



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**OFFICE OF THE SECRETARY**  
Manila

697.13 DPWH  
07-21-2012

**JUL 30 2012**

DEPARTMENT ORDER )  
NO. **52** )  
Series of 2012 *07-21-12* )

**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 Design Plans(Preliminary Plans/Final Plans)
3. As-Staked / Revised Plans
4. Specifications
5. Program-of Work (POW)
6. Approved Budget for Contract (ABC)
7. Resolution of Award
8. Special Allotment Release Order (SARO)
9. Contract
10. Pre-Clearance for Variation Order/Negotiated Procurement/Supplemental Agreement
11. Change Order/Extra Work Order
12. Final Variation Order
13. Negotiated Contract
14. Contract Time Extension/Suspension
15. PERT/CPM
16. Memorandum of Agreement (MOA)/Memorandum of Understanding (MOU)
17. Performance Bond/Surety Bond/Letter of Credit/Bank Guarantee/CARI/Credit Line Certificate
18. IROW Payment
19. IROW Payment with RAP
20. Advance Payment
21. First Progress Payment
22. Interim Progress Payment
23. Final Progress Payment
24. Release of Retention
25. Price Escalation Payment

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

All documents covered shall be registered in the DoTS. Consequently, all requesting offices shall submit their DoTS documents to the concerned DoTS Center which shall register

the document into the DoTS and forward the same to the concerned processing office. All contractors/consultants/ROs/PMOs are advised to inform their respective Liaison Officers of this submission procedure and documents without the DoTS header will be returned to the requesting office without action. In the flow of documents from one implementing/processing office to another, the one sending the document is responsible in ensuring that the said document is received by the concerned receiving office.

The processing of documents within the Central Office shall be undertaken by the concerned offices in accordance with the activity and prescribed time contained in Annex A and with the implementing guidelines contained in Annex B.

Regional documents to be processed within the Central Office shall be undertaken by the concerned offices in accordance with the activity and prescribed time contained in Annex C and with the implementing guidelines contained in Annex D.

Regional Directors shall create a Regional DoTS Center wherein regional transactions will be registered. 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.

The checklist of required supporting documents and attachments for the DoTS is contained in Annex G.

The Memorandum dated 19 January 2004 which provides for "Additional Guidelines on the Imposition of Administrative Sanctions on Erring DPWH Officials and Employees Involved in Project Implementation and Processing of Project Documents" (Annex H) shall be strictly observed in the implementation of the DoTS.

The DoTS Evaluation Committee created under Special Order No. 70, Series of 2007, is hereby authorized to make necessary changes in the annexes hereof in coordination with the implementing offices.

This Order supersedes Department Order No. 67 Series of 2011 and takes effect immediately.

  
**ROGELIO L. SINGSON**  
Secretary



WIN2P00712

**DoTS SYSTEM PRESCRIBED TIME**

**Annex A**  
**Page 1 of 8**

**As-Built Plans**

Activity	Office	Prescribed Time (wd)
Approve	USEC for operations	22
<b>Total</b>		<b>22</b>

**Detailed Engineering Design Plans (Preliminary Plans)**

Activity	Office	Prescribed Time (wd)	
		200M	Above 200M
Review and Endorse	PMO	10	10
Review	BOD	20	25
Recommend Approval	ASEC for Technical Services	2	2
Recommend approval/Approve	USEC for Technical Services	3	3
Approve	Secretary	NA	5
<b>Total</b>		<b>35</b>	<b>45</b>

**Detailed Engineering Design Plans (Final Plans)**

Activity	Office	Prescribed Time (wd)	
		200M	Above 200M
Review and Endorse	PMO	5	5
Review	BOD	15	18
Recommend Approval	ASEC for Technical Services	3	3
Recommend approval/Approve	USEC for Technical Services	3	3
Approve	Secretary	NA	5
<b>Total</b>		<b>26</b>	<b>34</b>

**As-Staked/Revised Plans**

Activity	Office	Prescribed Time (wd)		
		100M	200M	Above 200M
Review and Endorse	PMO	10	10	10
Review and Endorse	BOD	18	22	25
Recommend approval/Approve	ASEC for Technical Services	3	3	3
Recommend approval/Approve	USEC for Technical Services	NA	3	3
Approve	Secretary	NA	NA	5
<b>Total</b>		<b>31</b>	<b>38</b>	<b>46</b>

**DoTS SYSTEM PRESCRIBED TIME**

**Annex A**  
**Page 2 of 8**

**Specifications**

Activity	Office	Prescribed Time (wd)
Review and endorse	PMO	3
Review and endorse	BRS	10
Recommend approval	ASEC for BRS	2
Approve	Secretary	5
<b>Total</b>		<b>20</b>

**Program Of Work**

Activity	Office	Prescribed Time (wd)	
		200M	Above 200M
Coordinate, review and endorse POW	PMO	9	9
Review and endorse	BOC	5	5
Recommend approval	ASEC for Technical Services	2	2
Recommend approval/Approve	USEC for Technical Services	3	2
Approve	Secretary	NA	5
<b>Total</b>		<b>18</b>	<b>23</b>

**Approved Budget for Contract (ABC)**

Activity	Office	Prescribed Time (wd)	
		200M	Above 200M
Coordinate, review and endorse	PMO	8	8
Review and endorse	BOC	5	5
Recommend approval	ASEC for Technical Services	2	2
Recommend approval/Approve	USEC for Technical Services	3	2
Approve	Secretary	NA	5
<b>Total</b>		<b>17</b>	<b>22</b>

**Resolution of Award**

Activity	Office	Prescribed Time (wd)
Evaluate & Post Qualify bids	CPO	12
Deliberate	BAC	12
Prepare Notice of Disqualification	CPO	2
Sign	BAC Chairman	1
Prepare Resolution of Award	CPO	2
Sign	BAC Chairman	5
Approve	Secretary	5
Transmit to Bank	PMO	2
Concur	Bank	0
Prepare Notice of Award	CPO	2
Sign	BAC Chairman	2
Post to DPWH & PhilGEPS website	CPO	1
Transmit to Contractor	PMO	2
<b>Total</b>		<b>48</b>

**DoTS SYSTEM PRESCRIBED TIME**

**Annex A**  
**Page 3 of 8**

**Special Allotment Release Order (SARO) for sub-allotment**

Activity	Office	Prescribed Time (wd)
Prepare Memo	CFMS	1
Receive Memorandum and SARO	ASEC for Planning	1
Distribute to Regional Coordinators and Prepare and Initial Memorandum to CFMS for release of SARO	Director, Planning Service	3
Initial Memorandum to CFMS for release of SARO	ASEC for Planning	2
Approve Memorandum for release of SARO	Secretary	3
Receive approved Memo. Generate, Sign and Issue SAA to RO/DEO	CFMS	1
<b>Total</b>		<b>11</b>

NOTE: The CFMS activity to prepare memo for PS will be tracked by DoTS internally using the SARO date of receipt.

