



JUN 17 2025

DEPARTMENT ORDER)

NO. 109)

Series of 2025)
A 6/20/2025

**SUBJECT: Guidelines and Procedures on the
Approval and Adoption of Special
Items of Work (SPLs)**

To streamline the development, approval, and adoption of Special Items of Work (SPLs) in DPWH infrastructure projects, the following guidelines and procedures are hereby prescribed.

DPWH Implementing Offices (IOs) may adopt SPLs only when a particular system or technology needed to fulfill project requirements or to address site-specific challenges is not yet covered by or has a specification deviating from any existing DPWH Standard Specifications. In such cases, the concerned DPWH IO shall secure an approved SPL prior to its use.

1. Definition of Terms

- 1.1 **Special Item of Work (SPL)** – a Pay Item for a particular system or technology which is either not yet covered by or deviating from any existing DPWH Standard Specification, developed to facilitate the implementation of a particular project and formulated to suit actual field condition. It shall only be adopted in a specific project, particularly in cases wherein the conventional or existing Item of Work is not suitable or appropriate for the project.
- 1.2 **SPL Technical Specification** – A document that outlines the requirements to be satisfied by system or technology included in a Special Item of Work.

2. General Guidelines

- 2.1 The processing for approval of SPLs during Detailed Engineering and Design stage shall be considered when:
 - a. The DPWH IO identified a need to use an Item of Work, which is not covered by any existing DPWH Standard Specifications, to fulfill specific project requirement (e.g., tight project completion schedule) or address pre-identified challenges which may be encountered when the project is implemented (e.g., space restrictions, logistics, etc.); or,
 - b. The DPWH IO identified a need to use an Item of Work which is covered by but has a specification deviating from existing DPWH Standard Specifications due to specific circumstances (e.g., new or advanced construction methodology). Provided that such deviation will not affect, if not improve, the quality of work or economical viability of the project as supported by documentary evidences (e.g., case studies, cost-benefit analysis, standard reference materials, etc.).

The request shall be initiated prior to the approval of the final plans.

- 2.2 The processing for approval of SPL during project implementation stage shall only be considered when the DPWH IO identified a need to use an Item of Work, which is not covered by any existing DPWH Standard Specifications, to fulfill specific project requirement (e.g., as required by project End-user or as recommended by the project Consultant) or to address site-specific challenges based on actual field conditions. The request shall be initiated prior to the issuance of the corresponding Variation Order.
- 2.3 Only approved SPLs shall be incorporated in the Program of Works (POW).
- 2.4 No payment shall be made if the SPLs used in the project is not approved.
- 2.5 SPLs shall be requested, evaluated, and approved on a **per-project basis**, and only the requesting DPWH IO shall be authorized to adopt the approved SPL for that specific project. If the DPWH IO intends to use the same approved SPL in another project, a new request must be submitted which shall undergo the approval process.

3. Requirements for the Approval of SPLs

- 3.1 To facilitate the approval of SPLs, the following documents shall be submitted by the concerned DPWH IO to the Bureau of Research and Standards (BRS):
 - a. Memorandum signed by the Head of Office requesting for the approval of the proposed SPL.
 - b. Duly accomplished *Request Form for the Approval of Special Item of Work (SPL)* [DPWH-QMSP-27-01-Rev00].
 - c. Proposed SPL technical specification containing the vital sections as stipulated in *SPL Technical Specification Template (Annex A)*.
 - d. Certified copies of materials test results and/or Mill Certificate, with original authentication from the country of origin (e.g., apostille, red ribbon, etc.)
 - e. Plans, shop drawings, diagrams and photos of the requested SPL.
 - f. References used in formulating the SPL technical specification.
 - g. Pertinent documents supporting the advantages of the SPL over the conventional/existing Item of Work (e.g., case studies, cost-benefit analysis, etc.).
 - h. List of projects wherein the proposed SPL has been used, whether locally or abroad [minimum of three (3) projects], with corresponding supporting documents (e.g., contracts, Purchase Orders, etc.) and/or certifications.
- 3.2 *Request Form for the Approval of Special Items of Work (SPL)* and *SPL Technical Specification Template* may be downloaded from the DPWH intranet site under the BRS webpage.



4. Procedure for the Approval of SPLs

- 4.1 Upon receipt of the request, the BRS shall conduct an initial review to verify the completeness of the submission and to determine if the issuance of the SPL is warranted. Submissions that are incomplete or noncompliant with the prescribed requirements shall not be accepted and shall be returned to the concerned DPWH IO for correction and resubmission. Once the submitted documents are complete and compliant with the requirements, the BRS shall proceed with the evaluation of the request. Meanwhile, if the proposed SPL is already covered under an existing Item of Work, then the concerned DPWH IO shall be informed to adopt the same.
- 4.2 If the issuance of an SPL is warranted and found in order, the BRS shall then finalize the proposed SPL technical specification and endorse the same for approval of the Undersecretary for Technical Services.
- 4.3 Upon approval, the BRS shall provide a copy of the approved SPL to the concerned DPWH IO for their reference and inclusion in the POW. If already available, the concerned DPWH IO shall also submit the project contract details (e.g., Contract ID) to the BRS. The BRS shall then update the Pay Item Library of the Project Contract and Management Application (PCMA).

This Order shall supersede Department Order No. 35, Series of 2018, and other issuances which are inconsistent herewith and shall take effect immediately.


MANUEL M. BONOAN
Secretary

Department of Public Works and Highways
Office of the Secretary



WIN5U02164

Encl.: (1) DPWH-QMSP-27-01-Rev00 – Request Form for the Approval of Special Item of Work
(2) Annex A – SPL Technical Specification Template

14.1 JDV/AGC

(SPL Technical Specification)**SPL X – Title****SPL X.1 Description**

(Information relating to the scope, purpose and application of the SPL specification shall be discussed in this section.)

SPL X.2 Material Requirements

(Requirements for physical, mechanical and chemical properties of materials or systems shall be included in this section. These are frequently presented in tabular form. It is important that the following information be clearly indicated: (1) name of each property or requirement, (2) whether the requirement is a maximum, minimum, or range, (3) whether an allowance for measurement error is incorporated in these limits, (4) the units applicable, (5) references to notes or footnotes when necessary for further clarification, and (6) appropriate test methodology.)

SPL X.3 Construction Requirements

(Qualitative requirements relating to workmanship and approved methods shall be discussed in this section. It shall cover the detailed procedures of installation/construction of the SPL.)

SPL X.4 Method of Measurement

(This section shall indicate the required unit of measurement and discuss the manner which the SPL shall be measured.)

SPL X.5 Basis of Payment

(This section shall discuss payment inclusions and exclusions.)

**Sample table for Basis of Payment*

SPL Number	Description	Unit of Measurement
<i>SPL X (1)</i>	<i>Title</i>	<i>Unit</i>



DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
QUALITY MANAGEMENT SYSTEM
Request Form for the Approval of Special Item of Work (SPL)

Implementing Office	:	
Project Name and Location	:	

Details/Particulars of the Requested SPL

Proposed Title/Description of SPL:
Definition and Components of SPL:
Significance/ Importance of SPL:
Purpose/ Common Application of SPL:
Advantage/s of SPL over conventional and existing Item/s of Work:
<i>Note: Please use separate sheet/s if necessary.</i>

Requested by:

Head of Office

(Position/Designation)