Approve ROA and Sign NOA	HOPE/USEC Concerned	1
Post to DPWH & PhilGEPS website	Procurement Service	1
<ul style="list-style-type: none"> <li>• Transmit NOA to Contractor</li> <li>• Prepare and endorse draft Contract to Lending Institution</li> <li>• Verify Project ID</li> <li>• Prepare Request to Procurement Service (PrS) for verification of Performance Security/Bond (Surety Bond/LOC/Bank Guarantee), CARI</li> </ul>	Implementing Office	8
Prepare letter request for Confirmation and transmit to Surety Company/Bank (Main Office)	Procurement Service	1
Confirm authenticity and validity of Performance Security/Bond	Surety Company/Bank	-
Verify and Prepare Certification	Procurement Service	2
Review and Endorse Contract	Implementing Office	2
Issue ORS, Prepare CAF and Sign as witness	Finance Service	3
Review and Recommend Contract	Bureau of Construction/Bureau of Maintenance	3
Enter into Contract (including legal review)	USEC Concerned	2
Prepare Notice to Proceed (NTP)	Implementing Office	1
Sign NTP	USEC Concerned	1
Transmit NTP to Contractor	Implementing Office	1

**Total****31**

**Special Allotment Release Order (SARO) for Sub-allotment**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Prepare Memo	Finance Service	1
<ul style="list-style-type: none"> <li>• Receive Memorandum and SARO</li> <li>• Distribute to RO Coordinators and Prepare and Recommend Approval of Memorandum to FS for Release of SARO</li> </ul>	USEC for Planning	4
Approve	USEC Concerned	2
Receive approved Memo, Generate, Sign and Issue SAA to RO/DEO	Finance Service	2
<b>Total</b>		<b>9</b>

Note: The FS activity to prepare memo for PS will be tracked by DoTS internally using SARO date of receipt.  
<sup>5</sup>For Negotiated Contract due to Emergency or Adjacent/Contiguous to an on-going Infra Project

**Verification of Bond Extension**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Receive Performance Security/Bond and Prepare Request to Procurement Service (PrS) for verification of Performance Security/Bond (Surety Bond/LOC/Bank Guarantee), CARI	Implementing Office	1
Prepare letter of Confirmation and Transmit to Bonding Company/Bank	Procurement Service	1
Concur Performance Security/Bond	Bonding Company/Bank	-
Verify and Prepare Certification	Procurement Service	1
<b>Total</b>		<b>3</b>

**Change Order/Extra Work Order**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Receive Request from Contractor/Consultant, Prepare, Review and Endorse	Implementing Office	7
Review and Endorse	Bureau of Design	5
Review and Endorse*	Bureau of Construction	5
Issue ORS and CAF (for Positive C.O. / E.W.O.)	Finance Service	2
Recommend Approval	ASEC for Technical Services	2
Approve	USEC for Technical Services	2
<b>Total</b>		<b>23</b>

\*If BOC is not the Implementing Office.



**Final Variation Order**

Activity	Office	Prescribed Time (wd)
Receive Request from Contractor/Consultant, Prepare, Review and Endorse	Implementing Office	7
Review and Endorse	Bureau of Design	6
Review and Endorse*	Bureau of Construction	6
Issue ORS and CAF (for Positive Variation)	Finance Service	2
Recommend Approval	ASEC for Technical Services	2
Approve	USEC for Technical Services	2
<b>Total</b>		<b>25</b>

\*If BOC is not the Implementing Office.

**Contract Time Extension/Work Suspension Order/Work Resumption Order<sup>6</sup>**

Activity	Office	Prescribed Time (wd)		
		Up to 60 cd	61-90 cd	Above 90 cd
Receive Request from Contractor/Consultant, Prepare, Review and Endorse/Approve	Implementing Office	7	7	7
Review and Endorse*	Bureau of Construction	N/A	5	5
Recommend Approval/Approve	ASEC for Concerned	N/A	2	2
Approve	USEC Concerned	N/A	N/A	2
<b>Total</b>		<b>7</b>	<b>14</b>	<b>16</b>

<sup>6</sup>Shall be approved by the Head of Implementing Office as per DO 144, S. 2016

\*If BOC is not the Implementing Office.

**PERT/CPM/PDM**

Activity	Office	Prescribed Time (wd)
Receive, Review and Endorse	Implementing Office	3
Review and Endorse	Bureau of Construction	3
Recommend Approval	ASEC for Concerned	1
Approve	USEC for Concerned	1
<b>Total</b>		<b>8</b>

**MOA/MOU**

Activity	Office	Prescribed Time (wd)
Receive, Review and Endorse	BOC/BOM/PS/UPMO	7
Recommend Approval	ASEC Concerned	2
Recommend Approval	USEC Concerned	2
Approve (including review of the Legal Staff)	Secretary	3
<b>Total</b>		<b>14</b>

**IROW Payment (For PPP/TRB Projects)**

Activity	Office	Prescribed Time (wd)
Receive and Evaluate documents, and Prepare and Sign as Witness of Deed of Sale	LS	6
Issue ORS, Prepare CAF and Sign as Witness	FS	3
Sign Deed of Sale as Contracting Party	PPPS	1
Prepare, Sign and Certify DV (Box A)	LS	2
Approve DV	PPPS	1
Process, record, and sign	FS	5
Prepare check and Sign	HRAS	2
<b>Total</b>		<b>20</b>

**IROW Payment (For UPMO Projects)**

Activity	Office	Prescribed Time (wd)	
		75M & Below	Above 75M
Receive and Evaluate documents	UPMO	1	1
Prepare and Approve Task Force/ROW Team Resolution, Prepare and Sign Deed of Sale	UPMO	5	5
Issue ORS, Prepare CAF and Sign as Witness	FS	3	3
Prepare and Sign DV	UPMO	1	1
Certify DV (Box A)	UPMO <sup>1</sup>	1	1
Approve DV	UPMO <sup>2</sup>	1	
Process, record, and sign	FS	5	5
Approve DV	USEC		1
Prepare check and Sign	HRAS	2	2
<b>Total</b>		<b>19</b>	<b>19</b>

<sup>1</sup>For 75M & Below, by Concerned Project Manager; For Above 75M, by Concerned Cluster Director.

<sup>2</sup>For 75M & Below, by Concerned Cluster Director; For Above 75M, by Undersecretary for UPMO.

**Advance Payment**

Activity	Office	Prescribed Time (wd)
Receive Request, Review and Endorse DV	Implementing Office	3
Process, Record and Sign DV	Finance Service	4
Certify DV (Box A)	ASEC for Operations	2
Approve DV	USEC for Operations	2
Prepare, Process and Sign LDDAP-ADA	Finance Service	1
Sign LDDAP-ADA (ADA portion)	Human Resource and Administrative Service	1
<b>Total</b>		<b>13</b>

**First Payment/Final Payment**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Receive Request, Review, Endorse Certificate of Monthly Payment, Statement of Work Accomplished, Prepare DV and other supporting documents	Implementing Office	3
Recommend Approval	ASEC for Operations	1
Approve Certificate of Monthly Payment	USEC for Operations	1
Process, Record and Sign DV	Finance Service	6
Certify DV (Box A)	ASEC for Operations	1
Approve DV	USEC for Operations	1
Prepare, Process and Sign LDDAP-ADA	Finance Service	1
Sign LDDAP-ADA (ADA portion)	Human Resource and Administrative Service	1
<b>Total</b>		<b>15</b>

**Interim Progress Payment**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Receive Request, Review, Endorse Certificate of Monthly Payment, Statement of Work Accomplished, Prepare DV and other supporting documents	Implementing Office	3
Recommend Approval	ASEC for Operations	1
Approve Certificate of Monthly Payment	USEC for Operations	1
Process, Record and Sign DV	Finance Service	5
Certify DV (Box A)	ASEC for Operations	1
Approve DV	USEC for Operations	1
Prepare, Process and Sign LDDAP-ADA	Finance Service	1
Sign LDDAP-ADA (ADA portion)	Human Resource and Administrative Service	1
<b>Total</b>		<b>14</b>

**Release of Retention**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Review and Endorse	Implementing Office	3
Process, Record and Sign DV	Finance Service	4
Certify DV (Box A)	ASEC for Operations	1
Approve DV	USEC for Operations	1
Prepare, Process and Sign LDDAP-ADA	Finance Service	1
Sign LDDAP-ADA (ADA portion)	Human Resource and Administrative Service	1
<b>Total</b>		<b>11</b>

**Price Escalation Payment**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Receive, Review and Endorse Request for Payment of Approved Price Escalation	Implementing Office	2
Process, Record and Sign DV	Finance Section	5
Certify DV (Box A)	ASEC for Operations	1
Approve DV	USEC for Operations	1
Prepare, Process and Sign LDDAP-ADA	Finance Section	1
Sign LDDAP-ADA (ADA portion)	Human Resource and Administrative Service	1
<b>Total</b>		<b>11</b>

**CO DoTS IMPLEMENTING GUIDELINES**  
**Processing Offices**

<b>Doer</b>	<b>Activity</b>
Contractor	<ol style="list-style-type: none"> <li>1. Use ear tags for each attached supporting document and arrange sequentially according to checklist.</li> <li>2. Submit DoTS documents to the DoTS Center.</li> </ol>
DoTS Center	<ol style="list-style-type: none"> <li>3. Check completeness of supporting documents and other attachments.</li> <li>4. Return incomplete document to the Contractor/IO immediately within the day.</li> <li>5. Otherwise, register document into DoTS.</li> <li>6. Issue a receipt to the Contractor/IO.</li> <li>7. Print the DoTS Header and attach to the document.</li> <li>8. Forward the documents to the Implementing Office (IO).</li> </ol>
Implementing Office (IO)	<ol style="list-style-type: none"> <li>9. Assign approving officials.</li> <li>10. Forward the document to the succeeding office.</li> <li>11. Ensure that document sent was received by the succeeding processing office within the next 24 hours.</li> </ol>
Processing Office/Approving Official	<ol style="list-style-type: none"> <li>12. Check for the DoTS Header. For documents with no DoTS Header, return the document to the implementing office.</li> <li>13. Return incomplete document to the office concerned within the day.</li> <li>14. Otherwise, process document.</li> <li>15. Forward the document to the succeeding office.</li> <li>16. Ensure that document sent was received by the succeeding processing office within the next 24 hours.</li> </ol>
Office of the Secretary	<ol style="list-style-type: none"> <li>17. Record documents with no DoTS Header.</li> <li>18. Forward list of documents with no DoTS Header to the DoTS Center every end of the month.</li> </ol>
Implementing Office	<ol style="list-style-type: none"> <li>19. Close the transaction in the DoTS upon completion of the process.</li> </ol>

**DoTS RO TO CO SYSTEM PRESCRIBED TIME****Detailed Engineering Design Plans**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Receive Request, Review and Endorse	Bureau of Design	20
Recommend Approval	ASEC for Technical Services	2
Approve	USEC for Technical Services	2
<b>TOTAL</b>		<b>24</b>

**As-Staked / Revised Plans**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Receive Request, Review and Endorse	Bureau of Design	16
Recommend Approval	ASEC for Technical Services	2
Approve	USEC for Technical Services	2
<b>TOTAL</b>		<b>20</b>

**Program of Works (POW) and Approved Budget for Contract (ABC)**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Receive Request, Review and Endorse	Bureau of Construction	5
Recommend Approval	ASEC for Technical Services	2
Approve	USEC for Technical Services	2
<b>TOTAL</b>		<b>9</b>

**Change Order/Extra Work Order**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Receive Request, Review and Endorse	Bureau of Design	5
Review and Endorse	Bureau of Construction	5
Recommend Approval	ASEC for Technical Services	2
Approve	USEC for Technical Services	2
<b>TOTAL</b>		<b>14</b>

**Final Variation Order**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Receive Request, Review and Endorse	Bureau of Design	6
Review and Endorse	Bureau of Construction	6
Recommend Approval	ASEC for Technical Services	2
Approve	USEC for Technical Services	2
<b>TOTAL</b>		<b>16</b>

**DoTS RO TO CO SYSTEM PRESCRIBED TIME**

**Contract Time Extension/Work Suspension Order**

Activity	Office	Prescribed Time (wd)	
		61-90 cd	Above 90 cd
Receive Request, Review and Endorse	Bureau of Construction	5	5
Recommend Approval/Approve	ASEC for Regional Operations	2	2
Approve	USEC for Regional Operations	N/A	2
<b>TOTAL</b>		<b>7</b>	<b>9</b>

**PERT/CPM/PDM**

Activity	Office	Prescribed Time (wd)
Receive Request, Review and Endorse	Bureau of Construction	3
Recommend Approval	ASEC for Technical Services	1
Approve	USEC for Technical Services	1
<b>TOTAL</b>		<b>5</b>

**MOA/MOU**

Activity	Office	Prescribed Time (wd)
Receive Request, Review and Endorse	Bureau of Construction/ Bureau of Maintenance	3
Recommend Approval	ASEC for Regional Operations	2
Recommend Approval	USEC for Regional Operations	2
Approve (including review of the Legal Service)	Secretary	3
<b>TOTAL</b>		<b>10</b>

**Signing of Contract (Locally Funded)**

Activity	Office	Prescribed Time (wd)
Receive Request, Review and Endorse	Bureau of Construction/ Bureau of Maintenance	3
Initial	ASEC for Regional Operations	2
Enter into Contract (including legal review)	USEC for Regional Operations	2
Prepare Notice to Proceed (NTP)	Implementing Office	1
Sign NTP	USEC Concerned	1
Transmit NTP to Contractor	Implementing Office	1
<b>Total</b>		<b>10</b>

**RO to CO DoTS IMPLEMENTING GUIDELINES**  
**Processing Offices**

<b>Doer</b>	<b>Activity</b>
Regional Office	1. Submit DoTS Documents to the Central Office (CO) DoTS Center (DC).
CO DoTS Center	2. Check completeness of supporting documents and attachments 3. Return incomplete document to the Regional Office (RO) immediately within the day. 4. Otherwise, register document into DoTS. 5. Issue a receipt to the RO Liaison Officer. 6. Print the DoTS Header and attach to the document. 7. Forward the document to the Processing Office (PO).
Processing Office/Approving Official	8. Check for the DoTS Header. For documents with no DoTS Header, forward the document to the CO DC. 9. Forward the document to the succeeding office. 10. Ensure that document sent was received by the succeeding processing office within the next 24 hours. 11. In case of corrections/modifications, fax transmittal letter stating the required action to the RO, keep documents and return DoTS documents to RO DoTS Center.
Regional Office DoTS Center	12. For returned documents, comply required action. Submit deficiencies to the Reviewing/Processing Office within 3 days.
Office of the Secretary	13. Record documents with no DoTS Header. 14. Forward list of documents with no DoTS Header to the CO DoTS Center every end of the month.
Implementing Office	15. Close the transaction in the DoTS.



**Detailed Engineering Design Plans by Administration**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Prepare and Review Plans	Planning & Design Division	
Per km of Roads		8
Per Bridge		
▪ 1 span		18
▪ Additional span		+5/span
Per Building		
▪ Standard School Building		7
▪ Standard School Building with modification		12
▪ Other Buildings		22
Flood Control (per project)		15
Recommend Approval	Asst. Regional Director	1
Approve	Regional Director	1

**Detailed Engineering Design Plans by Consultant**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Receive, Review and Endorse Plans	Planning & Design Division	
Per km of Roads		3
Per Bridge		
▪ 1 span		5
▪ Additional span		+2/span
Per Building		
▪ Building (Other than Standard School Building)		10
Flood Control (per project)		5
Recommend Approval	Asst. Regional Director	1
Approve	Regional Director	1

**As-Staked Plan<sup>1</sup>**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Receive, Review and Endorse Plans	Construction Division	7
Review and Endorse Plans	Planning & Design Division	
Per km of Roads		2
Per Bridge		
▪ 1 span		2
▪ Additional span		+1/span
Per Building		5
Flood Control (per project)		5
Recommend Approval	Asst. Regional Director	1
Approve	Regional Director	1

<sup>1</sup>For projects undertaken by the Contractor, As-Staked Plans shall be jointly prepared by the Contractor and Construction Section.

**Revised Plan<sup>2</sup>**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Receive, Review and Endorse Plans	Construction Division	5
Review and Endorse Plans	Planning & Design Division	
Roads (per project)		5
Bridge (per project)		5
Building (per project)		3
Flood Control (per project)		5
Recommend Approval	Asst. Regional Director	1
Approve	Regional Director	1

**As-Built Plan<sup>3</sup>**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Receive, Review and Endorse Plans	Construction Division	10
Recommend Approval	Asst. Regional Director	1
Approve	Regional Director	1
<b>Total</b>		<b>12</b>

**Program of Works (POW) and Approved Budget for Contract (ABC)**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Prepare and Endorse	Planning & Design Division	3
Recommend Approval	Asst. Regional Director	1
Approve	Regional Director	1
<b>Total</b>		<b>5</b>

<sup>2</sup>Partial revision, if total revision refer to Detailed Design Plan timeline

<sup>3</sup>Per DO 38, S. 2016, As-Built Plans shall be submitted by the Contractor upon reaching 95% completion of the project.