**Contract**

Activity	Office	Prescribed Time (wd)	
		200M	Above 200M
Coordinate, review and endorse	PMO	11	11
Verify Project-ID	Director, Planning Service	1	1
Issue ObR / Sign as witness	CFMS	3	3
Review and endorse	BOC / BOM	3	3
Recommend approval	ASEC for PMO Operations	2	2
Approve/Recommend approval	USEC for PMO Operations	3	2
Approve (including review of the Legal Service)	Secretary	NA	5
Prepare Notice to Proceed	PMO	2	2
Sign/Issue Notice to Proceed	USEC for PMO Operations	3	3
<b>Total</b>		<b>28</b>	<b>32</b>

**Pre-Clearance C.O./ E.W.O.**

Activity	Office	Prescribed Time (wd)
Coordinate, review and endorse	PMO	11
Recommend approval	USEC for PMO Operations	2
Recommend approval	USEC for Technical Services	2
Recommend approval	ASEC for Planning/Planning Dir.	5 <sup>1</sup>
Approve	Secretary	5
<b>Total</b>		<b>23</b>

<sup>1</sup> For projects without cost increase, cost overrun or cost realignment/modification.

**DoTS SYSTEM PRESCRIBED TIME**

**Annex A**  
**Page 4 of 8**

**Change Order / Extra Work Order**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Coordinate, review and endorse	PMO	11
Verify Project-ID	Director, Planning Service	1
Issue ObR	CFMS	2
Review and endorse	BOD	7
Review and endorse	BOC	5
Recommend approval	ASEC for Technical Services	2
Recommend approval	USEC for Technical Services	2
Approve (including review of the Legal Service)	Secretary	5
<b>Total</b>		<b>35</b>

**Final Variation Order**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Coordinate, review and endorse	PMO	11
Verify Project-ID	Director, Planning Service	1
Issue ObR	CFMS	2
Review and endorse	BOD	12
Review and endorse	BOC	7
Recommend approval	ASEC for Technical Services	2
Recommend approval	USEC for Technical Services	2
Approve (including review of the Legal Service)	Secretary	5
<b>Total</b>		<b>42</b>

**Negotiated Contract**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Coordinate, review and endorse	PMO	11
Verify Project-ID	Director, Planning Service	1
Issue ObR / Sign as witness	CFMS	3
Review and endorse	BOD	7
Review and endorse	BOC	5
Recommend approval	ASEC for PMO Operations	2
Recommend approval	USEC for PMO Operations	2
Approve (including review of the Legal Service)	Secretary	5
<b>Total</b>		<b>36</b>

**DoTS SYSTEM PRESCRIBED TIME**

**Annex A**  
**Page 5 of 8**

**Contract Time Extension / Suspension**

Activity	Office	Prescribed Time (wd)	
		6mos	Above 6mos
Coordinate, review and endorse	PMO	11	11
Review and endorse	BOC	5	5
Recommend approval	ASEC for PMO Operations	2	2
Recommend approval/Approve	USEC for PMO Operations	3	2
Approve (including review of the Legal Service)	Secretary	NA	5
<b>Total</b>		<b>21</b>	<b>25</b>

**PERT / CPM**

Activity	Office	Prescribed Time (wd)
Review/Endorse	PMO	3
Review/Endorse	BOC	3
Approve	USEC for PMO operations	2
<b>Total</b>		<b>8</b>

**MOA / MOU**

Activity	Office	Prescribed Time (wd)
Coordinate, review and endorse	PMO/Other Agency	11
Review and endorse	BOC / BOM	3
Recommend approval	ASEC for PMO Operations	2
Recommend approval	USEC for PMO Operations	2
Approve (including review of the Legal Service)	Secretary	5
<b>Total</b>		<b>23</b>

**Performance Bond/Surety Bond/Letter of Credit/Bank Guarantee/CARI/Credit Line Certificate**

Activity	Office	Prescribed Time (wd)
Prepare Request for verification	IO	2
Verify and Prepare Certification	CFMS	7
<b>Total</b>		<b>9</b>

**IROW Payment**

Activity	Office	Prescribed Time (wd)		
		50M	100M	Above 100M
Prepare IROW Payment & endorse	PMO	3	3	3
Verify Project-ID	Director, Planning Service	1	1	1
Process, record & sign	CFMS	7	7	7
Recommend approval /Approve	ASEC for PMO Operations	2	2	2
Recommend approval /Approve	USEC for PMO Operations	NA	2	2
Approve	Secretary	NA	NA	5
Request for NCA release from DBM	CFMS	1	1	1
<b>Total</b>		<b>14</b>	<b>16</b>	<b>21</b>

**DoTS SYSTEM PRESCRIBED TIME**

**Annex A**  
**Page 6 of 8**

**IROW Payment with RAP**

Activity	Office	Prescribed Time (wd)		
		50M	100M	Above 100M
Review and endorse	ESSO	5	5	5
Prepare IROW Payment & endorse	PMO	3	3	3
Verify Project-ID	Director, Planning Service	1	1	1
Process, record & sign	CFMS	7	7	7
Recommend approval /Approve	ASEC for PMO Operations	2	2	2
Recommend approval /Approve	USEC for PMO Operations	NA	2	2
Approve	Secretary	NA	NA	5
Request for NCA release from DBM	CFMS	1	1	1
<b>Total</b>		<b>19</b>	<b>21</b>	<b>26</b>

**Advance Payment**

Activity	Office	Prescribed Time (wd)
Receive request, review and endorse Certificate of Monthly Payment and DV	PMO	6
Verify Project-ID	Director, Planning Service	1
Process, record & sign	CFMS	7
Recommend approval	ASEC for PMO Operations	2
Recommend approval	USEC for PMO Operations	2
Approve	Secretary	5
Request for NCA release from DBM	CFMS	1
<b>Total</b>		<b>24</b>

**First Progress Payment**

Activity	Office	Prescribed Time (wd)
Receive request, review and endorse Certificate of Monthly Payment and DV	PMO	6
Verify Project-ID	Director, Planning Service	1
Recommend approval of Certificate	ASEC for PMO Operations	1
Approve Certificate	USEC for PMO Operations	1
Process, record and sign DV	CFMS	7
Recommend approval DV	ASEC for PMO Operations	1
Recommend approval DV	USEC for PMO Operations	1
Approve DV	Secretary	5
Request for NCA release from DBM	CFMS	1
<b>Total</b>		<b>24</b>



**DoTS SYSTEM PRESCRIBED TIME**

**Annex A**  
**Page 7 of 8**

**Interim Progress Payment**

Activity	Office	Prescribed Time (wd)	
		200M	Above 200M
Receive request, review and endorse Certificate of Monthly Payment and DV	PMO	6	6
Verify Project-ID	Director, Planning Service	1	1
Recommend approval of Certificate	ASEC for PMO Operations	1	1
Approve Certificate	USEC for PMO Operations	1	1
Process, record & sign DV	CFMS	7	7
Recommend approval DV/Approve	ASEC for PMO Operations	2	1
Approve DV	USEC for PMO Operations	NA	1
Request for NCA release from DBM	CFMS	1	1
<b>Total</b>		<b>18</b>	<b>19</b>

