



05 SEP 2016

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

094.13 DPWH  
09-13-2016

DEPARTMENT ORDER )  
NO. **181** )  
Series of 2016 )

**SUBJECT: REVISED GUIDELINES FOR THE  
EVALUATION OF THE REQUEST FOR  
THE RELEASE OF FUNDS FOR THE  
RELOCATION/TRANSFER AND  
FACILITIES IMPROVEMENT OF  
DPWH OFFICES**

In order to provide uniform treatment to all funding requests for the relocation/transfer and facilities improvement of DPWH offices, the following guidelines shall be observed prior to the approval for the release of funds:

The Criteria in the selection of the DPWH buildings for funding is listed in the attached Annex A.

The Committee on Relocation/Transfer and Facilities Improvement of DPWH Offices (CRTFIDO) shall recommend approval to the Secretary of all proposals for relocation and transfer of offices and also assist in the identification and acquisition of site including documentation and necessary consultation with concerned local officials or private sectors. It shall also review the preparation of plans for site development, repair/renovation, new construction, rehabilitation and/or facilities improvement of DPWH buildings/offices (including other related support facilities) and also identification of available funding source. Furthermore, the CRTFIDO shall also monitor facilities improvement in the DPWH Central Office, Regional and District Engineering Offices.

The TWG shall assist the CRTFIDO in the review and evaluation of the Plans and POW including the DUPA of the site development, repair/restoration, new construction, rehabilitation and/or improvement of office facilities submitted by various DPWH Offices and shall prioritize the list of projects including the funding source and make recommendation to the Committee for approval of the Secretary.

The Committee shall forward approved projects to be funded under Capital Outlay to the Planning Service. These include civil works portion only excluding furniture which shall be charged to the EAO of each office. All requests for minor repair shall be charged to MOOE and submitted directly to the Bureau of Maintenance (BOM).

All funding requests shall be endorsed by the Regional, Bureau, Service and Project Directors, supported with required documents stated in the attached Annex A and shall be addressed to the Chairperson of CRTFIDO.

This Order supersedes D.O. 78, series of 2014 and shall take effect immediately.

  
**MARK A. VILLAR**  
Acting Secretary

Department of Public Works and Highways  
Office of the Secretary



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## CRITERIA IN THE SELECTION OF DPWH BUILDINGS FOR FUNDING

SCOPE OF WORK	SUPPORTING DOCUMENTS
<p>A. Construction/ Reconstruction</p> <ol style="list-style-type: none"> <li>1. Dilapidated DPWH Buildings</li> <li>2. DPWH Buildings not located within their area of jurisdiction</li> <li>3. Other Buildings &amp; Related Support Facilities<sup>1</sup></li> </ol>	<ol style="list-style-type: none"> <li>1. Proof of Ownership of the Lot (e.g. TCT, Deed of Absolute Sale, Deed of Donation)</li> <li>2. Copy of complete approved Plans (Architectural, Structural, Electrical, Mechanical and Sanitary/ Plumbing)</li> <li>3. Copy of approved POW &amp; DUPA</li> <li>4. Copy of Detailed Quantity Calculation</li> <li>5. Certification of the District Engineer/Regional Director that the proposed location is within the area of jurisdiction</li> <li>6. RDC Clearance/Approval for the Location Site (if it is constructed within the Government Center)</li> <li>7. Site Development Plan (including Topographic Plan) for new location</li> </ol>
<p>B. Rehabilitation/Restoration/ Improvement/Completion</p>	<ol style="list-style-type: none"> <li>1. Certification that fund is not available for the purpose (subject to verification by the Financial Management Service)</li> <li>2. Copy of complete approved Plans</li> <li>3. Copy of approved POW and DUPA</li> <li>4. Copy of Detailed Quantity Calculation</li> <li>5. Copy of Floor Plan showing the relative location of portion to be repaired (color-coded)</li> <li>6. Pictures of existing portion of the building to be repaired</li> </ol>

<sup>1</sup>Related Support Facilities: Multi-purpose, Gymnasium, Quarters, Satellite Office, Parking, Drainage System, Building Extension.