

DPWH-QMSP-51-04- Rev00



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS

Quality Management System
OFFICE OF THE DISTRICT ENGINEER
Sorsogon First District Engineering Office
Guinlaon, Sorsogon City

RMD-HRAS ROUTING SLIP

Reference No. _____

SOURCE	DATE RECEIVED

District Engineer
Assistant District Engineer
Administrative Officer
Section
Others

*Note: Action must be taken within 15 days from receipt of
Correspondence pursuant to the Provision of Sec. 5(s) RA 6713*



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
Quality Management System

DPWH-QMSP-51-05- Rev00

DPWH SORSOGON 1ST DISTRICT ENGINEERING OFFICE
Guinlajon, Sorsogon City

REFERRAL/ACTION SLIP

Reference No.: _____

FOR/TO : _____

SOURCE : _____

DATE : _____

SUBJECT : _____

- ☐ URGENT, PLEASE RUSH!
- ☐ See me / Let's discuss
- ☐ Draft reply
- ☐ For review / Initial
- ☐ For compliance
- ☐ For comment / recommendation
- ☐ For review / evaluation
- ☐ For appropriate action
- ☐ For information / reference
- ☐ For dissemination
- ☐ For file
- ☐ Return document/s to me

REMARKS:

DEADLINE: _____

PRISCILLA B. JEBULAN

OIC-District Engineer



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
SORSOGON FIRST DISTRICT ENGINEERING OFFICE
Guinlajan, Sorsogon City



SAMPLE ONLY

Website: www.dpwh.gov.ph
Tel. No(s): +639815304881





Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
SORSOGON FIRST DISTRICT ENGINEERING OFFICE
Guinlajan, Sorsogon City



SAMPLE ONLY



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

097-13 DPWH

6.17.2020

MAY 15 2020

DEPARTMENT ORDER)

SUBJECT: Standard Project Logbook Format

NO. 50)

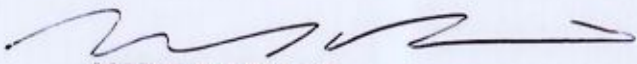
Series of 2020 4/17/2020)

In order to ensure the uniformity of format during Project Implementation for monitoring and updating of day-to-day activities in the project site, this **Standard Project (Construction & Materials) Logbook Format** applicable for locally funded and foreign assisted projects is hereby issued to be utilized by all Implementing Offices of the Department.

The issuance of the standard project logbook aims to establish consistency in the format and improve the Department's means of accomplishing the required project documents.

This standard template can be downloaded from the DPWH Intranet (<http://dpwhnet>) under Construction Forms, and is advised to be printed in 50 or 100 pages, hardbound for each project.

This Order shall take effect immediately.


MARK A. VILLAR
Secretary

Department of Public Works and Highways
Office of the Secretary



WINOW02153

6.1.3 RCN/ECG/EAA

COVER PAGE (HARDBOUND - *royal blue*)



CONSTRUCTION LOGBOOK

Font : Times New Roman
Font Size : 16
Font Style : **Bold, Italic**

Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS HIGHWAYS
(IMPLEMENTING OFFICE)
(Office Address)



CONSTRUCTION
LOGBOOK

Font : Times New Roman
Font Size : 36
Font Style : **Bold**

Side View

Front View

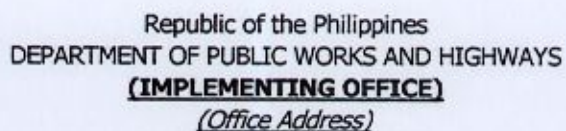
BACK PAGE (HARDBOUND - *royal blue*)



Font : Times New Roman
Font Size : 10
Font Style : Regular

DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS

Rear View



Implementing Office : **DPWH -** _____
 Contract ID : _____
 Project Name & Address : _____

[illegible]

Province	:	_____
Region	:	_____
Project Category	:	_____
Source of Fund	:	_____
(Locally Funded/Foreign Assisted)	:	_____
Contractor	:	_____
Consultant	:	_____
Original Contract Amount	:	_____
Revised Contract Amount due to Approved	:	_____
VO # _____	:	_____
VO # _____	:	_____
VO # _____	:	_____
	:	_____
	:	_____
Start Date	:	_____
Original Contract Duration	:	_____
Revised Contract Duration due to Approved	:	_____
TE # ____ / VO # ____	:	_____
TE # ____ / VO # ____	:	_____
TE # ____ / VO # ____	:	_____
	:	_____
	:	_____
Original Completion Date	:	_____
Revised Completion Date due to Approved	:	_____
TE # ____ / VO # ____	:	_____
TE # ____ / VO # ____	:	_____
TE # ____ / VO # ____	:	_____
	:	_____
	:	_____

C. KEY PERSONNEL	
------------------	--

C.1 DPWH PERSONNEL :

[illegible]

C.2 CONSULTANT'S PERSONNEL :

—

NAME	ACCREDITATION NO./PRC NO.