**Final Progress Payment**

Activity	Office	Prescribed Time (wd)
Receive request, review and endorse Certificate of Monthly Payment and DV	PMO	6
Verify Project-ID	Director, Planning Service	1
Recommend approval of Certificate	ASEC for PMO Operations	1
Approve Certificate	USEC for PMO Operations	1
Process, record & sign DV	CFMS	7
Recommend approval DV	ASEC for PMO Operations	1
Recommend approval DV	USEC for PMO Operations	1
Approve DV	Secretary	5
Request for NCA release from DBM	CFMS	1
<b>Total</b>		<b>24</b>

**Release of Retention**

Activity	Office	Prescribed Time (wd)
Review & approve	PMO	3
Verify Project-ID	Director, Planning Service	1
Process, record & sign DV	CFMS	4
Request for NCA release from DBM	CFMS	1
<b>Total</b>		<b>9</b>

**DoTS SYSTEM PRESCRIBED TIME**

**Annex A**  
**Page 8 of 8**

**Price Escalation Payment**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Receive, review and endorse request for payment of approved Price Escalation	PMO	2
Verify Project-ID	Director, Planning Service	1
Process, record & sign DV	CFMS	7
Recommend approval DV	ASEC for PMO Operations	1
Approve DV	USEC for PMO Operations	1
Request for NCA release from DBM	CFMS	1
<b>Total</b>		<b>13</b>

**Annex B**

**DoTS IMPLEMENTING GUIDELINES**  
**Implementing / Processing Offices**

<b>Doer</b>	<b>Activity</b>
Contractor	<ol style="list-style-type: none"><li>1. Use ear tags for each attached supporting document and should sequentially follow the checklist</li><li>2. Submit DoTS documents to the DoTS Center</li></ol>
DoTS Center	<ol style="list-style-type: none"><li>3. Check completeness of supporting documents and attachments.</li><li>4. Return incomplete document to the contractor immediately within the day.</li><li>5. Otherwise, register document into DoTS</li><li>6. Issue a receipt to the Contractor</li><li>7. Print the DoTS Header and attach to the document.</li><li>8. Forward the document to the Implementing Office (IO).</li></ol>
Implementing Office	<ol style="list-style-type: none"><li>9. Assign approving officials.</li><li>10. Forward the document to the succeeding office.</li><li>11. Ensure that document sent was received by the succeeding processing office within the next 24 hours.</li></ol>
Processing Office / Approving Official	<ol style="list-style-type: none"><li>12. Check for the DoTS Header. For documents with no DoTS Header, return the document to the implementing office.</li><li>13. Return incomplete document to the office concerned within the day.</li><li>14. Otherwise, process document.</li><li>15. Forward the document to the succeeding office.</li><li>16. Ensure that document sent was received by the succeeding processing office within the next 24 hours.</li></ol>
Office of the Secretary	<ol style="list-style-type: none"><li>17. Record documents with no DoTS Header.</li><li>18. Forward list of documents with no DoTS Header to the DoTS Center every end of the month.</li></ol>
Implementing Office	<ol style="list-style-type: none"><li>19. Close the transaction in the DoTS upon completion of the process.</li></ol>

**DoTS SYSTEM PRESCRIBED TIME**

**Annex C**  
**Page 1 of 3**

**Plans**

Activity	Office	Prescribed Time (wd)	
		Above 50M-200M	Above 200M
Review and endorse	BOD	15	15
Recommend approval	ASEC for Technical Services	2	2
Approve/Recommend approval	USEC for Technical Services	2	2
Approve	Secretary	NA	3
<b>Total</b>		<b>19</b>	<b>22</b>

**Program of Work**

Activity	Office	Prescribed Time (wd)	
		Above 50M-200M	Above 200M
Review and endorse	BOC	5	5
Recommend approval	ASEC for Technical Services	2	2
Approve/Recommend approval	USEC for Technical Services	2	2
Approve	Secretary	NA	3
<b>Total</b>		<b>9</b>	<b>12</b>

**Approve Budget for Contracts (ABC)**

Activity	Office	Prescribed Time (wd)	
		Above 50M-200M	Above 200M
Review and endorse	BOC	5	5
Recommend approval	ASEC for Technical Services	2	2
Approve/Recommend approval	USEC for Technical Services	2	2
Approve	Secretary	NA	3
<b>Total</b>		<b>9</b>	<b>12</b>

**Contract**

Activity	Office	Prescribed Time (wd)	
		Above 150M	
Review and endorse	BOC	3	
Recommend approval	ASEC for Regional Operations	2	
Approve/Recommend approval	USEC for Regional Operations	2	
Approve (including review of the Legal Service)	Secretary	5	
<b>Total</b>		<b>12</b>	

DoTS SYSTEM PRESCRIBED TIME

Annex C  
Page 2 of 3

**Notice to Proceed**

Activity	Office	Prescribed Time (wd)
Notice to Proceed	USEC for Regional Operations	2
<b>Total</b>		<b>2</b>

**Pre-Clearance for Variation Order / Negotiated Procurement**

Activity	Office	Prescribed Time (wd)
Recommend approval	ASEC for Regional Operations	1
Recommend approval	USEC for Regional Operations	1
Approve	Secretary	3
<b>Total</b>		<b>5</b>

**Variation Order**

Activity	Office	Prescribed Time (wd)	
		Above 50M–150M	Above 150M
Review and endorse	BOD	7	7
Review and endorse	BOC	5	5
Approve/Recommend approval	ASEC for Technical Services	2	2
Approve/Recommend approval	USEC for Technical Services	2	2
Approve (including review of the Legal Service)	Secretary	NA	5
<b>Total</b>		<b>16</b>	<b>21</b>

**Negotiated Contract**

Activity	Office	Prescribed Time (wd)
Review and endorse	BOD	7
Review and endorse	BOC	5
Recommend approval	ASEC for Regional Operations	2
Recommend approval	USEC for Regional Operations	2
Approve (including review of the Legal Service)	Secretary	5
<b>Total</b>		<b>21</b>

**Time Extension**

Activity	Office	Prescribed Time (wd)		
		Above 30d-60d	Above 60d-90d	Above 90d
Review and endorse	BOC	5	5	5
Recommend approval	ASEC for Regional Operations	2	2	2
Approve/Recommend approval	USEC for Regional Operations	NA	2	2
Approve (including review of the Legal Service)	Secretary	NA	NA	5
<b>Total</b>		<b>7</b>	<b>9</b>	<b>14</b>

