



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

097.13 DPWH
05.12.2020

MAY 06 2020

DEPARTMENT ORDER)
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NO. 37)
Series of 2020 *05.12.2020*)

SUBJECT: Amendment to Document Tracking System (DoTS) for Civil Works Projects for IROW Payment

To streamline and expedite the preparation and processing of checks for payment of right-of-way claims and in view of the several queries from different Implementing Offices on the required documents that hinder and delay the acquisition of right-of-way for infrastructure projects, the documentary requirements for IROW payment in Department Order No. 72, Series of 2018¹, are hereby amended/revised and simplified:

NEGOTIATED SALE:

Annex K (IROW Payment), Item No. 1 (Negotiated Sale of Lots to be prepared by the Implementing Office), Section C, which reads as follows:

"C. Disbursement Voucher with the following attachments:

1. First Payment – 50% of the negotiated price of the lot.
 - 1.1 Approved Deed of Absolute Sale (DAS), signed by at least the DPWH signatories.
 - 1.2 Approved CAF with all the attachments (See Item I-B).
 - 1.3 Approved Parcellary Plan.
 - 1.4 Approved Subdivision Plan.
 - 1.5 Environmental Compliance Certificate (ECC)/Certificate of Non-Coverage (CNC) from the Department of Environment and Natural Resources (DENR).
 - 1.6 For PPP Projects, additional supporting documents for the reimbursement of the advance payments made by the Contractor/Concessionaire:
 - 1.6.1 Letter-Request by DPWH to the Contractor/Concessionaire to make the advance payment.
 - 1.6.2 Reimbursement Agreement between DPWH and the Contractor/Concessionaire.
 - 1.6.3 Certified true copy of the check issued by the Contractor/Concessionaire to the claimant.
 - 1.6.4 Acknowledgement Receipt of the check by the claimant
 - 1.6.5 Secretary's Certificate/certified true copy of valid ID of the Contractor/Concessionaire's Attorney-in-Fact
 - 1.7 One (1) set of certified true copy of all the documents submitted for Accounting Unit's copy"

is hereby amended to read as follows:

"C. Disbursement Voucher with the following attachments:

1. First Payment – 50% of the negotiated price of the lot.
 - 1.1 Approved Deed of Absolute Sale (DAS), signed by at least the DPWH signatories.
 - 1.2 Approved CAF with all the attachments (See Item I-B).
 - 1.3 Approved Parcellary Plan.
 - 1.4 **For partially affected lot, proposed Subdivision Plan prepared and surveyed by DPWH.**

¹ Implementation of the Document Tracking System (DoTS) for Civil Work Projects

- 1.5 Environmental Compliance Certificate (ECC)/Certificate of Non-Coverage (CNC) from the Department of Environment and Natural Resources (DENR).
- 1.6 For PPP Projects, additional supporting documents for the reimbursement of the advance payments made by the Contractor/Concessionaire:
 - 1.6.1 Letter-Request by DPWH to the Contractor/Concessionaire to make the advance payment.
 - 1.6.2 Reimbursement Agreement between DPWH and the Contractor/Concessionaire.
 - 1.6.3 Certified true copy of the check issued by the Contractor/Concessionaire to the claimant.
 - 1.6.4 Acknowledgement Receipt of the check by the claimant
 - 1.6.5 Secretary's Certificate/certified true copy of valid ID of the Contractor/Concessionaire's Attorney-in-Fact
- 1.7 One (1) set of certified true copy of all the documents submitted for Accounting Unit's copy"

The said Subdivision Plan shall no longer be required for fully affected lots for purposes of facilitating the right-of-way transaction.

Annex K (IROW Payment), Item No. II (Negotiated Sale of Improvements to be prepared by the IO), which reads as follows:

"II. Negotiated Sale of Improvements to be prepared by the IO

- A. Approved Obligation Request and Status with the following attachments
 1. Memorandum from the Head of the IO to the Head of the Budget Unit requesting the issuance of ORS.
 2. Copy of SARO and the following pages from the Master List of claimants submitted to the DBM or included in the appropriation for funding where the subject claimant is indicated: (a) first page, (b) last page where the approval of the List is indicated, and (c) page containing the name of the claimant.
 3. Replacement Cost of the structures/improvements, including all accessory structures.
 4. Tax Declaration of the structures/improvements.
 5. TIN/Temporary TIN subject to data change approved by authorized official.

