



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**IO NAME**  
IO Address

**ANNEX A**

**APPLICATION FOR ISSUANCE OF DIGGING/EXCAVATION PERMIT**

Per Department Order No. \_\_\_\_\_ Series of \_\_\_\_\_

Date of Filing: \_\_\_\_\_

A. NAME OF UTILITY AGENCY/COMPANY: \_\_\_\_\_

\_\_\_\_\_

B. ADDRESS OF UTILITY AGENCY/COMPANY: \_\_\_\_\_

\_\_\_\_\_

C. NAME OF UTILITY CONTRACTOR AND ADDRESS:

\_\_\_\_\_

D. PROJECT NAME:

\_\_\_\_\_

\_\_\_\_\_

E. LOCATION OF PROJECT: \_\_\_\_\_

\_\_\_\_\_

F. SCOPE OF WORK: \_\_\_\_\_

\_\_\_\_\_

G. DURATION OF WORK: \_\_\_\_\_

H. ATTACHMENT (Please check the appropriate box)

- Program of Works (POW) and Detailed Unit Price Analysis (DUPA)
- Geotagged Pictures, (Annex B)
- Utility Lay-Out Plan, (Annex C)
- Cross-Sectional Plan and Specifications showing the proposed utility facility to be embedded in the actual road (including profile), the scope of works and specifications for the restoration activity, and traffic management plan. Cross-section at the start, end, and every change in utility and road features must be exhibited in the plan
- Precedence Diagram Method (PDM)
- Notarized Authorization Letter from the Utility Agency/Company
- Notarized Terms and Conditions signed by the duly authorized representative of the Applicant (Annex D).
- Performance Security
  - Surety Bond, 100% of the full restoration/reconstruction cost of the affected area, for above P50,000.00.
  - Cash Bond, 100% of the full restoration/reconstruction cost if the cost of restoration is P50,000.00 and below
- Supervision Fee Receipt/Acknowledgement

Submitted By: \_\_\_\_\_  
(Name & Signature of Authorized Representative of the Applicant)

Remarks: \_\_\_\_\_  
\_\_\_\_\_

Reviewed and Evaluated by: \_\_\_\_\_  
(Name, Designation and Signature of DPWH Maintenance Technical Personnel)

Date: \_\_\_\_\_

For Utility Agency/Company

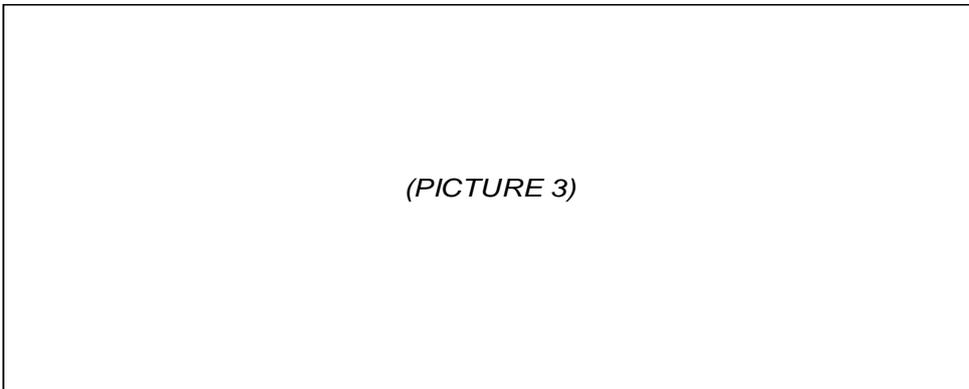
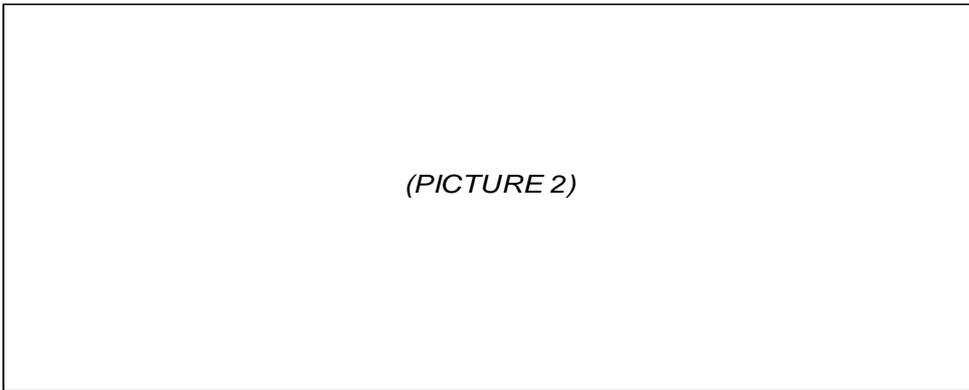
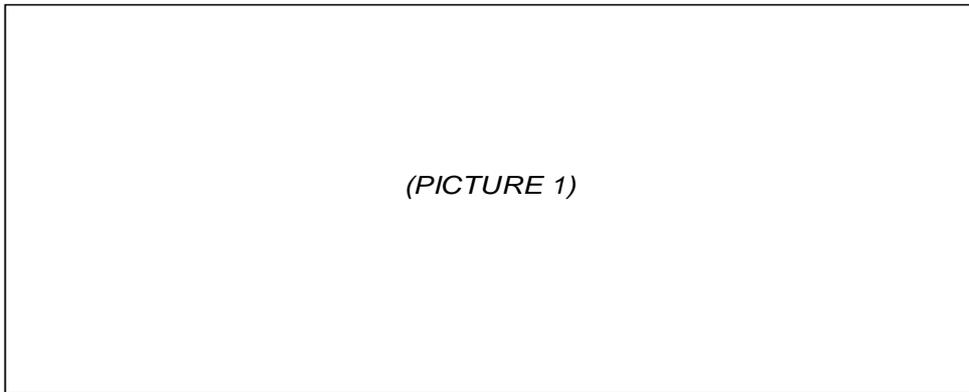


**DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
GEOTAGGED PHOTOGRAPHS**

Project Name /Location : \_\_\_\_\_

Utility Agency/Company: \_\_\_\_\_

Utility Contractor: \_\_\_\_\_



Note: Photographs shall have the same angle of shooting with an identified landmark/background/reference point.

Prepared and submitted by:

\_\_\_\_\_  
*(SIGNATURE OVER PRINTED NAME)*  
Utility Agency/Company Representative

For DPWH Maintenance Technical Personnel



**DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS**

**NAME OF DEO**

Address & Contact Number

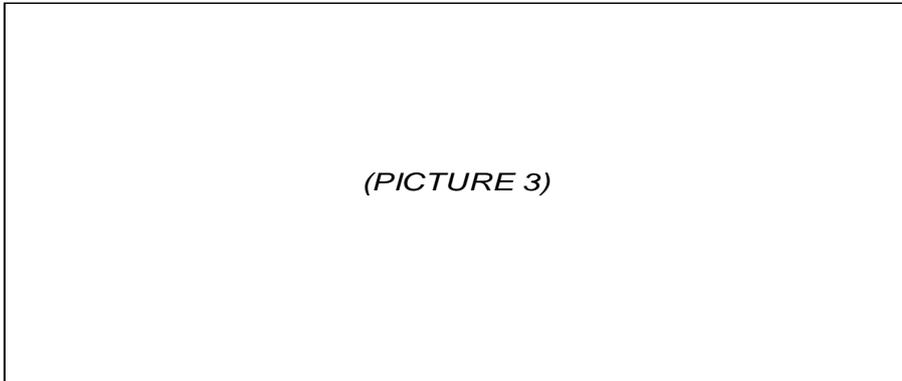
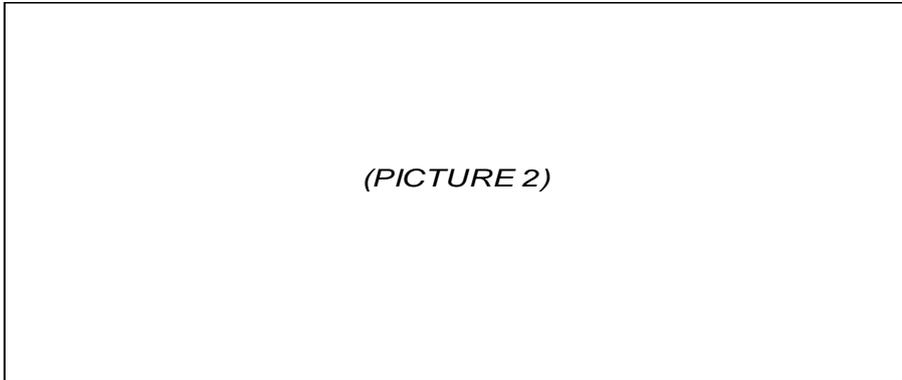
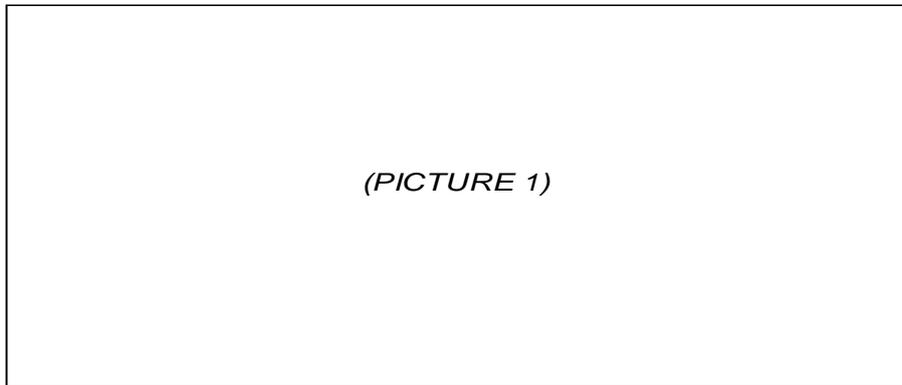
**GEOTAGGED PHOTOGRAPHS**