**DoTS SYSTEM PRESCRIBED TIME**

**Annex C**  
**Page 3 of 3**

**PERT / CPM**

Activity	Office	Prescribed Time (wd)
Review/Endorse	BOC	3
Recommend approval	ASEC for Technical Services	1
Approve	USEC for Technical Services	1
<b>Total</b>		<b>5</b>

**MOA / MOU**

Activity	Office	Prescribed Time (wd)
Review and endorse	BOC	3
Recommend approval	ASEC for Regional Operations / Technical Services	2
Recommend approval	USEC for Regional Operations / Technical Services	2
Approve (including review of the Legal Service)	Secretary	5
<b>Total</b>		<b>12</b>

**IROW Payment**

Activity	Office	Prescribed Time (wd)	
		50M	100M
Approve/Recommend approval	ASEC for Regional Operations	2	1
Approve	USEC for Regional Operations	NA	1
<b>Total</b>		<b>2</b>	<b>2</b>

**Resolution of Award**

Activity	Office	Prescribed Time (wd)
Evaluate & Post Qualify bids	CPO	12
Deliberate	BAC Chairman	15
Prepare Notice of Disqualification	CPO	2
Sign	BAC Chairman	1
Prepare Resolution of Award	CPO	2
Sign	BAC Chairman	5
Approve	Secretary	5
Prepare Notice of Award	CPO	2
Sign	BAC Chairman	2
Post to DPWH & PhilGEPS website and Transmit NOA to IO	CPO	3
<b>Total</b>		<b>49</b>

**DoTS IMPLEMENTING GUIDELINES**  
**Processing Offices**

<b>Doer</b>	<b>Activity</b>
Regional Office	1. Submit DoTS Documents to the Central Office (CO) DoTS Center (DC).
CO DoTS Center	2. Check completeness of supporting documents and attachments 3. Return incomplete document to the Regional Office (RO) immediately within the day. 4. Otherwise, register document into DoTS. 5. Issue a receipt to the RO Liaison Officer. 6. Print the DoTS Header and attach to the document. 7. Forward the document to the Processing Office (PO).
Processing Office / Approving Official	8. Check for the DoTS Header. For documents with no DoTS Header, forward the document to the CO DC. 9. Forward the document to the succeeding office. 10. Ensure that document sent was received by the succeeding processing office within the next 24 hours. 11. In case of corrections/modifications, fax transmittal letter stating the required action to the RO. Keep supporting documents in the CO DoTS Center.
CO DoTS Center	12. In case of returned documents, inform the Regional Office that their documents have been returned.
Regional Office	13. For returned documents, comply required action. Submit deficiencies to the CO DoTS Center within 3 days.
Office of the Secretary	14. Record documents with no DoTS Header. 15. Forward list of documents with no DoTS Header to the CO DoTS Center every end of the month.
CO DoTS Center	16. Close the transaction in the DoTS.



**Plans**

Activity	Office	Prescribed Time
Prepare Documents	Planning & Design Division	
Per km. of Roads		
▪ Existing		10
▪ Rolling		12
▪ Mountainous		14
Per Bridge		30
Per Building		22
Recommend Approval	ARD	1
Approve	RD	1
<b>Total</b>		<b>90</b>

**Program of Work**

Activity	Office	Prescribed Time
Prepare, Review and Endorse	IO / Planning & Design Division	6
Recommend Approval	ARD	1
Approve	RD	1
<b>Total</b>		<b>8</b>

**Approved Budget for Contract**

Activity	Office	Prescribed Time
Prepare, Review and Endorse	Estimating Committee	5
Recommend Approval	BAC Chairman	1
Approve	RD	1
<b>Total</b>		<b>7</b>

**Resolution of Award**

Activity	Office	Prescribed Time
Deliberate	BAC	7
Prepare Resolution	BAC Secretariat	2
Sign Resolution	BAC	2
Approve	RD	1
<b>Total</b>		<b>12</b>

**Notice of Award**

Activity	Office	Prescribed Time
Prepare Documents	BAC Secretariat	1
Review and Sign	BAC Chairman	1
Sign	RD	1
Transmit to Contractor	BAC Secretariat	1
<b>Total</b>		<b>4</b>

**Contract**

Activity	Office	Prescribed Time
Prepare Documents	BAC Secretariat	3
Issue ALOBS	CFMD	1
Recommend Approval	ARD	1
Approve	RD	1
<b>Total</b>		<b>6</b>



**Notice to Proceed**

Activity	Office	Prescribed Time
Prepare Documents	BAC Secretariat	1
Review and Endorse	IO	1
Review and Sign	ARD	1
Sign	RD	1
Transmit to Contractor	BAC Secretariat	1
<b>Total</b>		<b>5</b>

**Change Order/Extra Work Order/Supplemental Agreement**

Activity	Office	Prescribed Time
Prepare, Check, Review and Endorse	Construction Division	10
Issue ALOBS	CFMD	1
Review and Endorse	Planning & Design Division	4
Initial	ARD	1
Recommend	RD	1
<b>Total</b>		<b>17</b>

**Time Extension**

Activity	Office	Prescribed Time
Prepare, Review and Endorse	Construction Division	7
Recommend Approval	ARD	1
Approve	RD	1
<b>Total</b>		<b>9</b>

**MOA / MOU**

Activity	Office	Prescribed Time
Prepare, Review and Endorse	Construction Division	5
Recommend Approval	CFMD	2
Initial	ARD	1
Approve	RD	1
<b>Total</b>		<b>9</b>

**Advance Payment / First Progress Billing / Inter Progress Payment / Final Progress Payment**

Activity	Office	Prescribed Time
Prepare, Process, Initial and Sign	Construction Division	7
Initial	ARD	1
Approve	RD	1
Prepare, Record, Review, and Sign	CFMD	3
Check and Sign Voucher	Construction Division	1
Initial	ARD	1
Approve	RD	1
<b>Total</b>		<b>15</b>

**RROW Payment**

Activity	Office	Prescribed Time
Process, Record and Initial	CFMD	2
Approve	RD	1
<b>Total</b>		<b>3</b>

**DoTS IMPLEMENTING GUIDELINES**  
**Regional Processing Offices**

<b>Doer</b>	<b>Activity</b>
Contractor	1. Submit DoTS documents to the Regional DoTS Center
Regional DoTS Center	2. Check completeness of documents 3. Return incomplete document to the contractor within the day. 4. Otherwise, register document into DoTS. 5. Issue a receipt to the Contractor. 6. Print the DoTS header and attach to the document. 7. Forward the document to the succeeding office. 8. Ensure that document sent was received by the succeeding processing office within the next 24 hours.
Processing Office / Approving Official	9. Check for the DoTS Header. For documents with no DoTS Header, return the document to the Regional DoTS Center. 10. Check completeness of documents. 11. Return incomplete document to the office concerned within the day. 12. Otherwise, process document. 13. Forward the document to the succeeding office. 14. Ensure that document sent was received by the succeeding processing office within the next 24 hours.
Office of the Director	15. Record documents with no DoTS Header. 16. Forward list of documents with no DoTS Header to the Regional DoTS Center every end of the month.
Regional DoTS Center	17. Close the transaction in the DoTS upon completion of the process.