Substitute documents for payments of improvements to Informal Settler Families:

1. Memorandum from the Head of the IO to the Head of the Budget Unit requesting the issuance of ORS.
2. Copy of SARO and the following pages from the Master List of claimants submitted to the DBM or included in the appropriation for funding where the subject claimant is indicated: (a) first page, (b) last page where the approval of the List is indicated, and (c) page containing the name of the claimant.
3. Tax Declaration, or if not applicable, Certification of the Barangay Chairperson, concurred in by the Urban Poor Affairs Office (UPAO)/Authorized LGU representative, stating that the structures/improvements are owned by the ISF.
4. Replacement Cost of the structures/improvements, including all accessory structures."

is hereby amended to read as follows:

"II. Negotiated Sale of Improvements to be prepared by the IO

- B. Approved Obligation Request and Status with the following attachments
 1. Memorandum from the Head of the IO to the Head of the Budget Unit requesting the issuance of ORS.
 2. Copy of SARO and the following pages from the Master List of claimants submitted to the DBM or included in the appropriation for funding where the subject claimant is indicated: (a) first page, (b) last page where the approval of the List is indicated, and (c) page containing the name of the claimant.
 3. Replacement Cost of the structures/improvements, including all accessory structures.

4. **Tax Declaration of the structures/improvement; for other improvements accessory (e.g. such as pavements, terraces, etc) to the main structure/improvement which are neither represented by a separate Tax Declaration nor indicated in the Tax Declaration of the main structure/improvement, a certification from the IO that such improvement/s are existing.**
5. TIN)/Temporary TIN subject to data change approved by authorized official.

Substitute documents for payments of improvements to Informal Settler Families:

1. Memorandum from the Head of the IO to the Head of the Budget Unit requesting the issuance of ORS.
2. Copy of SARO and the following pages from the Master List of claimants submitted to the DBM or included in the appropriation for funding where the subject claimant is indicated: (a) first page, (b) last page where the approval of the List is indicated, and (c) page containing the name of the claimant.
3. **Tax Declaration, or if not applicable, Certification of the Barangay Chairperson, stating that the structures/improvements are owned by the ISF.**
4. Replacement Cost of the structures/improvements, including all accessory structures."

The one-page certification duly approved by the IO which is a requirement in the issuance of the Certificate of Availability of Funds for lots, improvements and crops and trees, which reads:

"One (1) page certification duly approved by the Head of the IO of the following:

- That the lot (or improvement) is totally/partially affected by (name of project)
- That the lot is within the boundaries of the ROW limits per approved Parcellary Plan.
- That there is no other pending claim or payment made yet on the subject claim.
- That all supporting documents are complete, authenticated, validated, found to order."

is hereby amended to read as follows:

"One (1) page certification duly approved by the Head of the IO of the following:

- That the lot (or improvement) is totally/partially affected by (name of project)
- That the lot is within the boundaries of the ROW limits per approved Parcellary Plan.
- **That the claim is not within the original ROW of a converted local road**
- **That there is no previous pending claim and previous payment on the subject property.**
- That all supporting documents are complete, authenticated, validated, found to order."

Additional requirements are hereby incorporated, in the approval of the Disbursement Voucher for lots, improvements, crops and/or trees, to wit:

"For national infrastructure projects other than PPP projects, additional supporting documents for the advanced payment made by the contractors/concessionaire:

- Notarized Deed of Assignment executed by the claimant in favor of the contractor/concessionaire ceding/assigning the right of the former to the latter to collect the compensation price.
- If applicable, certified true copy of the check issued by the Contractor/Concessionaire to the claimant
- Proof of payment or acknowledgment receipt signed by the claimant.
- Special Power of Attorney executed by the claimant in favor of the contractor/concessionaire."