**Award and Signing of Contract<sup>4</sup>**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Evaluate, Post Qualify bids and Deliberate	Bids and Awards Committee	19
Prepare Notice of Disqualification	Procurement Unit	1
Sign (including initial of members)	Bids and Awards Committee	2
Prepare Resolution of Award (ROA) and Notice of Award (NOA)	Procurement Unit	1
Sign ROA (including signature of members)	Bids and Awards Committee	2
Approve ROA and Sign NOA	Regional Director	1
Post to DPWH & PhilGEPS websites	Procurement Unit	1
<ul style="list-style-type: none"> <li>• Transmit NOA to Contractor</li> <li>• Prepare and endorse draft Contract to Lending Institution</li> <li>• Verify Project ID</li> <li>• Prepare Request for verification of Performance Security/Bond (Surety Bond/LOC/Bank Guarantee), CARI</li> </ul>	Implementing Office	8
Prepare letter of Confirmation and transmit to Surety Company/Bank (Main Office)	Procurement Unit	1
Confirm authenticity and validity of Performance Security	Surety Company/Bank	-
Verify and Prepare Certification	Procurement Unit	1
Issue ORS, Prepare CAF and Sign as witness	Finance Division	1
Enter into Contract (including legal review)	Regional Director	1
Prepare Notice to Proceed (NTP)	Implementing Office	1
Sign NTP	Regional Director	1
Transmit NTP to Contractor	Implementing Office	1
<b>Total</b>		<b>42</b>

<sup>4</sup>Applicable to Negotiated Contract due to Two (2) failed bidding or Terminated/Rescind

**Award and Signing of Negotiated Contract<sup>5</sup>**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Deliberate	Bids and Awards Committee	1
Prepare Resolution of Award (ROA) and Notice of Award (NOA)	Procurement Unit	2
Sign ROA (including signature of members)	Bids and Awards Committee	2
Approve ROA and Sign NOA	Regional Director	1
Post to DPWH & PhilGEPS website	Procurement Unit	1
<ul style="list-style-type: none"> <li>• Transmit NOA to Contractor</li> <li>• Prepare and endorse draft Contract to Lending Institution</li> <li>• Verify Project ID</li> <li>• Prepare Request for verification of Performance Security/Bond (Surety Bond/LOC/Bank Guarantee), CARI</li> </ul>	Implementing Office	8
Prepare letter of Confirmation and transmit to Surety Company/Bank (Main Office)	Procurement Unit	1
Confirm authenticity and validity of Performance Security	Surety Company/Bank	-
Verify and Prepare Certification	Procurement Unit	1
Issue ORS, Prepare CAF and Sign as witness	Finance Division	1
Enter into Contract (including legal review)	Regional Director	1
Prepare Notice to Proceed (NTP)	Implementing Office	1
Sign NTP	Regional Director	1
Transmit NTP to Contractor	Implementing Office	1
<b>Total</b>		<b>22</b>

<sup>5</sup>For Negotiated Contract due to Emergency or Adjacent/Contiguous to an on-going Infra Project

**DoTS RO SYSTEM PRESCRIBED TIME**

**Award of Contract**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Evaluate, Post Qualify bids and Deliberate	Bids and Awards Committee	19
Prepare Notice of Disqualification	Procurement Unit	1
Sign (including initial of members)	Bids and Awards Committee	2
Prepare Resolution of Award (ROA) and Notice of Award (NOA)	Procurement Unit	1
Sign ROA including signature of members	Bids and Awards Committee	2
Approve ROA and Sign NOA	Regional Director	1
Post to DPWH & PhilGEPS website	Procurement Unit	1
<ul style="list-style-type: none"> <li>• Transmit NOA to Contractor</li> <li>• Prepare and endorse draft Contract to Lending Institution</li> <li>• Verify Project ID</li> <li>• Prepare Request for verification of Performance Security/Bond (Surety Bond/LOC/Bank Guarantee), CARI</li> </ul>	Implementing Office	8
Prepare letter of Confirmation and transmit to Surety Company/Bank (Main Office)	Procurement Unit	1
Confirm authenticity and validity of Performance Security	Surety Company/Bank	-
Verify and Prepare Certification	Procurement Unit	1
Issue ORS, Prepare CAF and Sign as witness	Finance Division	1
Initial	Asst. Regional Director	1
Initial	Regional Director	1
<b>Total</b>		<b>40</b>

**Change Order/Extra Work Order/Final Variation Order**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Receive Request, Prepare Review and Endorse	Implementing Office	5
Review and Endorse	Planning & Design Division	3
Issue ORS and CAF (for Positive C.O./E.W.O./F.V.O.)	Finance Division	1
Recommend Approval	Asst. Regional Director	1
Approve	Regional Director	1
<b>Total</b>		<b>11</b>

**Contract Time Extension/Work Suspension Order/Work Resumption Order**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Receive Request, Prepare, Review and Endorse	Implementing Office	2
Recommend Approval	Asst. Regional Director	1
Approve (including review of Legal Staff)	Regional Director	1
<b>Total</b>		<b>4</b>

**DoTS RO SYSTEM PRESCRIBED TIME****PERT/CPM/PDM**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Receive Request, Review and Endorse	Implementing Office	3
Recommend Approval	Asst. Regional Director	1
Approve	Regional Director	1
<b>Total</b>		<b>5</b>

**MOA/MOU**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Receive Request, Review and Endorse	Implementing Office	3
Recommend Approval	Asst. Regional Director	1
Approve (including review of the Legal Staff)	Regional Director	1
<b>Total</b>		<b>5</b>

**IROW Payment**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Receive Request, Prepare and Sign DV	Implementing Office	1
Process, Record and Initial	Finance Division	1
Certify DV (Box A)	Division Chief	1
Approve DV	Regional Director	1
Prepare, Process and Sign LDDAP-ADA	Finance Division	1
Sign ADA	Administrative Division (Cashier Section)	1
Approve LDDAP-ADA	Regional Director	1
<b>Total</b>		<b>7</b>

**Advance Payment**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Receive Request, Review and Endorse DV	Implementing Office	3
Process, Record and Sign DV	Finance Division	2
Certify DV (Box A)	Division Chief	1
Approve DV	Regional Director	1
Prepare, Process and Sign LDDAP-ADA	Finance Division	1
Sign ADA	Administrative Division (Cashier Section)	1
Approve LDDAP-ADA	RD	1
<b>Total</b>		<b>10</b>

**Progress Payment / Final Payment**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Receive Request, Review, Endorse Certificate of Monthly Payment, Statement of Work Accomplished, Prepare DV and other supporting documents	Implementing Office	4
Recommend Approval	Asst. Regional Director	1
Approve Certificate of Monthly Payment	Regional Director	1
Process, Record and Sign DV	Finance Division	2
Certify DV (Box A)	Division Chief	1
Approve DV	Regional Director	1
Prepare, Process and Sign LDDAP-ADA	Finance Division	1
Sign ADA	Administrative Division (Cashier Section)	1
Approve LDDAP-ADA	Regional Director	1
<b>Total</b>		<b>13</b>

**Release of Retention**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Receive Request, Review and Endorse	Implementing Office	1
Process, Record and Sign DV	Finance Division	2
Certify DV (Box A)	Division Chief	1
Approve DV	Regional Director	1
Prepare, Process and Sign LDDAP-ADA	Finance Division	1
Sign ADA	Administrative Division (Cashier Section)	1
Approve LDDAP-ADA	Regional Director	1
<b>Total</b>		<b>8</b>

**RO DoTS IMPLEMENTING GUIDELINES**  
**Processing Offices**

<b>Doer</b>	<b>Activity</b>
Contractor	1. Submit DoTS documents to the Regional DoTS Center
Regional DoTS Center	2. Check completeness of documents 3. Return incomplete document to the Contractor/IO within the day. 4. Otherwise, register document into DoTS. 5. Issue a receipt to the Contractor/IO. 6. Print the DoTS header and attach to the document. 7. Forward the document to the succeeding office. 8. Ensure that document sent was received by the succeeding processing office within the next 24 hours.
Processing Office/Approving Official	9. Check for the DoTS Header. For documents with no DoTS Header, return the document to the Regional DoTS Center. 10. Check completeness of documents. 11. Return incomplete document to the office concerned within the day. 12. Otherwise, process document. 13. Forward the document to the succeeding office. 14. Ensure that document sent was received by the succeeding processing office within the next 24 hours.
Office of the Director	15. Record documents with no DoTS Header. 16. Forward list of documents with no DoTS Header to the Regional DoTS Center every end of the month.
Regional DoTS Center	17. Close the transaction in the DoTS upon completion of the process.



**Detailed Engineering Design Plans**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Receive Request, Review and Endorse	Planning & Design Division	7
Recommend Approval	Asst. Regional Director	1
Approve	Regional Director	1
<b>TOTAL</b>		<b>9</b>

**As-Staked / Revised Plans**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Receive Request, Review and Endorse	Planning & Design Division	5
Recommend Approval	Asst. Regional Director	1
Approve	Regional Director	1
<b>TOTAL</b>		<b>7</b>

**Program of Works (POW) and Approved Budget for Contract (ABC)**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Receive Request, Review and Endorse	Planning & Design Division	3
Recommend Approval	Asst. Regional Director	1
Approve	Regional Director	1
<b>TOTAL</b>		<b>5</b>

**PERT/CPM/PDM**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Receive Request, Review and Endorse	Construction Division	1
Recommend Approval	Asst. Regional Director	1
Approve	Regional Director	1
<b>TOTAL</b>		<b>3</b>

**Change Order/Extra Work Order/Final Variation Order**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Receive Request, Review and Endorse	Construction Division	3
Review and endorse	Planning & Design Division	2
Issue ORS and CAF	Finance Division	1
Recommend Approval	Asst. Regional Director	1
Approve	Regional Director	1
<b>TOTAL</b>		<b>8</b>

**Contract Time Extension/Work Suspension Order**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Receive Request, Review and Endorse	Construction Division	2
Recommend Approval	Asst. Regional Director	1
Approve	Regional Director	1
<b>TOTAL</b>		<b>4</b>

**MOA/MOU**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Receive Request, Review and Endorse	Construction Division	2
Recommend Approval	Asst. Regional Director	1
Approve (including legal review)	Regional Director	1
<b>TOTAL</b>		<b>4</b>

**Signing of Contract (Locally Funded)**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Receive Request, Review and Endorse	Construction Division	3
Initial	Asst. Regional Director	1
Enter into Contract (including legal review)	Regional Director	2
Prepare Notice to Proceed (NTP)	Implementing Office	1
Sign NTP	Regional Director	1
Transmit NTP to Contractor	Implementing Office	1
<b>Total</b>		<b>9</b>

**DEO to RO DoTS IMPLEMENTING GUIDELINES**  
**Processing Offices**

<b>Doer</b>	<b>Activity</b>
District Engineering Office (DEO)	1. Submit DoTS documents to the Regional Office (RO) DoTS Center
RO DoTS Center	2. Check completeness of supporting documents and attachments. 3. Return incomplete document to the DEO immediately within the day. 4. Otherwise, register document into DoTS 5. Issue a receipt to the DEO Liaison Officer 6. Print the DoTS Header and attach to the document. 7. Forward the document to the Processing Office.
Processing Office/Approving Official	8. Check for the DoTS Header. For documents with no DoTS Header, forward the document to the RO DoTS Center. 9. Forward the document to the succeeding office. 10. Ensure that document sent was received by the succeeding processing office within the next 24 hours.
RO DoTS Center	11. In case of returned documents, inform the DEO that their documents have been returned.
Office of the Regional Director	12. Record documents with no DoTS Header. 13. Forward list of documents with no DoTS Header to the RO DoTS Center every end of the month. 14. Close the transaction in the DoTS upon completion of the process.

**Detailed Engineering Design Plans by Administration**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Prepare and Review Plans	Planning & Design Section	
Per km of Roads		8
Per Bridge		
▪ 1 span		18
▪ Additional span		+5/span
Per Building		
▪ Standard School Building		7
▪ Standard School Building with modification		12
▪ Other Building		22
Flood Control (per project)		10
Recommend Approval	Asst. District Engineer	1
Approve	District Engineer	1

**Detailed Engineering Design Plans by Consultant**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Receive Request, Review and Endorse Plans	Planning & Design Section	
Per km of Roads		3
Per Bridge		
▪ 1 span		5
▪ Additional span		+2/span
Per Building		
▪ Building (Other than Standard School Building)		10
Flood Control (per project)		3
Recommend Approval	Asst. District Engineer	1
Approve	District Engineer	1

**As-Staked Plan<sup>1</sup>**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Receive, Review and Endorse Plans	Construction Section	5
Review and Endorse Plans	Planning & Design Section	
Per km of Roads		2
Per Bridge		
▪ 1 span		2
▪ Additional span		+1/span
Per Building		2
Flood Control (per project)		2
Recommend Approval	Asst. District Engineer	1
Approve	District Engineer	1

<sup>1</sup>For projects undertaken by the Contractor, As-Staked Plans shall be jointly prepared by the Contractor and Construction Section.

**Revised Plan<sup>2</sup>**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Receive, Review and Endorse Plans	Construction Section	4
Review and Endorse Plans	Planning & Design Section	
Roads (per project)		5
Bridge (per project)		5
Building (per project)		2
Flood Control (per project)		2
Recommend Approval	Asst. District Engineer	1
Approve	District Engineer	1

**As-Built Plan<sup>3</sup>**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Receive, Review and Endorse Plans	Construction Section	7
Recommend Approval	Asst. District Engineer	1
Approve	District Engineer	1
<b>Total</b>		<b>9</b>

**Program of Works (POW) and Approved Budget for Contract (ABC)**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Prepare and Endorse	Planning & Design Section	3
Recommend Approval	Asst. District Engineer	1
Approve	District Engineer	1
<b>Total</b>		<b>5</b>

<sup>2</sup>Partial revision, if total revision refer to Detailed Design Plan timeline

<sup>3</sup>Per DO 38, S. 2016, As-Built Plans shall be submitted by the Contractor upon reaching 95% completion of the project.

**DoTS DEO SYSTEM PRESCRIBED TIME**

**Award and Signing of Contract<sup>4</sup>**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Evaluate, Post Qualify bids and Deliberate	Bids and Awards Committee	19
Prepare Notice of Disqualification	Procurement Unit	1
Sign (including initial of members)	Bids and Awards Committee	2
Prepare Resolution of Award (ROA) and Notice of Award (NOA)	Procurement Unit	1
Sign ROA (including signature of members)	Bids and Awards Committee	2
Approve ROA and Sign NOA	District Engineer	1
Post to DPWH & PhilGEPS website	Procurement Unit	1
<ul style="list-style-type: none"> <li>• Transmit NOA to Contractor</li> <li>• Prepare and Endorse draft Contract to Lending Institution</li> <li>• Verify Project ID</li> <li>• Prepare Request for verification of Performance Security/Bond (Surety Bond/LOC/Bank Guarantee), CARI</li> </ul>	Implementing Office	8
Prepare letter request for Confirmation and Transmit to Surety Company/Bank (Main Office)	Procurement Unit	1
Confirm authenticity and validity of Performance Security	Surety Company/Bank	-
Verify and Prepare Certification	Procurement Unit	1
Issue ORS, Prepare CAF and Sign as witness	Finance Section	1
Enter into Contract (including legal review)	District Engineer	1
Prepare Notice to Proceed (NTP)	Implementing Office	1
Sign NTP	District Engineer	1
Transmit NTP to Contractor	Implementing Office	1
<b>Total</b>		<b>42</b>

<sup>4</sup>Applicable to Negotiated Contract due to Two (2) failed bidding or Terminated/Rescind

**Award and Signing of Negotiated Contract<sup>5</sup>**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Deliberate	Bids and Awards Committee	1
Prepare Resolution of Award (ROA) and Notice of Award (NOA)	Procurement Unit	2
Sign ROA (including signature of members)	Bids and Awards Committee	2
Approve ROA and Sign NOA	District Engineer	1
• Post to DPWH & PhilGEPS website	Procurement Unit	1
• Transmit NOA to Contractor • Prepare and Endorse draft Contract to Lending Institution • Verify Project ID • Prepare Request for verification of Performance Security/Bond (Surety Bond/LOC/Bank Guarantee), CARI	Implementing Office	8
Prepare letter request for Confirmation and Transmit to Surety Company/Bank (Main Office)	Procurement Unit	1
Confirm authenticity and validity of Performance Security	Surety Company/Bank	-
Verify and Prepare Certification	Procurement Unit	1
Issue ORS, Prepare CAF and Sign as witness	Finance Section	1
Enter into Contract (including legal review)	District Engineer	1
Prepare Notice to Proceed (NTP)	Implementing Office	1
Sign NTP	District Engineer	1
Transmit NTP to Contractor	Implementing Office	1
<b>Total</b>		<b>22</b>

<sup>5</sup>For Negotiated Contract due to Emergency or Adjacent/Contiguous to an on-going Infra Project

**Award of Contract**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Evaluate, Post Qualify bids and Deliberate	Bids and Awards Committee	19
Prepare Notice of Disqualification	Procurement Unit	1
Sign (including initial of members)	Bids and Awards Committee	2
Prepare Resolution of Award (ROA) and Notice of Award (NOA)	Procurement Unit	1
Sign ROA (including signature of members)	Bids and Awards Committee	2
Approve ROA and Sign NOA	District Engineer	1
Post to DPWH & PhilGEPS website	Procurement Unit	1
<ul style="list-style-type: none"> <li>• Transmit NOA to Contractor</li> <li>• Prepare and Endorse draft Contract to Lending Institution</li> <li>• Verify Project ID</li> <li>• Prepare Request for verification of Performance Security/Bond (Surety Bond/LOC/Bank Guarantee), CARI</li> </ul>	Implementing Office	8
Prepare letter request for Confirmation and Transmit to Surety Company/Bank (Main Office)	Procurement Unit	1
Confirm authenticity and validity of Performance Security	Surety Company / Bank	-
Verify and Prepare Certification	Procurement Unit	1
Issue ORS, Prepare CAF and Sign as witness	Finance Section	1
Initial	Asst. District Engineer	1
Initial	District Engineer	1
<b>Total</b>		<b>40</b>

**Change Order/Extra Work Order/Final Variation Order**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Receive Request, Prepare and Endorse	Implementing Office	5
Review and Endorse	Planning & Design Section	2
Issue ORS and CAF (for Positive C.O./E.W.O./F.V.O.)	Finance Section	1
Recommend Approval	Asst. District Engineer	1
Approve	District Engineer	1
<b>Total</b>		<b>10</b>

**Contract Time Extension/Work Suspension Order/Work Resumption Order**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Receive Request, Prepare, Review and Endorse	Implementing Office	2
Recommend Approval	Asst. District Engineer	1
Approve	District Engineer	1
<b>Total</b>		<b>4</b>



**DoTS DEO SYSTEM PRESCRIBED TIME**

**PERT/CPM/PDM**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Receive Request, Review and Endorse	Implementing Office	3
Recommend Approval	Asst. District Engineer	1
Approve	District Engineer	1
<b>Total</b>		<b>5</b>

**MOA/MOU**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Receive Request, Review and Endorse	Implementing Office	3
Recommend Approval	Asst. District Engineer	1
Approve (including legal review)	District Engineer	1
<b>Total</b>		<b>5</b>

**IROW Payment**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Receive Request, Prepare and Sign DV	Implementing Office	1
Process, Record and Initial	Finance Section	1
Certify DV (Box A)	Section Chief	1
Approve DV	District Engineer	1
Prepare, Process and Sign LDDAP-ADA	Finance Section	1
Sign ADA	Administrative Section (Cashier Unit)	1
Approve LDDAP-ADA	District Engineer	1
<b>Total</b>		<b>7</b>