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

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**As-Built Plans**

- ☐ 1. Copy of the previously approved plans (Original, "As-staked", revised and other Plans supporting variation orders)
- ☐ 2. Copy of previously approved variation orders and prior clearances
- ☐ 3. Copies of Statement of Work Accomplished (SWA) and Certificate of Quality Assurance, duly signed by the proper authorities concerned
- ☐ 4. Detailed Technical Justifications for all "As-Built" items of work having changes. The limits and extent of change should be properly indicated along with the justifications.
- ☐ 5. Detailed "As-Built" Quantity Calculations
- ☐ 6. Copies of Inspection Reports (investigation/verification, QAU final completion and acceptance)
- ☐ 7. Copies of all monthly progress reports prepared by Supervision Consultant

I hereby certify that the above  
supporting documents are complete

Print Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTs**

**Detailed Engineering Plans**

**I. Building Projects (including Field Offices)**

- ☐ 1. Architectural
  - a. Architectural Plans showing the following: site development plan with contours, technical descriptions; location plan and vicinity map; perspective; floor plans; elevations; sections; details
  - b. General Conditions of Contracts and Technical Specifications (Structural, Architectural, Electrical, Mechanical, Sanitary/Plumbing)
  - c. Bill of Quantities and detailed quantity take-off/ calculations
  - d. Copy of Terms of Reference (if prepared by consultants)
- ☐ 2. Structural
  - a. Structural Plans showing the following: complete structural details, construction notes, design criteria
  - b. Structural Design Computations (design criteria; seismic, wind and frame analysis; and design of structural members). For computerized design computations, indicate design data, complete input data, drawing of the structural model (plans, elevations), complete output data including design output
  - c. Geotechnical/Soil Investigation report/data showing plan of borehole locations, boring logs, laboratory test results
- ☐ 3. Mechanical & Electrical
  - a. Mechanical Plans showing the following: general notes; location plan; legends and symbols; schedule of equipment; complete details of air conditioning and ventilation, water pumping, fire protection, generator and elevator systems
  - b. Mechanical Design Analysis
  - c. Electrical Plans showing the following: vicinity/site development plan; location plan; lighting, power and auxiliary layouts; general notes; legends and symbols; riser diagrams; and schedule of loads and computations
  - d. Electrical Design Analysis and Illumination Levels Computation
- ☐ 4. Sanitary / Plumbing
  - a. Sanitary/Plumbing Plans showing the following: design computations; criteria; sanitary/plumbing systems layout; isometric drawings/riser diagrams of drainage, sewage and water distribution systems; sanitary/plumbing floor plans; details of septic tank/catch basin, and sewerage treatment plan
  - b. Sanitary/Plumbing Design Analysis

**NOTE:**

**For plans prepared by consultants, a note on the Design Consultant's liability per D.O. No. 50 series of 2002 should be indicated in the cover sheet as follows:**

*"The Consultant, (name of consulting firm), shall be held fully responsible for failure of the facility due to faulty design except for the changes made without the conformity of the consultants"*

(Signature over Printed Name)

Project Manager

**II. Dams, Flood Control, Water Supply, Shore Protection Works and Other related Structures**

- ☐ 1. Design and Analysis
  - a. Hydrologic and Hydraulic Design Analysis (design discharge, scour, water surface profile, etc.) supported by topographic map showing the watershed area and points of interest
  - b. Structural stability analysis of proposed structures
  - c. Foundation stability, slope stability and seepage analysis
- ☐ 2. Geotechnical/Soil Investigation report/data showing plan of borehole locations, boring logs and laboratory test results

## CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTs

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- ☐ 3. Detailed Quantity Calculations
- ☐ 4. Copy of Terms of Reference (if prepared by consultants)

**NOTE:**

1. The plans should show but not limited to the following:
  - a. Location Plan showing all proposed works and existing structures
  - b. Schematic Diagram (for water supply)
  - c. Vicinity Map
  - d. Legends and Symbols
  - e. Abbreviations
  - f. General Notes including design criteria and Specifications
  - g. Soil boring logs and location of boreholes
  - h. Profile along both banks and channel centerline; cross-sections indicating the proposed structures; maximum experienced flood level, ordinary water level and design water level
  - i. Typical sections with complete details of proposed works
  - j. Tabulated summary of quantities
  - k. Complete related electrical & mechanical plans/works
2. For plans prepared by consultants, a note on the Design Consultant's liability per D.O. No. 50 series of 2002, should be indicated in the cover sheet as follows:

*"The Consultant, (name of consulting firm) , shall be held fully responsible for failure of the facility due to faulty design except for the changes made without the conformity of the consultants"*

(Signature over Printed Name)  
Project Manager

### III. Highway Projects

- ☐ 1. Detailed Quantity Calculations
- ☐ 2. Design Analysis
  - a. Traffic and pavement analysis
  - b. Drainage Design Analysis (supported by topographic map showing the
  - c. watershed areas and points of interest)
  - d. Slope stability analysis of embankment and cut slopes
  - e. Structural stability analysis of slope protection/retaining structures
- ☐ 3. Geotechnical/Soil Investigation report/data showing plan of borehole locations, boring logs and laboratory test results
- ☐ 4. Copy of Terms of Reference (if prepared by consultants)

**NOTE:**

1. The plans should show but not limited to the following:
  - a. General Plans showing the following: location plan; vicinity map; legend and symbols; abbreviations; summary of quantities and general notes including design criteria
  - b. Standard details (geometric design; typical roadway sections and pavement)
  - c. Plan, profile, cross sections and contour lines
  - d. Standard drawings (drainage structures and appurtenances; typical intersection details; pavement markings; road signs; guardrails and slope protection works)
  - e. Miscellaneous drawings/details (tabulation of bench marks and reference points; drainage schedule; map/location of material sources and boreholes located by stations along the road and at borrow areas; slope protection schedule; road signs and guardrail schedule)
  - f. Complete roadway lighting plans/works (street lightings & traffic signals layout; general notes, legends and symbols; one-line diagram; standard details; schedule of loads and computations; design analysis & specifications)

## CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTs

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2. For plans prepared by consultants, a note on the Design Consultant's liability per D.O. No. 50 series of 2002, should be indicated in the cover sheet as follows:

*"The Consultant, (name of consulting firm) , shall be held fully responsible for failure of the facility due to faulty design except for the changes made without the conformity of the consultants"*

