



12 AUG 2016

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

097.13 DPWH  
08.15.2016

DEPARTMENT ORDER )

NO. **165** )

Series of 2016 *2016* )

**SUBJECT: Turn Over of Motor Vehicles, Construction and Maintenance Equipment, and Shop Equipment Acquired from Civil Works Projects for Documentation, Assignment of DPWH Property Code Number and Allocation**

In order to standardize the turn over process and rationalize the allocation of motor vehicles, construction and maintenance equipment, and shop equipment acquired out of the funds of the Unified Project Management Office (UPMO), Regional Office (RO), and District Engineering Office (DEO) through civil works projects, the following guidelines are hereby issued for implementation.

- 1. Definition of Terms** – For purposes of this Department Order, the following terms or words and phrases shall mean or be understood as follows:

*Motor Vehicles* – refers to self-propelled road vehicles designed to carry and transport passengers, especially one that is powered by an internal combustion engine and operates on the highways of the Philippines or streets that are open to public use. It includes automobiles such as car (sedan or hatchback), passenger wagon, passenger van, pick-up, Asian Utility Vehicle (AUV), Crossover Utility Vehicle (CUV), Sports Utility Vehicle (SUV), bus (regular or mini bus), and All-Terrain Vehicle (ATV) as well as motorcycle.<sup>1</sup>

*Construction and Maintenance Equipment* – refers to equipment designed and utilized for construction, maintenance, improvement, and rehabilitation of roads and bridges and other infrastructures. It includes: earth-moving, excavating, compacting, concreting, lifting, and hauling equipment such as dump truck, front end loader, bulldozer, hydraulic excavator, loader-excavator, road grader, road roller, pneumatic road roller, vibratory road compactor, transit mixer, road milling machine, asphalt paver, road maintainer, truck mounted crane, and stake truck; and other highway support equipment such as maintenance shop truck, truck mounted flood mitigation equipment, bridge inspection equipment, prime mover with trailer, water tank truck, traffic lane marker, pavement marking remover, and sewer jet cleaner.

*Shop Equipment* – refers to stationary and mobile machineries and equipment utilized in repair and maintenance facilities. It includes machineries such as, but not limited to, lathe machine, milling machine, power drill, overhead crane, air compressor, welding machine, generator set and tire changers, and support equipment such as forklift.

*DPWH Property Code Number* – refers to the equipment code unique in every unit of equipment and assigned by the Bureau of Equipment (BOE) for purposes of inclusion in the DPWH Book of Accounts.

<sup>1</sup> Department of Budget and Management (DBM) Budget Circular No. 2010-2

*Implementing Office* – refers to the Office under the DPWH, either DEO, RO, or UPMO, responsible and accountable for the implementation of civil works projects from planning, design, pre-construction, construction, maintenance, and rehabilitation.

*Project Contractor* – refers to a person or entity/company, either sole-proprietorship, partnership, or corporation, that entered into a contract with the DPWH thru competitive bidding or other modes of government procurement in line with RA 9184 and its Revised Implementing Rules and Regulations (IRR), to fulfill the requirements set in the implementation of civil works projects.

*Start of the Project* – refers to the date of effectivity indicated in the Project Contract where the civil works project is expected, demanded, and authorized to be carried out.

*Good Running Condition* – refers to the state where subject motor vehicle and equipment is capable of being used to its designed purpose and specified performance, and does not require any repairs at the time of inspection or within the foreseeable future.

## **2. Documentation**

2.1. The project contractor shall submit the following documents to the IO which in turn shall submit, thru the Regional Director (RD), to the BOE, for documentation and assignment of DPWH Property Code Number upon turn over of motor vehicle and equipment, to wit:

2.1.1. Certified copy of *Sales Invoice* and *Official Receipt*, and, if applicable, *Rent-to-Own Agreement*.

2.1.2. Certified copy of *Insurance Policy* or *Certificate of Cover*.

2.1.3. Certified copy of the current *Land Transportation Office (LTO) Official Receipt* and original copy of *Certificate of Registration* under the name of the "Department of Public Works and Highways."