**Advance Payment**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Receive request, Review and Endorse DV	Implementing Office	3
Process, Record and Sign DV	Finance Section	2
Certify DV (Box A)	Section Chief	1
Approve DV	District Engineer	1
Prepare, Process and Sign LDDAP-ADA	Finance Section	1
Sign ADA	Administrative Section (Cashier Unit)	1
Approve LDDAP-ADA	District Engineer	1
<b>Total</b>		<b>10</b>

**Progress Billing / Final Payment**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Receive Request, Review, Endorse Certificate of Monthly Payment, Statement of Work Accomplished, Prepare DV and other supporting documents	Implementing Office	4
Recommend Approval	Asst. District Engineer	1
Approve Certificate of Monthly Payment	District Engineer	1
Process, Record and Sign DV	Finance Section	2
Certify DV (Box A)	Section Chief	1
Approve DV	District Engineer	1
Prepare, Process and Sign LDDAP-ADA	Finance Section	1
Sign ADA	Administrative Section (Cashier Unit)	1
Approve LDDAP-ADA	District Engineer	1
<b>Total</b>		<b>13</b>

**Release of Retention**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Review and Endorse	Implementing Office	1
Process, Record and Sign DV	Finance Section	2
Certify DV (Box A)	Section Chief	1
Approve DV	District Engineer	1
Prepare, Process and Sign LDDAP-ADA	Finance Section	1
Sign ADA	Administrative Section (Cashier Unit)	1
Approve LDDAP-ADA	District Engineer	1
<b>Total</b>		<b>8</b>

**DEO DoTS IMPLEMENTING GUIDELINES**  
**Processing Offices**

<b>Doer</b>	<b>Activity</b>
Contractor	1. Submit DoTS documents to the District DoTS Center
District DoTS Center	2. Check completeness of documents 3. Return incomplete document to the Contractor within the day. 4. Otherwise, register document into DoTS. 5. Issue a receipt to the Contractor. 6. Print the DoTS header and attach to the document. 7. Forward the document to the succeeding office. 8. Ensure that document sent was received by the succeeding processing office within the next 24 hours.
Processing Office/Approving Official	9. Check for the DoTS Header. For documents with no DoTS Header, return the document to the District DoTS Center. 10. Check completeness of documents. 11. Return incomplete document to the office concerned within the day. 12. Otherwise, process document. 13. Forward the document to the succeeding office. 14. Ensure that document sent was received by the succeeding processing office within the next 24 hours.
Office of the District Engineer	15. Record documents with no DoTS Header. 16. Forward list of documents with no DoTS Header to the District DoTS Center every end of the month. 17. Close the transaction in the DoTS upon completion of the process.

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

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**As-Built Plans**

- 1. Copy of the approved plans (Original, "As-staked", revised and other Plans supporting variation orders)
- 2. Copies of Statement of Work Accomplished (SWA) and Certificate of Quality Control Assurance, duly signed by the proper authorities concerned
- 3. Detailed Technical Justifications for all "As-Built" having changes in the quantity of items of work in the previously approved plan
- 4. Detailed "As-Built" Quantity Calculations
- 5. Copies of Inspection Reports (investigation/verification, QAU/Inspectorate Team final completion and acceptance - if applicable)
- 6. Copies of all monthly progress reports prepared by Supervision Consultant, if applicable.

I hereby certify that the above supporting documents are complete

Print Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

**Detailed Engineering Design Plans**

**I. Building Projects (including Field Offices)**

**A. Architectural**

- 1. Architectural Plans showing the following: site development plan with contours, technical descriptions; location plan and vicinity map; perspective; index drawing; floor plans; elevations; sections, roof plans; ceiling plan; schedule of doors & windows; details (toilets, bay section, stairs & ramps)
- 2. General Conditions of Contracts and Technical Specifications (Structural, Architectural, Electrical, Mechanical, Sanitary/Plumbing)
- 3. Bill of Quantities and detailed quantity take-off/ calculations
- 4. Copy of Terms of Reference (if prepared by the Consultant)

**B. Structural**

- 1. Structural Plans showing the following: construction notes; design criteria; foundation plan; framing plans; roof framing plan; details (section/elevation) of all structural members (foundation, beams, columns, slabs, shear wall, stairs and trusses), all necessary connection details
- 2. Structural Design Computations (design criteria/materials specification; seismic, wind and frame analysis; and design of all structural members). For computer generated design analysis and computations, indicate design data, complete input data, drawing of the structural model (plans, elevations, isometric), complete output data including design output (includes but not limited to; foundation, beams, columns, slabs, shear wall, stairs and trusses)
- 3. Geotechnical/Soil Investigation report/data showing plan of borehole locations, boring logs, laboratory test results including interpretation/recommendations

**C. Mechanical**

- 1. Mechanical Plans showing the following: general notes; location plan; legends or symbols; schedule of equipment; complete details of air conditioning and ventilation, water pumping, fire protection, generator and elevator systems
- 2. Mechanical Design Analysis
  - 2.1 Heat Load and ventilation-HVAC
  - 2.2 Hydraulic - FPS
  - 2.3 Total Dynamic Head-WPS
- 3. Electrical Plans showing the following: vicinity/site development plan; location plan; lighting, power and auxiliary layouts; general notes; legends and symbols; riser diagrams; and schedule of loads and computations
- 4. Electrical Design Analysis and Illumination Levels Computation

**NOTE:**

**For plans prepared by consultants, a note on the Design Consultant's liability per D.O. No. 50 series of 2002 should be indicated in the cover sheet as follows:**

*"Pursuant to Section 4 of Annex "A" of the Revised Implementing Rules & Regulations of R.A 9184, approval by the Authorized DPWH Officials of Detailed Engineering Surveys and Design undertaken by Consultants neither diminishes the responsibility of the latter for the technical integrity of the surveys and design nor transfer any part of that responsibility to the Approving Officials.*

*The design Consultant shall be held fully responsible for the failure of the facilities/structures due to faculty design except for the changes made without the conformity of the Consultants"*

(Signature over Printed Name)  
Project Manager

I hereby certify that the above supporting documents are complete

Print Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

**Detailed Engineering Design Plans**

**D. Electrical**

- 1. Electrical Plans showing the following: vicinity/site development plan; location plan; lighting and small appliances; power, air-conditioning, fire alarm system layout; equipment grounding system layout; lightning protection layout; outdoor or indoor substation layout; general notes; legends or symbols; riser diagram; and schedule of loads and computations
- 2. Electrical Design and Analysis (Illumination Levels Computation, Short Circuit Current Calculations and Voltage Drop Calculations)

**E. Sanitary/Plumbing**

- 1. Sanitary/Plumbing Plans showing the following: design computations; criteria; sanitary/plumbing system layout; isometric drawings/riser diagrams of drainage, sewage and water distribution systems; sanitary/plumbing floor plans; details of septic tank/catch basin, and sewerage treatment plan.
- 2. Sanitary/Plumbing Design Analysis

**F. Electronic**

- 1. Electronic Plans showing the following: vicinity/site development plan; location plan; general notes; legends or symbols; Fire Detection and Alarm System (FDAS), Structured Cabling System (SCS), Closed Circuit Television (CCTV), Access Control System (ACS), Public Address/Background Music (PA/BGM) and Building Management System Layouts; riser diagrams
- 2. Electronic Design Analysis

**NOTE:**

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(Signature over Printed Name)  
Project Manager

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Print Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

**Detailed Engineering Design Plans**

**II. Dams, Flood Control, Water Supply, Shore Protection Works and Other related Structures**

- 1. Design and Analysis
  - 1.1 Hydrologic and Hydraulic Design Analysis (design discharge, scour, water surface profile, etc.) supported by topographic map showing the watershed area and points of interest
  - 1.2 Structural stability analysis of proposed structures
  - 1.3 Foundation stability, slope stability, settlement and seepage analysis
  - 1.4 Sediment Transport Analysis
  - 1.5 Steel Sheet Pile Analysis
- 2. Geotechnical/Soil Investigation report/data showing plan of borehole locations, boring logs and laboratory test results including recommendation
- 3. Detailed Quantity Calculations
- 4. Copy of Terms of Reference (if prepared by consultants)

**Note:**

- 1. The plans should show but not limited to the following:
  - 1.1 Location Plan showing all proposed works and existing structures
  - 1.2 Schematic Diagram (for water supply)
  - 1.3 Vicinity Map
  - 1.4 Legends and Symbols
  - 1.5 Abbreviations
  - 1.6 General Notes including design criteria and Specifications
  - 1.7 Soil boring logs and location of boreholes
  - 1.8 Profile along both banks and channel centerline; cross-sections indicating the proposed structures; maximum experienced flood level, ordinary water level and design water level
  - 1.9 Typical sections with complete details of proposed works
  - 1.10 Tabulated summary of quantities
  - 1.11 Complete related electrical & mechanical plans/works
- 2. For plans prepared by consultants, a note on the Design Consultant's liability per D.O. No. 50 series of 2002 should be indicated in the cover sheet as follows:

*"Pursuant to Section 4 of Annex "A" of the Revised Implementing Rules & Regulations of R.A 9184, approval by the Authorized DPWH Officials of Detailed Engineering Surveys and Design undertaken by Consultants neither diminishes the responsibility of the latter for the technical integrity of the surveys and design nor transfer any part of that responsibility to the Approving Officials.*

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(Signature over Printed Name)  
Project Manager

I hereby certify that the above supporting documents are complete

Print Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

**Detailed Engineering Design Plans**

**III. Highway Projects**

- 1. Detailed Quantity Calculations
- 2. Design and Analysis
  - 2.1 Traffic and pavement analysis - CESAL Computation; Pavement Design
  - 2.2 Drainage Design Analysis (supported by topographic map showing the watershed areas and points of interest) – Hydrologic Analysis, Hydraulic Analysis, Inter-Outlet Control Analysis
  - 2.3 Slope stability analysis of embankment and cut slopes
  - 2.4 Structural stability analysis of slope protection/retaining structures
  - 2.5 Settlement Analysis for high embankment
- 3. Geotechnical/Soil Investigation report/data showing plan of borehole locations, boring logs and laboratory test results including recommendation (CBR Determination, Soil Classification, Atterberg Limits)
- 4. Copy of Terms of Reference (if prepared by the Consultant)

**NOTE:**

- 1. The plans should show but not limited to the following:
  - 1.1 General Plans showing the following: location plan; vicinity map; legend and symbols; abbreviations; summary of quantities and general notes including design criteria
  - 1.2 Standard details (geometric design; typical roadway sections and pavement)
  - 1.3 Plan, profile, cross sections and contour lines
  - 1.4 Standard drawings (drainage structures and appurtenances; typical intersection details; pavement markings; road signs; guardrails and slope protection works)
  - 1.5 Miscellaneous drawings/details (tabulation of bench marks and reference points; drainage schedule; map/location of material sources and boreholes located by stations along the road and at borrow areas; slope protection schedule; road signs and guardrail schedule)
  - 1.6 Complete roadway lighting plans/works (street lightings & traffic signals layout; general notes, legends and symbols; one-line diagram; standard details; schedule of loads and computations; design analysis & specifications)
- 2. For plans prepared by consultants, a note on the Design Consultant's liability per D.O. No. 50 series of 2002, should be indicated in the cover sheet as follows:

*"Pursuant to Section 4 of Annex "A" of the Revised Implementing Rules & Regulations of R.A 9184, approval by the Authorized DPWH Officials of Detailed Engineering Surveys and Design undertaken by Consultants neither diminishes the responsibility of the latter for the technical integrity of the surveys and design nor transfer any part of that responsibility to the Approving Officials.*

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Project Manager

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



**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

**Detailed Engineering Design Plans**

**IV. Bridge Projects**

- 1. Detailed quantity calculations
- 2. Design and Analysis
  - 2.1 Complete Structural Analysis (Superstructure, Substructure and foundation)
  - 2.2 Hydrologic and hydraulic analysis (design discharge, scour, water surface profile, etc.) supported by topographic map showing the watershed area and point of interest
- 3. Geotechnical/Soil Report/data showing plan of borehole locations, boring logs and laboratory test results including recommendation
- 4. Copy of Terms of Reference (if prepared by consultants)

**NOTE:**

- 1. The plans should show but not limited to the following:
  - 1.1 General Plan and Elevation
  - 1.2 Location Plan and vicinity map showing existing structures and utilities that may be affected by the project
  - 1.3 General Notes (design criteria and material/construction specifications)
  - 1.4 Details of piers, abutments and superstructure
  - 1.5 Details of detour, crane way and cofferdams, if any
  - 1.6 Details of abutment and pier protection works including bridge approach protection works
  - 1.7 Soil boring logs and location of boreholes
  - 1.8 Complete bridge lighting plans/works (street lighting layout; legends & symbols; one-line diagram; standard details; schedule of loads and computations; design analysis and specifications)
  - 1.9 Construction sequence/methodology and traffic management during construction
- 2. For plans prepared by consultants, a note on the Design Consultant's liability per D.O. No. 50 series of 2002, should be indicated in the cover sheet as follows:

*"Pursuant to Section 4 of Annex "A" of the Revised Implementing Rules & Regulations of R.A 9184, approval by the Authorized DPWH Officials of Detailed Engineering Surveys and Design undertaken by Consultants neither diminishes the responsibility of the latter for the technical integrity of the surveys and design nor transfer any part of that responsibility to the Approving Officials.*

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Project Manager

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

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

**Detailed Engineering Design Plans**

**V. Parcellary Survey Plan**

- 1. Subdivision/Individual Lot Plans
- 2. Land Titles (Certified true copies of OCT/TCT)
- 3. Tax Declaration (for the past 5 years)
- 4. Copy of Terms of Reference (if prepared by consultants)
- 5. Copy of Approved Alignment
- 6. Survey Return/Lot Data Computation

**NOTE:**

1. The plans should show but not limited to the following:
  - 1.1 Cover Sheet
  - 1.2 Legend, General Notes, Location Map/Vicinity Map
  - 1.3 Name of Geodetic Engineer, PRC License Number, PTR No., Date of Issue, and Date of Issue on the Title Blocks
  - 1.4 Index Map
  - 1.5 North Arrow Direction
  - 1.6 Tabulation of:
    - 1.6.1 Name of Claimants
    - 1.6.2 Affected lots and survey number
    - 1.6.3 Land Area (total land area, affected area and remaining area)
    - 1.6.4 Original Certificate of Title/Transfer Certificate of Title Numbers
    - 1.6.5 Tax Declaration
    - 1.6.6 Names of Barangays, Municipalities, Province, Island, etc.
    - 1.6.7 Remarks
  - 1.7 Description/Location of Reference Monuments/stations (BLLM, BBM, etc.)
  - 1.8 Technical Descriptions (Lines, Bearings, Distances)
  - 1.9 Grid Coordinates based on PPCS
2. For plans prepared by consultants, a note on the Design Consultant's liability per D.O. No. 50 series of 2002, should be indicated in the cover sheet as follows:

*"Pursuant to Section 4 of Annex "A" of the Revised Implementing Rules & Regulations of R.A 9184, approval by the Authorized DPWH Officials of Detailed Engineering Surveys and Design undertaken by Consultants neither diminishes the responsibility of the latter for the technical integrity of the surveys and design nor transfer any part of that responsibility to the Approving Officials.*

*The design Consultant shall be held fully responsible for the failure of the facilities/structures due to faculty design except for the changes made without the conformity of the Consultants"*

(Signature over Printed Name)  
Project Manager

I hereby certify that the above supporting documents are complete

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

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

**Detailed Engineering Plans**

**VI. Right-of-Way (ROW) Survey Plan**

- 1. Tax Declaration for Improvement (for the past 5 years)
- 2. Resettlement Action Plan (RAP)
- 3. Copy of Terms of Reference (if prepared by consultants)
- 4. Copy of Approved Alignment
- 5. Survey Return/Lot Data Computation

**NOTE:**

1. The plans should show but not limited to the following:
  - 1.1 Cover Sheet
  - 1.2 Legend, General Notes, Location Map/Vicinity Map
  - 1.3 Name of Geodetic Engineer, PRC License Number, PTR No., Date of Issue, and Date of Issue on the Title Blocks
  - 1.4 Index Map
  - 1.5 North Arrow Direction
  - 1.6 Tabulation of:
    - 1.6.1 Lot Number (classification of lot)
    - 1.6.2 Survey Number (PSD/PCS)
    - 1.6.3 Structure Number
    - 1.6.4 Names of Owners/claimants
    - 1.6.5 Structure Type (house, tree, fence, etc)
    - 1.6.6 Area of Structure
    - 1.6.7 Name of Barangays, Municipalities, Province, Island, etc.
    - 1.6.8 Remarks
  - 1.7 Description/Location of Reference Monuments/stations (BLLM, BBM, etc)
  - 1.8 Grid Coordinates based on PPCS
2. For plans prepared by consultants, a note on the Design Consultant's liability per D.O. No. 50 series of 2002, should be indicated in the cover sheet as follows:

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Project Manager

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

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

**Revised Plans**

- 1. Detailed Quantity Calculations
- 2. Detailed Technical Justifications for the changes in the Original Plans as per "As-Staked" survey
- 3. Copy of Complete Set of the Approved Original Plans
- 4. Draft Itemized Cost of Revisions (if applicable)
- 5. Complete Design Analysis for the changes in the original design (Revised Plans)
- 6. Copy of Approved Contract and Bill of Quantities
- 7. Additional Requirements for the following
  - A. Highway Plan**
    - 1. Geotechnical/Soil Materials Test Report (for retaining walls), if any
    - 2. Laboratory/Soil Test Result and Certification from DPWH Materials Engineer RE: Change in Soil Classification for Excavation, if any
  - B. Bridge Plan**
    - 1. Geotechnical Reports for confirmatory borings, if necessary
  - C. Water Project Plan**
    - 1. Geotechnical/Soil Investigation Report
  - D. Substitution of materials involved (if any)**
    - 1. Certification of non-availability of the specific materials from three (3) leading manufacturers or suppliers
    - 2. Technical Specifications of the original and substitute materials
    - 3. Design analysis