Project Name /Location : \_\_\_\_\_

Utility Agency/Company : \_\_\_\_\_

Utility Contractor : \_\_\_\_\_

Excavation Permit No. : \_\_\_\_\_



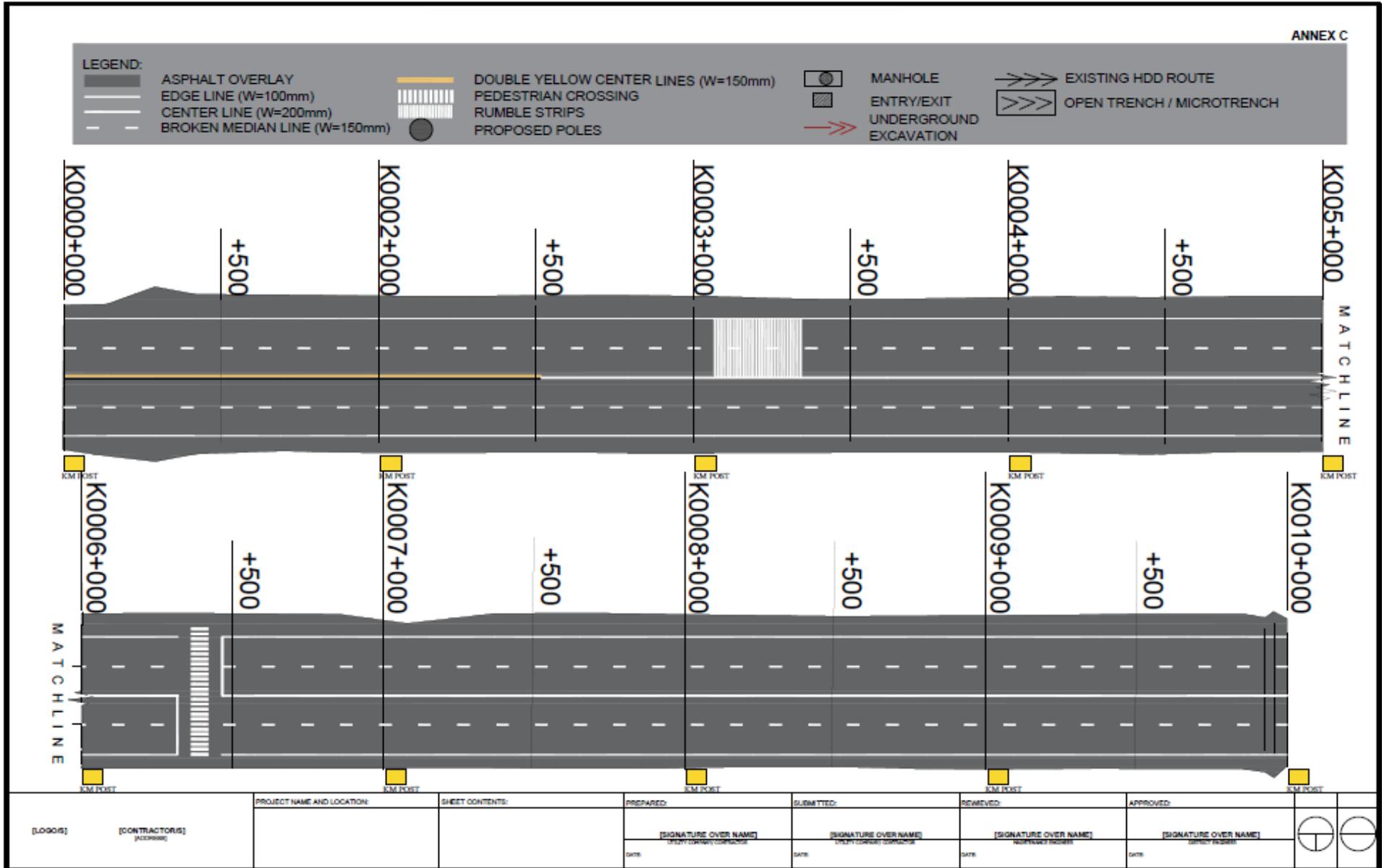
Note: Photographs shall have the same angle of shooting with an identified landmark/background/reference point.

\_\_\_\_\_  
(SIGNATURE OVER PRINTED NAME)