(Signature over Printed Name)  
Project Manager

### IV. Bridge Projects

- ☐ 1. Technical Study of Alternative Types of Structures
- ☐ 2. Detailed quantity calculations
- ☐ 3. Design analysis
  - a. Structural Analysis
  - b. Hydrologic and hydraulic analysis (design discharge, scour, water surface profile, etc.) supported by topographic map showing the watershed area and point of interest
- ☐ 4. Geotechnical/Soil Report/data showing plan of borehole locations, boring logs and laboratory test results
- ☐ 5. Copy of Terms of Reference (if prepared by consultants)

#### NOTE:

1. The plans should show but not limited to the following:
- a. General Plan and Elevation
  - b. Location Plan and vicinity map showing existing structures and utility lines that may be affected
  - c. General Notes (design criteria and material/construction specifications)
  - d. Details of piers, abutments and superstructure
  - e. Details of detour, crane way and cofferdams, if any
  - f. Details of abutment and pier protection works including bridge approach protection works
  - g. Soil boring logs and location of boreholes
  - h. Complete bridge lighting plans/works (street lighting layout; legends & symbols; one-line diagram; standard details; schedule of loads and computations; design analysis and specifications)
  - i. Construction sequence/methodology and traffic management during construction
2. For plans prepared by consultants, a note on the Design Consultant's liability per D.O. No. 50 series of 2002, should be indicated in the cover sheet as follows:
- "The Consultant, (name of consulting firm) , shall be held fully responsible for failure of the facility due to faulty design except for the changes made without the conformity of the consultants"*

(Signature over Printed Name)  
Project Manager

### V. Parcellary Survey Plans

- ☐ 1. Subdivision/Individual Lot Plans
- ☐ 2. Land Titles (Certified true copies of OCT/TCT)
- ☐ 3. Tax Declaration (for the past 5 years)
- ☐ 4. Copy of Terms of Reference (if prepared by consultants)

## CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS

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### NOTE:

1. The plans should show but not limited to the following:
  - a. Cover Sheet
  - b. Legend, General Notes, Location Map/Vicinity Map
  - c. Name of Geodetic Engineer, PRC License Number, Date of Issue, PTR No., and Date of Issue on the Title Blocks
  - d. Index Map
  - e. North Arrow Direction
  - f. Tabulation of:
    - i. Name of Claimants
    - ii. Affected lots and survey number
    - iii. Land Area (total land area, affected area and remaining area)
    - iv. Original Certificate of Title/Transfer Certificate of Title Numbers
    - v. Tax Declaration
    - vi. Names of Barangays, Municipalities, Province, Island, etc.
    - vii. Remarks
  - g. Description/Location of Reference Monuments/stations (BLLM, BBM, etc.)
  - h. Technical Descriptions (Lines, Bearings, Distances)
  - i. Grid Coordinates based on PPCS
2. For plans prepared by consultants, a note on the Design Consultant's liability per D.O. No. 50 series of 2002, should be indicated in the cover sheet as follows:

### SURVEY WAIVER

*"The review and approval of these survey plans by DPWH do not relieve the Design Consultant(s), (name of consulting firm), from responsibility for the accuracy of the parcellary survey works"*

(Signature over Printed Name)  
Project Manager

### VI. Right-of-Way (ROW) Survey Plans

☐  
☐  
☐

1. Tax Declaration for Improvement (for the past 5 years)
2. Resettlement Action Plan (RAP)
3. Copy of Terms of Reference (if prepared by consultants)

### NOTE:

1. The plans should show but not limited to the following:
  - a. Cover Sheet
  - b. Legend, General Notes, Location Map/Vicinity Map
  - c. Name of Geodetic Engineer, PRC License Number, Date of Issue, PTR No. and Date of Issue on the Title Blocks
  - d. Index Map
  - e. North Arrow Direction
  - f. Tabulation of:
    - i. Lot Number (classification of lot)
    - ii. Survey Number (PSD/PCS)
    - iii. Structure Number
    - iv. Names of Owners/claimants
    - v. Structure Type (house, tree, fence, etc)
    - vi. Area of Structure
    - vii. Name of Barangays, Municipalities, Province, Island, etc.
    - viii. Remarks
  - g. Description/Location of Reference Monuments/stations (BLLM, BBM, etc)
  - h. Grid Coordinates based on PPCS

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

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2. For plans prepared by consultants, a note on the Design Consultant's liability per D.O. No. 50 series of 2002, should be indicated in the cover sheet as follows:

**SURVEY WAIVER**

*"The review and approval of these survey plans by DPWH do not relieve  
the Design Consultant(s), (name of consulting firm) , from  
responsibility for the accuracy of the parcellary survey works"*

(Signature over Printed Name)

Project Manager

I hereby certify that the above  
supporting documents are complete

Print Name: \_\_\_\_\_

Designation: \_\_\_\_\_

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



**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

**As-Staked Plans/ Revised Plans**

- ☐ 1. Detailed Quantity Calculations
- ☐ 2. Detailed Technical Justifications for the changes in the original plans
- ☐ 3. Copy of Complete Set of the Approved Original Plans
- ☐ 4. Complete Design Analysis for the changes in the original design

**NOTE:**

- 1. As-staked plans should be based on as-stake survey. The plans may show only the changes in the approved original/detailed engineering plan. The sheets of the original plans which have no changes shall be reproduced, signed by the contractor and construction supervision consultant and attached as part of the complete set of the as-staked plans. The original plan/layout, ground profile and/or ground cross-sections that have changes should be superimposed in broken lines on the as-staked plans.
- 2. For plans prepared by consultants, a note on the Consultant's liability per D.O. No. 50 series of 2002, should be indicated in the cover sheet as follows:

*"The Consultant, (name of consulting firm) , shall be held fully responsible for failure of the facility due to faulty design except for the changes made without the conformity of the consultants"*

(Signature over Printed Name)  
Project Manager

I hereby certify that the above  
supporting documents are complete

Print Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

**Specifications**

**I. Review and Approval of Specification For Special Item of Works (SPL)**

- ☐ 1. Memorandum/letter of request from the implementing office
- ☐ 2. Draft of proposed specification/s
- ☐ 3. References related to the request
  - a. References related to the request
  - b. Brochures
  - c. Journals/literature
  - d. Preliminary draft of standard specification
  - e. Test Results
  - f. Analysis and justifications (if any/available)
- ☐ 4. Samples of proposed material/product, if available

**II. Formulation of New Standard/Specification**

- ☐ 1. Memorandum/letter of request from concerned office indicating kind/type of Standard Specification
- ☐ 2. References
  - a. Brochures
  - b. Journals/literature
  - c. Reports (if any/available)
  - d. Standard Specifications
  - e. Test Results
  - f. If. Analysis and justifications (if any/available)
- ☐ 3. Samples of proposed material/product, if available

I hereby certify that the above  
supporting documents are complete

Print Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

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**Approved Budget for Contract (ABC)**

