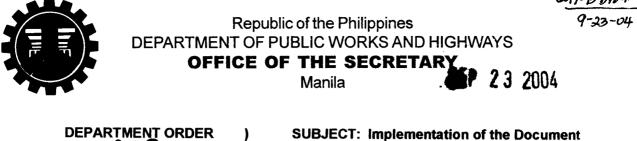
P3114-1963



**Regional Documents to be** Series of 2004 GMU q-23-04 Approved in the Central Office

Tracking System (DoTS) for the

In line with the Department's thrusts to fast track the completion of projects and to be transparent in its operations, Regional Offices shall register the following documents that will be approved in the Central Office in the Document Tracking System (DoTS):

1. Plans

NO.

- 2. Program of Work (POW)
- 3. Approved Budget for Contract (ABC)
- 4. Contract
- 5. Supplemental Agreement / Negotiated Contract
- 6. Pre-Clearance for Variation Order / Negotiated Procurement
- 7. Variation Order / Negotiated Procurement
- 8. Contract Time Extension
- 9. Memorandum of Agreement (MOA)/ Memorandum of Understanding (MOU)
- 10. RROW Payment
- 11. Other Documents that the Executive Committee deem critical

The DoTS Center shall register the document into the DoTS and forward the same to the next processing office.

Processing of the abovementioned documents shall observe the system prescribed time contained in Annex A. Incomplete documents should be returned to the DoTS Center. Returning of documents shall be done on the same day they were received. The DoTS Center shall inform the Regional Office that their documents have been returned.

This Order takes effect immediately.

Acting Secretary

Department Order No. 15 9 9-13-04 Series of 2004

> Annex A Page 1 of 2

#### Plans

Activity	Office	RC	RO Prescribed Time		
		30M-50M	50M -100M	100M - Up	
Review and endorse	BOD	15	15	15	
Recommend approval	Asst. Secretary	NA	2	2	
Recommend approval	Chief of Staff	NA	NA	2	
Approve	Secretary	NA	NA	2	
	Total	15	17	21	

# Program of Work

Activity	Office	RO Prescribed Time
Review and endorse	BOC	5
Recommend approval	Asst. Secretary	2
Recommend approval	Chief of Staff	2
Approve	Secretary	2
	Total	11

# Approved Budget for Contracts (ABC)

Activity	Office	RO Prescribed Time
Review and endorse	BOC	5
Recommend approval	ASEC / USEC for Operations	2
Recommend approval	Chief of Staff	2
Approve	Secretary	2
	Total	11

#### Contract

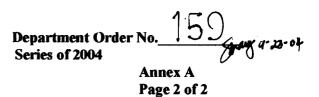
Activity	Office	RO Prescribed Time
Review and endorse	BOC	5
Review and endorse	LS	5
Approve	Asst. Secretary	2
Recommend approval	Chief of Staff	2
Approve	Secretary	2
	Total	16

# Supplemental Agreement / Negotiated Contract

Activity	Office	RO Prescribed Time
Review and endorse	BOD	7
Review and endorse	BOC	7
Review and endorse	LS	2
Recommend approval	Asst. Secretary	2
Recommend approval	Chief of Staff	2
Approve	Secretary	2
	Total	22

# Pre-Clearance for Variation Order / Negotiated Procurement

Activity	Office	RO Prescribed Time
Recommend approval	Asst. Secretary	2
Recommend approval	Chief of Staff	2
Approve	Secretary	2
	Total	6



#### Variation Order / Negotiated Procurement

Activity	Office	RO Prescribed Time
Review and endorse	BOD	7
Review and endorse	BOC	7
Validate Bond (if nec.)	LS	5
Recommend approval	Asst. Secretary	2
Recommend approval	Undersecretary	2
Recommend approval	Chief of Staff	2
Арргоvе	Secretary	2
	Total	27

#### **Time Extension**

Activity	Office	RO Prescribed Time
Review and endorse	BOC	5
Review and endorse	LS	4
Recommend approval	Asst. Secretary	2
Recommend approval	Chief of Staff	2
Approve	Secretary	2
	Total	15

# MOA / MOU

Activity	Office	RO Prescribed Time
Review and endorse	BOC	3
Review and endorse	LS	4
Recommend approval	Asst. Secretary	2
Recommend approval	Chief of Staff	2
Арргоче	Secretary	2
	Total	13

# **RROW Payment**

Activity	Office	RO Prescribed Time
Арргоvе	ASEC/USEC	2
	Total	2

#### Other documents that the ExCom deem critical

Activity	Office	RO Prescribed Time
Review and endorse	LS	2
Recommend approval	ASEC/USEC	2
Recommend approval	Chief of Staff	2
Approve	Secretary	2
	Total	8