



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

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DEPARTMENT ORDER)
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NO. 62)
Series of 2020 *cy 08.12.2020*)

SUBJECT: Implementation of the Document Tracking System (DoTS) for Civil Works Projects, Consulting Services, and Procurement of Goods

In line with the Department's thrust to standardize and simplify its operations, the implementation and management of the Document Tracking System (DoTS) is hereby assigned to the Human Resource and Administrative Service (HRAS) through the DoTS Center.

The DoTS Center is the starting point of all DoTS transactions with the following functions:

- a. Check correctness and completeness of documents;
- b. Registers the document into the DoTS;
- c. Forwards the same to the concerned processing office;
- d. Monitors the status of documents in the Department by tracking down of slow moving documents and identifying those responsible for the delay in the processing;
- e. Addresses queries from Bureaus, Services, UPMOs, Regional and District Engineering Offices;
- f. Generates and processes the reports for Non-Usage, Delayed Processing and Late Acceptance of documents; and,
- g. Prepares Request for Information Systems Services (RISS) for system enhancements and/or modification.

Further, the management of the DoTS Center shall be assigned to the following Offices:

- a. Records Management Division, HRAS in the Central Office
- b. Records Management Section, Administrative Division in the Regional Offices
- c. Records Management Unit, Administrative Section in the District Engineering Offices

All offices that were informally designated to handle the management of the DoTS Center shall provide assistance to the specified offices within a transitory period of sixty (60) days which shall commence upon the approval of this Department Order.

Any proposed enhancement/revision to the DoTS Department Orders and DoTS Center functions, as stated hereof, shall be coursed through the DoTS Evaluation Committee (DEC).

This Order shall take effect immediately.

MARK A. VILLAR
Secretary

11.1.1 JPP/MNP/NSP

Department of Public Works and Highways
Office of the Secretary



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