**NOTE:**

- 1. As-staked plans should be based on as-stake survey. The plans may show only the changes in the approved original/detailed engineering plan. The sheets of the original plans which have no changes shall be reproduced, signed by the contractor and construction supervision consultant and attached as part of the complete set of the as-staked plans. The original plan/layout, ground profile and/or ground cross-sections that have changes should be superimposed in broken lines on the as-staked plans.
- 2. For plans prepared by consultants, a note on the Design Consultant's liability per D.O. No. 50 series of 2002, should be indicated in the cover sheet as follows:

*"Pursuant to Section 4 of Annex "A" of the Revised Implementing Rules & Regulations of R.A 9184, approval by the Authorized DPWH Officials of Detailed Engineering Surveys and Design undertaken by Consultants neither diminishes the responsibility of the latter for the technical integrity of the surveys and design nor transfer any part of that responsibility to the Approving Officials.*

*The design Consultant shall be held fully responsible for the failure of the facilities/structures due to faculty design except for the changes made without the conformity of the Consultants"*

(Signature over Printed Name)  
Project Manager

I hereby certify that the above supporting document is complete

Print Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

**As-Staked Plans**

- 1. Detailed Quantity Calculations
- 2. Detailed Technical Justifications for the changes in the Original Plans as per "As-Staked" survey
- 3. Copy of Complete Set of the Approved Original Plans
- 4. Draft Itemized Cost of Revisions (if applicable)
- 5. Copy of Approved Contract and Bill of Quantities
- 6. Additional Requirements for the following
  - A. Highway Plan**
    - 1. Geotechnical/Soil Materials Test Report (for retaining walls), if any
    - 2. Laboratory/Soil Test Result and Certification from DPWH Materials Engineer re: Chang in Soil Classification for Excavation, if any
  - B. Bridge Plan**
    - 1. Geotechnical Reports for confirmatory borings, if necessary
  - C. Water Project Plan**
    - 1. Geotechnical/Soil Investigation Report
  - D. Substitution of materials involved (if any)**
    - 1. Certification of non-availability of the specific materials from three (3) leading manufacturers or suppliers
    - 2. Technical Specifications of the original and substitute materials
    - 3. Design analysis

**NOTE:**

- 1. As-staked plans should be based on as-stake survey. The plans may show only the changes in the approved original/detailed engineering plan. The sheets of the original plans which have no changes shall be reproduced, signed by the contractor and construction supervision consultant and attached as part of the complete set of the as-staked plans. The original plan/layout, ground profile and/or ground cross-sections that have changes should be superimposed in broken lines on the as-staked plans.
- 2. For plans prepared by consultants, a note on the Consultant's liability per D.O. No. 50 series of 2002, should be indicated in the cover sheet as follows:

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Project Manager

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

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

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## Specifications

**I. Approval of Specifications for Special Item of Works (SPL)**

- 1. Memorandum/letter of request from the implementing office
- 2. Draft proposed specifications
- 3. Applicable references related to the request
  - 3.1 Brochures
  - 3.2 Journals/literature
  - 3.3 Test Result
  - 3.4 Analysis and justification
- 4. Samples of proposed material/product, if available

I hereby certify that the above supporting document is complete

Print Name: \_\_\_\_\_

Designation: \_\_\_\_\_

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

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

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**Program of Works (POW)/Approved Budget for Contract (ABC)**

- 1. Executive Summary
- 2. Detailed Estimates with Unit Price Analysis
  - 2.1 Canvassed Price and/or derivation of Cost of Materials delivered at site
  - 2.2 Construction Methodology, if applicable
  - 2.3 Location Map showing the road network, District Office, Project Site and Quarry Source/Source of Materials such as: fine and coarse aggregates, subbase/base course, aggregate surface course, common borrow, cement, RCCP, boulders, etc. reflecting the Distances and Station Limits
  - 2.4 Location Map and site diagram showing the disposal site of surplus common/soft rock/hard rock/unclassified, excavation, etc. which indicate the nearest possible hauling distance together with the certification from your office to the effect that value engineering was applied in the determination of this disposal site
- 3. Approved Plans
- 4. Computation of the Estimated Project Duration (Bar Chart)
- 5. Proposal Booklet including Bill of Quantities (For CO)/Bill of Quantities (For RO and DEO)
- 6. Source of funds
- 7. Certification that the Right-of-Way Resettlement/Acquisition for the project has been initiated by the DPWH Planning Division/Section

I hereby certify that the above supporting document is complete

Print Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

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## Resolution of Award

- 1. Executive Summary
- 2. Resolution of Pre-qualification by the Bids and Awards Committee (BAC)
- 3. Bid Evaluation and Post Qualification Report

I hereby certify that the above supporting document is complete

Print Name: \_\_\_\_\_

Designation: \_\_\_\_\_

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



**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

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**Contract**

**I. To be submitted by the Contractor**

- 1. Performance Security
- 2. Credit Line/Cash Deposit Certificate
- 3. Construction Schedule (PERT/CPM Diagram, Bar Chart with S-Curve and Cash Flow), Equipment and Manpower Utilization Schedule
- 4. Contractor's PCAB License/Special PCAB License (for JV) including Joint Venture Agreement
- 5. Authority of Signing Official/Board Resolution/Secretary's Certificate
- 6. Latest income tax and business tax returns duly stamped and received by the BIR and duly validated with the tax payments made thereon (for local contractor only). Tax Clearance from the BIR to prove full and timely payment of taxes (for local contractor only)
- 7. Certification under oath stating that the Contractor is free and clean of all tax liabilities to the Government, for local Contractor only
- 8. Construction Safety and Health Program approved by DPWH and duly received by DOLE
- 9. One set certified true copy of all the documents submitted for accounting's copy. (Once signed/approved)

I hereby certify that the above supporting document is complete

Print Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

**Contract**

**II. To be prepared by the Implementing Office**

**A. Competitive Bidding/Negotiated**

- 1. Executive Summary
- 2. Memorandum from the Implementing Office to the Official authorized to enter into Contract
- 3. Memo request from the Implementing Office for the issuance of the Obligation Request and Status (ORS)
- 4. Approved ORS issued by the DPWH Budget Officer
- 5. Certificate of Availability of Funds (CAF) issued by the Department Chief Accountant / Multi Year Obligational Authority (MYOA) if it is a Multi-Year Project issued by the Department of Budget and Management
- 6. Concurrence of the Lending Institution on the Award (for Foreign Assisted Projects)
- 7. Notice of Award with Contractor's Conforme
- 8. Certification from the Head, Procurement Service/Unit, this Department, that the Notice of Award was Posted in the PhilGEPS, the website of the procuring entity and any conspicuous place in the premises of the procuring entity  
Posting of the Award of Contract in the website prescribed by the foreign government/foreign or international financing institution (for Foreign Assisted Projects)
- 9. Bid Documents/Bid Evaluation/Bid Evaluation Report
- 10. Approved BAC Resolution Recommending Award of Contract
- 11. Abstract of Bids
- 12. Contractor's Bid Proposal
- 13. Advertisement/Invitation

**Local** – Invitation to Bid/Request for Expression of Interest in one (1) newspaper of general nationwide circulation including Certification from the Head, Procurement Service (PrS), this Department that the invitation was posted continuously in the DPWH and PhilGEPS Website and Posted at any conspicuous place reserved for the purpose in the premises of the procuring entity concerned for seven (7) calendar days, if applicable as required per Section 21.2 of the Revised IRR of R.A. 9184

**International** – Foreign Newspaper Clippings or Letter of Invitation to Foreign Embassy. Posting in the website prescribe by the foreign government/foreign or international financing institution, if applicable.

- 14. Approved budget for the Contract (ABC), POW and Detailed Estimates
- 15. Conditions of Contract/Specifications/Instruction to Bidders
- 16. Approved Plans/Construction Drawings
- 17. Addenda, if any
- 18. One set certified true copy of all the documents submitted for accounting's copy (Once signed/approved)

**B. Additional documents for Negotiated Contract**

- 1. Approved Clearance/Authority to Enter Into Negotiated Contract Procurement

**A. Failure of Public Bidding (2nd time) pursuant to Section 53.1 of IRR of R.A. 9184**

- i. BAC Resolution recommending the use of Alternative Method of Procurement due to Failure of Public Bidding (2nd time) pursuant to Section 53.1 of the Revised IRR of R.A. 9184
- ii. BAC Resolution citing that there has been a failure of bidding for the second time as provided under Section 35 of R.A. 9184 and its Revised IRR
- iii. BAC Resolution that there has been a failure of the First Bidding

I hereby certify that the above supporting document is complete

Print Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

**Contract**

**B. In case of imminent danger to life, property during a state of calamity/or when time is of the essence/etc., pursuant to Section 53.2 of the IRR of R.A. 9184**

- i. BAC Resolution recommending the use of Alternative Method of Procurement due to imminent danger to life, property during a state of calamity/or when time is of the essence/etc. and indicating therein justification that the method of procurement for the proposed project for negotiation as indicated in the Annual Procurement Plan (APP) of the Department cannot be ultimately pursued
- ii. Reason/justification/certification that the conditions cited under Section 53.2 are satisfied
- iii. Pictures/Photographs (with captions, size 3R min.)

**C. Takeover of contracts which have been terminated/rescinded pursuant to Section 53.3 of the IRR of R.A. 9184**

- i. BAC Resolution recommending the use of Alternative Method of Procurement due to takeover of contracts which have been terminated/rescinded
- ii. Copy of approved Termination/Rescission Order
- iii. Copy of approved Inventory Report of the Project
- iv. Invitation to the Contractor to enter into Negotiated Procurement (starting with the 2nd/3rd lowest calculated bidder for the project under consideration at the bidder's original bid price. If negotiation fails again, a shortlist of at least three (3) eligible contractors shall be invited to submit their bids, and negotiations shall be made starting with the lowest calculated/highest rated bidder pursuant to Section of the Revised IRR of R.A. 9184

**D. Where the subject contract is adjacent or contiguous to an on-going infrastructure project pursuant to Section 53.4 of the IRR of R.A. 9184**

- i. BAC Resolution recommending the use of Alternative Method of Procurement in as much as the subject contract is adjacent or contiguous to an on-going infrastructure project and indicating therein justification that the method of procurement for the proposed project for negotiation as indicated in the Annual Procurement Plan (APP) of the Department cannot be ultimately pursued
- ii. Certification that: (i) the original contract is the result of a competitive bidding; (ii) the subject contract to be negotiated has similar or related scopes of work; (iii) it is within the contracting capacity of the contractor (iv) the contractor uses the same prices or lower unit prices as in the original contract less mobilization cost; (v) the amount involved does not exceed the amount of the ongoing project and (vi) the contractor has no negative slippage/delay; provided further, That negotiations for the project are commenced before the expiry of the original contract
- iii. Color coded Diagram showing the proposed project location/items of work involved and the on-going (original) portion of the project
- iv. Copy of the approved Original Contract, Detailed Estimates and Bid Unit Price Analysis
- v. Contractual Data (to include the latest Physical Status of the project, such as scheduled accomplishment, actual accomplishments & slippage, approved variation orders and time extensions, if there's any)

**NOTE:**

1. Clause in the Proposed Contract: 1) That the Contractor (Local) shall pay taxes in full and on time and that failure to do so will entitle the Government to suspend payment for the services delivered by the private contracting party, and 2) The Contractor (Local) shall likewise present (to the DPWH Reviewing Offices) within the duration of the contract a tax clearance from the BIR as well as a copy of its income tax returns duly stamped and received by the BIR and duly validated with the tax payment made thereon.
2. All photocopied documents should be authenticated.

I hereby certify that the above supporting document is complete

Print Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

**Variation Order (C.O./E.W.O./F.V.O.)**

**I. To be submitted by the Contractor/Consultant**

- 1. Contractor's Request
- 2. If with additional cost, Performance Security (duly verified by PrS)  
(if variance on the total amount of the contract is above 10% for locally-funded and above 25% or as provided for in the conditions of contract for Foreign Assisted Projects)
- 3. Latest income tax and business tax returns duly stamped and received by the BIR and duly validated with the tax payments made thereon
- 4. Latest Tax Clearance from the BIR to prove full and timely payments of taxes
- 5. Certification under oath stating that the Contractor is free and clean of all Tax Liabilities to the Government
- 6. Duly signed/approved plans for the proposed changes
- 7. Design Analysis & Computations for the proposed changes
- 8. Copy of the Complete set of the approved plans (As-staked, Original, Revised and As-built)
- 9. Copy of approved contract including the GCC, COPA and SCC (for applicable clause/s) and previously approved variation order(s)
- 10. Detailed Quantity Calculations
- 11. Where substitution of original specified materials is involved, the following requirements shall be submitted (if there's any):
  - 11.1 Certification on the non-availability of the specified materials by 3 leading Manufacturers or suppliers
  - 11.2 Technical specifications of the original and substitute materials
  - 11.3 Design computations for the substitute material
  - 11.4 Cost Estimate
- 12. Straight-line Diagram showing the proposed works
- 13. Derivation of Time Extension for the proposed Variation Order (Change Order/Extra Work Order), if any
- 14. Detailed Unit Cost Analysis for new items of work
  - 14.1 Detailed Estimate of items of work under the original contract or previous approved V.O.
  - 14.2 Canvass Price and/or Derivation of Materials Cost delivered at site
  - 14.3 Construction Methodology (for items of work which are highly technical or unusual)
- 15. Copy of previously approved Time Extension (if there's any)
- 16. Conformity of Contractor's Performance Bond, if there is an extension of Contract Time
- 17. One set certified true copy of all approved Variation Orders (CO/EWO/FVO) documents submitted for accounting's copy. (Once signed/approved)

I hereby certify that the above supporting document is complete

Print Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

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**Variation Order (C.O./E.W.O./F.V.O)**

**II. To be prepared by the Implementing Office**

- 1. Executive Summary
- 2. Copy of Approved As-Built Plans
- 3. Detailed Technical Justifications and legal basis for the proposed changes (prepared by consultant or implementing office)
- 4. Comments/recommendations of DPWH officials (Regional Director, Project Director/Manager, Inspectorate Team) and Project Consultants concerned (if any)
- 5. Project Engineer's Report/Consultant Resident Engineer Report
- 6. Itemized Cost of Revision
- 7. Complete Contractual Data with Project Status Report
- 8. Approved Price Adjustment/Escalation (if there's any)
- 9. Request for Obligation and Status (ORS)/Certificate of Availability of Funds (CAF), (if with additional cost)

I hereby certify that the above supporting document is complete

Print Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

**Contract Time Extension**

**I. To be submitted by the Contractor**

- 1. Letter request of the Contractor for Contract Time Extension
- 2. Approved Suspension and Resume Orders
- 3. Straight Line Diagram showing the critical activities affected (indicate the project limits/stations)
- 4. Straight Line Diagram showing the contract effectivity, contract expiry and other vital dates of the project such as previously approved time suspension/resumption/extensions and variation orders etc.
- 5. Certified Copy and Summary of Previously Approved Time Extensions with; the corresponding inclusive dates (if there's any)
- 6. Certified copy of Original Contract
- 7. Certified copy of original and latest approved PERT/CPM Network Diagram Bar Chart prior to the request for contract time extension
- 8. Sworn Contractor's Quit Claim
- 9. Conformity of Contractor's Bondsman

**Additional supporting documents for specific conditions:**

**A. Due to Rainy/Unworkable Days considered unfavorable for the prosecution of the works at the site:**

- 1. Certification/Monthly Weather Report from PAGASA
- 2. Pictures (with caption i.e., location/station, etc.) showing that the site is affected by unfavorable weather condition
- 3. Approved Monthly Suspension Report
- 4. Certified copy of Project Logbook (Suspended Days)

**B. Due to Delay in the payment of Contractor's Claim for Progress Billing/s**

- 1. Written Notice from the Contractor informing the Implementing Office/ Consultant to suspend work operation due to the delay in the payment of Progress Billing
- 2. Contractor's Order to Suspend Work
- 3. Monthly Accomplishment report affected by the delay in the payment of contractors claim for progress billing
- 4. Certified copy of Vouchers/Progress Billings
- 5. Certification from the Accounting Division of payments made for the Progress Billing/s was received

**C. Due to Road Right-of-Way Problem**

- 1. Certification from the Barangay Captain/City or Municipality Mayor that there is RROW problem and the affected owners do not allow the entry of the contractor to their property
- 2. Pictures (with caption) of the site with RROW problem

**D. Due to Peace and Order Condition**

- 1. Certification from the PNP station commander concerned and confirmed by the DILG Regional Director concerned that peace and order condition in the area is already stable
- 2. Proof/Evidence of peace and order situation (Pictures/Police Report/Project Engineers Incident Report)

**E. Due to Inaccessibility to Project**

- 1. Exhibit Pictures (with caption i.e., location/station, etc.) before and after the inaccessibility to the project was resolved
- 2. Information on the inclusive dates that the project was affected and what activities were affected
- 3. Straight Line Diagram/Structural Mapping showing the location of the inaccessibility to the project
- 4. Relevant documents such as permit issued, communication letters, minutes of the meeting, etc.

I hereby certify that the above supporting document is complete

Print Name: \_\_\_\_\_

Designation: \_\_\_\_\_

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

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

**Contract Time Extension**

**F. Due to Obstruction**

- 1. Exhibit Pictures (with caption i.e., location/station, etc.) before and after the obstruction was resolved
- 2. Information on the inclusive dates project was affected and what activities were affected
- 3. Straight Line Diagram/Structural Mapping showing the location of the obstruction to the project
- 4. Relevant documents such as permit issued, communication letters, minutes of the meeting, etc.

