



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
OFFICE OF THE SECRETARY  
MANILA

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DEPARTMENT ORDER )

No. **183** )  
Series of 1996 )

SUBJECT: PROJECT REPORTING PROCEDURES  
FOR INFRASTRUCTURE PROGRAMS

In order to streamline the project status reporting procedure and to reduce the status reports prepared by the field offices, only the project accomplishment diskette generated by the following computerized systems shall be submitted by the District Office to the Regional Office on the first day of the month following the report month and by the Regional Office to the Monitoring and Information Service (MIS) on the fifth day of the month following the report month:

1. Preliminary and Detailed Engineering Module (PDE)
2. Project Monitoring System for Regular Infrastructure (PMS)
3. Project Monitoring System for Other Infrastructure (PMSO)
4. PMO Monitoring System (PMOMS)

Hence, the MIS shall be responsible for the preparation of consolidated and summary reports for the Secretary, Undersecretaries and Assistant Secretaries. All other project status reports, in any form, are hereby superseded.

Reports requested by legislative and regulatory bodies or other agencies shall also be prepared using the abovementioned computerized systems.

For District Offices without computers, only the following reports shall be accomplished and submitted to the Regional Office on the first day of the following month:

**A. Schedule and Status of Engineering Activities**

Upon approval of the "Preliminary List" of projects under a proposed Infrastructure Program, preliminary/detailed engineering activities shall be started/accelerated for projects requiring such activities to ensure that these are substantially completed by the end of the calendar year prior to the program year.

Engineering shall include the conduct of technical investigations and surveys, preparation of plans and specifications, programs of work, and acquisition of right-of-way, all chargeable to available engineering funds.

The status of engineering activities shall be reported using format MIS-001. The report shall indicate the status of all projects to be included in the annual infrastructure program.

**B. *Pre-Construction Activities***

On the basis of the "Preliminary List" of projects, as may be amended/updated, pre-construction activities for these projects shall be started. These include advertisement, prequalification, preparation of tender documents, bidding and evaluation, preparation of resolution of award -- activities which do not require actual availability of project funds. Award and perfection of contract, however, shall be made upon receipt of the General Allotment Release Order (GARO) or Special Allotment Release Order (SARO).

The status of pre-construction activities for locally-funded projects shall be reported using format MIS-002a and foreign-assisted projects shall be reported using format MIS-002b.

The report shall indicate the status of pre-construction activities of all projects listed under the annual infrastructure program and all projects funded under Additional Priority Projects (APP), Countrywide Development Fund (CDF), DECS Schoolbuilding Program and Comprehensive Agrarian Reform Program (CARP).

**C. *Bidding and Award Activities***

The results of the bidding and award activities shall be reported using format MIS-003.

The report shall cover all projects listed under the annual infrastructure program and all projects funded under Additional Priority Projects (APP), Countrywide Development Fund (CDF), DECS Schoolbuilding Program and Comprehensive Agrarian Reform Program (CARP).

**D. *Physical Accomplishment***

The planned monthly accomplishments for all projects listed in the annual infrastructure program and all projects funded under other infrastructure programs shall be reported at the start of the program year. The planned accomplishments shall be based on the listed project appropriation. No adjustments shall be made on the planned accomplishments once these are submitted to the Central Office.

The planned monthly accomplishments shall only be revised when the allocation for the project was not released as projected and shall cover the period from the report month onward. No revision shall be made without a written clearance from the Undersecretary concerned. Furthermore, no revision shall be made thereafter except when there is an approved variation order.

The actual monthly accomplishments shall be reported for all projects with actual accomplishments for the report month.

Physical accomplishments shall be reported using format MIS-004.

**E. *Financial Status***

The financial status of all projects listed in the annual infrastructure program shall be reported using format MIS-005a and projects funded under Additional Priority Projects (APP), Countrywide Development Fund (CDF), DECS Schoolbuilding Program and Comprehensive Agrarian Reform Program (CARP) shall be reported using format MIS-005b.

**F. *Problems and Issues***

Problems and issues shall be reported using format MIS-006. This report is used to provide explanation as to the problems and/or causes of delays in project implementation of both locally funded and foreign-assisted projects. This report is submitted together with MIS-004 and MIS-005.

**G. *Project Profile***

Project profile shall be prepared individually using format MIS-007 for all projects except for water supply and school building projects which may be done by cluster or by category. The project profile is submitted together with MIS-004, MIS-005 and MIS-006.

**H. *Carry-Over Projects***

Physical accomplishment and financial status of carry-over projects shall be reported likewise using the forms as described in items (D) to (G). Data for individual projects shall be reported indicating the program year in which the projects were initially reported.

This Order shall take effect immediately.

For compliance.

  
GREGORIO R. VIGILAR  
Secretary