- ☐ 1. Executive Summary
- ☐ 2. Detailed Estimates with Unit Price Analysis (two sets/copies, 1 for BOC copy)
  - a. Canvassed Price and/or derivation of Cost of Materials delivered at site
  - b. Construction Methodology
- ☐ 3. Approved Plans including Quantity Take-off
- ☐ 4. Computation of the Estimated Project Duration
- ☐ 5. Proposal Booklet including Bill of Quantities

I hereby certify that the above  
supporting documents are complete

Print Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

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**Program of Work**

- ☐ 1. Executive Summary
- ☐ 2. Detailed Unit Price Analysis
  - a. Canvassed Price and/or derivation of Cost of Materials delivered at site
  - b. Construction Methodology
- ☐ 3. Approved Plans including Quantity Take-off
- ☐ 4. Computation of the Estimated Project Duration
- ☐ 5. Project Justification
- ☐ 6. Source of Funds
- ☐ 7. Status of Road-Right-of-Way

I hereby certify that the above  
supporting documents are complete

Print Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

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**Resolution of Award**

- ☐ 1. Executive Summary
- ☐ 2. Resolution of Pre-qualification by the Bids and Awards Committee (BAC)
- ☐ 3. Bid Evaluation and Post Qualification Report

I hereby certify that the above  
supporting documents are complete

Print Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

**Contract**

- ☐ 1. Executive Summary
- ☐ 2. Forwarding memorandum from the Implementing Office for the Honorable Secretary (for consideration and approval for the proposed contract Agreement)
- ☐ 3. Funding Source (Request for Obligation Authority (ObR) from the Implementing Office/approved Request for Obligation Authority (ObR) issued by the DPWH Budget Officer/Multi Year Obligational Authority(MYOA) if it is a Multi Year Project issued by the Department of Budget and Management)
- ☐ 4. Performance Security (duly verified by SAC)
- ☐ 5. Credit Line/Cash Deposit Certificate (duly verified by SAC)
- ☐ 6. Contractors' All Risk Insurance (CARI), duly verified by SAC
- ☐ 7. Construction Schedule (PERT/CPM Diagram, Bar Chart with S-Curve and Cash Flow), Equipment and Manpower Utilization Schedule
- ☐ 8. Concurrence of the Lending Institution on the Award (for Foreign Assisted Projects)
- ☐ 9. Notice of Award with Contractor's Conforme
- ☐ 10. Certification from the Head, Central Procurement Office (CPO), this Department, that the Notice of Award was Posted in the PhilGEPS, the website of the procuring entity and any conspicuous place in the premises of the procuring entity.  
Posting of the Award of Contract in the website prescribed by the foreign government/foreign or international financing institution (for Foreign Assisted Projects)
- ☐ 11. Bid Documents/Bid Evaluation/Bid Evaluation Report
- ☐ 12. Approved BAC Resolution Recommending Award of Contract
- ☐ 13. Abstract of Bids
- ☐ 14. Contractor's Bid Proposal
- ☐ 15. Advertisement/Invitation

Local – Invitation to Bid/Request for Expression of Interest in one (1) newspaper of general nationwide circulation including Certification from the Head, Central Procurement Office (CPO), this Department, that the invitation was posted continuously in the DPWH Website, PhilGEPS Website and Posted at any Conspicuous place reserved for the purpose in the premises of the procuring entity concerned for seven (7) calendar days, if applicable as required per Section 21.2 of the Revised IRR of R.A. 9184

International – Foreign Newspaper Clippings or Letter of Invitation to Foreign Embassy. Posting in the website prescribe by the foreign government/foreign or international financing institution, if applicable.

- ☐ 16. Approved budget for the Contract (ABC), POW and Detailed Estimates
- ☐ 17. Conditions of Contract/Specifications/Instruction to Bidders/Addenda, if any
- ☐ 18. Approved Plans/Construction Drawings
- ☐ 19. Contractor's PCAB License/Special PCAB License (for JV) including Joint Venture Agreement
- ☐ 20. Authority of Signing Official/Board Resolution/Secretary's Certificate
- ☐ 21. Addenda
- ☐ 22. Latest income tax and business tax returns duly stamped and received by the BIR and duly validated with the tax payments made thereon (for local contractor only). Tax Clearance from the BIR to prove full and timely payment of taxes (for local contractor only).
- ☐ 23. Certification under oath stating that the Contractor is free and clean of all tax liabilities to the Government (for local contractor only).

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

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- ☐ 24. Construction and Safety Health Program.
- ☐ 25. Certification that the Right-of-Way for the project was already considered by the DPWH Implementing Office in the procurement process and already available prior to the approval of contract.
- ☐ 26. One set certified true copy of all the documents submitted for accounting's copy.

**NOTE:**

1. Clause in the Proposed Contract: 1) That the Contractor (Local) shall pay taxes in full and on time and that failure to do so will entitle the Government to suspend payment for the services delivered by the private contracting party, and 2) The Contractor (Local) shall likewise present (to the DPWH Reviewing Offices) within the duration of the contract a tax clearance from the BIR as well as a copy of its income tax returns duly stamped and received by the BIR and duly validated with the tax payment made thereon.
2. All photocopied documents should be authenticated.

I hereby certify that the above  
supporting documents are complete

Print Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

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**Pre-Clearance for Variation Order**

- ☐ 1. Executive Summary
- ☐ 2. Memorandum of the concerned Project Director requesting for prior clearance/authority with justification(s).
- ☐ 3. Pre-investment Clearance
- ☐ 4. Project Profile
- ☐ 5. Implementation Schedule
- ☐ 6. Copy of Original Contract
- ☐ 7. Copy of previously approved Variation Orders, if any

I hereby certify that the above  
supporting documents are complete

Print Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_



**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

**Variation Orders (C.O./E.W.O./Final)**

- ☐ 1. Executive Summary
- ☐ 2. Duly signed/approved plans for the proposed changes
- ☐ 3. Design Analysis & Computations for the proposed changes
- ☐ 4. Copy of the Complete set of the approved plans (As-staked, Original, Revised and As-built)
- ☐ 5. Copy of approved clearance/authority to issue the proposed variation order
- ☐ 6. Detailed Technical Justifications and legal basis for the proposed changes (prepared by consultant or implementing office)
- ☐ 7. Comments/recommendations of DPWH officials (Regional Director, Project Director/Manager) and Project Consultants concerned
- ☐ 8. Copy of approved contract including the GCC, COPA and SCC (for applicable clause/s) and previously approved variation order(s)
- ☐ 9. Detailed Quantity Calculations
- ☐ 10. Where substitution of original specified materials is involved, the following requirements shall be submitted:
  - a. Certification on the non-availability of the specified materials by 3 leading
  - b. Manufacturers or suppliers
  - c. Technical specifications of the original and substitute materials
  - d. Design computations for the substitute material
  - e. Cost Estimate
- ☐ 11. Contractor's Request
- ☐ 12. Project Engineer's Report/Consultant Resident Engineer Report
- ☐ 13. Itemized Cost of Revision
- ☐ 14. Straight-line Diagram showing the proposed works
- ☐ 15. Derivation of Time Extension for the proposed Variation Order (C.O./E.W.O.)
- ☐ 16. Complete Contractual Data with Project Status Report
- ☐ 17. Detailed Unit Cost Analysis for new items of work.
  - a. Detailed Estimate of items of work under the original contract or previous approved V.O.
  - b. Canvass Price and/or Derivation of Materials Cost delivered at site
  - c. Construction Methodology (for items of work which are highly technical or unusual)
- ☐ 18. Approved Price Adjustment/Escalation (if there's any)
- ☐ 19. Obligation Request (ObR)/Certificate of Availability of Funds (CAF)
- ☐ 20. Copy of previously approved Time Extension (if there's any)
- ☐ 21. If with additional cost, Performance Security (duly verified by SAC)
- ☐ 22. Latest income tax and business tax returns duly stamped and received by the BIR and duly validated with the tax payments made thereon. Tax Clearance from the BIR to prove full and timely payments of taxes.
- ☐ 23. Certification under oath stating that the Contractor is free and clean of all Tax Liabilities to the Government.
- ☐ 24. One set certified true copy of all the documents submitted for accounting's copy.

