

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

Manila

SEP 1 4 2020

DEPARTMENT ORDER

NO. 85) Series of 2020 A 9/14 2020 SUBJECT: Geotagging DPWH Civil Works Projects

In line with the Department's thrust to improve the efficiency in planning, budgeting, project monitoring and contract management processes, and in the implementation of the Project and Contract Management Application (PCMA), geotagged photos are hereby required in the following project stages:

	Project Stage	Task/Activity	Accountability
1	Before Project Implementation	Ensure that "Before" photographs are captured during budget preparation by the Region or District for civil works projects.	Designated Planning Coordinator of a Regional Office
		Ensure that "Before" photographs are captured during budget preparation by Unified Project Management Office (UPMO) for civil works projects under the Region's geographic area.	Designated Regional Project Manager
2	Upon Mobilization	Ensure that "Mobilization" photographs are captured during the conduct of the joint field "as-staked" survey. The taking of the photographs shall verify that the location of the civil works project is in the same location when it was funded. The captured photographs shall also confirm the availability of the site and condition when compared to the project stage 1.	Designated Project Engineer (PE)
3	Monthly Progress	Ensure that the "Monthly Progress" of civil works are also documented in photographs. These photographs shall be the visual evidence of civil works accomplishments during the month covered.	Designated Project Engineer (PE)
4	Completion	The "Completion" photographs shall be taken only during the conduct of the final inspection. These photographs can only be uploaded to the Geographic Information System (GIS) of the Department once the status of project component is "Completed" in the PCMA.	Implementing Office's Construction Division/Section

Further, to assure that the geotagging application works efficiently, the following Offices shall perform the following tasks:

Accountability Tasks/Activities			
Planning Service (PS) and	Coordinate with the Information Management Service		
Bureau of Construction (BOC)	 (IMS) on the constant updating of the geotagging procedure and processes, rules and standards; and, Ensure the utilization of the Infratrack Application (IA) and that the necessary training is provided to end-users. 		
Information Management Service (IMS)	 Maintain the accessibility of the geotagged photographs in the DPWH website to all authorized users; and Maintain back-up copies of the geotagged photographs. 		
Development Planning Division (DPD), Programming Division (PD), Statistics Division (SD), all under Planning Service (PS), and UPMO	 Review and ensure the integrity of the geotagged photographs taken at the Project Stage 1. 		
Project Engineer (PE) of the Implementing Office (IO)	• Review the integrity of the geotagged photographs taken at the Project Stages 2, 3, and 4.		
Head of the Implementing Office	 Monitor compliance by all concerned personnel on the geotagging of civil works projects. 		

The schedule for compliance on all stages is as follows:

Schedule	Activity		
Effective Immediately	 Geotagged Mobilization, Monthly Progress, and Completion Photos of all regular infrastructure Civil Works project components regardless of cost, infrastructure type, or fund source should be carried out during the month of the activity specified. 		
FY 2021/ succeeding Regional Budget Proposal (RBP) and UPMO Budget Proposal (UBP)	 Geotagged "Before" photos of all regular infrastructure Civil Works project components being proposed for funding regardless of cost. 		

This Order shall supersede Department Order No. 16, series of 2018 and take effect immediately.

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MARK A. VILLAR Secretary

11.1.1 EBM/ETC/MNP

Department of Public Works and Highways Office of the Secretary