2.1.4. Certified copy of *Deed of Transfer*, stating specifically the name of project and project ID, funding source, project contractor, equipment make and model, model year, mode of acquisition, acquisition cost as indicated in the *Official Receipt* of the supplied equipment or vehicle, Unit Serial Number (USN), and Engine Serial Number (ESN), together with the Corporate Secretary's Certificate, if applicable.

2.1.5. Copy of *Certificate of Completion* of the project.

2.1.6. *Property Transfer Report (PTR)* between the contractor and the DPWH.

2.2. The EMD shall submit to the BOE, copy furnished the IO, the following technical documents (original copies), to wit:

2.2.1. Pencil stencil of USN and ESN.

2.2.2. *Inspection Reports* remarking the running condition and the odometer/hour meter reading of the unit at the time of inspection: (i) *Pre-Inventory Inspection Report* generated at the start of the project and (ii) *Turn over Inspection Report* (Annex "A").

2.2.3. Pictures in three (3) different views (front, rear, and side view) with date stamp on the photo and location in the caption, during the Pre-Inventory Inspection and Turn Over Inspection. Preferably, geo-tagged information using smart phones<sup>2</sup> shall also be visible.

### 3. Turn Over Procedure

3.1. Prior to turn over, it shall be the responsibility of the IO thru the contractor to restore the unit into good running condition, as certified in the *Inspection Report*.

3.2. The IO shall ensure that the *Deed of Transfer* is initiated by the project contractor prior to the issuance of the *Certificate of Completion* of the project.

3.2.1. The *Deed of Transfer* shall be initiated by the project contractor upon reaching the 24<sup>th</sup> month of the contract OR upon reaching the completion of the project, whichever comes earlier, if the contract duration is less than 24 months.<sup>3</sup>

3.3. Prior to the issuance of *Property Acknowledgment Receipt (PAR)* by the BOE, the IO shall be responsible and accountable for ensuring that the subject equipment are under custody, i.e., properly sheltered in the DPWH facilities and not under the elements, if transportation to the nearest EMD Base/Area Shop is not possible.

3.4. All required documents in Section 2 of this Order shall be submitted to the BOE not later than thirty (30) calendar days upon issuance of the *Certificate of Completion* OR upon reaching the 24-month contract period, whichever comes earlier.

3.5. The BOE shall issue to the IO a *Certification* for compliance with this Department Order (Annex "B") bearing the assigned DPWH Property Code Number, status, and temporary custodian of the equipment.

### 4. Criteria in Establishing Good Running Condition

4.1. Subject motor vehicle and equipment is considered in good running condition if it meets all of the following criteria listed down below:

4.1.1. The unit is operational and can be used at its designed purpose.

4.1.2. Its powertrain (i.e., engine, transmission, drive shaft, differential and drive wheels) is well-maintained and runs smoothly upon testing.

4.1.3. It is not in a dilapidated, grossly neglected, or untidy state.

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<sup>2</sup> Shall be installed with Geographic Information System (GIS) application

<sup>3</sup> For monitoring of timeliness of submission of documents, the Project Start, Original Completion and Actual Completion dates may be retrieved from the DPWH website at [dpwh.gov.ph/infrastructure/index.htm](http://dpwh.gov.ph/infrastructure/index.htm)

- 4.1.4. All specified standard parts, including odometer or hour meter, and accessories indicated in the project specifications are present and functional.

## **5. Project Contractor's Final Billing Supporting Documents**

- 5.1. Prerequisite to the issuance of *Certificate of Clearance for Equipment and Other Obligation* (Annex "C") which is a requirement for the Final Billing claim of the project contractor, the following must be submitted by the contractor to the EMD, to wit:

- 5.1.1. A copy of the *Certification* (Annex "B") from the BOE.
- 5.1.2. Certified Summary of Repair and Maintenance and other Incidental Expenses for motor vehicles and equipment (from the mobilization phase up to turn over date in the *Deed of Transfer*), supported by maintenance work orders/invoices for component, parts and accessories repaired/replaced/installed, and oils and lubricants consumed, grouped by year.

## **6. Allocation and Issuance**

- 6.1. The *Authority to Issue* (Annex "D") the equipment is subject to the approval of the Undersecretary for Technical Services. The Project Director (PD) or RD concerned shall endorse the evaluation and analysis of equipment demand in the PMO Cluster or Region, respectively. The BOE Director shall evaluate and analyze equipment utilization and demand, among others, and shall recommend for the allocation, transfer or re-issuance of the equipment.

