



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

16 SEP 2016

097.13 DPWH  
09-16-2016

**DEPARTMENT ORDER** ) **SUBJECT: Delegating to Undersecretaries the Approval/**  
No. **192** ) **Signing of Documents Pertaining to**  
Series of 2016 ) **Procurement and Contract Management**

In line with the continuing efforts of the Department of Public Works and Highways (DPWH) to streamline its operations, the function of the Secretary to approve/sign documents pertaining to the procurement and management of contracts for infrastructure, consulting services and goods and services, and to personnel administration is hereby delegated to the Undersecretaries concerned, without any limit as to the amount, as follows:

DOCUMENTS	UNDERSECRETARY
<b>A. DETAILED ENGINEERING</b>	
1. Architectural and Engineering Plans, including Original Plans, As-Staked Plans, Revised Plans	For Technical Services
2. Program of Work	For Technical Services
<b>B. PROCUREMENT AND CONTRACT MANAGEMENT FOR CIVIL WORKS (INFRASTRUCTURE)</b>	
1. Annual Procurement Plan - covering Infrastructure, Consulting Services, and Goods and Services	For Support Services
2. Approved Budget for the Contract (ABC)	For Technical Services
3. Bids and Awards Committee (BAC) Resolution of Award <i>Note: The Undersecretary approving the Resolution of Award must not be the BAC Chairperson</i>	a. For Regional Operations – in case the Implementing Unit (IU) is a Regional Office (RO)/ District Engineering Office (DEO) b. For Unified Project Management Office (UPMO) Operations – in case the IU is the UPMO c. For Technical Services - in case the IU is a Bureau
4. Clearance to undertake Negotiated Procurement in case of Two Failed Biddings or Adjacent/Contiguous Project - in accordance with RA 9184 – Implementing Rules and Regulations (IRR)	Same as for no. B-3 above
5. Contract, with no need for further Contract Approval <i>Note: The Undersecretary signing the Contract must not be the BAC Chairperson</i>	Same as for no. B-3 above
6. Notice to Proceed	Same as for no. B-3 above
7. Variation Orders – in accordance with the provisions of RA 9184-IRR – and Funding thereof from Unobligated Balances of Allotments for the Project	For Technical Services
8. Time Extension	Same as for no. B-3 above
9. Work Suspension	Same as for no. B-3 above
10. Billings - including advance payment, first payment, intermediate payments, final payment, and release of retention money	Same as for no. B-3 above
11. Contract Termination	Same as for no. B-3 above
12. Blacklisting and Suspension of Contractors - as recommended by the BAC during the procurement stage and by IU during contract	Same as for no. B-3 above

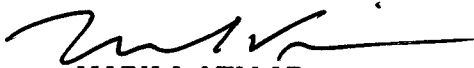
DOCUMENTS	UNDERSECRETARY
implementation	
13. As-Built Drawings	Same as for no. B-3 above
<b>C. PROCUREMENT AND CONTRACT MANAGEMENT FOR CONSULTING SERVICES</b>	
1. Annual Procurement Plan - covering Infrastructure, Consulting Services, and Goods and Services	For Support Services
2. ABC	For Technical Services
3. BAC Resolution of Award <i>Note: The Undersecretary approving the Resolution of Award must not be the BAC Chairperson</i>	a. For Regional Operations – in case the IU is an RO/DEO b. For UPMO Operations – in case the IU is the UPMO c. For Planning and PPP – in case the IU is the Planning Service or PPP Service d. For Technical Services - in case the IU is a Bureau e. For Support Services - in case the IU is a Support Service
4. Contract, with no need for further contract approval <i>Note: The Undersecretary signing the Contract must not be the BAC Chairperson</i>	Same as for no. C-3 above
5. Billings - including advance payment, first payment, intermediate payments, final payment, and release of retention money	Same as for no. C-3 above
6. Contract Termination	Same as for no. C-3 above
7. Blacklisting and Suspension of Consultants - as recommended by the BAC during the procurement stage and by IU during contract implementation	Same as for no. C-3 above
<b>D. PROCUREMENT AND CONTRACT MANAGEMENT FOR GOODS AND SERVICES</b>	
1. Annual Procurement Plan - covering Infrastructure, Consulting Services, and Goods and Services	For Support Services
2. Purchase Request for Goods and Services, including Office Equipment (e.g., computers, software)	a. For Regional Operations – in case the End-User Unit (EUU) is an RO/DEO or his/her Office b. For UPMO Operations – in case the EUU is the UPMO or his office c. For Planning and PPP – in case the EUU is the Planning Service or PPP Service or his/her Office d. For Technical Services - in case the EUU is a Bureau or his/her Office e. For Support Services - in case the EUU is a Support Service or his/her Office
3. Purchase Request for Heavy Equipment, Service Vehicles, Surveying Equipment, and Testing Equipment	For Technical Services
4. ABC for Goods and Services, including Office Equipment	Same as for no. D-2 above
5. ABC for Heavy Equipment and Service Vehicles	For Technical Services
6. BAC Resolution of Award for Goods and Services, including Office Equipment <i>Note: The Undersecretary approving the Resolution of Award must not be the BAC Chairperson.</i>	Same as for no. D-2 above
7. BAC Resolution of Award for Heavy Equipment, Service Vehicles, Surveying Equipment, and Testing Equipment	For Technical Services