Designation

# UTILITY LAY-OUT PLAN

ANNEX C



**TERMS AND CONDITIONS  
FOR DIGGING/EXCAVATION ON NATIONAL ROADS**

1. The (*Name of Utility Agency/Company*), herein referred to as "**PERMITTEE**", with a postal address at (*Postal Address of Permittee*) and its Utility Contractor (*Name of Utility Contractor*) with a postal address at (*Postal Address of Utility Contractor*), who will undertake digging/excavation works at (*Project Name /Location*), with Digging/Excavation Permit No. \_\_\_\_\_, acknowledges, understands, and agrees to the herein set of provisions, and the provisions stipulated in the DPWH Department Order No. \_\_\_\_\_ Comprehensive Policy on Diggings / Excavations by Utility Agencies/Companies on National Roads referred to as "**DPWH Policy**".
2. The PERMITTEE agrees to be responsible for the violations that will be incurred by its Agency/Company and its Contractor, against DPWH Policy and the herein Terms and Conditions (T&C) during the effectivity/duration of the permit, for any traffic inconvenience, unrestored DPWH facilities, including damages to existing DPWH facilities, and accidents that may occur as a result of the digging/excavation works;
3. The acquired DPWH Digging/Excavation Permit shall be effective throughout the approved duration of the project, counted from the date receipt of the same by the PERMITTEE, and may be extended upon submission and approval of Time Extension by the DPWH Implementing Office, subject to provisions as prescribed in DPWH Policy.
4. The PERMITTEE agrees to adhere to and implement the applicable provisions stated in DPWH Road Works/Construction Safety & Health guidelines, including Traffic Management or any latest related issuance. Before the implementation of any digging/excavation activity, all necessary traffic safety devices, including informative signs and billboards, appropriate lighting, notices and other relevant safety devices/intervention shall be installed/provided conspicuously in the vicinity of the work area in accordance to Traffic Management Plan. The working area shall be kept neat, safe and clean at all times. All traffic safety devices will only be removed once the restoration works of the said road section have been completed and inspected by the DPWH Representatives. Safety along the excavation site shall be concern of the PERMITTEE and its Contractor
5. When the project covers an extensive area or when considerable traffic disruption will be expected in the excavation of the project, advance notices in the mass or print media shall be made indicating the nature and coverage of the project, detours and/or possible alternate routes, the name of the PERMITTEE and rationale behind and/or benefit of the proposed work. Appropriate traffic clearance (if applicable) from authorities such as Metro Manila Development Authority (MMDA) for National Capital Region (NCR) and Local Government Units (LGUs) shall be coordinated and secured.
6. The PERMITTEE must have been coordinated with the concerned Utility Agency/Company once there are existing utility facilities affected or to be affected by PERMITTEE's diggings/excavation works.
7. The PERMITTEE allows DPWH Technical Personnel free access to the project site to inspect and monitor the excavation/restoration works at any time throughout the duration of the permit, and where necessary, may issue appropriate Notice to the PERMITTEE or its authorized Representative, if any of T&C and DPWH Policy provisions are violated.
8. The PERMITTEE agrees to execute all provisions stipulated under Item IV Diggings/Excavation and Restoration of the DPWH Policy.

9. The PERMITTEE, agrees to restore/replace at its own expense, all roadways structures/furnitures/appurtenances which includes the pavement, curb and gutter, sidewalks, lane markings, road safety devices and sign, traffic signal facilities, drainage system facilities and other infrastructure that may be damaged/displaced. Likewise, damages to both public and private properties resulting from the excavation/s shall be the sole responsibility of the PERMITTEE. All works shall be under the supervision of the DPWH IO.
10. The PERMITTEE or its Authorized Representative shall enjoin the conduct of Final Inspection for Completion and Acceptance ReWorks.
11. Certificate of Completion Restoration Works (CoC ReWorks) shall be acquired by the PERMITTEE only upon completion of the restoration works and after the latter has posted a **Warranty Security** in the form of Cash Bond, which is 30% of the actual restoration cost, as guarantee to the restored portion for a period of one (1) year reckoned from the date of issued CoC ReWorks.
12. Failure to submit Time Extension within five (5) working days from the issuance of Notice of Warning, and restoration works are still not completed based on the approved schedule, the DPWH reserves the right to not issue CoC ReWorks, revocation of permit, retention of Performance Security, imposition of Liquidated Damages and agrees with DPWH to proceed with the restoration works, and the cost to be incurred thereon shall be charged to the PERMITTEE's bond. Otherwise, new application for Digging/Excavation Permit will be required.
13. After the elapse of the one (1) year Defects Liability Period (DLP) and the restored portion was found stable with no evident defects/deficiencies, the DPWH shall issue a Certificate of Acceptance-Restoration Works (CoA ReWorks) and release the posted Cash Bond to the PERMITTEE.
14. In view of Items 10, the PERMITTEE shall request for the conduct of inspection relative to the issuance of COC ReWorks not later than five (5) working days from the completion of restoration, and CoA Reworks at least five (5) working days before the end of one (1) year DLP.
15. After completion of works, the PERMITTEE shall submit As-Built Plan Cross Section Plan, showing the profile, actual cross-section, depth, dimensions, number of utilities installed, and other existing utilities for future references and other documents required as stated in the DPWH Policy - prior to the issuance of CoC ReWorks.
16. The PERMITTEE shall receive and acknowledge all the Notices and Correspondences shall provide immediate actions on its incurred violations and shall rectify any found violation within the period provided after the receipt of Notices at their own cost.
17. The PERMITTEE incurred violations Policy during effectivity of the Permit and within the DLP, are subject to applicable actions by DPWH Implementing Offices, as stipulated in Item V of the DPWH Policy.
18. In the event that the PERMITTEE failed to restore the DPWH infrastructure according to their submitted timeline or to restore the noted damages/defects during the DLP, despite of notices, the PERMITTEE agrees that the concerned DPWH IO utilize the bond to restore the affected structure.