EXPROPRIATION:

Annex K (IROW Payment), Item No. IV (Expropriation of Lot), which reads as follows:

IV. Expropriation (Lot)

A. Approved Obligation Request and Status with the following attachments:

1. Memorandum from the Head of the IO to the Head of the Budget Unit requesting the issuance of ORS.

2. Copy of SARO and the following pages from the Master List of claimants submitted to the DBM or included in the appropriation for funding where the subject claimant is indicated: (a) first page, (b) last page where the approval of the List is indicated, and (c) page containing the name of the claimant.
3. Basis of Obligation Request Amount:
 - 3.1 For initial payment (deposit) based on Bureau of Internal Revenue (BIR) Zonal Valuation: Applicable Zonal Valuation certified by BIR.
 - 3.2 For final payment based on Just Compensation: Court Decision on the just compensation, duly certified by the Clerk of Court.
4. In the case of a titled lot, a certified true copy of the electronic copy (blue) of the Lot Title in the name of the registered Owner which is duly certified as genuine and authentic by the Register of Deeds/LRA.
5. In the case of an untitled lot:
 - 5.1 Owner's original Tax Declaration/Tax Declaration certified by the Assessor's Office
 - 5.2 Certification by the Register of Deeds/LRA of the non-existence of the TCT.
6. Duly received Letter Request of the IO to the Office of the Solicitor General (OSG) to file the complaint/copy of the complaint.
7. Letter Offer signed by the IO but unserved to the claimant (for BIR Zonal Valuation) or Letter Offer rejected by the owner (for Just Compensation).

B. Signed Certificate of Available Funds with the following attachments:

1. Deposit to the Court equivalent to BIR Zonal Valuation
 - 1.1 Memorandum Request for CAF from the Head of the IO the Head of the Accounting Unit.
 - 1.2 ORS approved by the Head of the Budget Unit including all attachments (See item IV-A).
 - 1.3 One (1) page certification duly approved by the Head of the IO of the following:
 - 1.3.1 That the lot (or improvement) is totally/partially affected by (name of project).
 - 1.3.2 That the lot is within the boundaries of the ROW limits per approved Parcellary Plan.
 - 1.3.3 That there is no other pending claim or payment made yet on the subject claim.
 - 1.3.4 That all supporting documents are complete, authenticated, validated, and found to be in order.
 - 1.4 Letter offer rejected by the owner.
2. Just Compensation
 - 2.1 Memorandum Request for CAF from the Head of the IO the Head of the Accounting Unit.
 - 2.2 ORS approved by the Head of the Budget Unit including all attachments (See item IV-A).
 - 2.3 Deed of Conveyance.
 - 2.4 Tax Declaration of the Lot.
 - 2.5 One (1) page certification duly approved by the Head of the IO of the following:
 - 2.5.1 That the lot (or improvement) is totally/partially affected by (name of project).
 - 2.5.2 That the lot is within the boundaries of the ROW limits per approved Parcellary Plan.
 - 2.5.3 That there is no other pending claim or payment made yet on the subject claim.
 - 2.5.4 That all supporting documents are complete, authenticated, validated, and found to be in order.
 - 2.6 Copy of the complaint with case number filed by the OSG, received by the Judicial Court under jurisdiction, and duly certified by the Clerk of Court.
 - 2.7 Certificate of Finality of the Court Decision/Entry of Final Judgement duly certified by the Clerk of Court.
 - 2.8 One (1) page approved summary computation of Just Compensation, including interest, if any.
 - 2.9 Certified true copy of the Writ of Possession (WOP).
 - 2.10 Certified true copy of two (2) valid Government-issued identification cards of the following (whichever is applicable):
 - 2.10.1 Owner/Claimant.
 - 2.10.2 Attorney-in-Fact, if represented by one.
 - 2.10.3 Heirs - in the case of extra judicial settlement.
 - 2.10.4 Authorized Officer of the Corporation.