- 6.1.1. All *Request Letters* for allocation, transfer or re-issuance of motor vehicles and equipment shall be signed by the Head of requesting Office, and endorsed by the PD or RD concerned, attaching the Equipment Demand and Analysis Form <sup>4</sup> (Annex "E"). The correspondences shall indicate the utilization, application, and availability of equipment in the Office thereof.

- 6.2. Motor vehicles and equipment from UPMO projects shall be inspected and pooled in the BOE and booked in the Central Office first to determine the actual status and holding for equitable allocation to various end users in the Department.

- 6.2.1. Inspection and pooling of equipment from UPMO projects, as delegated by the BOE in coordination with the concerned RO, may be done in the nearest EMD Base or Area Shop, whichever is applicable.

- 6.3. No motor vehicle or equipment shall be issued and booked in the IO or the requesting office without a BOE-issued PAR and DPWH Sticker.

- 6.3.1. The BOE or the RO concerned shall provide an *Equipment Logbook* for every unit included in the BOE-DPWH inventory every two (2) years.

- 6.3.2. Budgetary allotment for fuel, spare parts, and repair and maintenance shall not be allowed by the Head of Office unless the unit has been assigned with DPWH Property Code Number following proper turn over procedure prescribed herein and booked in the accountable office.

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<sup>4</sup> This form, per Department Order No. 64, Series of 2016, shall be accomplished by the RD, thru the EMD

6.4. The accountable office, with an approved *Authority to Issue* and *PAR*, is responsible for the transport/mobilization of the unit/s from the temporary custodian's facility.

## 7. Transitory Clause

7.1. To facilitate the booking up of motor vehicles and equipment where the required documents are lost or missing, and acquired prior to the implementation of the New Government Accounting System (NGAS) in 2002, the Head of the IO shall submit to the BOE a duly notarized *Affidavit of Loss*, which shall include the assessed Acquisition Cost of the subject equipment, as certified by the Head, Supply and Property Management Section in the RO, or, Administrative Section in the DEO, and concurred by the Head of Office.

7.2. The DE of the IO, in case of non-issuance of government plate, shall secure a certification from the LTO stating why the equipment cannot be registered in the LTO thereat and submit it to the BOE.

7.3. A *60-calendar day transition period* after the issuance of this Order shall be given to all concerned offices to address the above issues.

## 8. Procurement

The IO shall ensure that during project pre-construction stages, existing guidelines on the acquisition of motor vehicles and equipment are strictly followed especially, the following:

8.1. **Granting** of *Authority to Purchase* by the Secretary, DBM, prior to the approval by the Secretary, DPWH, or **approval** of *Rent-to-Own Agreement* of motor vehicles and equipment by the Secretary, DPWH, per Office of the President of the Philippines Memorandum Circular No. 9, Series of 2010, and Administrative Order No. 15, Series of 2011;

8.2. Acquisition of **base model** motor vehicles, per DBM Budget Circular No. 2010-2, to facilitate easy conversion to highway maintenance and disaster response service vehicles;

8.3. The number of units commensurate to the project, per Department Order No. 3, Series of 2010; and,

8.4. The type of vehicle and unit of measure prescribed in the Standard Pay Item List, per Department Order No. 96, Series of 2016.

Memorandum dated January 19, 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"<sup>5</sup> shall be strictly observed and adopted in the implementation of this Order in relation to the Department's Document Tracking System (DOTS) per Department Order No. 156, Series of 2015.

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<sup>5</sup> Attached as Annex H under Department Order No. 52, Series of 2012, and may be retrieved from the DPWH website at [dpwh.gov.ph/pdf/issuances/DO/12/DO\\_052\\_S2012.pdf](http://dpwh.gov.ph/pdf/issuances/DO/12/DO_052_S2012.pdf)

Any violation of these policies and procedures shall subject the erring accountable official or employee, after due process, to immediate sanctions in accordance with Civil Service rules and other pertinent laws and regulations.

This Order supersedes Department Order Nos. 43 and 22, dated February 14, 1994 and March 23, 2006, respectively, and other related issuances inconsistent herewith, and shall take effect immediately.

For strict compliance.