19. In the event that there will be a road expansion or improvement to be introduced in the national road which will affect existing utility facilities or structures located thereon, such utility facilities or structures shall be removed and/or relocated, and the cost for its relocation and removal shall be borne by the Utility Agency/Company concerned. In this case, DPWH waives the payment of all fees, including bonds, with respect to the relocation and removal. Furthermore, if no action on the end of the Utility Agency/Company, despite of DPWH notification, DPWH reserves the right to proceed accordingly and shall not be liable for any damages that may be incurred during the expansion/improvement.

CONFORME:

\_\_\_\_\_  
Utility Agency/Company Authorized Representative  
*PERMITTEE*

Date: \_\_\_\_\_

NOTARY PUBLIC

Doc No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS

**IO NAME**

IO Address

**DIGGING/EXCAVATION PERMIT**  
Per Department Order No. \_\_\_\_\_ Series of \_\_\_\_\_

Permit No. : \_\_\_\_\_

Date Issued: \_\_\_\_\_

This is to certify that \_\_\_\_\_  
(Name of Applicant)

Represented by \_\_\_\_\_  
(Name of Authorized Representative/Address)

has been granted a DIGGING/EXCAVATION PERMIT, after a judicious review and evaluation of their application to undertake diggings and excavations, and after complying all requirements, under the following conditions:

Name of Project: \_\_\_\_\_  
\_\_\_\_\_

Purpose of the Digging/Excavation : \_\_\_\_\_

Name of Contractor : \_\_\_\_\_

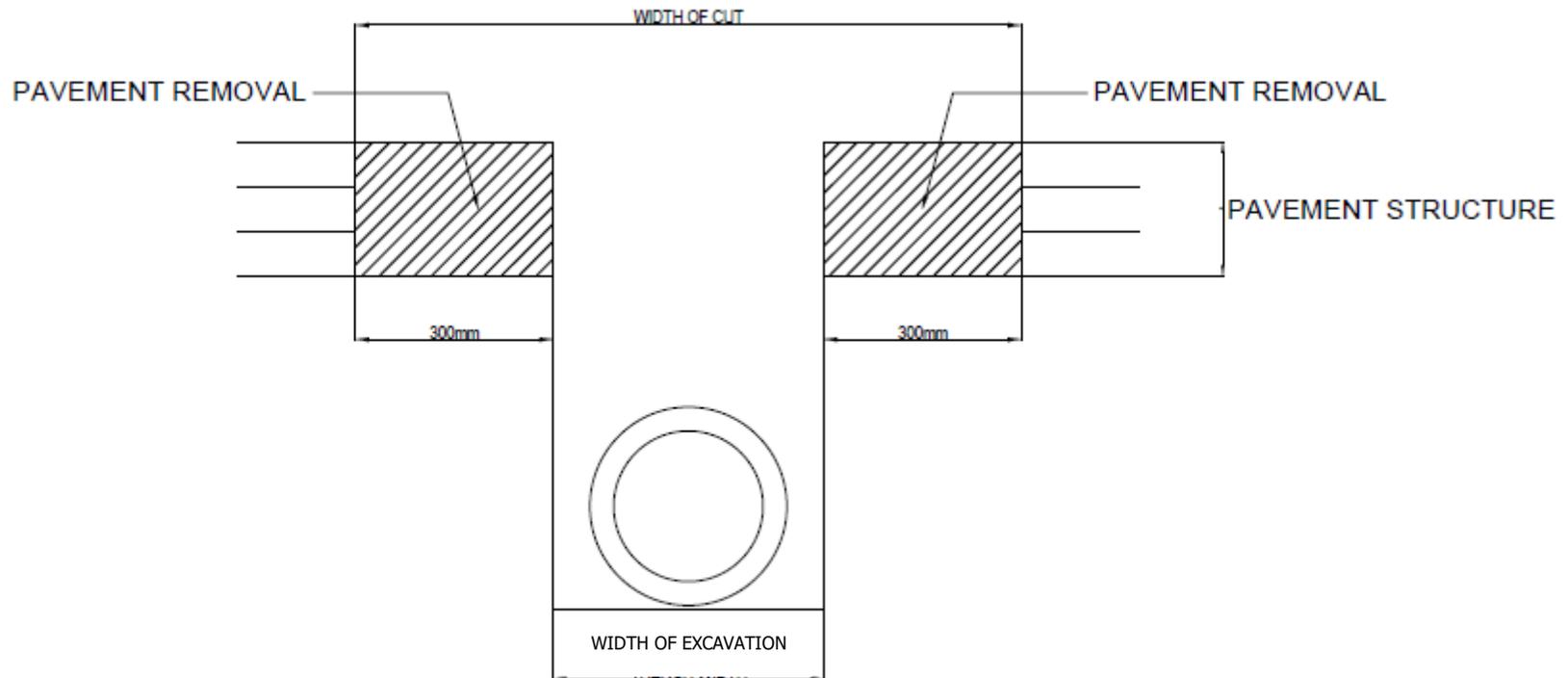
Location of Project : \_\_\_\_\_

Duration of Permit : \_\_\_\_\_

This Permit shall be effective for a period of \_\_\_\_\_ calendar days, counted from the date of issuance, and may be extended upon approval of Time Extension. The Permittee shall be subjected to appropriate action, as mentioned in the Comprehensive Policy on Diggings / Excavations by Private and Public Utilities on National Roads, for any non-compliance with the notarized Terms & Conditions, and shall be charged of a non-refundable amount equivalent to 1% of the remaining restoration cost for every day of delay beyond the original or extended period, as liquidated damages, which no case shall exceed 15% of the total restoration cost.