C. Disbursement Voucher with the following attachments:

1. BIR zonal valuation of the land to be deposited with the Court.
 - 1.1 CAF including all its attachment (See item IV-B).
 - 1.2 Approved Parcellary Plan.
 - 1.3 Approved Subdivision Plan.
 - 1.4 ECC/CNC.
 - 1.5 Totally Affected: Lot Title in the name of DPWH/Republic of the Philippines (RP).
 - 1.6 Partially Affected: Annotation of Sale to DPWH/RP; or Memorandum of Encumbrances at the back of the Title for portion of lot acquired by DPWH/ TCT of the affected portion of the lot prior to registration in the name of RP.
 - 1.7 For PPP Projects, additional supporting documents for the reimbursement of the advance payments made by the Contractor/Concessionaire:
 - 1.7.1 Letter-Request by DPWH to the Contractor/Concessionaire to make the advance payment.
 - 1.7.2 Reimbursement Agreement between DPWH and the Contractor/ Concessionaire.
 - 1.7.3 Certified true copy of the check issued by the Contractor/Concessionaire to the claimant.
 - 1.7.4 Acknowledgement Receipt of the check by the claimant.
 - 1.7.5 Secretary's Certificate/certified true copy of valid ID of the Contractor/ Concessionaire's Attorney-in-Fact.
 - 1.7.6 One (1) set of certified true copy of all the documents submitted for Accounting Unit's copy.
 - 1.8 One (1) set of certified true copy of all the documents submitted for Accounting Unit's copy.
2. Just compensation determined by the Court, less the First Payment.
 - 2.1 Notarized Deed of Conveyance.
 - 2.2 Official Receipts/Proof of Payment of Taxes.
 - 2.3 Tax Clearance/Statement of Account with letter request by the claimant for deduction from claim/Tax Exemption.
 - 2.4 Certified true copy of the DV for the first payment / Court Order citing payment of the Zonal Value.
 - 2.5 TIN
 - 2.6 One (1) set of certified true copy of all the documents submitted for Accounting Unit's copy.
 - 2.7 Original of the Owner's duplicate TCT, if applicable.
 - 2.8 For PPP Projects, additional supporting documents for the reimbursement of the advance payments made by the Contractor/Concessionaire:
 - 2.8.1 Letter-Request by DPWH to the Contractor/Concessionaire to make the advance payment.
 - 2.8.2 Reimbursement Agreement between DPWH and the Contractor/ Concessionaire.
 - 2.8.3 Certified true copy of the check issued by the Contractor/Concessionaire to the claimant.
 - 2.8.4 Acknowledgement Receipt of the check by the claimant.
 - 2.8.5 Secretary's Certificate/certified true copy of valid ID of the Contractor/ Concessionaire's Attorney-in-Fact.
 - 2.9 (a) Titled Lot:
 - 2.9.1 Totally affected – Lot title in the name of DPWH/Republic of the Philippines (RP)
 - 2.9.2 Partially affected – annotation of sale to DPWH/RP; or memorandum of Encumbrances at the back of the Title for portion of Lot acquired by DPWH
 - (b) Untitled Lot: TCT of the affected portion in the name of Republic of the Philippines

is hereby amended to read as follows:

A. Approved Obligation Request and Status with the following attachments:

1. Memorandum from the Head of the IO to the Head of the Budget Unit requesting the issuance of ORS.
2. Copy of SARO and the following pages from the Master List of claimants submitted to the DBM or included in the appropriation for funding where the subject claimant is indicated: (a) first page, (b) last page where the approval of the List is indicated, and (c) page containing the name of the claimant.
3. Basis of Obligation Request Amount:

- 3.1 For initial payment (deposit) based on Bureau of Internal Revenue (BIR) Zonal Valuation: Applicable Zonal Valuation certified by BIR.
- 3.2 For final payment based on Just Compensation: Court Decision on the just compensation, duly certified by the Clerk of Court.
4. In the case of a titled lot, a certified true copy of the electronic copy (blue) of the Lot Title in the name of the registered Owner which is duly certified as genuine and authentic by the Register of Deeds/LRA.
5. In the case of an untitled lot:
 - 5.1 Owner's original Tax Declaration/Tax Declaration certified by the Assessor's Office
 - 5.2 Certification by the Register of Deeds/LRA of the non-existence of the TCT.
6. Duly received Letter Request of the IO to the Office of the Solicitor General (OSG) to file the complaint/copy of the complaint.
7. **Letter-offer signed by the IO coupled with an affidavit from an authorized representative of the IO stating the presence of the following circumstances:**
 - a. **Lot owner refuses to receive the Letter-Offer;**
 - b. **Lot owner fails to accept the price offer within thirty (30) days from receipt;**
 - c. **Lot owner fails or refuses to submit the documents for payment; and**
 - d. **That negotiation is not feasible.**