**MARK A. VILLAR**  
Acting Secretary

9.1 TNLI/RCA

Department of Public Works and Highways  
Office of the Secretary



WIN6T01491



**INSPECTION REPORT FOR MOTOR VEHICLE/EQUIPMENT**

DATE OF INSPECTION:	<input type="text"/>	PURPOSE OF INSPECTION:	<input type="checkbox"/> New Acquisition	<input type="checkbox"/> Relieving of Accountability
PLACE OF INSPECTION:	<input type="text"/>	<input type="checkbox"/> Pre-Inventory	<input type="checkbox"/> Others, specify: _____	
ODO/HOURMETER Reading:	<input type="text"/>	<input type="checkbox"/> Turn Over	_____	

DPWH Property Code No.:	<input type="text"/>	EQUIPMENT TYPE:	<input type="text"/>
Plate No. (Government):	<input type="text"/>	UNIT MAKE & MODEL:	<input type="text"/>
Plate No. (Private):	<input type="text"/>	UNIT SERIAL NO.:	<input type="text"/>
MODEL YEAR:	<input type="text"/>	ENGINE MAKE & MODEL:	<input type="text"/>
COLOR:	<input type="text"/>	ENGINE SERIAL NO.:	<input type="text"/>
Engine HP:	<input type="text"/>	Auto Transmission Fluid	<input type="text"/>
Fuel Capacity:	<input type="text"/>	Oil Grade (SAE)	<input type="text"/>
Engine Oil Capacity:	<input type="text"/>	Gross Weight, kgs:	<input type="text"/>
Gear Oil Capacity:	<input type="text"/>	Dimension (LxWxH), m:	<input type="text"/>
Steering Oil Capacity:	<input type="text"/>	Unit Cap, cu. mtr:	<input type="text"/>
		Acquisition Cost:	<input type="text"/>
		Year Acquired:	<input type="text"/>
		OR/SI Date:	<input type="text"/>
		LTO CR No.	<input type="text"/>
		LTO OR No.	<input type="text"/>

**SPECIFICATIONS CHECKLIST & NOTATIONS\***

**I. COOLING SYSTEM**

- ☐ Radiator w/ cap & hose
- ☐ Water pump w/ Belt
- ☐ Fan blade
- ☐ Fan w/ belt

**II. FUEL SYSTEM**

- ☐ Fuel tank w/ cap
- ☐ Fuel Injection pump
- ☐ Fuel Injector
- ☐ Air Cleaner Assy.
- ☐ Fuel Filter
- ☐ Carburetor
- ☐ Oil Filter Cap

**III. ELECTRICAL SYSTEM**

- ☐ Starter Motor Assy.
- ☐ Alternator Assy.
- ☐ Distributor Assy.
- ☐ Batteries (size)
- ☐ Batteries cables/terminals
- ☐ Ignition coil
- ☐ Horn
- ☐ Back horn
- ☐ Headlights
- ☐ Front directional lights
- ☐ Tail/Stop lights
- ☐ Rear Directional Lights
- ☐ Back up lights
- ☐ License Plate lights
- ☐ Clearance/Park lights
- ☐ Domelights
- ☐ Wiper Motor Assy.

**IV. CONTROL AND MONITORING SYSTEM**

- ☐ Fuel gauge
- ☐ Speedometer
- ☐ Odometer
- ☐ Hourmeter
- ☐ Oil pressure indicator light
- ☐ Water temperature gauge
- ☐ Check Engine Light
- ☐ Voltmeter
- ☐ Ampere gauge/indicator light
- ☐ Tachometer
- ☐ Oil dip stick
- ☐ Computer Box/ECU/PCM
- ☐ GPS

**V. UNDERCARRIAGE**

- ☐ Transmission Assy.
- ☐ Propeller Shaft
- ☐ Universal Joint
- ☐ Differential Carrier
- ☐ Axle Shaft, RH/LH
- ☐ ATF Filter & Pan Assy.
- ☐ Shock Absorbers, Rear
- ☐ Shock Absorbers, Front
- ☐ Coil Springs, Front
- ☐ Leaf Springs, Rear
- ☐ Tie Rod End/Ball Joints
- ☐ Stabilizer Linkages
- ☐ Control Arms

**VI. STEERING**

- ☐ Steering Wheel
- ☐ Power Steering Pump & Fluid

(continue at the back)

\*Check [✓] the box only if the assembly/component/part is in good condition and note quantity, specifications and other observations (NA, missing, w/dent, w/ play, loosed, defective, corroded, etc.)

