



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

097-13 DPWH  
02-08-2006

FEB 07 2006

DEPARTMENT ORDER ) SUBJECT : GUIDELINES IN THE CONSTRUCTION OF  
No. 08 ) ENGINEER'S BUILDING/S AND FACILITIES  
Series of 2006 ) FOR THE IMPLEMENTATION OF LOCAL AND  
FOREIGN-ASSISTED PROJECTS

In order to ensure that the construction of Engineer's Buildings and Recreational Facilities will be on government properties, in consonance with the provision of the New Government Accounting System (NGAS), the following guidelines are hereby prescribed.

**1. SELECTION OF SITE FOR THE PROJECT OFFICE BUILDING/S AND FACILITIES**

- 1.1 The DPWH project implementing office (IO), in coordination with DPWH Regional/District/Sub-district office, shall identify the location site intended for the construction of building/s and facilities, such as the combined field office, laboratory, living quarter buildings and other facilities.
- 1.2 In the selection of construction site of the Engineer's Building/s and Recreational Facilities, *first* priority shall be on DPWH property lots, *second* is public school lots, *third* is public health lots, *fourth* is LGU lots, and then other government property lots. The proximity, access road and cost of development of the proposed site should be properly evaluated.

**2. MEMORANDUM OF AGREEMENT**

- 2.1 The construction of building/s and recreational facilities on property other than DPWH-owned should be covered by a Memorandum of Agreement (MOA) to be approved by DPWH Secretary or the Undersecretary for Administration. (Annex A)
- 2.2 The MOA shall provide a provision to allow the DPWH use of their property free of charge until the completion of the project and shall be turned over without cost effective after completion or acceptance of the project from the Contractor.

**3. TRANSFER/TURN-OVER OF BUILDINGS AND FACILITIES**

- 3.1 The Implementing Office shall facilitate the transfer/turn-over of buildings and facilities of the Engineer as provided in the MOA. The transfer/turn-over shall be supported by applicable document and shall be a requirement to support the issuance of project Completion Certificate of the contractor.

This order shall take effect immediately and shall amend/revoke previous orders and issuances inconsistent herewith.



WIN6B00048

HERMOGENES E. EBDANE, JR.  
Acting Secretary

**Annex "A"**

**MEMORANDUM OF AGREEMENT**

**KNOW ALL MEN BY THESE PRESENTS:**

This Memorandum of Agreement made and executed in the place and date herein below mentioned and between :

The **Department of Public Works and Highways**, a government agency of the Republic of the Philippines, represented by the \_\_\_\_\_ (Head of the Implementing Office) \_\_\_\_\_.

and

The \_\_\_\_\_ (DepEd/Health/LGU) \_\_\_\_\_ of the Republic of the Philippines, represented herein by the \_\_\_\_\_ (Head of DepEd/Health/LGU) \_\_\_\_\_.

**WITNESSETH**

Whereas, the Department of Public Works and Highways is desirous to construct (x) building/s inside the compound of the \_\_\_\_\_ (DepEd/Health/LGU) \_\_\_\_\_, to be used as their headquarters while constructing the \_\_\_\_\_ (Name of the Project) \_\_\_\_\_.

Whereas, the permission of the \_\_\_\_\_ (DepEd/Health/LGU) \_\_\_\_\_ and is deemed necessary and indispensable to the project;

NOW, THEREFORE, the above-mentioned parties hereby agree to do and perform the following:

To make available to the \_\_\_\_\_ (Implementing Office) \_\_\_\_\_ for its use a portion of land owned by the \_\_\_\_\_ (DepEd/Health/LGU) \_\_\_\_\_, located at the \_\_\_\_\_; and

To be able to provide support to the government's project in constructing \_\_\_\_\_ (Brief Description of the Project) \_\_\_\_\_.

**CONDITIONS UNDER THE AGREEMENT**

**A. PERSONNEL**

1. The personnel of the \_\_\_\_\_ (Implementing Office) \_\_\_\_\_, DPWH shall not pose any problem in security nor impede the \_\_\_\_\_ (DepEd/Health/LGU) \_\_\_\_\_ operations.
2. The \_\_\_\_\_ (DepEd/Health/LGU) \_\_\_\_\_ staff shall likewise not interfere nor hinder the DPWH project.

**B. CONSTRUCTION OF FACILITIES**

1. The \_\_\_\_\_ (DepEd/Health/LGU) \_\_\_\_\_ through its representative, the \_\_\_\_\_ shall permit and allow the DPWH to erect \_\_\_ (x) building inside the compound of said \_\_\_\_\_ (DepEd/Health/LGU) \_\_\_\_\_ for office, laboratory/living quarters/recreational facilities.
2. The use of the land by the DPWH shall be free of charge subject to the conditions herein so provided, as follows :
3. The design of the \_\_\_ (x) building must be in accordance with the provisions of the contract and the plans and specifications approved by DPWH. The authorities of the \_\_\_\_\_ (DepEd/Health/LGU) \_\_\_\_\_ can renovate the buildings to meet their requirements after completion of project and the building have been handed over.

4. A perimeter fence shall be constructed by DPWH to separate the \_\_\_\_\_ (DepEd/Health/LGU) compound from the area to be utilized by DPWH.
5. The DPWH may construct an access road separate from that used by the \_\_\_\_\_ (DepEd/Health/LGU).

**C. ITEMS FOR CONSTRUCTION**

1. Upon the termination of the road project, the \_\_\_ (x) building/recreational facilities shall be turned over to the \_\_\_\_\_ (DepEd/Health/LGU) without cost.
2. The turn-over of such buildings and recreational facilities shall be effective after acceptance of the project from the Contractor and upon the approval of the Secretary of Public Works and Highways or his duly authorized representative.

IN WITNESS WHEREOF, the parties hereto have hereunto affixed their signatures on this \_\_\_\_\_ day of \_\_\_\_\_ 2006 at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
DPWH  
Head Implementing Office

\_\_\_\_\_  
(DepEd/Health/LGU)  
Head of Office

**SIGNED IN THE PRESENCE OF :**

\_\_\_\_\_  
Regional Director/District Engineer, DPWH

\_\_\_\_\_

APPROVED this \_\_\_\_\_ th day of \_\_\_\_\_, 2006, Manila, Philippines

\_\_\_\_\_  
Secretary/Undersecretary for Administration