B. Signed Certificate of Available Funds with the following attachments:

1. Deposit to the Court equivalent to BIR Zonal Valuation

- 1.1 Memorandum Request for CAF from the Head of the IO the Head of the Accounting Unit.
- 1.2 ORS approved by the Head of the Budget Unit **with a one-page certification that all attachments stated in item IV-A were submitted to and received by the Budget Unit.**
- 1.3 One (1) page certification duly approved by the Head of the IO of the following:
 - 1.3.1 That the lot (or improvement) is totally/partially affected by (name of project).
 - 1.3.2 That the lot is within the boundaries of the ROW limits per approved Parcellary Plan.
 - 1.3.3 That there is no other pending claim or payment made yet on the subject claim.
 - 1.3.4 That all supporting documents are complete, authenticated, validated, and found to be in order.

2. Just Compensation

- 2.1 Memorandum Request for CAF from the Head of the IO the Head of the Accounting Unit.
- 2.2 ORS approved by the Head of the Budget Unit **with a one-page certification that all attachments stated in item IV-A were submitted to and received by the Budget Unit.**
- 2.3 Tax Declaration of the Lot.
- 2.4 One (1) page certification duly approved by the Head of the IO of the following:
 - 2.5.1 That the lot (or improvement) is totally/partially affected by (name of project).
 - 2.5.2 That the lot is within the boundaries of the ROW limits per approved Parcellary Plan.
 - 2.5.3 That there is no other pending claim or payment made yet on the subject claim.
 - 2.5.4 That all supporting documents are complete, authenticated, validated, and found to be in order.
- 2.5 Copy of the complaint with case number filed by the OSG, received by the Judicial Court under jurisdiction, and duly certified by the Clerk of Court.
- 2.6 **Certified true copy of the Court Decision**
- 2.7 **Certified true copy of a Certificate of Finality/Entry of Judgment covering the Decision**
- 2.7 One (1) page approved summary computation of Just Compensation, including interest, if any.
- 2.8 **Certified true copy of the Writ of Possession (WOP).**

C. Disbursement Voucher with the following attachments:

1. BIR zonal valuation of the land to be deposited with the Court.
 - 1.1 CAF **with a one-page certification that all attachments stated in item IV- were submitted to and received by the Accounting Unit.**
 - 1.2 Approved Parcellary Plan.
 - 1.3 ECC/CNC.
 - 1.4 For PPP Projects, additional supporting documents for the reimbursement of the advance payments made by the Contractor/Concessionaire:
 - 1.4.1 Letter-Request by DPWH to the Contractor/Concessionaire to make the advance payment.
 - 1.4.2 Reimbursement Agreement between DPWH and the Contractor/ Concessionaire.
 - 1.4.3 Certified true copy of the check issued by the Contractor/Concessionaire to the claimant.
 - 1.4.4 Acknowledgement Receipt of the check by the claimant.
 - 1.4.5 Secretary's Certificate/certified true copy of valid ID of the Contractor/ Concessionaire's Attorney-in-Fact.
 - 1.4.6 One (1) set of certified true copy of all the documents submitted for Accounting Unit's copy.
 - 1.5 One (1) set of certified true copy of all the documents submitted for Accounting Unit's copy.
2. Just compensation determined by the Court, less the First Payment.
 - 2.1 Official Receipts/Proof of Payment of Taxes.
 - 2.2 Tax Clearance/Statement of Account with letter request by the claimant for deduction from claim/Tax Exemption.
 - 2.3 Certified true copy of the DV for the first payment / Court Order citing payment of the Zonal Value.
 - 2.4 TIN
 - 2.5 Original of the Owner's duplicate TCT, if applicable.
 - 2.6 For PPP Projects, additional supporting documents for the reimbursement of the advance payments made by the Contractor/Concessionaire:
 - 2.6.1 Letter-Request by DPWH to the Contractor/Concessionaire to make the advance payment.
 - 2.6.2 Reimbursement Agreement between DPWH and the Contractor/ Concessionaire.
 - 2.6.3 Certified true copy of the check issued by the Contractor/Concessionaire to the claimant.
 - 2.6.4 Acknowledgement Receipt of the check by the claimant.
 - 2.6.5 Secretary's Certificate/certified true copy of valid ID of the Contractor/ Concessionaire's Attorney-in-Fact.