**INSPECTION REPORT FOR MOTOR VEHICLE/EQUIPMENT**

- ☐ Steering Knuckles/Hub Carrier \_\_\_\_\_
- ☐ Tie Rods \_\_\_\_\_

**VII. BRAKE SYSTEM**

- ☐ Disc Brakes \_\_\_\_\_
- ☐ Drum Brakes \_\_\_\_\_
- ☐ Brake Master Cylinder \_\_\_\_\_
- ☐ Air Master Assy. \_\_\_\_\_
- ☐ Brake Booster Assy. \_\_\_\_\_
- ☐ Copper/Steel Tubing, Front \_\_\_\_\_
- ☐ Copper/Steel Tubing, Rear \_\_\_\_\_
- ☐ Parking/Hand Brake \_\_\_\_\_
- ☐ Antilock Braking System \_\_\_\_\_

**VIII. AIRCONDITIONING SYSTEM**

- ☐ Compressor \_\_\_\_\_
- ☐ Compressor Belt \_\_\_\_\_
- ☐ Condenser \_\_\_\_\_
- ☐ Evaporator/Blower \_\_\_\_\_
- ☐ Blower Switch \_\_\_\_\_
- ☐ Auxillary Fan \_\_\_\_\_
- ☐ Compressor Switch \_\_\_\_\_

**IX. CAB STANDARD PARTS & ACCESSORIES**

- ☐ Shift lever \_\_\_\_\_
- ☐ Ignition Switch \_\_\_\_\_
- ☐ Ignition Key/s \_\_\_\_\_
- ☐ CD/Radio/MP3 Player \_\_\_\_\_
- ☐ Speakers \_\_\_\_\_
- ☐ Antennae \_\_\_\_\_
- ☐ Clock \_\_\_\_\_
- ☐ Rear View Mirror \_\_\_\_\_
- ☐ Side Mirrors, RH & LH \_\_\_\_\_
- ☐ Sunvisor \_\_\_\_\_
- ☐ Floor Carpet/Matting \_\_\_\_\_
- ☐ Mudguard \_\_\_\_\_
- ☐ Cigarette Lighter \_\_\_\_\_
- ☐ Ashtray \_\_\_\_\_
- ☐ Bucket Cushion Seat \_\_\_\_\_
- ☐ Bench Cushion Seat \_\_\_\_\_

- ☐ Headrests \_\_\_\_\_
- ☐ Seatbelts \_\_\_\_\_
- ☐ Console box \_\_\_\_\_
- ☐ Wiper Arm/Blade \_\_\_\_\_
- ☐ Wiper Switch \_\_\_\_\_
- ☐ Windshield \_\_\_\_\_
- ☐ Windshield Washer \_\_\_\_\_
- ☐ Light Switches \_\_\_\_\_
- ☐ Power Windows \_\_\_\_\_
- ☐ Door Handles \_\_\_\_\_
- ☐ Door Handles \_\_\_\_\_
- ☐ Main Muffler/Tail Pipe \_\_\_\_\_
- ☐ Bumpers, Front & Rear \_\_\_\_\_

**X. TIRES**

RIM: Ordinary/Alloy?

	Brand	Size	Serial No.
<input type="checkbox"/> F/R			
<input type="checkbox"/> F/L			
<input type="checkbox"/> R/R			
<input type="checkbox"/> R/L			
<input type="checkbox"/> Spare			

**XI. TOOLS**

Item & Size	Qty	Item & Size	Qty

**XII. Manuals and Warranty**

Manuals Included: \_\_\_\_\_

Warranty Coverage (years/KM/HRS): \_\_\_\_\_

**TESTING REMARKS:****GENERAL CONDITION OF THE UNIT:**

- ☐ Good Running Condition ☐ Running Condition, unit system(s)/group(s) needs minor repair
- ☐ Not Running (Powertrain Fault) ☐ Running Condition, unit system(s)/group(s) needs major repair

INSPECTED: \_\_\_\_\_

CONCURRED: \_\_\_\_\_

ATTESTED: \_\_\_\_\_

\_\_\_\_\_  
(Name)  
(Position)

\_\_\_\_\_  
(End User/Temporary Custodian)  
(Position)

\_\_\_\_\_  
(Name)  
Guard on Duty





Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
BUREAU OF EQUIPMENT  
Manila

ANNEX "B"

## CERTIFICATION

This is to certify that the equipment with the following description is compliant with the requirements pursuant to Department Order No. \_\_\_\_\_, Series of 2016, therefore, the corresponding DPWH Property Code Number is hereby issued.