**G. Due to Failure of the Government to provide necessary construction plans and/or drawings**

- 1. Pictures (with caption) showing the effect of the absence of construction plan and/or drawings

**H. Due to non-availability of construction materials**

- 1. Pictures showing effect of the non-availability of Construction Materials
- 2. Certification from DTI and the suppliers that the required materials specified in the plans and/or substitute materials are not available in the market

**I. Due to effect of Force Majeure**

- 1. Pictures (with caption) showing effect of the force majeure on the project
- 2. Narrative account of force majeure with complete attachment
- 3. RDRRMC/NDRRMC Report on Force Majeure
- 4. PAGASA Certification and Rainfall Data

**J. Due to absence of MMDA Permit/Clearance for Road Repair/Excavation/Traffic Clearance**

- 1. Contractor's request duly received by the Implementing Office for Extension of Contract
- 2. Original MMDA Permit/Clearance for Road Repair/Excavation/Traffic Clearance
- 3. Copy of Application Form for MMDA Permit/Clearance for Road Repair/Excavation {Traffic Clearance

**K. Due to absence of LGU Permit/Clearance/Homeowners Association Clearance/Permit**

- 1. Contractor's request duly received by the Implementing Office for Extension of Contract
- 2. Copy of the Original LGU Clearance/Permit/Homeowners Association Clearance/Permit

**L. Due to DENR Clearance/Permit to cut/remove trees/Coconut within the Road-Right-of-Way**

- 1. Contractor's request duly received by the Implementing Office for the Resumption of Work
- 2. Copy of the DENR Clearance/Permit to cut/remove trees
- 3. PCA Clearance (for Coconut)

**M. Delayed delivery of Imported Materials due to truck ban and/or port congestion**

- 1. Contractor's request duly received by the Implementing Office for Extension of Contract
- 2. Certified true copy of Bill of Lading and Custom Clearance
- 3. Copy of proof/communication on the lifting of truck ban
- 4. Certification from the Implementing Office that the delayed delivery of materials due to truck ban and port congestion has been resolved
- 5. Certification from other suppliers that the materials is not available

I hereby certify that the above supporting document is complete

Print Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

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## Contract Time Extension

**N. Due to Revision of Plans**

- 1. Memorandum/letter indicating the date of the approval of the revised plan and the request for the revision of plan
- 2. Original Construction Plans approved by authorized DPWH Officials
- 3. Complete revised plans duly approved by the Authorized DPWH Officials

**O. Due to Encountered Hard Strata**

- 1. Actual Bored Piling Data for each Bored Pile
- 2. Specification of the Bored Piling Equipment Pledged during the bidding
- 3. Actual Bored Piling Equipment used in the Project
- 4. Approved Drilling Monitoring Report
- 5. Approved Original and Actual Bore Log Data
- 6. Pictures/Photographs showing the recovered hard strata
- 7. Project Logbook

I hereby certify that the above supporting document is complete

Print Name: \_\_\_\_\_

Designation: \_\_\_\_\_

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



**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

## Contract Time Extension

### II. To be prepared by Implementing Office

- 1. Executive Summary
- 2. Project/Consultant Engineer's Report relative to the request for contract time extension
- 3. Evaluation/Recommendation with justification from the Implementing Office/Consultant of the requested time extension
- 4. Complete Contractual Data
- 5. Chronology of events from the start until the resolution of the problem (if there's any)
- 6. Letters/Communication/Minutes of the Meeting made between the Implementing Office, Contractor and Other Concerned Parties

### Additional supporting documents for specific conditions:

#### A. Due to Rainy/Unworkable Days considered unfavorable for the prosecution of the works at the site:

- 1. Project Weather Chart duly signed by the Project/Resident Engineer
- 2. Certified Copy of Special Conditions of Contract and/or breakdown of Pre-Determined unworkable days as provided in the original contract
- 3. Certification from the Implementing Office/Consultant stating the balance of pre-determined rainy/unworkable days as provided in the original contract or same has been exhausted
- 4. Certification from the Implementing Office stating the distance of the PAGASA weather station from the Project site (signed by the Project Engineer)

#### B. Due to Delay in the payment of Contractor's Claim for Progress Billing/s

- 1. Transmittal Letter from the Implementing Office/Consultant submitting the Progress Billing(s) and/or Voucher complete with the required documents to the Accounting Division for appropriate action.
- 2. Billing Summary/Computation of Allowable Time Extension in the standard format

#### C. Due to Road Right-of-Way Problem

- 1. Certified Copy of Payments/Vouchers for RROW acquisition
- 2. Certified Copy of Permit to Enter
- 3. Copy of approved Parcellary Survey/ROW Plan showing the affected lots and improvements
- 4. List of Properties/Lots/Structures affected by RROW

#### D. Due to failure of the government to provide necessary construction plans and/or drawings

- 1. Certification from the Implementing Office that construction plan and/or drawings were not provided on time.
- 2. Explanation from the Implementing Office/Consultant for failure to provide the necessary Construction Plans
- 3. Proof on the date of approval of construction plan and/or drawings

#### E. Due to non-availability of Construction Materials

- 1. Certification from the Implementing Office that Non-availability of Construction Materials has occurred
- 2. Certification from the Other Suppliers that the Materials is unavailable
- 3. Certification from the Implementing Office stating the distance/location of the nearest available supplier of the said materials and its cost

#### F. Due to effect of Force Majeure

- 1. Certification from Implementing Office that force majeure has occurred

I hereby certify that the above supporting document is complete

Print Name: \_\_\_\_\_

Designation: \_\_\_\_\_

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

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

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## **Contract Time Extension**

**G. Due to Peace and Order**

1. List of similarly affected projects undertaken by other Contractors within the vicinity of the Projects

**H. Due to Obstruction**

1. List of Utilities affected by RROW

**I. Due to DENR Clearance/Permit to Cut/Remove Trees within the Road-Right-of-Way**

1. Letter from the Implementing Office to the Secretary regarding the request for DENR Permit

**J. Due to Delayed delivery of Imported Materials due to truck ban and/or port congestion**

1. Certification from the Implementing Office that the materials are not locally available and should be purchased outside the country

I hereby certify that the above supporting document is complete

Print Name: \_\_\_\_\_

Designation: \_\_\_\_\_

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

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

## Contract Time Suspension

**I. To be submitted by the Contractor**

- 1. Letter request of the Contractor for Contract Time Suspension
- 2. Straight Line Diagram showing the critical activities affected (indicate the project limits/stations)
- 3. Straight Line Diagram showing the contract effectivity, contract expiry and other vital dates of the project such as previously approved time suspension/extensions and variation orders etc.
- 4. Certified Copy of the Previously Approved Time Suspension/Resumption/Extension and Variation Orders (if there's any)
- 5. Certified Copy of Original Contract
- 6. Copy of latest approved PERT/CPM Network Diagram Bar Chart prior to the request for contract time suspension

**Additional supporting documents for specific conditions:**

**A. Due to Rainy/Unworkable Days considered unfavorable for the prosecution of the works at the site:**

- 1. Certification/Monthly Weather Report from PAGASA
- 2. Pictures (with caption i.e., location/station, etc.) showing that the site is affected by unworkable
- 3. Certified Copy of Project Logbook (Date of Suspension)

**B. Due to Delay in the payment of Contractor's Claim for Progress Billing/s**

- 1. Transmittal from the Implementing Office/Consultant submitting the Progress Billing/s and/or Voucher complete with the required documents to the Accounting Division for appropriate action.

**C. Due to Road Right-of-Way Problem**

- 1. Certification from the Barangay Captain/City or Municipality Mayor that there is RROW problem and the affected owners do not allow the entry of the contractor to their property.
- 2. Pictures with caption i.e., location/station, etc. of the site with RROW problem

**D. Due to Peace and Order Condition**

- 1. Certification from the PNP station commander concerned and confirmed by the DILG Regional Director concerned that peace and order condition in the area is already stable
- 2. Proof/ Evidence of Peace and Order Situation (Pictures/ Police Report/ Project Engineer's Incident Report)

**E. Due to Inaccessibility to Project**

- 1. Exhibit Pictures (with caption i.e., location/station, etc.) showing the obstruction at the project
- 2. Straight Line Diagram/Structural Mapping showing the location of the obstruction to the project

**F. Due to Obstruction**

- 1. Exhibit Pictures (with caption i.e., location/station, etc.) showing the obstruction was resolved
- 2. Straight Line Diagram/Structural Mapping showing the location of the obstruction to the project

**G. Due to Failure of the Government to provide necessary construction plans and/or drawings**

- 1. Pictures (with caption i.e., location/station, etc.) showing the effect of the absence of construction plan and/or drawings

**H. Due to non-availability of construction materials**

- 1. Pictures showing effect of the non-availability of Construction Materials
- 2. Certification from DTI and the suppliers that the required materials specified in the plans and/or substitute materials are not available in the market

I hereby certify that the above supporting document is complete

Print Name: \_\_\_\_\_

Designation: \_\_\_\_\_

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

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

## Contract Time Suspension

**I. Due to effect of Force Majeure**

- 1. Pictures (with caption i.e., location/station, etc.) showing the effect of force majeure on the project
- 2. Narrative account of force majeure with complete attachment

**J. Due to absence of MMDA Permit/Clearance for Road Repair/Excavation/Traffic Clearance**

- 1. Contractor's request duly received by the Implementing Office for the Suspension of Work
- 2. Copy of the original letter request of the Contractor duly received by the MMDA to Issue Clearance/Permit
- 3. Copy of Application Form for MMDA Permit/Clearance for Road Repair/Excavation/Traffic Clearance

**K. Due to absence LGU Permit/Clearance/Homeowners Association Clearance/Permit**

- 1. Contractor's request duly received by the Implementing Office for the Suspension of Work
- 2. Copy of the original letter request of the Contractor duly received by the LGU to Issue Clearance/Permit

**L. Due to DENR Clearance/Permit to cut/remove trees/Coconut within the Road-Right-of-Way**

- 1. Contractor's request duly received by the Implementing Office for the Suspension of Work
- 2. Copy of the original letter request of the Contractor duly received by the DENR to issue Clearance/Permit to cut/remove trees
- 3. PCA Clearance (for Coconut)

**M. Delayed delivery of Imported Materials due to truck ban and/or port congestion**

- 1. Contractor's request duly received by the Implementing Office for the Suspension of Work
- 2. Certified true copy of Bill of Lading
- 3. Certification from the Implementing Office that the delivery of materials was delayed due to truck ban and/or port congestion

**N. Due to Encountered Hard Strata**

- 1. Approved Drilling Monitoring Report
- 2. Approved Original and Actual Bore Log Data
- 3. Pictures/Photographs showing the encountered hard strata

I hereby certify that the above supporting document is complete

Print Name: \_\_\_\_\_

Designation: \_\_\_\_\_

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

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

**Contract Time Suspension**

**II. To be submitted by the Implementing Office**

- 1. Executive Summary
- 2. Proposed Suspension Order in a standard format per DO 100 Series of 2015
- 3. Project/Consultant Engineer's Report relative to the request for contract time extension
- 4. Evaluation/Recommendation with justification from the Implementing Office/Consultant of the requested time extension
- 5. Complete Contractual Data
- 6. Copy of latest approved PERT/CPM/PDM Network Diagram Bar Chart prior to the request for contract time suspension
- 7. Letters/Communications/Minutes of the Meetings made between the Implementing Office, Contractors and Other Concerned Parties
- 8. Chronology of Events from the start until the Resolution of the problem (if any). It should contain the efforts made by the Implementing Office in order to resolve the problem and resume the implementation of the Projects at the soonest possible time

**Additional supporting documents for specific conditions:**

**A. Due to Rainy/Unworkable Days considered unfavorable for the prosecution of the works at the site:**

- 1. Project Weather Chart duly signed by the Project/Resident Engineer

**B. Due to Delay in the payment of Contractor's Claim for Progress Billing/s**

- 1. Certification from the DPWH Accountant duly noted by the Head of Implementing Office that payment was not yet paid beyond forty-five (45) calendar days from the time the contractor's claim has been certified to by the procuring entity's representative that the documents are complete.

**C. Due to Road Right-of-Way Problem**

- 1. Copy of approved Parcellary Survey/ROW Plan showing the affected lots and improvements
- 2. Certified copy of Permit to Enter duly received/acknowledged but disapproved/unsigned by the owner
- 3. List of Properties/Lots/Structures affected by RROW

**D. Due to Failure of the Government to provide necessary construction plans and/or drawings**

- 1. Certification from the Implementing Office that construction plan and/or drawings were not yet provided.
- 2. Explanation from the Implementing Office/Consultant for failure to provide the necessary Construction Plans

**E. Due to non-availability of Construction Materials**

- 1. Certification from the Implementing Office that non-availability of Construction Materials has occurred
- 2. Certification from the Implementing Office stating the distance/location of the nearest available supplier of the said materials and its cost

**F. Due to effect of Force Majeure**

- 1. Certification from Implementing Office that force majeure has occurred

**G. Due to Peace and Order Condition**

- 1. List of similarly affected projects undertaken by other Contractors within the vicinity of the Project

**H. Due to Obstruction**

- 1. List of Utilities affected by RROW

I hereby certify that the above supporting document is complete

Print Name: \_\_\_\_\_

Designation: \_\_\_\_\_

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

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

**Contract Time Suspension**

**I. Due to DENR Clearance/Permit to Cut/Remove Trees within the Road-Right-of-Way**

- 1. Letter from the Implementing Office to the Secretary regarding the request for DENR Permit
- 2. Endorsement letter of the Secretary to the DENR Secretary regarding the request of the Implementing Office for DENR Permit

**J. Due to absence of MMDA Permit /Clearance for Road Repair/Excavation/Traffic Clearance**

- 1. Contractor's request duly received by the Implementing Office for the Suspension of Work
- 2. Copy of the original letter request of the Contractor duly received by the MMDA to Issue Clearance/Permit
- 3. Copy of Application Form for MMDA Permit/Clearance for Road Repair/Excavation/Traffic Clearance

**K. Due to absence LGU Permit/Clearance/Homeowners Association Clearance/Permit**

- 1. Contractor's request duly received by the Implementing Office for the Suspension of Work
- 2. Copy of the original letter request of the Contractor duly received by the LGU to Issue Clearance/Permit

**L. Due to DENR Clearance/Permit to cut/remove trees/Coconut within the Road-Right-of-Way**

- 1. Contractor's request duly received by the Implementing Office for the Suspension of Work
- 2. Copy of the original letter request of the Contractor duly received by the DENR to issue Clearance/Permit to cut/remove trees
- 3. PCA Clearance (for Coconut)
- 4. Letter from the Implementing Office to the Secretary regarding the request for DENR Permit
- 5. Endorsement letter of the Secretary to the DENR Secretary regarding the request of the Implementing Office for DENR Permit

**M. Delayed delivery of Imported Materials due to truck ban and/or port congestion**

- 1. Contractor's request duly received by the Implementing Office for the Suspension of Work
- 2. Certified true copy of Bill of Lading
- 3. Certification from the Implementing Office that the delivery of materials was delayed due to truck ban and/or port congestion

**N. Due to Revision of Plans**

- 1. Original Construction Plans approved by Authorized DPWH Officials. Proposed revision should be reflected

I hereby certify that the above supporting document is complete

Print Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

## Contract Time Resumption

**I. To be submitted by the Contractor**

- 1. Letter Request of the Contractor for Contract Time Resumption
- 2. Approved Suspension Order
- 3. Certified copy of Original Contract

**Additional supporting documents for specific conditions:**

**A. Due to Rainy/Unworkable Days considered unfavorable for the prosecution of the works at the site:**

- 1. Pictures (with caption i.e., location/station, etc.) showing that the site is workable

**B. Due to Delay in the payment of Contractor's Claim for Progress Billing/s**

- 1. Certified copy of Vouchers/Progress Billings
- 2. Certification from the Accounting Division of payments made for the progress billing/s was received

**C. Due to Road Right-of-Way Problem**

- 1. Pictures (with caption i.e., location/station, etc.) of the site before and after the RROW Problem was resolved Pictures/Photographs of the site with RROW problem
- 2. Certification from the Barangay Captain/City or Municipality Mayor that the RROW Problem was resolved

**D. Due to Peace and Order Condition**

- 1. Certification from the PNP station commander concerned and confirmed by the DILG Regional Director concerned that peace and order condition in the area is already stable

**E. Due to Inaccessibility to Project**

- 1. Exhibit Pictures (with caption i.e., location/station, etc.) showing proof of resolution of inaccessibility
- 2. Relevant documents such as permit issued, communication letters, minutes of the meeting, etc.

**F. Due to Obstruction**

- 1. Exhibit Pictures (with caption i.e., location/station, etc.) showing the obstruction was removed
- 2. Relevant documents such as permit issued, communication letters, minutes of the meeting, etc.