<b>DOCUMENTS</b>	<b>UNDERSECRETARY</b>
<i>Note: The Undersecretary approving the Resolution of Award must not be the BAC Chairperson.</i>	
8. Contract, with no need for further contract approval, for Goods and Services, including Office Equipment <i>Note: The Undersecretary signing the Contract must not be the BAC Chairperson</i>	Same as for no. D-2 above
9. Contract, with no need for further contract approval, for Heavy Equipment, Service Vehicles, Surveying Equipment, and Testing Equipment <i>Note: The Undersecretary signing the Contract must not be the BAC Chairperson</i>	For Technical Services
10. Billings for Goods and Services, including Office Equipment - including advance payment, first payment, intermediate payments, final payment, and release of retention money	Same as for no. D-2 above
11. Billings for Heavy Equipment, Service Vehicles, Surveying Equipment, and Testing Equipment - including advance payment, first payment, intermediate payments, final payments, and release of retention	For Technical Services
12. Authority to Purchase Service Vehicles, with prior Recommendation of the Department of Budget and Management (DBM)	For Technical Services
13. Contract Termination	Same as for no. D-2 above
14. Blacklisting and Suspension of Suppliers - as recommended by the BAC during the procurement stage and by IU during contract implementation	Same as for no. D-2 above
<b>E. OTHER TECHNICAL SERVICES</b>	
1. Sub-allotment of Funds for the Operation and Maintenance of Heavy Equipment, Dredges, and Weighbridges/ Portable Weighing Machines	For Technical Services
2. Sub-Allotment of Funds for Pilot Research Projects	For Technical Services
3. Approval of Sub-allotment of Funds for Routine Maintenance of Roads and Bridges, and Maintenance of Flood Control Structures and Buildings	For Technical Services
4. Certificates of Accreditation and Identification Cards for Project Engineers, Project Inspectors, and Materials Engineers	For Technical Services
5. New Product and Technology Certificate of Approval	For Technical Services
6. Star Rating Certificate of Testing Laboratories	For Technical Services
7. Distribution, Assignment and Deployment of Heavy Equipment, Dredges and Service Vehicles from the Central Office (CO) to a RO/DEO and within the CO	For Technical Services
8. Dredging Plans (Detailed Engineering, Dredging Methodology, Environmental Management)	For Technical Services
9. Listing of Calamity Damaged Infrastructure as validated by the Bureau of Maintenance (BOM)	For Regional Operations
<b>F. FINANCE</b>	
1. Transmittal to DBM of Budget and Financial Accountability Reports (BFARS) and Financial Statements	For Support Services
2. Requests for Release of Notice of Cash Allocation (NCA)	For Support Services
<b>G. OTHERS</b>	
1. Request for Endorsement to DENR for Permit to Cut Trees	For Planning Services and PPP

Each of the Undersecretaries concerned shall submit to the Secretary every Monday, a weekly report listing the documents that have been approved/signed pursuant to this Department Order, for information and guidance.

The delegated authority granted to Assistant Secretaries, Bureau Directors, Service Directors, UPMO Cluster Directors, Regional Directors, and District Engineers under existing Department Orders shall remain in force.

This Order shall take effect immediately.



**MARK A. VILLAR**

Acting Secretary

Department of Public Works and Highways  
Office of the Secretary



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