**Z19-302**

Make & Model	: <b>FUJI PLUS-ROBIN EY20-3</b>
Type	: <b>VIBRATORY PLATE COMPACTOR</b>
Year/Model	: <b>2015</b>
Color	: <b>YELLOW</b>
Government Plate No.	: <b>N/A</b>
Private Plate No.	: <b>N/A</b>
Unit Serial Number	: <b>N/A</b>
Engine Serial Number	: <b>EY200-J916332</b>
Acquisition Cost	: <b>P30,215.00</b>
Mode of Acquisition	: <b>PURCHASE</b>
Year Acquired	: <b>2015</b>

Name of Project /  
Location

:

Contractor

:

Certification Issued to

:

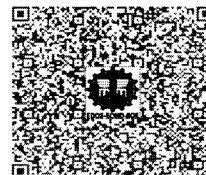
(Implementing Office)

<http://www.dpwh.gov.ph/infrastructure/index.htm>

ISSUED BY:

**OSCAR O. ISIDRO**  
Chief, Equipment Operation and  
Maintenance Division

DATE: \_\_\_\_\_



APPROVED:

**TORIBIO NOEL L. ILAO**  
Acting Director IV

A copy of this certificate must be furnished to the concerned Equipment Management Division (EMD) for inventory and validation purpose.



Republic of the Philippines  
**DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS**  
**OFFICE OF THE REGIONAL DIRECTOR**  
**Region X**  
Engineer's Hill, Bulua, Cagayan de Oro City

ANNEX "C"

**CERTIFICATE OF CLEARANCE FOR EQUIPMENT  
AND OTHER OBLIGATION**

CONTRACTOR :

PROJECT :

1. EQUIPMENT RENTALS, SPARE PARTS, MATERIALS, SERVICES RENDERED, ETC. (Attached bills, equipment rental report and other supporting papers).

BILL NUMBER	PARTICULARS	AMOUNT	REMARKS
N/A	N/A	N/A	N/A

Note: The said contractor has no property and equipment rental accountability with this Office in connection with the above project.

2. OTHER OBLIGATION RELATIVE TO EQUIPMENT – N/A

- a. Unreturned Equipment
- b. Cost of unreturned tools, spare parts attachment and accessories
- c. Estimated Cost of Repair

Remarks: (State the present condition of the equipment, together with your comment and/or recommendation).

This certification is being issued upon the request of the above-named contractor in connection with their FINAL BILLING collection of the above-mentioned projects.

Issued this \_\_\_\_ day of \_\_\_\_ 2015.

Certified Correct:

Issued by:

\_\_\_\_\_  
**HUGH VAN ERIK Q. TOLENTINO**  
Chief, Equipment Management Division

SAMPLE ONLY

June 3, 2016

**MEMORANDUM**

**FOR : Undersecretary RAUL C. ASIS**  
For Technical Services

**SUBJECT : Authority to Issue**

Authority is hereby requested to issue one (1) unit service vehicle/equipment particularly described as follows:

DESCRIPTION : **ISUZU PICK-UP**  
DPWH PROPERTY CODE NO. : **H1-4554**  
PLATE NO : **SEF-200**  
SECURITY PLATE : **N/A**  
STATUS : **OPERATIONAL**



For the official use of : **BULACAN 2ND DEO, REGION III**

Recommending Approval:

**TORIBIO NOEL L. ILAO**  
Acting Director IV

APPROVED:

**RAUL C. ASIS**  
Undersecretary for Technical Services

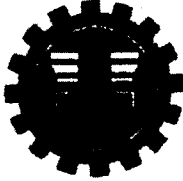
BPE-MON-01-94-02

### Equipment Demand Analysis and Request Form

DATE:		Item to be purchased/leased:			
Equipment Description		End User		Office	
Explain why the equipment is essential to the operation of the Department					
<b>New Equipment</b>		<b>Basic Equipment Technical Specifications</b>			
Provide details of specific requirements of the equipment required -- these are the key items that would form the basis of a tender technical specification		Gross Vehicle Weight (kg):			
		Rated Horsepower (hp):			
		Capacity (m <sup>3</sup> ):			
		Fuel Feed (gasoline/diesel):			
		Transmission Gears/Speed:			
		Emission Compliance (minimum Euro III or equivalent):			
		Accessories:			
		Other Specifications:			
<b>Questionnaire</b>					
<b>History</b>					
1	Does the proposed equipment have a history of external lease? If Yes, provide actual utilization.	Actual Utilization Hours		Actual Kilometers Travelled	
2	What is the expected annual utilization if the equipment is owned?	Projected Utilization Hours		Projected Kilometers Travelled	
3	What was the type of leasing resorted to? (Bare Rental/Fully-Maintained/Fully-Operated)	Hourly/Daily Bare Rental Rate			
		Hourly/Daily Fully-Maintained Rate			
		Hourly/Daily Fully-Operated Rate			
4	If there is NO history of lease, is there a contractor available with the required skills to provide a quality service at a competitive price?	Hourly/Daily Bare Rental Rate			
		Hourly/Daily Fully-Maintained Rate			
		Hourly/Daily Fully-Operated Rate			
5	If a contractor is available, what replacement service will the operator offer if the unit supplied breaks down?				
6	Is there a sufficiently skilled in-house driver/operator?				
7	Is the work seasonal? If Yes, over what period?				
<b>Operating Condition</b>					
8	How will the unit be transported to site?				
9	What terrain will the unit be working in?				

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<b>Operating Requirements</b>		
10	What other items of plant or equipment will be required to support the item	
<b>Servicing Requirements</b>		
11	Will the item be maintained in-house or by an external operator?	
<b>In House</b>		
12	If in-house, what staff resources are required for servicing and repairs?	
13	Are the in-house resources sufficiently skilled?	
14	Is there a contractor available to undertake servicing repairs?	
<b>Contractor</b>		
15	What is the minimum lease a contractor would expect -- on site, off site charges?	
16	What will it cost to manage the lease? How much?	
17	What replacement service will the operator offer if the unit supplied breaks down?	
18	Will the contractor charge by flat rate or hour meter or a combination of both?	
19	Who is responsible for mechanical failures?	
20	Who is responsible for wear items like blades and tips?	
<b>Operating Cost</b>		
21	What is the estimated annual ownership? Include operating costs.	
	<b>Driver/Operator Costs</b>	
22	What is the estimated annual driver/operator cost?	
	<b>Internal Rental Rate</b>	
23	What is the estimated fully-maintained and fully-operated rate?	Fully-Maintained: Fully-Operated:
<b>Cost Comparison</b>		
24	Total Contractor Cost	
25	Total Day Labor Cost	
26	Annual Cost Difference	



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

ANNEX D

8977.7 DPWH

01-21-2004

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

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



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

DPWH-130-PWH  
04-18-2016

17 MAY 2016

DEPARTMENT ORDER )

**SUBJECT: Standardized Pay Items of Works for  
Civil Works Construction for  
Infrastructure Projects.**

NO. **96** )


Series of 2016 *04.18.16*

To ensure uniformity in the application/adoption of the Pay Items of Work involved in the preparation of the Design Plans and Quantities, Programs of Works (POW) and Approved Budget for the Contract (ABC) for Infrastructure Projects nationwide, a Standard Pay Item List is hereby prescribed (**Annex "A"**) for various work pay items based on the DPWH Standard Specifications for Highways, Bridges and Airports (Volume II) and Buildings & Flood Control (Volume III), to include pay items subscript based on different dimensions/sizes, classifications, types and unit of measures for an item. This Standard Pay Item List incorporates some pay items not yet included in the Blue Book but are deemed necessary in the actual project implementation.

