



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

097.13 DPWH
A 6.17.2020

MAY 15 2020

DEPARTMENT ORDER)

SUBJECT: Standard Project Logbook Format

NO. 50)

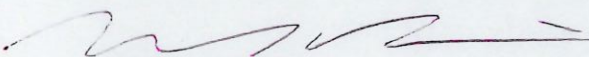
Series of 2020 A 4/17/2020)

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*)



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*)



Rear View



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

Implementing Office : **DPWH - Sorsogon First District Engineering Office**
Contract ID : _____
Project Name & Address : _____

Station Limits : _____
Scope/ Description of Works : _____

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 # _____



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

DPWH SORSOGON 1ST DISTRICT ENGINEERING OFFICE
Guinlajan, 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: _____

CARIE C. CASTRO
OIC-Procurement Engr.



Republic of the Philippines

DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
SORSOGON FIRST DISTRICT ENGINEERING OFFICE

Guinlatjan, Sorsogon City



envelope