Annex K (IROW Payment), Item No. V (Expropriation of Improvements), which reads as follows:

V. Expropriation of Improvements

A. Approved Obligation Request and Status with the following attachments:

1. Memorandum from the Head of the IO to the Head of the Budget Unit requesting the issuance of ORS.
2. Copy of SARO and the following pages from the Master List of claimants submitted to the DBM or included in the appropriation for funding where the subject claimant is indicated: (a) first page, (b) last page where the approval of the List is indicated, and (c) page containing the name of the claimant.
3. Replacement Cost of structures/improvements, including all accessory structures.
4. Letter Offer signed by the IO but unserved to the claimant (for BIR Zonal Valuation) or Letter Offer rejected by the owner (for Just Compensation).
5. Basis of Obligation Request Amount:
 - 5.1 For first payment: Duly received Letter Request of the IO to the OSG to file the complaint/copy of the Complaint.

5.2 For final payment based on Just Compensation: Court Decision on the just compensation, duly certified by the Clerk of Court.

B. Signed Certificate of Available Funds with the following attachments:

1. Replacement Cost of the Improvement to be deposited with the Court.
 - 1.1 Memorandum Request for CAF from the Head of the IO to the Head of the Accounting Unit.
 - 1.2 ORS approved by the Head of the Budget Unit including all attachments (See item V-A)
 - 1.3 Tax Declaration of the structures/improvements.
 - 1.4 TCT of the Lot or Tax Declaration of the Lot.
 - 1.5 One (1) page certification duly approved by Head of the IO of the following:
 - 1.5.1 That the lot (or improvement) is totally/partially affected by (name of project).
 - 1.5.2 That the lot is within the boundaries of the ROW limits per approved Parcellary Plan.
 - 1.5.3 That there is no other pending claim or payment made yet on the subject claim.
 - 1.5.4 That all supporting documents are complete, authenticated, validated, and are found to be in order.
 - 1.6 Letter Offer rejected by the claimant.
2. Just compensation determined by the Court, less the First Payment.
 - 2.1 Memorandum Request for Certificate of Availability of Funds (CAF) from the Head of the IO to the Head of the Accounting Unit.
 - 2.2 ORS approved by the Head of the Budget Unit including all attachments (See item V-A)
 - 2.3 Agreement to Demolish and Remove Improvements (ADRI)
 - 2.4 One (1) page certification duly approved by Head of Implementing Office of the following:
 - 2.4.1 That the lot (or improvement) is totally / partially affected by (name of project)
 - 2.4.2 That the lot is within the boundaries of the ROW limits per attached parcellary plan and not within the RROW of a converted provincial road
 - 2.4.3 That there is no other pending claim nor payment made yet on the subject claim. (Describe the status of payments made and the remaining balance)
 - 2.4.4 That all supporting documents are complete, authenticated, validated, and are found to be in order
 - 2.5 Copy of the complaint with case number filed by the OSG, received by the Judicial Court under jurisdiction, and duly certified by the Clerk of Court
 - 2.6 Certificate of Finality of the Court Decision/ Entry of Final Judgement duly certified by the Clerk of Court
 - 2.7 One (1) page approved summary computation of Just Compensation, including interest, if any
 - 2.8 Certified true copy of two (2) valid Government-issued identification cards of the following (whichever is applicable):
 - 2.8.1 Owner / Claimant
 - 2.8.2 Attorney-in-Fact, if represented by one
 - 2.8.3 Heirs - in the case of extra judicial settlement
 - 2.8.4 Authorized Officer of the Corporation