Henceforth, all implementing offices of the Department are hereby directed to adopt strictly the Standardized Pay Items of Work in the preparation of the Design Plans and Quantities, Programs of Works (POW) and Approved Budget for the Contract (ABC) for all infrastructure projects for CY 2016 Program wherein said Standard Pay Items are the basis in the project monitoring under the Project Contract Management Application (PCMA), with the following considerations:

- For projects already bid out/awarded/contracted, change of pay items number/description/unit of measure to conform with the standard pay items shall be effected with the approval of the Head of Implementing Office (IO);
- For projects with already approved Plans, POW & ABC, change of pay items number/description/unit of measure to conform with the standard pay items shall be effected with the approval of the Head of Implementing Office, prior to the bidding;
- For items of work not yet included in the Standard Pay Item List, the Head of IO shall seek first the approval of the Bureau of Research and Standards (BRS), prior to its adoption.

This Order takes effect immediately.

  
**ROGELIO L. SINGSON**  
Secretary

Department of Public Works and Highways  
Office of the Secretary



WIN6W01930

**PART A - FACILITIES FOR THE ENGINEER**

Pay Item (Number)	Suffix (Subscri	Description	Valid Values			Unit Of Measure
			Thickness/Sizes	Class	Others	
A.1.1 Offices and Laboratory for the Engineer						
A.1.1 (1)		Construction of Combined Field Office, Laboratory and Living Quarters Building for the Engineer				Lump Sum
A.1.1 (2)		Construction of Combined Field Office and Laboratory Building for the Engineer				Lump Sum
A.1.1 (3)		Construction of Field Office for the Engineer				Lump Sum
A.1.1 (4)		Construction of Field Laboratory for the Engineer				Lump Sum
A.1.1 (5)		Construction of Living Quarters for the Engineer				Lump Sum
A.1.1 (6)		Provision of Combined Field Office, Laboratory and Living Quarters Building for the Engineer (Rental Basis)				Month
A.1.1 (7)		Provision of Combined Field Office and Laboratory Building for the Engineer (Rental Basis)				Month
A.1.1 (8)		Provision of Field Office for the Engineer (Rental Basis)				Month
A.1.1 (9)		Provision of Laboratory for the Engineer (Rental Basis)				Month
A.1.1 (10)		Provision of Living Quarters for the Engineer (Rental Basis)				Month
A.1.1 (11)		Provision of Furnitures/Fixtures, Equipment & Appliances for the Field Office for the Engineer				Lump Sum
A.1.1 (12)		Provision of Furnitures/Fixtures, Equipment & Appliances for Laboratory Building for the Engineer				Lump Sum
A.1.1 (13)		Provision of Furnitures/Fixtures & Appliances for the Living Quarters for the Engineer				Lump Sum
A.1.1 (14)		Provision of Laboratory Testing Equipment, Apparatus and Publications for the Engineer				Lump Sum
A.1.1 (15)		Operation & Maintenance of Temporary Field Office, Laboratory and Living Quarters Building for the Engineer				Month
A.1.1 (16)		Operation & Maintenance of Field Office for the Engineer				Month
A.1.1 (17)		Operation & Maintenance of Laboratory Building for the Engineer				Month
A.1.1 (18)		Operation & Maintenance of Living Quarters for the Engineer				Month
A.1.2 Vehicles for the Engineer						
A.1.2 (1)		Provision of 4x4 Pick Up Type Service Vehicle for the Engineer				Each
A.1.2 (2)		Provision of 4x4 Pick Up Type Service Vehicle for the Engineer on Bare Rental Basis				Month
A.1.2 (3)		Provision of 4x2 Pick Up Type Service Vehicle for the Engineer				Each
A.1.2 (4)		Provision of 4x2 Pick Up Type Service Vehicle for the Engineer on Bare Rental Basis				Month
A.1.2 (5)		Operation and Maintenance of 4x4 Pick Up Type Service Vehicle for the Engineer				Month
A.1.2 (6)		Operation and Maintenance of 4x2 Pick Up Type Service Vehicle for the Engineer				Month
A.1.2 (7)		Provision of 4x4 Van Type Service Vehicle (12-seater)				Each
A.1.2 (8)		Provision of 4x4 Van Type Service Vehicle on Rental Basis (12 Seater)				Month
A.1.2 (9)		Operation and Maintenance of 4x4 Van Type Service Vehicle (12-seater)				Month