**G. Due to Failure of the Government to provide necessary construction plans and/or drawings**

- 1. Proof on the date of approval of construction plan and/or drawings

**H. Due to non-availability of construction materials**

- 1. Certification from DTI and the suppliers that the required materials specified in the plans and/or substitute materials are available in the market

**I. Due to effect of Force Majeure**

- 1. Pictures (with caption i.e., location/station, etc.) showing the effect of force majeure was already addressed to effect Resumption Order
- 2. Relevant documents such as communication letters, minutes of the meeting relative to the measures undertaken to address the effect of force majeure that necessitates issuance of Resumption Order

**J. Due to absence of MMDA Permit/Clearance for Road Repair/Excavation/Traffic Clearance**

- 1. Contractor's request duly received by the Implementing Office for the Resumption of Work
- 2. Copy of the MMDA Permit/Clearance for Road Repair/Excavation/Traffic Clearance issued for the project

I hereby certify that the above supporting document is complete

Print Name: \_\_\_\_\_

Designation: \_\_\_\_\_

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

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

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**Contract Time Resumption**

**K. Due to absence LGU Permit/Clearance/Homeowners Association Clearance/Permit**

- 1. Contractor's request duly received by the Implementing Office for the Resumption of Work
- 2. Copy of the LGU Permit/Clearance/Re-blocking permit/clearance issued for the project

**L. Due to DENR Clearance/Permit to cut/remove trees/Coconut within the Road-Right-of-Way**

- 1. Contractor's request duly received by the Implementing Office for the Resumption of Work
- 2. Copy of the DENR Clearance/Permit to cut/remove trees
- 3. PCA Clearance (for Coconut)

**M. Delayed delivery of Imported Materials due to truck ban and/or port congestion**

- 1. Contractor's request to the Implementing Office for the Resumption of Work
- 2. Certified true copy of Bill of Lading
- 3. Original copy of Custom Clearance
- 4. Certification from the Implementing Office that the delayed delivery of materials due to truck ban and port congestion has been resolved

I hereby certify that the above supporting document is complete

Print Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_



**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

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## **Contract Time Resumption**

**II. To be prepared by the Implementing Office**

- 1. Executive Summary
- 2. Copy of the proposed Resume Order in accordance with the Format per DO 100 Series of 2015
- 3. Project/Consultant Engineer's Report relative to the resolution of the problem which caused the issuance of suspension order
- 4. Complete Contractual Data

**Additional supporting documents for specific conditions:**

**A. Due to Right-of-way problem**

- 1. Certified Copy of Payments/Vouchers for RROW acquisition
- 2. Certified Copy of Permit to Enter

**B. Due to failure of the government to provide necessary construction plans and/or drawings**

- 1. Certification from the Implementing Office that construction plan and/or drawings were already provided

**C. Due to non-availability of construction materials**

- 1. Certification from the Implementing Office that Construction Materials are already available

I hereby certify that the above supporting document is complete

Print Name: \_\_\_\_\_

Designation: \_\_\_\_\_

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

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

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**PERT/CPM/PDM**

**I. To be submitted by the Contractor**

**A. Original**

- 1. Proposed Contract Agreement
- 2. Approved Resolution of Award
- 3. Notice of Award
- 4. Breakdown of Contract Cost
- 5. Construction Methods

**B. Revised**

- 1. Copy of the previously approved Construction Schedule together with the Monthly Equipment and Manpower Utilization Schedule
- 2. Copy of Approved Original Contract
- 3. Copy of Notice to Proceed
- 4. Copy of Approved Variation Orders
- 5. Copy of approved Time Extensions (if there's any)
- 6. Copy of approved latest (PERT/CPM/PDM, Bar Chart with S-Curve)

I hereby certify that the above supporting document is complete

Print Name: \_\_\_\_\_

Designation: \_\_\_\_\_

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

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

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**PERT/CPM/PDM**

**II. To be submitted by the Implementing Office**

- 1. Executive Summary
- 2. Forwarding Memorandum from the Implementing Office for the Assistant Secretary/Undersecretary's consideration and approval of the Proposed Original PERT/CPM/PDM Network Diagram, Bar Chart with S-Curve and Cash Flow, Equipment and Manpower Utilization Schedule
- 3. Matrix of the Predetermined Unworkable Days (if applicable)
- 4. Detailed Justification/Explanation of the changes made in the proposed Revised Construction Schedule compared with the previously approved schedule (if applicable)

I hereby certify that the above supporting document is complete

Print Name: \_\_\_\_\_

Designation: \_\_\_\_\_

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

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

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**MOA/MOU**

**1. To be submitted by the Contractor**

- 1. Approved Clearance / Authority to enter MOA
- 2. Letter Request of the concerned Official
  - 2.1 Regional Director/District Engineer
  - 2.2 Proponent (Senator/Congressman/LGU)
  - 2.3 Other government Agencies
- 3. Proposed MOA duly signed by parties concerned
- 4. Authority of Signing Official/Board Resolution/Sangguniang Pambayan, Panglungsod and Panlalawigan

**Additional supporting documents for Locally Funded Projects:**

- 1. Certification that the LGU has no unliquidated cash advance from DPWH
- 2. Reason/justification to support their request to undertake/implement the project by administration through MOA if project cost is over P20 Million in accordance with of the Special Provision of the General Appropriation Act

I hereby certify that the above supporting document is complete

Print Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

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**MOA/MOU**

**2. To be prepared by the Implementing Office**

- 1. Executive Summary
- 2. Source of Funds
- 3. Indorsement of concerned Official of the DPWH

**Additional supporting documents for Locally Funded Projects:**

- 1. Result of the Evaluation of Capability of the LGU to implement DPWH Infrastructure Projects per criteria prescribed under DO#137-A S. 1999, to be submitted by the District Engineer and approved by the Regional Director
- 2. Clearance from the President (for project costing more than P50 Million)
- 3. Copy of the approved Annual Procurement Plan (APP)
- 4. BAC Resolution on the change in the mode of procurement (if the original mode of procurement was Public Bidding as indicated in the approved APP)

I hereby certify that the above supporting document is complete

Print Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

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**Advance Payment**

**I. To be prepared by the Contractor**

- 1. Letter Request of Contractor including Schedule of Recoupment
- 2. Certification that necessary scheduled Equipment for the first two months were mobilized after issuance of NTP with pictures
- 3. Approved Equipment Schedule
- 4. Construction Safety and Health Program approved/concurred by the DOLE
- 5. Notice to Proceed (Certified true copy by Implementing Office)
- 6. Copy of approved contract (Certified true copy by Implementing Office)
- 7. Surety Bond/Performance Security/CARI duly verified by PrS
- 8. Pictures of Equipment, Billboards w/ complete information of contract amount, start & completion date, duration of project, project name & source of fund (locally funded / foreign assisted projects)
- 9. One set certified true copy of all the documents submitted for Accounting Division/Section/Unit's copy

I hereby certify that the above supporting documents are complete

Print Name: \_\_\_\_\_

Designation: \_\_\_\_\_

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

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

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**Advance Payment**

**II. To be prepared by the Implementing Office**

- 1. Original Copy of Request for Obligation and Status (ORS)
- 2. Background Information / Executive Summary
- 3. Billing Summary
- 4. Disbursement Voucher
- 5. Certification from Implementing Office as to validity and authenticity of supporting documents
- 6. Certified true copy of Bank Guarantee/Surety Bond
- 7. Foreign portion-Withdrawal Application (if applicable)
- 8. Photocopy of the Transmittal of contract documents (duly received by COA)
- 9. One set certified true copy of all the documents submitted for Accounting Division/Section/Unit's copy

I hereby certify that the above supporting documents are complete

Print Name: \_\_\_\_\_

Designation: \_\_\_\_\_

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

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

**First Progress Billing**

**I. To be prepared by the Contractor**

- 1. Letter Request of Contractor for payment
- 2. Monthly Certificate of Payment and Statement of Work Accomplished
- 3. Statement of Time Elapsed (Justification Letter is needed if accomplishment is negative slippage beyond 10% and calibrated action for slippages in compliance with DO 193, series of 2016)
- 4. Contractor's Affidavit - duly notarized
- 5. Certification of Clearance for Equipment Rentals and/or Lease (concerned RES/Area Shop), if any
- 6. Certificate of Payment of Labor, Materials and Equipment
- 7. Pictures of Work Accomplished (size 3R min.) – "with proper labelling"
- 8. Backup Computations
- 9. Certificate of Materials Quality Test (Materials on Site), if any
- 10. Materials Test Report/Quality Test
- 11. Certificate of Materials Quality Control Assurance
- 12. Construction Safety and Health Program approved by the DOLE
- 13. BIR Form No. 2307 (Certificate of Creditable Taxes Withheld at Source), if any
- 14. BIR Form No. 2550 M – VAT Declaration
- 15. Contractor's All Risk Insurance duly verified by SAC (1M and above)
- 16. Copy of Performance Bond duly verified by SAC
- 17. Copy of Contract / Bill of Quantities
- 18. Notice to Proceed (Certified true copy by Implementing Office)
- 19. Copy of Performance Security in the form of Letter of Credit, Bank Guarantee or Surety Bond (Materials on Site) duly verified by SAC, if any
- 20. Authority from DBM to purchase vehicles and equipment, if any
- 21. Copy of Contract of Lease/Rental Agreement for Facilities to the Engineer and Official Receipt for Lease/Rent Purchase – OR and CR for vehicles and proof of purchase
- 22. Official Receipt of the previous payment, if not yet submitted to the Accounting Division or copy of duly received OR by the Accounting Division (if GOP, FAP Section and if Loan Proceed, FRS Section)
- 23. One set certified true copy of approved all the documents submitted for accounting's copy

I hereby certify that the above supporting documents are complete

Print Name: \_\_\_\_\_

Designation: \_\_\_\_\_

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



**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

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**First Progress Billing**

**II. To be prepared by the Implementing Office**

- 1. Background Information/Executive Summary
- 2. Billing Summary
- 3. Disbursement Voucher
- 4. Certification from Implementing Office as to validity and authenticity of supporting documents
- 5. Copy of Obligation Request Status (ORS)
- 6. Foreign portion-Withdrawal Application (if applicable)
- 7. Copy of the Transmittal of contract documents (duly received by COA) – if the contractor did not collect an advance payment
- 8. One set certified true copy of approved all the documents submitted for accounting's copy

I hereby certify that the above supporting documents are complete

Print Name: \_\_\_\_\_

Designation: \_\_\_\_\_

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

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

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## Interim Progress Billing

**I. To be prepared by the Contractor**

- 1. Letter request of Contractor for payment
- 2. Statement of Work Accomplished and Monthly Certificate of Payment
- 3. BIR Form No. 2307 (Certificate of Creditable Taxes Withheld at Source), if any
- 4. BIR Form No. 2550 M – VAT Declaration
- 5. Certificate of Materials Quality Test (Materials on Site), if any
- 6. Materials Test Report/Quality Test
- 7. Certification of Clearance for Equipment Rentals and/or Lease
- 8. Certification of Clearance on Labor and Materials Payment
- 9. Certificate of Materials Quality Control Assurance
- 10. Contractor's Affidavit - duly notarized
- 11. Statement of Time Elapsed (Justification Letter (including compliance with calibrated actions) is needed if accomplishment is negative slippage of 10% and above)
- 12. Backup Computation
- 13. Pictures of Work Accomplished (size 3R min.)- "with proper labelling"
- 14. Change Order/Extra Work Order/Time Extension/Suspension and Resume Order, if needed
- 15. Copy of Contract of Lease/Rental Agreement for Facilities to the Engineer and Official Receipt for Lease/Rent/Purchase – OR and CR for vehicles and proof of purchase
- 16. Official Receipt of the previous payment, if not yet submitted to the Accounting Division or copy of duly received OR by the Accounting Division (if GOP, FRS Section and if Loan Proceed, FAP Section (per billing requirement))
- 17. One set certified true copy of all the documents submitted for accounting's copy

I hereby certify that the above supporting documents are complete

Print Name: \_\_\_\_\_

Designation: \_\_\_\_\_

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

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

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## Interim Progress Billing

**II. To be prepared by the Implementing Office**

- 1. Background Information/Executive Summary
- 2. Billing Summary
- 3. Disbursement Voucher
- 4. Certification from Implementing Office as to validity and authenticity of supporting documents
- 5. Copy of Obligation Request and Status (ORS)
- 6. Foreign portion-Withdrawal Application (for foreign assisted projects)
- 7. One set certified true copy of all the documents submitted for accounting's copy

I hereby certify that the above supporting documents are complete

Print Name: \_\_\_\_\_

Designation: \_\_\_\_\_

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

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

**Final Billing**

**I. To be prepared by the Contractor**

- 1. Letter request of Contractor for payment
- 2. Statement of Work Accomplished and Monthly Certificate of Payment
- 3. Statement of Time Elapsed
- 4. Contractor's Affidavit – duly notarized
- 5. Certificate of payment of Labor, materials and equipment
- 6. Certificate of Materials Quality Control Assurance
- 7. As Built Quantity/Final Change Order, if any
- 8. Signed Inventory of Office Equipment, Furniture, Building, Surveying, Instrument and Service Vehicle (Turnover of Equipment Bought Out of Project Funds) with corresponding Invoice Receipt, Acknowledgement Receipt for Equipment (ARE) or Property Acknowledgement Receipt (PAR) and Inventory Custodian Slip (ICS)
- 9. Certification of BRS of Turnover of Laboratory Equipment - FAPs
- 10. Equipment Maintenance Division Clearance
- 11. Certificate of Completion
- 12. Certificate of Acceptance (after 1 year of Completion)
- 13. Surety Bond/Performance Security/CARI duly verified by PrS, if there is no Certificate of Acceptance
- 14. Certified True Copy of DPWH Final Inspection Report (QAU/Inspectorate Team)
- 15. Certification from QAU/Inspectorate Team that defects for final inspection have already been corrected with pictures (before, during and after, size 3R min)
- 16. Pictures of work accomplished (size 3R min.) "with proper labelling"
- 17. Back-up Computations
- 18. Approved Time Extensions and/or Suspension and Resume Orders, if any
- 19. Approved As Built-Plans/Drawings
- 20. BIR Form 0217, Stamped Received by BIR (indicating the date of receipt, RDO and with documentary stamp)
- 21. BIR Form No. 2307 (Certificate of Creditable Taxes Withheld at Source)
- 22. BIR Form No. 2550 M – VAT Declaration
- 23. Material Test Report including Core Test for Thickness Determination for Concrete/Asphalt Road, if applicable
- 24. Proof of Completeness of Document duly received by COA
- 25. Official Receipt of the previous payment, if not yet submitted to the Accounting Division or copy of duly received OR by the Accounting Division (GOP, FRS Section and if Loan Proceed, FAP Section)
- 26. Copy of Contract of Lease/Rental Agreement for Facilities to the Engineer and Official Receipt for Lease/Rent/Purchase – OR and CR for vehicles and proof of purchase
- 27. One set certified true copy of all the documents submitted for accounting's copy (once signed/approved) except pictures, back-up computations, as built plans and drawing, and material testing results

I hereby certify that the above supporting documents are complete

Print Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

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**Final Billing**

**II. To be prepared by the Implementing Office**

- 1. Background Information/Executive Summary
- 2. Billing Summary
- 3. Disbursement Voucher
- 4. Property Clearance
- 5. Certification from Implementing Office as to validity and authenticity of supporting documents
- 6. Copy of Obligation Request and Status (ORS)
- 7. Foreign portion-Withdrawal Application (for foreign assisted projects)
- 8. One set certified true copy of all the documents submitted for Accounting Division/Section/Unit's copy

I hereby certify that the above supporting documents are complete

Print Name: \_\_\_\_\_

Designation: \_\_\_\_\_

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

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

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**Release of Retention**

**I. To be submitted by the Contractor**

- 1. Letter-request of Contractor for payment
- 2. Retention Security in the form of Surety Bond / Letter of Credit / Bank Guarantee duly verified by PrS (if retention is released before the issuance of the Certificate of Acceptance and during progress billing on a positive schedule)
- 3. Statement of Retention
- 4. Certified True Copy of Approved Vouchers
- 5. Official Receipt of the previous payment, if not yet submitted to the Accounting Division or copy of duly received OR by the Accounting Division (if GOP, FRS Section and if Loan Proceed, FAP Section)
- 6. One set certified true copy of all the documents submitted for Accounting Division/Section/Unit's copy

I hereby certify that the above supporting documents are complete

Print Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

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## Release of Retention

**II. To be prepared by the Implementing Office**

- 1. Background Information / Executive Summary
- 2. Certification from Implementing Office as to validity and authenticity of supporting documents
- 3. Certification that Project is on-schedule (for locally-funded and FAPS) or Certificate of Acceptance if retention is released after completion of Project
- 4. Disbursement Voucher
- 5. Certificate of Completion (if retention is being released after completion of the project)
- 6. DPWH Final Inspection Report (QAU/Inspectorate Team) – if retention is released after completion
- 7. Certification from QAU/Inspectorate Team that defects for Final Inspection Report have already been rectified and corrected – if retention is released after completion
- 8. Certification that the project is on-schedule – if retention is released before completion
- 9. Foreign portion-Withdrawal Application (for foreign assisted projects)
- 10. One set certified true copy of all the documents submitted for accounting's copy (once signed/approved)

I hereby certify that the above supporting documents are complete

Print Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

**IROW Payment**

**I. Negotiated Sale of Lots**

A. Approved Obligation Request and Status (ORS) with the following attached documents:

- 1. Memorandum from the Head of the IO to the Head of the Budget Unit requesting the issuance of Obligation Request and Status (ORS).
- 2. Copy of Special Allotment Release Order (SARO) and the following pages from the Master List of claimants submitted to the Department of Budget and Management (DBM) or included in the appropriation for funding where the subject claimant is indicated: (a) first page, (b) last page where the approval of the List is indicated, and (c) page containing the name of the claimant.
- 3. In the case of a titled lot, a certified true copy of the electronic copy (blue) of the Lot Title in the name of the registered Owner/authenticated by the Register of Deeds/Land Registration Authority (LRA).
- 4. Current Market Value of lot based on Government Financial Institution (GFI)/ Independent Property Appraiser (IPA)/Implementing Office (IO) Appraisal Reports.
- 5. Tax Identification Number (TIN)/Temporary TIN subject to data change approved by authorized official.
- 6. Letter offer signed by the IO but unserved to the claimant.

B. Signed Certificate of Available Funds with the following attachments:

- 1. Memorandum Request for Certificate of Availability of Funds (CAF) from the Head of the IO to the Head of the Accounting Unit.
- 2. ORS approved by the Head of the Budget Unit including all attachments. (See Item I-A)
- 3. Deed of Absolute Sale (DAS).
- 4. Tax Declaration of the Lot.
- 5. One (1) page certification duly approved by the Head of the IO of the following:
  - 5.1 That the lot (or improvement) is totally/partially affected by (name of project).
  - 5.2 That the lot is within the boundaries of the ROW limits per approved Parcellary Plan.
  - 5.3 That there is no other pending claim or payment made yet on the subject claim.
  - 5.4 That all supporting documents are complete, authenticated, validated, and found to be in order.
- 6. Certified true copy of two (2) valid Government-issued identification cards of the following (whichever is applicable):
  - 6.1 Owner/Claimant.
  - 6.2 Attorney-in-Fact, if represented by one.
  - 6.3 Heirs - in the case of extra-judicial settlement.
  - 6.4 Authorized Officer of the Corporation.
- 7. Signed Letter-Offer, accepted by the Owner.