C. Disbursement Voucher with the following attachments:

1. First Payment – Replacement Cost.
 - 1.2 Approved CAF including all the attachments (See item V-B).
 - 1.3 Pictures before removal duly certified by Project Engineer.
 - 1.4 Approved Parcellary Plan.
 - 1.5 Structural Mapping with Sketch Plan preferably in CAD format.
 - 1.6 One (1) set of certified true copy of all the documents submitted for Accounting Unit's copy.
 - 1.7 For PPP Projects, additional supporting documents for the reimbursement of the advance payments made by the Contractor/Concessionaire:
 - 1.7.1 Letter-Request by DPWH to the Contractor/Concessionaire to make the advance payment.
 - 1.7.2 Reimbursement Agreement between DPWH and the Contractor/ Concessionaire.
 - 1.7.3 Certified true copy of the check issued by the Contractor/Concessionaire to the claimant.
 - 1.7.4 Acknowledgement Receipt of the check by the claimant.
 - 1.7.5 Secretary's Certificate/certified true copy of valid ID of the Contractor/ Concessionaire's Attorney-in-Fact.

2. Final Payment – Just Compensation.

- 2.1 Notarized ADRI.
- 2.2 Tax Clearance/Statement of Account (with letter request for deduction)/Tax Exemption.
- 2.3 Certified true copy of the DV for the first payment / Court Order citing payment of the Zonal Value.
- 2.4 Pictures during and after demolition/removal duly certified by Project Engineer.
- 2.5 Official Receipts/Proof of Tax Payments made.
- 2.6 For PPP Projects, additional supporting documents for the reimbursement of the advance payments made by the Contractor/Concessionaire:
 - 2.6.1 Letter-Request by DPWH to the Contractor/Concessionaire to make the advance payment.
 - 2.6.2 Reimbursement Agreement between DPWH and the Contractor/ Concessionaire.
 - 2.6.3 Certified true copy of the check issued by the Contractor/Concessionaire to the claimant.
 - 2.6.4 Acknowledgement Receipt of the check by the claimant.
 - 2.6.5 Secretary's Certificate/certified true copy of valid ID of the Contractor/ Concessionaire's Attorney-in-Fact.
- 2.7 TIN.
- 2.8 One (1) set of certified true copy of all the documents submitted for Accounting Unit's copy.
 - 2.9 Certified true copy of two (2) valid Government-issued identification cards of the following (whichever is applicable):
 - 2.9.1 Owner/Claimant.
 - 2.9.2 Attorney-in-Fact, if represented by one.
 - 2.9.3 Heirs - in the case of extra judicial settlement.
 - 2.9.4 Authorized Officer of the Corporation.

Is hereby amended to read as follows:

V. Expropriation of Improvements

A. Approved Obligation Request and Status with the following attachments:

- 1. Memorandum from the Head of the IO to the Head of the Budget Unit requesting the issuance of ORS.
- 2. Copy of SARO and the following pages from the Master List of claimants submitted to the DBM or included in the appropriation for funding where the subject claimant is indicated: (a) first page, (b) last page where the approval of the List is indicated, and (c) page containing the name of the claimant.
- 3. Replacement Cost of structures/improvements, including all accessory structures.
- 4. **Letter-offer signed by the IO coupled with an affidavit from an authorized representative of the IO stating the presence of the following circumstances:**
 - a. **Lot owner refuses to receive the Letter Offer;**
 - b. **Lot owner fails to accept the price offer within thirty (30) days from receipt;**
 - c. **Lot owner fails or refuses to submit the documents for payment; and**
 - d. **That negotiation is not feasible.**
- 5. Basis of Obligation Request Amount:
 - 5.1 For first payment: Duly received Letter Request of the IO to the OSG to file the complaint/copy of the Complaint.
 - 5.2 Certified true copy of the Court Decision**
 - 5.3 Certified true copy of a Certificate of Finality/Entry of Judgment covering the Decision**

B. Signed Certificate of Available Funds with the following attachments:

- 1. Replacement Cost of the Improvement to be deposited with the Court.
 - 1.1 Memorandum Request for CAF from the Head of the IO to the Head of the Accounting Unit.
 - 1.2 ORS approved by the Head of the Budget Unit **with a one-page certification that all attachments stated in item IV-A were submitted to and received by the Budget Unit.**
 - 1.3 Tax Declaration of the structures/improvements.