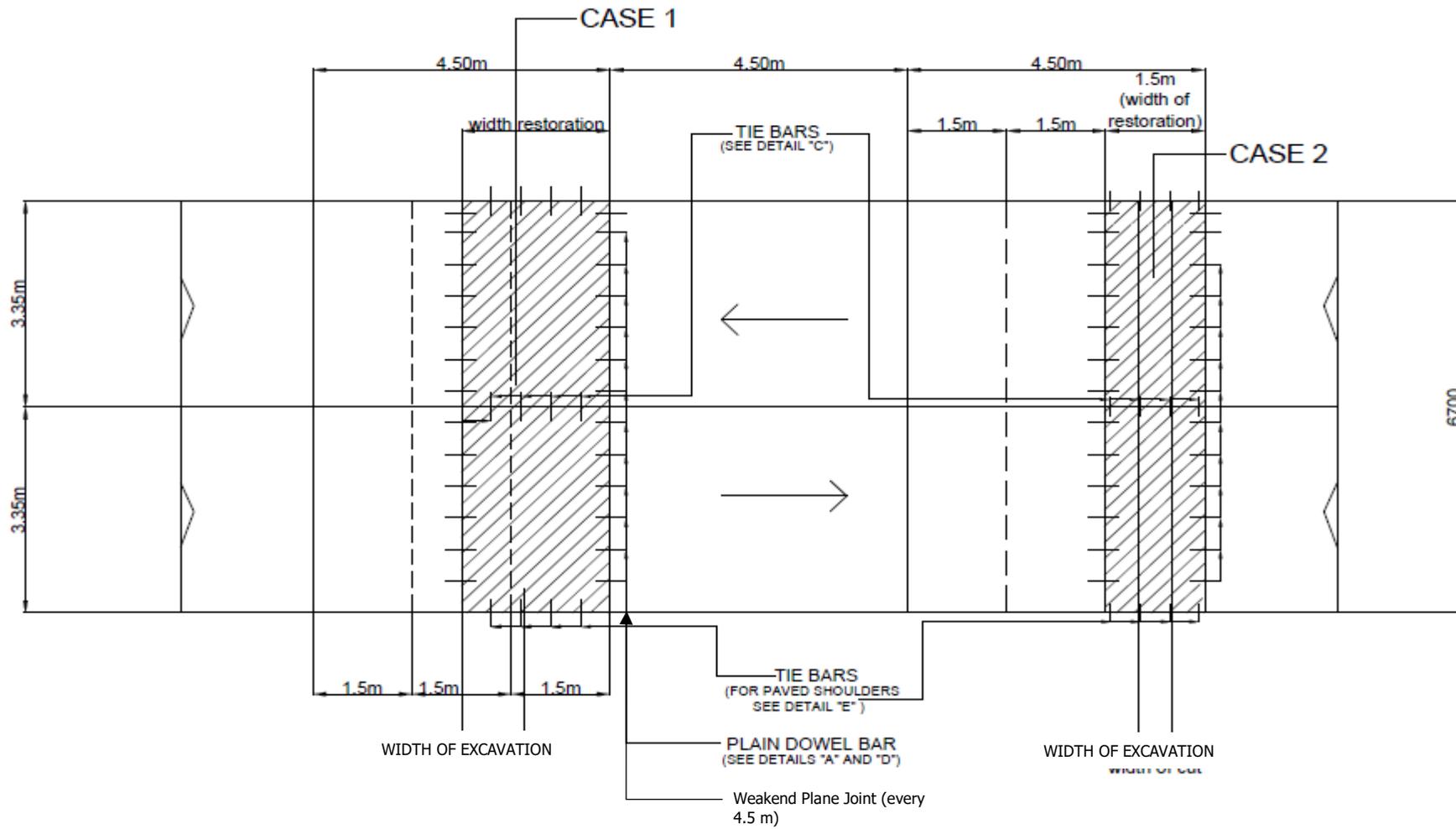
\_\_\_\_\_  
District Engineer

**ANNEX F**



**ILLUSTRATION OF A PAVEMENT CUT**  
N T S

**ANNEX G**



NOT TO SCALE





Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**Name of Implementing Office**  
Address

**NOTICE OF STOPPAGE**

Date: [Insert Date]

To: [Contractor's Name]

**Subject: Unauthorized Excavation Activity**

Dear [Contractor's Name],

This notice is to inform you that your current excavation activities have been ordered to stop immediately due to the lack of a valid excavation permit issued by the Department of Public Works and Highways (DPWH).

Your activities are in direct violation of the regulations set forth by the DPWH. Conducting excavation work without the required permit not only contravenes legal requirements but also endangers public safety and infrastructure.

Effective immediately, you are to cease all excavation activities at the following location(s):  
[Location details]

You are required to secure the necessary excavation permit from the DPWH within five (5) working days before any further work can be resumed. Failure to comply with this order will result in severe penalties, including potential legal action and sanctions.

