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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
MANILA

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DEPARTMENT ORDER)

NO. 06)
Series of 2008 02.05.08)

**SUBJECT: Implementation of the Document
Tracking System (DoTS) for
Civil Works Projects**

In line with the Department's thrust to fast track the completion of projects and to be transparent in its operations, all offices involved in the processing of documents in the procurement and implementation of local and foreign-assisted civil works projects undertaken by Project Management Offices (PMOs), Bureaus and Regional Offices shall utilize the Document Tracking System (DoTS). The following civil works documents are covered by the system:

1. As-Built Plans
2. Detailed Engineering / As-Staked / Revised Plans
3. Specifications
4. Program-of Work (POW)
5. Approved Budget for Contract (ABC)
6. PQ Resolution
7. Resolution of Award
8. Contract
9. Pre-Clearance for Variation Order / Negotiated Procurement / Supplemental Agreement
10. Variation Order / Negotiated Procurement / Supplemental Agreement
11. Contract Time Extension / Suspension
12. PERT/CPM
13. Memorandum of Agreement (MOA) / Memorandum of Understanding (MOU)
14. RROW Payment
15. Advance Payment
16. First Progress Payments
17. Interim Progress Payments
18. Final Progress Payments
19. Release of Retention

Processing cycle starts in the preparation of these documents until the signing of the approving official.

Implementing and processing offices for the Central Office documents shall observe the prescribed time contained in Annex A and the implementing procedures contained in Annex B. Incomplete documents should be returned to the implementing office on the same day they were received.

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Processing offices for the regional documents to be approved in the Central Office shall observe the prescribed time contained in Annex C and the implementing procedures contained in Annex D. Incomplete documents should be returned to the Regional Office by the Central Office (CO) DoTS Center.

Regional Directors shall create a Regional DoTS Center where the regional transactions will be registered. Moreover, Regional Offices shall observe the prescribed time contained in Annex E and the implementing procedures contained in Annex F. The Regional DoTS Center is responsible for returning incomplete documents to the contractors.

Further, to ensure that all documents covered are registered in the DoTS, contractors/consultants/Regional liaison officers shall submit their DoTS documents to the respective DoTS Center. The DoTS Center shall register the document into the DoTS and forward the same to the concerned implementing/processing office. Regional and PMO Directors are advised to inform their contractors/Regional liaison officers of this submission procedure. Documents without the DoTS header should be returned to the implementing office without action.

Refer to Annex G for the memorandum dated 19 January 2004 with subject "Additional Guidelines on the Imposition of Administrative Sanctions on Erring DPWH Officials and Employees Involved in Project Implementation and Processing of Project Documents" for corresponding sanctions. The undersigned shall impose sanctions for the implementing and processing offices in the Central Office while the Regional Directors shall impose sanctions for processing offices in their respective Regional Offices.

The checklist of required supporting documents by all processing offices is contained in Annex H.

This Order supersedes Department Order Nos. 273 Series of 2003, 32, 159, 160 and 244, Series of 2004 and takes effect immediately.

HERMOGENES E. EDDANE, JR.
Secretary



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