- 1.4 TCT of the Lot or Tax Declaration of the Lot.
- 1.5 One (1) page certification duly approved by Head of the IO of the following:
 - 1.5.1 That the lot (or improvement) is totally/partially affected by (name of project).
 - 1.5.2 That the lot is within the boundaries of the ROW limits per approved Parcellary Plan.
 - 1.5.3 That there is no other pending claim or payment made yet on the subject claim.
 - 1.5.4 That all supporting documents are complete, authenticated, validated, and are found to be in order.
2. Just compensation determined by the Court, less the First Payment.
 - 2.1 Memorandum Request for Certificate of Availability of Funds (CAF) from the Head of the IO to the Head of the Accounting Unit.
 - 2.2 ORS approved by the Head of the Budget Unit) **with a one-page certification that all attachments stated in item V-A were submitted to and received by the Accounting Unit.**
 - 2.3 Certified true copy of the Writ of Possession**
 - 2.4 One (1) page certification duly approved by Head of Implementing Office of the following:
 - 2.4.1 That the lot (or improvement) is totally / partially affected by (name of project)
 - 2.4.2 That the lot is within the boundaries of the ROW limits per attached parcellary plan and not within the RROW of a converted provincial road
 - 2.4.3 That there is no other pending claim nor payment made yet on the subject claim. (Describe the status of payments made and the remaining balance)
 - 2.4.4 That all supporting documents are complete, authenticated, validated, and are found to be in order
 - 2.5 Copy of the complaint with case number filed by the OSG, received by the Judicial Court under jurisdiction, and duly certified by the Clerk of Court
 - 2.6 Certified true copy of the Court Decision**
 - 2.7 Certified true copy of a Certificate of Finality/Entry of Judgment covering the Decision**
 - 2.8 One (1) page approved summary computation of Just Compensation, including interest, if any

C. Disbursement Voucher with the following attachments:

1. First Payment – Replacement Cost.
 - 1.2 Approved CAF including all the attachments (See item V-B).
 - 1.3 Pictures before removal duly certified by Project Engineer.
 - 1.4 Approved Parcellary Plan.
 - 1.5 Structural Mapping with Sketch Plan preferably in CAD format.
 - 1.6 One (1) set of certified true copy of all the documents submitted for Accounting Unit's copy.
 - 1.7 For PPP Projects, additional supporting documents for the reimbursement of the advance payments made by the Contractor/Concessionaire:
 - 1.7.1 Letter-Request by DPWH to the Contractor/Concessionaire to make the advance payment.
 - 1.7.2 Reimbursement Agreement between DPWH and the Contractor/ Concessionaire.
 - 1.7.3 Certified true copy of the check issued by the Contractor/Concessionaire to the claimant.
 - 1.7.4 Acknowledgement Receipt of the check by the claimant.
 - 1.7.5 Secretary's Certificate/certified true copy of valid ID of the Contractor/ Concessionaire's Attorney-in-Fact.
2. Final Payment – Just Compensation.
 - 2.1 Certified true copy of the Writ of Possession.**
 - 2.2 Tax Clearance/Statement of Account (with letter request for deduction)/Tax Exemption.
 - 2.3 Certified true copy of the DV for the first payment / Court Order citing payment of the Zonal Value.
 - 2.4 Pictures during and after demolition/removal duly certified by Project Engineer.
 - 2.5 Official Receipts/Proof of Tax Payments made.
 - 2.6 For PPP Projects, additional supporting documents for the reimbursement of the advance payments made by the Contractor/Concessionaire:
 - 2.6.1 Letter-Request by DPWH to the Contractor/Concessionaire to make the advance payment.
 - 2.6.2 Reimbursement Agreement between DPWH and the Contractor/ Concessionaire.

- 2.6.3 Certified true copy of the check issued by the Contractor/Concessionaire to the claimant.
- 2.6.4 Acknowledgement Receipt of the check by the claimant.
- 2.6.5 Secretary's Certificate/certified true copy of valid ID of the Contractor/Concessionaire's Attorney-in-Fact.
- 2.7 TIN.
- 2.8 One (1) set of certified true copy of all the documents submitted for Accounting Unit's copy.

For strict compliance, this Order shall take effect immediately.


MARK A. VILLAR
Secretary

Department of Public Works and Highways
Office of the Secretary



18.1.3 RKEV-JSC-MMT/KSSR/RLM/MJIV/ESR