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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
MANILA **JUN 03 2008**

DEPARTMENT ORDER)

No. **32**)
Series of 2008)

**SUBJECT: AMENDED GUIDELINES IN THE
SUBMISSION OF REPORTS ON THE
PROCUREMENT OF CIVIL WORKS
CONTRACTS**

In accordance with the principles and provisions of Republic Act No. 9184 and its Implementing Rules and Regulations – Part A (IRR-A), and to support the Executive Information System (ExIS) with up-to-date information on the procurement activities undertaken by this Department, the following guidelines in the submission of reports on awarded civil works contracts and contractors participation are hereby prescribed, to wit:

1. All eligibility evaluation for the procurement of locally funded civil works contracts shall be conducted electronically using the Civil Works Registry system, regardless of the mode of procurement.
2. The Bids and Award Committee (BAC) of all procuring entities of this Department (Central, Regional, District, Sub-District Engineering Offices) and other offices concerned, shall prepare reports on civil works contracts awarded through public bidding or alternative methods of procurement using the Awarded Contracts Format (Form DPWH-INFR-71-101007).
3. Reports shall be submitted on a monthly basis to the Procurement Office for Civil Works (POCW) on or before the 5th working day of the succeeding month together with the electronic file.
4. Unsubmitted reports on awarded projects since July 2007 shall be submitted to the POCW on or before June 30, 2008.
5. The POCW shall be responsible in encoding the awarded projects of contractors in the Civil Works Registry and shall monitor contractors' participation in the procurement activities for civil works contracts and to submit a monthly status report to the Central Bids and Awards Committee concerned. It shall, likewise, monitor compliance of the procuring entities to this Order and report the status of the same to officials concerned for appropriate administrative action.
6. Violation of any of the foregoing shall subject the responsible official/employee for violation of reasonable office rules and regulations and shall suffer the penalty prescribed in Section 52, C(3) of the Civil Service Resolution No. 991936 dated August 31, 1999 otherwise known as the Uniform Rules on Administrative Cases in the Civil Service;

1st offense – Reprimand
2nd offense – Suspension for 1-30 days
3rd offense – Dismissal

This Order shall take effect fifteen (15) calendar days after publication in a national newspaper or in the Official Gazette and supersedes and modifies all issuances inconsistent herewith.

HERMOGENES E. ERDANE, JR.
Secretary

