



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

0917.13 DPWH
D2-26-2020

FEB 13 2020

DEPARTMENT ORDER)

SUBJECT: Timely Withdrawal of Newly-Acquired Land-based Equipment

NO. **23**)
Series of 2020)
D2-26-2020

In order to maximize the operation and efficiency of newly-procured land-based equipment in this Department and prevent the replete of the designated equipment storage area, extended storage is hereby strongly dissuaded.

To achieve the goals of this Department Order, all the concerned Regional Offices (ROs) and District Engineering Offices (DEOs) shall abide by these rules on timely withdrawal of equipment.

1. Only the authorized personnel or officer of the concerned RO and/or the DEO shall be accommodated in the processing of the release of the newly-acquired equipment stored at the DPWH facility in Taguig City.
2. The prescribed period in storing the newly-acquired equipment shall be only within sixty (60) calendar days from the receipt and acceptance of these equipment at the DPWH facility.
3. Upon acceptance of the equipment, the Bureau of Equipment (BOE) shall notify in writing (aided by an advanced email transmission of the notice) the concerned RO and/or DEO on the availability for withdrawal of the equipment intended for the RO or the DEO. The BOE shall send the notice/memorandum to the concerned RO and/or the DEO along with the Property Acknowledgement Receipt (PAR) and the Property Transfer Report (PTR) duly signed by the BOE Director and to be signed by the head of the recipient office.
4. The BOE shall receive all requests for the release of the newly-acquired equipment with the original copy forwarded to the BOE and an advanced copy of the request/s sent to the BOE through the designated email to enable the real-time response to the request.
5. The BOE shall process the requests for the release of the newly-acquired equipment within seven (7) working days and shall advise the concerned RO and/or the DEO on the expected date of release of the newly-acquired equipment.
6. Failure on the part of the concerned RO and/or the DEO to withdraw the newly-acquired equipment within the prescribed sixty-day (60) period, the BOE shall be constrained to re-allocate the newly-acquired equipment due for release to other RO and/or DEO that may have the same equipment demand/requirement.

7. Extension on the date of the release of the newly-acquired equipment may be allowed only under the following circumstances:
- a. Concerned RO or DEO is in the process of awarding the freight services to a logistics provider; or
 - b. Concerned RO or DEO has officially issued the Notice to Proceed (NTP) to the freight services or logistics provider but the issuance of the NTP is beyond the sixty-day (60) period prescribed herein.

To warrant the re-allocation of the newly-acquired equipment to any RO or DEO (other than the requesting RO or DEO which failed to withdraw the equipment on time), the BOE shall submit to the incumbent Undersecretary for Technical Services the final "Revised Distribution of Equipment" for approval and notify the concerned offices (original requesting RO and/or DEO, and the replacement recipient RO and/or DEO) on the changes.

Changes on equipment re-allocation shall be based on merit (equipment demand), submission of reports, and availability/scarcity of funds for self-procurement and support to operations.

The sixty-calendar-day-withdrawal period shall no longer apply to the now receiving RO and/or DEO. In other words, that RO/DEO is still ought to withdraw the equipment even if that RO/DEO failed to do so within sixty (60) calendar days reckoning the date of memorandum of notification. The equipment will not be re-allocated to a third RO/DEO. As a consequence, however, if that RO/DEO failed to withdraw the equipment within sixty (60) calendar days, it shall have a lower priority when considering changes on equipment re-allocation in the future.

For clarity, if in year "n" Office A failed to withdraw the equipment on time, the equipment will be re-allocated to Office B. If Office B failed to withdraw the equipment on time in year "n", then in year "m" where Office X failed to withdraw the equipment on time, Office B will have a lower priority compared to other offices when considering equipment re-allocation.

This Order shall take effect immediately.


MARK A. VILLAR
Secretary

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Office of the Secretary



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