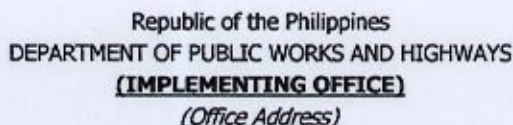
C.3 CONTRACTOR'S PLEDGED KEY PERSONNEL :

— — — — —

[illegible]

D. LIST OF CONTRACTOR'S PLEDGED EQUIPMENT

[illegible][illegible]



LEGEND :

FAIR	
CLOUDY	
RAIN SHOWER	
HEAVY RAIN	

MANPOWER	No.
Foreman	
Driver	
Heavy Equipment Operators	
Laborers	
Mechanic	
Auto Electrician	
Laboratory Technician	
Carpenters	
Masons	
Others (specify) :	

Status	TYPE OF EQUIPMENT	No. of Units
	Asphalt Paver	
	Asphalt Distributor	
	Air Compressor	
	Tandem Roller	
	Pneumatic Roller	
	Electric Generator	
	Concrete Cutter	
	Crawler Crane	
	Submersible Pump	
	Material Testing Equipment	
	Others (specify) :	

✓	Operational
	Idle
✗	Breakdown
n/a	Not Applicable

[illegible]

Continued at the back of this page.

REMARKS :

DPWH PERSONNEL ON-SITE :

NAME	TIME-IN	TIME-OUT	SIGNATURE
	-	-	
	-	-	
	-	-	
	-	-	
	-	-	

CONSULTANT'S PERSONNEL ON-SITE :

	-	-	
	-	-	
	-	-	
	-	-	
	-	-	
	-	-	

VISITORS ON-SITE :

Prepared by:

Site Engineer /Site Inspector /
Project Inspector (DPWH/Consultant)

Concurred by:

Project Engineer (Contractor)

Noted by:

Project Engineer (DPWH)

COVER PAGE (HARDBOUND - *royal blue*)



MATERIALS LOGBOOK

Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS HIGHWAYS
(IMPLEMENTING OFFICE)
(Office Address)



MATERIALS LOGBOOK

Font : Times New Roman
Font Size : 16
Font Style : **Bold, Italic**

Font : Times New Roman
Font Size : 36
Font Style : **Bold**

Side View

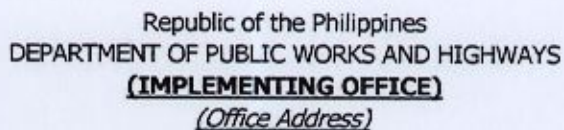
Front View

BACK PAGE (HARDBOUND - *royal blue*)



Font : Times New Roman
Font Size : 10
Font Style : Regular

Rear View



Implementing Office : **DPWH - _____**
Contract ID : _____
Project Name & Address : _____

[illegible]

Province	:	_____
Region	:	_____
Project Category	:	_____
Source of Fund	:	_____
(Locally Funded/Foreign Assisted)	:	_____
Contractor	:	_____
Consultant	:	_____
Original Contract Amount	:	_____
Revised Contract Amount due to Approved	:	_____
VO # _____	:	_____
VO # _____	:	_____
VO # _____	:	_____
	:	_____
	:	_____
	:	_____
Start Date	:	_____
Original Contract Duration	:	_____
Revised Contract Duration due to Approved	:	_____
TE # _____ / VO # _____	:	_____
TE # _____ / VO # _____	:	_____
TE # _____ / VO # _____	:	_____
	:	_____
	:	_____
Original Completion Date	:	_____
Revised Completion Date due to Approved	:	_____
TE # _____ / VO # _____	:	_____
TE # _____ / VO # _____	:	_____
TE # _____ / VO # _____	:	_____
	:	_____

C. KEY PERSONNEL	
------------------	--

C.1 DPWH MATERIALS QUALITY ASSURANCE PERSONNEL :

Materials Engineer -
-
-
-

[illegible]

C.2 CONSULTANT'S QUALITY ASSURANCE PERSONNEL :

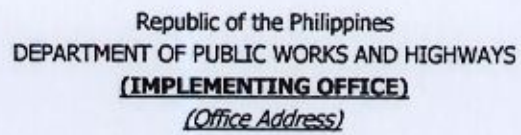
—

NAME	ACCREDITATION NO./PRC NO.

C.3 CONTRACTOR'S MATERIALS QUALITY CONTROL PERSONNEL :

Materials Engineer -
-
-
-

[illegible]



CONSTRUCTION ACTIVITIES :

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

QUALITY CONTROL/ASSURANCE ACTIVITIES :

[illegible]

[illegible]

Materials Engineer (DPWH/Consultant)

Materials Engineer (Contractor)

Project Engineer (DPWH)