I hereby certify that the above supporting documents are complete

Print Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_



**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

**IROW Payment**

C. Disbursement Voucher with the following attachments:

- 1. First Payment – 50% of the negotiated price of the lot.
  - 1.1 Approved Deed of Absolute Sale (DAS), signed by at least the DPWH signatories.
  - 1.2 Approved CAF with all the attachments (See Item I-B).
  - 1.3 Approved Parcellary Plan.
  - 1.4 Approved Subdivision Plan.
  - 1.5 Environmental Compliance Certificate (ECC)/Certificate of Non-Coverage (CNC) from the Department of Environment and Natural Resources (DENR).
  - 1.6 If applicable, additional supporting documents for the reimbursement of the advance payments made by the Contractor/Concessionaire:
    - 1.6.1 Letter-Request by DPWH to the Contractor/Concessionaire to make the advance payment.
    - 1.6.2 Reimbursement Agreement between DPWH and the Contractor/ Concessionaire.
    - 1.6.3 Certified true copy of the check issued by the Contractor/Concessionaire to the claimant.
    - 1.6.4 Acknowledgement Receipt of the check by the claimant
    - 1.6.5 Secretary's Certificate/certified true copy of valid ID of the Contractor/ Concessionaire's Attorney-in-Fact
  - 1.7 One (1) set of certified true copy of all the documents submitted for Accounting Unit's copy.
- 2. Final Payment – 50% of the negotiated price of the lot.
  - 2.1. Notarized Deed of Absolute Sale (DAS).
  - 2.2. Original of the Owner's duplicate Transfer Certificate of Title (TCT), if applicable.
  - 2.3. Titled Lot:
    - 2.3.1 Totally Affected: Lot Title in the name of DPWH/Republic of the Philippines (RP).
    - 2.3.2 Partially Affected: Annotation of Sale to DPWH/RP; or Memorandum of Encumbrances at the back of the Title for portion of lot acquired by DPWH/ TCT of the affected portion of the lot prior to registration in the name of RP.
  - 2.4. Tax Clearance/Statement of Account with letter request by the claimant for deduction from claim/Tax Exemption
  - 2.5. Certified true copy of the paid DV for the first 50% lot payment
  - 2.6. Official Receipts/Proof of Tax Payments made
  - 2.7. If applicable, additional supporting documents for the reimbursement of the advance payments made by the Contractor/Concessionaire:
    - 2.7.1 Letter-Request by DPWH to the Contractor/Concessionaire to make the advance payment.
    - 2.7.2 Reimbursement Agreement between DPWH and the Contractor/ Concessionaire.
    - 2.7.3 Certified true copy of the check issued by the Contractor/Concessionaire to the claimant.
    - 2.7.4 Acknowledgement Receipt of the check by the claimant.
    - 2.7.5 Secretary's Certificate/certified true copy of valid ID of the Contractor/ Concessionaire's Attorney-in-Fact.
  - 2.8. One (1) set of certified true copy of all the documents submitted for Accounting Unit's copy.

I hereby certify that the above supporting documents are complete

Print Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

**IROW Payment**

**II. Negotiated Sale of Improvements**

A. Approved Obligation Request and Status with the following attachments

- 1. Memorandum from the Head of the IO to the Head of the Budget Unit requesting the issuance of ORS.
- 2. Copy of SARO and the following pages from the Master List of claimants submitted to the DBM or included in the appropriation for funding where the subject claimant is indicated: (a) first page, (b) last page where the approval of the List is indicated, and (c) page containing the name of the claimant.
- 3. Replacement Cost of structures/improvements, including all accessory structures.
- 4. Tax Declaration of the structures/improvements.
- 5. TIN/Temporary TIN subject to data change approved by authorized official.
- 6. Letter offer signed by the IO but unserved to the claimant.

Substitute documents for payments of improvements to Informal Settler Families:

- 1. Memorandum from the Head of the IO to the Head of the Budget Unit requesting the issuance of ORS.
- 2. Copy of SARO and the following pages from the Master List of claimants submitted to the DBM or included in the appropriation for funding where the subject claimant is indicated: (a) first page, (b) last page where the approval of the List is indicated, and (c) page containing the name of the claimant.
- 3. Tax Declaration or, if not applicable, Certification of the Barangay Chairperson, concurred in by the Urban Poor Affairs Office (UPAO)/Authorized LGU representative, stating that the structures/improvements are owned by the ISF.
- 4. Replacement Cost of structures/improvements, including all accessory structures.

B. Signed Certificate of Available Funds with the following attachments:

- 1. Memorandum Request for CAF from the Head of the IO to the Head of the Accounting Unit.
- 2. ORS approved by the Head of the Budget Unit including all attachments (See Item II-A).
- 3. Agreement to Demolish and Remove Improvements (ADRI).
- 4. One (1) page certification duly approved by the Head of the IO of the following:
  - 4.1 That the lot (or improvement) is totally/partially affected by (name of project).
  - 4.2 That the lot is within the boundaries of the ROW limits per approved Parcellary Plan.
  - 4.3 That there is no other pending claim or payment made yet on the subject claim.
  - 4.4 That all supporting documents are complete, authenticated, validated, and found to be in order.
- 5. TCT of the Lot or Tax Declaration of the Lot.
- 6. Certified true copy of two (2) valid Government-issued identification cards of the following (whichever is applicable):
  - 6.1 Owner/Claimant.
  - 6.2 Attorney-in-Fact, if represented by one.
  - 6.3 Heirs - in the case of extra judicial settlement.
  - 6.4 Authorized Officer of the Corporation.
- 7. Signed Letter-Offer, accepted by the Owner.

I hereby certify that the above supporting documents are complete

Print Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

**IROW Payment**

Substitute Documents for Informal Settler Families

- 1. Memorandum Request for CAF from the Head of the IO to the Head of the Accounting Unit.
- 2. ORS approved by the Head of the Budget Unit including all attachments (See Item II-A).
- 3. ADRI.
- 4. One (1) page certification duly approved by Head of IO of the following:
  - 4.1 That the lot (or improvement) is totally/partially affected by (name of project).
  - 4.2 That the lot is within the boundaries of the ROW limits per approved Parcellary Plan.
  - 4.3 That there is no other pending claim or payment made yet on the subject claim.
  - 4.4 That all supporting documents are complete, authenticated, validated, and found to be in order.
- 5. Sworn Affidavit of Ownership.
- 6. Certified true copy of a valid Government-issued ID of the claimant.

C. Disbursement Voucher with the following attachments:

- 1. First Payment – 70% of the negotiated price of the improvement:
  - 1.1 Approved ADRI, signed by at least the DPWH signatories.
  - 1.2 Approved CAF and all its attachment (See Item II-B)
  - 1.3 Approved Parcellary Plan.
  - 1.4 Structural Mapping with Sketch Plan in Computer-aided Design (CAD) format
  - 1.5 Waiver of the lot owner on the proceeds of improvement if the lot owner and improvement owner are two (2) different owners with attached photocopy of two (2) valid ID cards of the lot owner.
  - 1.6 Original copy of Affidavit of Ownership of Improvements if the owner thereof is different from the owner of lot.
  - 1.7 Pictures before demolition/removal duly certified by Project Engineer.
  - 1.8 If applicable, additional supporting documents for the reimbursement of the advance payments made by the Contractor/Concessionaire:
    - 1.8.1 Letter-Request by DPWH to the Contractor/Concessionaire to make the advance payment.
    - 1.8.2 Reimbursement Agreement between DPWH and the Contractor/ Concessionaire.
    - 1.8.3 Certified true copy of the check issued by the Contractor/Concessionaire to the claimant.
    - 1.8.4 Acknowledgement Receipt of the check by the claimant.
    - 1.8.5 Secretary's Certificate/certified true copy of valid ID of the Contractor/ Concessionaire's Attorney-in-Fact.
  - 1.9 One (1) set of certified true copy of all the documents submitted for Accounting Unit's copy

I hereby certify that the above supporting documents are complete

Print Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

**IROW Payment**

2. Final Payment – 30% of the negotiated price of the improvement.

- 2.1 Notarized ADRI
- 2.2 Tax Clearance/Statement of Account with letter request by the claimant for deduction from claim/Tax Exemption.
- 2.3 Certified true copy of the paid DV for the first 70% lot payment
- 2.4 Official Receipts / Proof of Tax Payments made
- 2.5 Pictures after demolition / removal duly certified by Project Engineer
- 2.6 Certification from IO of total demolition/removal stating that the actual type and kind of Improvement demolished and removed was the same as the improvement shown in the attached photos and as stated in the ADRI
- 2.7 If applicable, additional supporting documents for the reimbursement of the advance payments made by the Contractor/Concessionaire:
  - 2.7.1 Letter-Request by DPWH to the Contractor/Concessionaire to make the advance payment.
  - 2.7.2 Reimbursement Agreement between DPWH and the Contractor/ Concessionaire.
  - 2.7.3 Certified true copy of the check issued by the Contractor/Concessionaire to the claimant.
  - 2.7.4 Acknowledgement Receipt of the check by the claimant
  - 2.7.5 Secretary's Certificate/certified true copy of valid ID of the Contractor/ Concessionaire's Attorney-in-Fact
- 2.8 One (1) set of certified true copy of all the documents submitted for Accounting Unit's copy

Substitute Documents for Informal Settler Families

1. First Payment – 70% of the Replacement Cost.

- 1.1 Approved ADRI, signed by at least the DPWH signatories.
- 1.2 Approved CAF (See item II-B)
- 1.3 Approved Parcellary Plan.
- 1.4 Structural Mapping with Sketch Plan in CAD format.
- 1.5 Pictures before demolition / removal duly certified by Project Engineer.
- 1.6 If applicable, additional supporting documents for the reimbursement of the advance payments made by the Contractor/Concessionaire:
  - 1.6.1 Letter-Request by DPWH to the Contractor/Concessionaire to make the advance payment.
  - 1.6.2 Reimbursement Agreement between DPWH and the Contractor/ Concessionaire.
  - 1.6.3 Certified true copy of the check issued by the Contractor/Concessionaire to the claimant.
  - 1.6.4 Acknowledgement Receipt of the check by the claimant
  - 1.6.5 Secretary's Certificate/certified true copy of valid ID of the Contractor/ Concessionaire's Attorney-in-Fact.
- 1.7 One (1) set of certified true copy of all the documents submitted for Accounting Unit's copy.

I hereby certify that the above supporting documents are complete

Print Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

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**IROW Payment**

- 2. Final Payment – 30% of the Replacement Cost.
  - 2.1 Notarized ADRI.
  - 2.2 Certified true copy of the paid DV of the first 70% lot payment.
  - 2.3 Pictures after demolition/removal duly certified by Project Engineer.
  - 2.4 Certification from IO of total demolition/removal, stating that the actual type and kind of improvement demolished and removed was the same as the improvement shown in the attached photos and as stated in the ADRI.
  - 2.5 If applicable, additional supporting documents for the reimbursement of the advance payments made by the Contractor/Concessionaire:
    - 2.5.1 Letter-Request by DPWH to the Contractor/Concessionaire to make the advance payment.
    - 2.5.2 Reimbursement Agreement between DPWH and the Contractor/ Concessionaire.
    - 2.5.3 Certified true copy of the check issued by the Contractor/Concessionaire to the claimant.
    - 2.5.4 Acknowledgement Receipt of the check by the claimant.
    - 2.5.5 Secretary's Certificate/certified true copy of valid ID of the Contractor/ Concessionaire's Attorney-in-Fact.
  - 2.6 One (1) set of certified true copy of all the documents submitted for Accounting Unit's copy.

I hereby certify that the above supporting documents are complete

Print Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

**IROW Payment**

**III. Negotiated Sale of Crops and Trees**

A. Approved Obligation Request and Status with the following attachments:

- 1. Memorandum from the Head of the IO to the Head of the Budget Unit requesting the issuance of ORS.
- 2. Copy of SARO and the following pages from the Master List of claimants submitted to the DBM or included in the appropriation for funding where the subject claimant is indicated: (a) first page, (b) last page where the approval of the List is indicated, and (c) page containing the name of the claimant.
- 3. Market Value of crops/trees based on GFI/IPA/IO Appraisal Reports.
- 4. Certification of Barangay Chairman on the ownership of crops/trees.
- 5. TIN/Temporary TIN subject to data change approved by authorized official.
- 6. Letter offer signed by the IO but unserved to the claimant.

B. Signed Certificate of Available Funds with the following attachments:

- 1. Memorandum Request for CAF from the Head of the IO to the Head of the Accounting Unit.
- 2. ORS approved by the Head of the Budget Unit including all attachments. (See item III-A)
- 3. Agreement to Remove Improvement (ARI)
- 4. TCT of the Lot.
- 5. One (1) page certification duly approved by the Head of the IO of the following:
  - 5.1 That the lot (or improvement) is totally / partially affected by (name of project).
  - 5.2 That the lot is within the boundaries of the ROW limits per approved Parcellary Plan.
  - 5.3 That there is no other pending claim or payment made yet on the subject claim.
  - 5.4 That all supporting documents are complete, authenticated, validated, and found to be in order.
- 6. Tax Declaration of the Lot.
- 7. Permit to Cut from DENR.
- 8. Mapping Plan indicating the location of the crops/trees.
- 9. Certified true copy of two (2) valid Government-issued identification cards of the following (whichever is applicable):
  - 9.1 Owner/Claimant.
  - 9.2 Attorney-in-Fact, if represented by one.
  - 9.3 Heirs - in the case of extra judicial settlement.
  - 9.4 Authorized Officer of the Corporation.
- 10. Signed Letter-Offer, accepted by the Owner.

I hereby certify that the above supporting documents are complete

Print Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

**IROW Payment**

C. Disbursement Voucher with the following attachments:

- 1. First Payment – 70% of the negotiated price of the crops/trees.
  - 1.2 Approved ARI, signed by at least the DPWH signatories.
  - 1.3 Approved CAF including all its attachments (See item III-B).
  - 1.4 Waiver of the lot owner on the proceeds of improvement if the lot owner and crops/trees owner are two different owners with attached certified true copy of two (2) valid ID cards of the lot owner.
  - 1.5 Original copy of Affidavit of Ownership of Improvements if the owner thereof is different from the owner of lot.
  - 1.6 Pictures before removal duly certified by the Project Engineer.
  - 1.7 If applicable, additional supporting documents for the reimbursement of the advance payments made by the Contractor/Concessionaire:
    - 1.7.1 Letter-Request by DPWH to the Contractor/Concessionaire to make the advance payment.
    - 1.7.2 Reimbursement Agreement between DPWH and the Contractor/ Concessionaire.
    - 1.7.3 Certified true copy of the check issued by the Contractor/Concessionaire to the claimant.
    - 1.7.4 Acknowledgement Receipt of the check by the claimant.
    - 1.7.5 Secretary's Certificate/certified true copy of valid ID of the Contractor/ Concessionaire's Attorney-in-Fact.
  - 1.8 One (1) set of certified true copy of all the documents submitted for Accounting Unit's copy.
  
- 2. Final Payment – 30% of the negotiated price of the crops/trees.
  - 2.1 Notarized ARI.
  - 2.2 Pictures after removal duly certified by the Project Engineer.
  - 2.3 Certification from IO of Removal of crops/trees.
  - 2.4 Certified true copy of the paid DV of the first 70% lot payment.
  - 2.5 One (1) set of certified true copy of all the documents submitted for Accounting's copy
  - 2.6 If applicable, additional supporting documents for the reimbursement of the advance payments made by the Contractor/Concessionaire:
    - 2.6.1 Letter-Request by DPWH to the Contractor/Concessionaire to make the advance payment.
    - 2.6.2 Reimbursement Agreement between DPWH and the Contractor/ Concessionaire.
    - 2.6.3 Certified true copy of the check issued by the Contractor/Concessionaire to the claimant.
    - 2.6.4 Acknowledgement Receipt of the check by the claimant.
    - 2.6.5 Secretary's Certificate/certified true copy of valid ID of the Contractor/ Concessionaire's Attorney-in-Fact.

I hereby certify that the above supporting documents are complete

Print Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

**IROW Payment**

**IV. Expropriation Lot**

A. Approved Obligation Request and Status with the following attachments:

- 1. Memorandum from the Head of the IO to the Head of the Budget Unit requesting the issuance of ORS.
- 2. Copy of SARO and the following pages from the Master List of claimants submitted to the DBM or included in the appropriation for funding where the subject claimant is indicated: (a) first page, (b) last page where the approval of the List is indicated, and (c) page containing the name of the claimant.
- 3. Basis of Obligation Request Amount:
  - 3.1 For first payment based on Bureau of Internal Revenue (BIR) Zonal Valuation: Applicable Zonal Valuation certified by BIR.
  - 3.2 For final payment based on Just Compensation: Court Decision on the just compensation, duly certified by the Clerk of Court.
- 4. In the case of a titled lot, a certified true copy of the electronic copy (blue) of the Lot Title in the name of the registered Owner/authenticated by the Register of Deeds/LRA.
- 5. In the case of an untitled lot:
  - 5.1 Owner's original Tax Declaration/Tax Declaration certified by the Assessor's Office
  - 5.2 Certification by the Register of Deeds/LRA of the non-existence of the TCT.
- 6. Duly received Letter Request of the IO to the Office of the Solicitor General (OSG) to file the complaint/copy of the complaint.
- 7. Letter Offer signed by the IO but unserved to the claimant (for BIR Zonal Valuation) or Letter Offer rejected by the owner (for Just Compensation).

B. Signed Certificate of Available Funds with the following attachments:

- 1. Deposit to the Court equivalent to BIR Zonal Valuation
  - 1.1 Memorandum Request for CAF from the Head of the IO the Head of the Accounting Unit.
  - 1.2 ORS approved by the Head of the Budget Unit including all attachments (See item IV-A).
  - 1.3 One (1) page certification duly approved by the Head of the IO of the following:
    - 1.3.1 That the lot (or improvement) is totally/partially affected by (name of project).
    - 1.3.2 That the lot is within the boundaries of the ROW limits per approved Parcellary Plan.
    - 1.3.3 That there is no other pending claim or payment made yet on the subject claim.
    - 1.3.4 That all supporting documents are complete, authenticated, validated, and found to be in order.
  - 1.4 Letter offer rejected by the owner.

I hereby certify that the above supporting documents are complete

Print Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_



**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

**IROW Payment**

2. Just Compensation

- 2.1 Memorandum Request for CAF from the Head of the IO the Head of the Accounting Unit.
- 2.2 ORS approved by the Head of the Budget Unit including all attachments (See item IV-A).
- 2.3 Deed of Conveyance.
- 2.4 Tax Declaration of the Lot.
- 2.5 One (1) page certification duly approved by the Head of the IO of the following:
  - 2.5.1 That the lot (or improvement) is totally/partially affected by (name of project).
  - 2.5.2 That the lot is within the boundaries of the ROW limits per approved Parcellary Plan.
  - 2.5.3 That there is no other pending claim or payment made yet on the subject claim.
  - 2.5.4 That all supporting documents are complete, authenticated, validated, and found to be in order.
- 2.6 Copy of the complaint with case number filed by the OSG, received by the Judicial Court under jurisdiction, and duly certified by the Clerk of Court.
- 2.7 Certificate of Finality of the Court Decision/Entry of Final Judgement duly certified by the Clerk of Court.
- 2.8 One (1) page approved summary computation of Just Compensation, including interest, if any.
- 2.9 Certified true copy of the Writ of Possession (WOP).
- 2.10 Certified true copy of two (2) valid Government-issued identification cards of the following (whichever is applicable):
  - 2.10.1 Owner/Claimant.
  - 2.10.2 Attorney-in-Fact, if represented by one.
  - 2.10.3 Heirs - in the case of extra judicial settlement.
  - 2.10.4 Authorized Officer of the Corporation.