Sincerely,

[Your Name]

[Your Position]

Department of Public Works and Highways (DPWH)



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**Name of Implementing Office**  
Address

**NOTICE OF WARNING No. \_\_\_\_\_**

Date: [Insert Date]

To: [Utility Agency Company]

**Subject:** \_\_\_\_\_

Dear [Utility Agency Company],

This notice serves to formally warn you that the recent excavation activities conducted by (  
"Name of the Utility Contractor, if applicable") along (Road Section Details) have been noted  
without securing the necessary permit from the Department of Public Works and Highways  
(DPWH).

The following issues have been identified:

1. Unauthorized commencement of excavation activities without a valid permit.
2. Violation of DPWH regulations regarding permit requirements.

Your failure to obtain the required excavation permit is a serious breach of DPWH regulations  
and policy and poses risks to public safety and infrastructure. You are hereby instructed to  
halt all excavation activities immediately until a valid permit has been obtained.

Please be advised that continued non-compliance will result in appropriate legal action.

You are required to submit your Permit Application within [insert number] days in accordance  
to DPWH Department Order No. \_\_\_\_\_.

Sincerely,

[DPWH Personnel]

[Designation]



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**Name of Implementing Office**  
Address

**NOTICE OF WARNING No. \_\_\_\_\_**

Date: [Insert Date]

To: [Permittee's Name]

**Subject: Non-Compliance with DPWH Digging/Excavation**

Dear [Applicant's Name],

This notice serves to inform you that your recent excavation/restoration activities with approved Permit No. \_\_\_\_\_, conducted by (*Name of Utility Contractor, if applicable*) at \_\_\_(Project Location Details)\_\_\_\_\_, have been found to be non-compliant with the provisions as stated in the DPWH Policy on Digging/Excavation and its' Terms and Conditions.

The following violations have been noted:

1. [Detail the violation]
- 2.
3. [add more as needed]

You are hereby required to take immediate the following corrective actions to address these violations.

1. [Specify recommendation]
- 2.
3. [add more as needed]

Failure to comply within [insert number] days may result in the \_(insert sanctions that are applicable based on the policy)\_.

Sincerely,

[DPWH Personnel]

[Designation]



**ANNEX J**

Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**Name of Implementing Office**  
Address

**TIME EXTENSION NO. \_\_\_\_**

Per Department Order No. \_\_\_\_ Series of \_\_\_\_

Contract Time Extension No. \_\_\_\_ is hereby granted for the project,  
(Permit No. and Project Name), under  
contract with (Name of Permittee), equivalent to \_\_\_\_ (in words and figure)  
calendar days, covering the period from (MM/DD/YY) to (MM/DD/YY), due to (state reason/s).

Effectivity of Excavation Permit : (start date of permit)

Original Excavation Permit Duration : (duration of permit)

Original Expiry Date : (end date of permit)

<b>Time Extension No.</b>	<b>Duration</b>	<b>Revised Duration</b>	<b>Revised Expiry Date</b>

Prepared by:

\_\_\_\_\_  
Name and Designation of  
Maintenance Technical Personnel

Recommending Approval:

Approved:

\_\_\_\_\_  
District Maintenance Engineer

\_\_\_\_\_  
District Engineer

I hereby acknowledge receipt of this Contract Time Extension.

Date: \_\_\_\_\_

UTILITY AGENCY/COMPANY or AUTHORIZED  
REPRESENTATIVE  
Position



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**IO NAME**  
IO Address

**APPLICATION FOR TIME EXTENSION**

Per Department Order No. \_\_\_\_\_ Series of \_\_\_\_\_

Date of Filing: \_\_\_\_\_

**A.** DIGGING/EXCAVATION PERMIT NO. \_\_\_\_\_

**B.** NAME & LOCATION OF PROJECT:  
\_\_\_\_\_  
\_\_\_\_\_

**C.** NAME OF UTILITY AGENCY/COMPANY : \_\_\_\_\_

**D.** ADDRESS OF UTILITY AGENCY/COMPANY: \_\_\_\_\_

**E.** NAME OF UTILITY CONTRACTOR \_\_\_\_\_

**F.** ORIGINAL DURATION OF WORK: \_\_\_\_\_

**G.** PROPOSED ADDITIONAL DAYS: \_\_\_\_\_

**H.** PROPOSED REVISED DURATION OF WORK (due to TE): \_\_\_\_\_

**ATTACHMENT** (Please check the appropriate box)

- Request Letter for Time Extension
- Photocopy of Approved Excavation Permit
- Supporting Documents to support the reason of Time Extension
  - Acts of nature: \_\_\_\_\_
- Revised Precedence Diagram Method (PDM)
- New Performance Security (for Surety Bond Only)

**Action Taken:**

- For Endorsement (*complied with DPWH Policy Requirements for Time Extension*)
- Not For Endorsment due to \_\_\_\_\_

Reviewed and Evaluated by: \_\_\_\_\_  
(Name, Designation and Signature of Maintenance Personnel)



Republic of the Philippines  
 DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**IO NAME**  
 IO Address

**CHECKLIST FOR ISSUANCE OF  
 CERTIFICATE OF COMPLETION – RESTORATION WORKS**

Per Department Order No. \_\_\_\_\_ Series of \_\_\_\_\_

- A.** DIGGING/EXCAVATION PERMIT NO. \_\_\_\_\_
- B.** NAME & LOCATION OF PROJECT: \_\_\_\_\_  
 \_\_\_\_\_
- C.** NAME OF UTILITY AGENCY/COMPANY : \_\_\_\_\_
- D.** ADDRESS OF UTILITY AGENCY/COMPANY: \_\_\_\_\_
- E.** NAME OF UTILITY CONTRACTOR \_\_\_\_\_
- F.** ORIGINAL/REVISED DURATION OF WORK: \_\_\_\_\_

**ATTACHMENT** (Please check the appropriate box)

- Letter of Request
- Photocopy of Approved Excavation Permit (Original/Revised)
- Photocopy of Approved Time Extension
- As-Built Cross Section Plan
- Geotagged Photographs
- Copy of Cash Bond Receipt/Acknowledgement Receipt -Warranty Security
- Final Completion Inspection Report

**Recommendation:**

- For Endorsement (*complied with DPWH Policy Requirements for CoC ReWorks*)
- Not For Endorsement due to \_\_\_\_\_

Reviewed and Evaluated by: \_\_\_\_\_  
 (Name, Designation and Signature of Maintenance Technical  
 Personnel)



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**IO NAME**  
IO Address

**CHECKLIST FOR ISSUANCE OF  
CERTIFICATE OF ACCEPTANCE – RESTORATION WORKS**

Per Department Order No. \_\_\_\_\_ Series of \_\_\_\_\_

- A.** DIGGING/EXCAVATION PERMIT NO. \_\_\_\_\_
- B.** NAME & LOCATION OF PROJECT: \_\_\_\_\_  
\_\_\_\_\_
- C.** NAME OF UTILITY AGENCY/COMPANY : \_\_\_\_\_
- D.** ADDRESS OF UTILITY AGENCY/COMPANY:  
\_\_\_\_\_
- E.** NAME OF UTILITY CONTRACTOR \_\_\_\_\_
- F.** ORIGINAL/REVISED DURATION OF WORK: \_\_\_\_\_

**ATTACHMENT** (Please check the appropriate box)

- Letter of Request
- Certificate of Completion - Restoration Works (CoC ReWorks)
- Final Acceptance Inspection Report
- Geotagged Photographs

**Recommendation:**

- For Endorsement (*complied with DPWH Policy Requirements for CoA ReWorks*)
- Not For Endorsement due to \_\_\_\_\_

Reviewed and Evaluated by: \_\_\_\_\_  
(Name, Designation and Signature of Maintenance Technical  
Personnel)



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**IO NAME**  
IO Address

Date: \_\_\_\_\_

**INSPECTION REPORT No. \_\_\_\_\_**

Excavation Permit No. :

Project Name and Location :

Utility Agency/Company :

Utility Contractor :

Restoration Cost :

Date of Inspection :

Findings : *(Provide here a Narrative of the findings. Indicate if any defects/deficiencies observed and repair works done by the contractor.)*

Recommendations:

*(Provide recommendations on each noted defects/deficiencies)*

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Prepared by:

\_\_\_\_\_  
Assigned Maintenance Technical Personnel

Conforme:

\_\_\_\_\_  
*(Name of Utility Agency/Company or  
Authorized Representative)*  
Signature over Printed Name



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS

**IO NAME**  
IO Address

\_\_\_\_\_  
Date

**FINAL [COMPLETION/ACCEPTANCE] RESTORATION WORKS  
INSPECTION REPORT No. \_\_\_\_\_**

Excavation Permit No : \_\_\_\_\_

Project Name and Location : \_\_\_\_\_

Utility Agency/Company : \_\_\_\_\_

Utility Contractor : \_\_\_\_\_

Restoration Cost : \_\_\_\_\_

Date of Inspection : \_\_\_\_\_

Findings : *(Provide here a Narrative of the findings. Indicate if any defects/deficiencies observed and repair works done by the contractor)*

Recommendations:

*(Provide recommendations based on findings.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Prepared by:

\_\_\_\_\_  
Assigned Maintenance Technical Personnel

\_\_\_\_\_  
District Maintenance Engineer

Conforme:

\_\_\_\_\_  
*(Name of Utility Agency/Company or  
Authorized Representative)*  
Signature over Printed Name

**ANNEX N**

Black letters in yellow retro-reflective background



# CAUTION

LOGO of  
the Utility  
Agency/  
Company

PROJECT NAME: \_\_\_\_\_  
\_\_\_\_\_

DATE STARTED: \_\_\_\_\_

NAME of the  
Contractor

COMPLETION DATE: \_\_\_\_\_

This should be mounted on a post and to be placed on the shoulder or sidewalk as to not affect by the weather, vandals or traffic.

2 ft. or 24 in.

Mounting height of the billboard are as follows:

Rural : 1.5 meters above the level of the roadway.

Urban : 2.2 meters above the level of curb or footpath.

White letters in green retro-reflective background

4 ft. or 48 in.