C. Disbursement Voucher with the following attachments:

- 1. BIR zonal valuation of the land to be deposited with the Court.
  - 1.1 Approved CAF including all its attachment (See item IV-B).
  - 1.2 Approved Parcellary Plan.
  - 1.3 Approved Subdivision Plan.
  - 1.4 ECC/CNC.
  - 1.5 If applicable, additional supporting documents for the reimbursement of the advance payments made by the Contractor/Concessionaire:
    - 1.5.1 Letter-Request by DPWH to the Contractor/Concessionaire to make the advance payment.
    - 1.5.2 Reimbursement Agreement between DPWH and the Contractor/ Concessionaire.
    - 1.5.3 Certified true copy of the check issued by the Contractor/Concessionaire to the claimant.
    - 1.5.4 Acknowledgement Receipt of the check by the claimant.
    - 1.5.5 Secretary's Certificate/certified true copy of valid ID of the Contractor/ Concessionaire's Attorney-in-Fact.
    - 1.5.6 One (1) set of certified true copy of all the documents submitted for Accounting Unit's copy.
  - 1.6 One (1) set of certified true copy of all the documents submitted for Accounting Unit's copy.

I hereby certify that the above supporting documents are complete

Print Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

**IROW Payment**

- 2. Just compensation determined by the Court, less the First Payment.
  - 2.1 Notarized Deed of Conveyance.
  - 2.2 Official Receipts/Proof of Payment of Taxes.
  - 2.3 Tax Clearance/Statement of Account with letter request by the claimant for deduction from claim/Tax Exemption.
  - 2.4 Certified true copy of the DV for the first payment / Court Order citing payment of the Zonal Value.
  - 2.5 TIN
  - 2.6 One (1) set of certified true copy of all the documents submitted for Accounting Unit's copy.
  - 2.7 Original of the Owner's duplicate TCT, if applicable.
  - 2.8 If applicable, additional supporting documents for the reimbursement of the advance payments made by the Contractor/Concessionaire:
    - 2.8.1 Letter-Request by DPWH to the Contractor/Concessionaire to make the advance payment.
    - 2.8.2 Reimbursement Agreement between DPWH and the Contractor/ Concessionaire.
    - 2.8.3 Certified true copy of the check issued by the Contractor/Concessionaire to the claimant.
    - 2.8.4 Acknowledgement Receipt of the check by the claimant.
    - 2.8.5 Secretary's Certificate/certified true copy of valid ID of the Contractor/ Concessionaire's Attorney-in-Fact.
  - 2.9 (a) Titled Lot – annotation of the Certificate of Finality / Entry of Final Judgement / Decision
  - (b) Untitled Lot - TCT of the affected portion in the name of Republic of the Philippines

I hereby certify that the above supporting documents are complete

Print Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

**IROW Payment**

**V. Expropriation of Improvements**

A. Approved Obligation Request and Status with the following attachments:

- 1. Memorandum from the Head of the IO to the Head of the Budget Unit requesting the issuance of ORS.
- 2. Copy of SARO and the following pages from the Master List of claimants submitted to the DBM or included in the appropriation for funding where the subject claimant is indicated: (a) first page, (b) last page where the approval of the List is indicated, and (c) page containing the name of the claimant.
- 3. Replacement Cost of structures/improvements, including all accessory structures.
- 4. Letter Offer signed by the IO but unserved to the claimant (for BIR Zonal Valuation) or Letter Offer rejected by the owner (for Just Compensation).
- 5. Basis of Obligation Request Amount:
  - 5.1 For first payment: Duly received Letter Request of the IO to the OSG to file the complaint/copy of the Complaint.
  - 5.2 For final payment based on Just Compensation: Court Decision on the just compensation, duly certified by the Clerk of Court.

B. Signed Certificate of Available Funds with the following attachments:

- 1. Replacement Cost of the Improvement to be deposited with the Court.
  - 1.1 Memorandum Request for CAF from the Head of the IO to the Head of the Accounting Unit.
  - 1.2 ORS approved by the Head of the Budget Unit including all attachments (See item V-A)
  - 1.3 Tax Declaration of the structures/improvements.
  - 1.4 TCT of the Lot or Tax Declaration of the Lot.
  - 1.5 One (1) page certification duly approved by Head of the IO of the following:
    - 1.5.1 That the lot (or improvement) is totally/partially affected by (name of project).
    - 1.5.2 That the lot is within the boundaries of the ROW limits per approved Parcellary Plan.
    - 1.5.3 That there is no other pending claim or payment made yet on the subject claim.
    - 1.5.4 That all supporting documents are complete, authenticated, validated, and are found to be in order.
  - 1.6 Letter Offer rejected by the claimant.

I hereby certify that the above supporting documents are complete

Print Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

**IROW Payment**

- 2. Just compensation determined by the Court, less the First Payment.
  - 2.1 Memorandum Request for Certificate of Availability of Funds (CAF) from the Head of the IO to the Head of the Accounting Unit.
  - 2.2 ORS approved by the Head of the Budget Unit including all attachments (See item V-A)
  - 2.3 ADRI
  - 2.4 One (1) page certification duly approved by Head of Implementing Office of the following:
    - 2.4.1 That the lot (or improvement) is totally / partially affected by (name of project)
    - 2.4.2 That the lot is within the boundaries of the ROW limits per attached parcellary plan and not within the RROW of a converted provincial road
    - 2.4.3 That there is no other pending claim nor payment made yet on the subject claim. (Describe the status of payments made and the remaining balance)
    - 2.4.4 That all supporting documents are complete, authenticated, validated, and are found to be in order
  - 2.5 Copy of the complaint with case number filed by the OSG, received by the Judicial Court under jurisdiction, and duly certified by the Clerk of Court
  - 2.6 Certificate of Finality of the Court Decision/ Entry of Final Judgement duly certified by the Clerk of Court
  - 2.7 One (1) page approved summary computation of Just Compensation, including interest, if any
  - 2.8 Certified true copy of two (2) valid Government-issued identification cards of the following (whichever is applicable):
    - 2.8.1 Owner / Claimant
    - 2.8.2 Attorney-in-Fact, if represented by one
    - 2.8.3 Heirs - in the case of extra judicial settlement
    - 2.8.4 Authorized Officer of the Corporation
- C. Disbursement Voucher with the following attachments:
  - 1. First Payment – Replacement Cost.
    - 1.2 Approved CAF including all the attachments (See item V-B).
    - 1.3 Pictures before removal duly certified by Project Engineer.
    - 1.4 Approved Parcellary Plan.
    - 1.5 Structural Mapping with Sketch Plan in CAD format.
    - 1.6 One (1) set of certified true copy of all the documents submitted for Accounting Unit's copy.
    - 1.7 If applicable, additional supporting documents for the reimbursement of the advance payments made by the Contractor/Concessionaire:
      - 1.7.1 Letter-Request by DPWH to the Contractor/Concessionaire to make the advance payment.
      - 1.7.2 Reimbursement Agreement between DPWH and the Contractor/ Concessionaire.
      - 1.7.3 Certified true copy of the check issued by the Contractor/Concessionaire to the claimant.
      - 1.7.4 Acknowledgement Receipt of the check by the claimant.
      - 1.7.5 Secretary's Certificate/certified true copy of valid ID of the Contractor/ Concessionaire's Attorney-in-Fact.

I hereby certify that the above supporting documents are complete

Print Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

**IROW Payment**

- 2. Final Payment – Just Compensation.
  - 2.1 Notarized ADRI.
  - 2.2 Tax Clearance/Statement of Account (with letter request for deduction)/Tax Exemption.
  - 2.3 Certified true copy of the DV for the first payment / Court Order citing payment of the Zonal Value.
  - 2.4 Pictures during and after demolition/removal duly certified by Project Engineer.
  - 2.5 Official Receipts/Proof of Tax Payments made.
  - 2.6 If applicable, additional supporting documents for the reimbursement of the advance payments made by the Contractor/Concessionaire:
    - 2.6.1 Letter-Request by DPWH to the Contractor/Concessionaire to make the advance payment.
    - 2.6.2 Reimbursement Agreement between DPWH and the Contractor/ Concessionaire.
    - 2.6.3 Certified true copy of the check issued by the Contractor/Concessionaire to the claimant.
    - 2.6.4 Acknowledgement Receipt of the check by the claimant.
    - 2.6.5 Secretary's Certificate/certified true copy of valid ID of the Contractor/ Concessionaire's Attorney-in-Fact.
  - 2.7 TIN.
  - 2.8 One (1) set of certified true copy of all the documents submitted for Accounting Unit's copy.
  - 2.9 Certified true copy of two (2) valid Government-issued identification cards of the following (whichever is applicable):
    - 2.9.1 Owner/Claimant.
    - 2.9.2 Attorney-in-Fact, if represented by one.
    - 2.9.3 Heirs - in the case of extra judicial settlement.
    - 2.9.4 Authorized Officer of the Corporation.

I hereby certify that the above supporting documents are complete

Print Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

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**IROW Payment**

**I. Following are the additional documents requirements to be attached to claim(s) on a case by case basis. This is applicable to all type of IROW Payments**

**A. When registered owner is deceased:**

1. Consolidated of properties through Court proceedings or through an extra-judicial settlement process with publication

1.1 Copy of Court Decision-consolidated of ownership or extra-judicial settlement executed by surviving heir(s) (for Negotiation only)

1.2 Copy of Notice of Publication

1.3 Death Certificate of Owner

**B. When the affected property is a road lot**

1. Court Clearance

**C. Property of Corporation**

1. Secretary Certificate duly notarized

**D. Representation by an Attorney-In-Fact**

1. Special Power of Attorney (SPA). If the owner is outside RP, the SPA must be authenticated by Consular Office Concerned

2. If expropriation, the assignment of the Attorney-In-Fact (AIF) by virtue of the SPA must be recognized through a Court Order

**E. If the land is under administration/guardianship**

1. Court Approval when the property is under guardianship or administration

2. If the land is under administration/guardianship because of a Court Order, get a copy of Court Order

I hereby certify that the above supporting documents are complete

Print Name: \_\_\_\_\_

Designation: \_\_\_\_\_

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

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

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**IROW Payment with RAP**

**I. To be submitted by the Office concerned (DEOs)**

- 1. Listing of PAPs based on the validated RAP for the particular project
- 2. Copy of Entitlement Matrix as reference to the legality of claim
- 3. Picture of the PAP with a background of the affected properties
- 4. Structure map showing the location of the affected property vis-à-vis the road project
- 5. Detailed Measurement Survey of the affected property being the subject of the claim and the Bill of Materials and Cost Estimates
- 6. Notarized Agreement on the estimate of the affected assets and properties
- 7. Notarized Pledge of Undertaking (similar to ADRI) to be signed by the Project Affected Person

I hereby certify that the above supporting documents are complete

Print Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

**II. To be prepared by the Planning Service**

- 1. Endorsement letter recommending payment

I hereby certify that the above supporting documents are complete

Print Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

**III. To be prepared by the Implementing Office**

- 1. Memorandum to budget – Request for Obligation Request and Status (ORS)
- 2. Memorandum to Accounting – Request for Certificate of Availability of funds (CAF)
- 3. Disbursement Voucher
- 4. RAP concurred by the lending institution for foreign assisted projects and approved RAP for locally funded projects both duly transmitted to COA (Certified true copy)
- 5. One (1) set certified true copy of all the documents submitted for accounting's copy. (Once signed/approved)

I hereby certify that the above supporting documents are complete

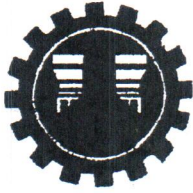
Print Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

**IV. To be prepared by the Finance Service/Division/Section**

- 1. Obligation Request and Status signed by the Budget Officer

I hereby certify that the above supporting documents are complete

Print Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_



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

897.7 DPWH  
01-21-2004

Annex L

19 January 2004

**MEMORANDUM**

**TO ALL :** Undersecretaries  
Assistant Secretaries  
Regional Directors/Asst. Regional Directors  
Bureau Directors/Asst. Bureau Directors  
Project Directors/Asst. Project Directors  
Project Managers/Asst. Project Managers  
District Engineers/Asst. District Engineers  
Division/Section Chiefs  
Others Concerned  
This Department

**SUBJECT :** Additional Guidelines on the Imposition of Administrative Sanctions on Erring DPWH Officials and Employees Involved in Project Implementation and Processing of Project Documents

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In addition to the administrative offenses with corresponding penalties which are already defined under existing laws and civil service rules and regulations and in order to have consistent guidelines for the imposition of administrative sanctions against erring DPWH officials and employees involved in project implementation and processing of project documents pending the issuance of a Department Order covering sanctions on irresponsible actuations in all phases of the project cycle, from planning to implementation, these guidelines are hereby prescribed.

The guidelines shall cover all DPWH officials and employees involved in project implementation regardless of employment status, whether or not they hold permanent, temporary, contractual, casual in hold-over or officer-in-charge capacity.

**1.0 Quality Control**

**1.1 For Project Engineers, Project Inspectors and Materials Engineers**

The sanctions shall be consistent with the guidelines prescribed in the memorandum of then Secretary Gregorio R. Vigilar dated 29 January 1999 (Annex A).

**1.2 For Regional Directors, Asst. Regional Directors for Operations, Project Directors, Asst. Project Directors, Project Managers, Asst. Project Managers, District Engineers, Asst. District Engineers and Chiefs of Construction Divisions/Sections of Field Offices.**



The sanctions shall be based on the quarterly ratings of quality control performance in project implementation pursuant to Memorandum dated 7 April 1989 as amended by Department Order No. 137, series of 1991. Department Order No. 9, series of 2004, further amends Department Order No. 137 shifting the quality control rating to quarterly.

The following sanctions shall be imposed on the above officials when their implementing office is rated "Unsatisfactory".

- a. An Unsatisfactory rating for a quarter – Reprimand
- b. Unsatisfactory rating for two (2) consecutive quarters – Suspension for three (3) months.

The sanction shall be imposed on the Regional Director, Asst. Regional Director for Construction Operations and the Chief of the Construction Division if the implementing office is a Regional Office.

The sanction shall be imposed on the Project Director and Asst. Project Director, or Project Manager and Asst. Project Manager as the case may be, if the implementing office is a Project Management Office.

The sanction shall be imposed on the District Engineer, Asst. District Engineer and the Chief of the Construction Section if the implementing office is a District Office.

Unlike the sanctions for Project Engineers, Project Inspectors and Materials Engineers, the sanctions on the DPWH officials shall not be cumulative. If a reprimand was given on any given quarter and no sanction was given on the succeeding quarter, the sanction for the subsequent quarter will not be suspension but will still be a reprimand.

## 2.0 Physical Accomplishment

### 2.1 For Project Engineers and Project Inspectors

A sanction shall be imposed if in any given reporting period:

- a) he fails to *initiate* calibrated actions (in accordance with D.O. 102, series of 1988) on a project/s under his supervision with a negative slippage, and
- b) he gets ten (10) points or greater based on the values shown in Table 1.

Table 1

SLIPPAGE	POINTS		
	1 Project	2 Projects	3 Projects
5% - 10%	-	5	10
11% - 15%	5	10	15
> 15%	10	15	20



The calibrated sanction shall be as follows:

- 1<sup>st</sup> Offense - Reprimand
- 2<sup>nd</sup> Offense - Suspension for six (6) months
- 3<sup>rd</sup> Offense - Suspension for one (1) year

## 2.2 For Heads/Deputies of Implementing Office

A sanction shall be imposed on the Regional Directors, Asst. Regional Directors for Construction Operations, Project Directors, Asst. Project Directors, Project Managers, Asst. Project Managers, District Engineers and Chiefs of Construction Divisions/Sections of Field Offices, if in any given reporting period:

- a) he fails to *institute* calibrated actions (in accordance with D.O. 102, series of 1988) on a project/s with negative slippage under his supervision; and
- b) he gets ten (10) points or greater based on the values shown in Table 1.

- 1<sup>st</sup> Offense - Reprimand
- 2<sup>nd</sup> Offense - Suspension for three (3) months
- 3<sup>rd</sup> Offense - Suspension for six (6) months

## 3.0 Maintenance

The sanctions shall be consistent with the guidelines prescribed in Department Order No. 31, series of 2000 (Annex B).

## 4.0 Documents Processing

The documents referred to in this section are those included in the Documents Tracking System (DoTS) as listed in D.O. No. 273, series of 2003. The sanctions are based on the failure to use the DoTS and/or failure to process documents within the prescribed period.

### 4.1 Non Usage of the DoTS

- 4.1.1 The calibrated sanction for designated DoTS officers are as follows:

- 1<sup>st</sup> Offense - Reprimand
- 2<sup>nd</sup> Offense - Suspension for one (1) month
- 3<sup>rd</sup> Offense - Suspension for six (6) months
- 4<sup>th</sup> Offense - Suspension for one (1) year

4.1.2 The calibrated sanction for heads and deputies of the processing offices are as follows:

- 1<sup>st</sup> Offense - Warning
- 2<sup>nd</sup> Offense - Reprimand

4.2 Processing Exceeded Prescribed Time

The calibrated sanction for failure to process documents within the prescribed time are shown in Table 2.

Table 2

OFFENSE (Frequency)  OFFICIAL	1 <sup>st</sup> Offense (3 times)	2 <sup>nd</sup> Offense (5 times)	3 <sup>rd</sup> Offense (7 times)	4 <sup>th</sup> Offense (More than 7 times)
Action Officers	Reprimand	Suspension for 6 mos.	Suspension for 1 year	-
Division Chiefs / Section Chiefs / Chiefs of Staff	Warning	Reprimand	Suspension for 6 mos.	Suspension for 1 year
Heads of Office (DE/RD/BD/SD/PD) and their Assistants and Action Officers of Asec/Usec/Sec)	Warning	Reprimand	Suspension for 3 mos.	Suspension for 6 mos.

In case a DPWH official or employee was sanctioned simultaneously for quality control, physical accomplishment, maintenance or processing of documents, the heavier penalty shall be imposed.

All officials and employees will be required to explain in writing for any violation committed prior to the imposition of sanction, if their explanations are not acceptable.

For your guidance and compliance.

  
**FLORANTE SORIQUEZ**  
 Acting Secretary