I hereby certify that the above  
supporting documents are complete

Print Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DOTs**

**Negotiated Contract Procurement**

- ☐ 1. Executive Summary
- ☐ 2. Forwarding memorandum from the Implementing Office for the Honorable Secretary (for consideration and approval of the proposed contract)
- ☐ 3. Approved Clearance/Authority to Enter Into Negotiated Contract Procurement.
  - a. Failure of Public Bidding (2nd time) pursuant to Section 53(a) of IRR-A of R.A. 9184
    - i. BAC Resolution recommending the use of Alternative Method of Procurement due to Failure of Public Bidding (2nd time) pursuant to Section 53.1 of the Revised IRR of R.A. 9184
    - ii. BAC Resolution citing that there has been a failure of bidding for the second time as provided under Section 35 of R.A. 9184 and its Revised IRR
- ☐ 4. Invitation to the contractors to enter into Negotiated Procurement (sufficient no. of contractors)
- ☐ 5. Contractor's Bid Proposal/Detailed Estimates/Bid Unit Price Analysis
- ☐ 6. Abstract of Bids
- ☐ 7. Bid Documents/Bid Evaluation/Bid Evaluation Report
- ☐ 8. BAC Resolution Recommending Award of Contract
- ☐ 9. Notice of Award with Contractor's Conformance
- ☐ 10. Copy of approved Plans/Drawings with specifications
- ☐ 11. Conditions of Contract, addenda, if any
- ☐ 12. Performance Security (duly verified by SAC)
- ☐ 13. Credit Line Certificate (duly verified by SAC)
- ☐ 14. Contractor's All Risk Insurance (CARI, duly verified by SAC)
- ☐ 15. Construction Schedule (PERT-CPM Diagram, Cash Flow, Equipment and Manpower Utilization Schedule)
- ☐ 16. Valid Contractor's PCAB License/Special PCAB License (for JV) including joint Venture Agreement
- ☐ 17. Approved Budget for the Contract (ABC) , Approved Program of Work, Detailed Estimates and Unit Price Analysis
- ☐ 18. Funding Source (Request for Obligation Authority (ObR) form Implementing Office /Certificate of Availability of Funds(CAF)/approved Request for Obligation Authority (ObR) issued by the DPWH Budget Officer/Multi Year Obligational Authority (MYOA) if it is a Multi Year Project issued by the Department of Budget and Management)
- ☐ 19. Latest income tax and business tax returns duly stamped and received by the BIR and duly validated with the tax payments made thereon. Tax clearance from the BIR to prove full and timely payments of taxes.
- ☐ 20. Certification under oath stating that the Contractor is free and clean of all tax liabilities to the Government.
- ☐ 21. Construction and Safety Health Program
- ☐ 22. Invitation to the contractor to enter into Negotiated Procurement
- ☐ 23. Certification from the Head, Central Procurement Office (CPO), this Department, that the Notice of Award was Posted in the PhilGEPS, the website of the procuring entity and any conspicuous place in the premises of the procuring entity
- ☐ 24. Authority of signing official/board resolution/secretary's certificate
- ☐ 25. Certification from the Head of the Implementing Office that the Right-of-Way for the project was already considered by the DPWH Implementing Office in procurement process and already available prior to the approval of contract.
- ☐ 26. One set certified true copy of all the documents submitted for accounting's copy.

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

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**NOTE:**

1. Clause in the Proposed Contract: 1) That the Contractor (Local) shall pay taxes in full and on time and that failure to do so will entitle the Government to suspend payment for the services delivered by the private contracting party, and 2) The Contractor (Local) shall likewise present (to the DPWH Reviewing Offices) within the duration of the contract a tax clearance from the BIR as well as a copy of its income tax returns duly stamped and received by the BIR and duly validated with the tax payment made thereon.
2. All photocopied documents should be authenticated.

I hereby certify that the above  
supporting documents are complete

Print Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

**Negotiated Contract Procurement**

- ☐ 1. Executive Summary
- ☐ 2. Forwarding memorandum from the Implementing Office for the Honorable Secretary (for consideration and approval of the proposed contract)
- ☐ 3. Approved Clearance/Authority to Enter Into Negotiated Contract Procurement.
  - b. In case of imminent danger to life, property during a state of calamity/or when time is of the essence/etc., pursuant to Section 53(b) of the IRR-A of R.A. 9184
    - i. BAC Resolution recommending the use of Alternative Method of Procurement due to imminent danger to life, property during a state of calamity/or when time is of the essence/etc. and indicating therein justification that the method of procurement for the proposed project for negotiation as indicated in the Annual Procurement Plan (APP) of the Department cannot be ultimately pursued.
    - ii. Reason/justification/certification that the conditions cited under Section 53.2 are satisfied
    - iii. Pictures/Photographs (with captions, size 3R min.)
- ☐ 4. Invitation to an eligible contractor to enter into Negotiated Procurement (at three (3) eligible contractor or negotiation with a previous contractor of good standing)
- ☐ 5. Contractor's Bid Proposal, Detailed Estimates and Bid Unit Price Analysis
- ☐ 6. Bid Documents/ Bid Evaluation/Bid Evaluation Report
- ☐ 7. BAC Resolution Recommending Award of Contract
- ☐ 8. Notice of Award with Contractor's Conforme
- ☐ 9. Copy of approved Plans/Drawings with specifications
- ☐ 10. Conditions of Contract, addenda, if any
- ☐ 11. Credit Line Certificate (duly verified by SAC)
- ☐ 12. Contractor's All Risk Insurance (CARI, duly verified by SAC)
- ☐ 13. Construction Schedule/PERT-CPM Diagram, Cash Flow, Equipment and Manpower Utilization Schedule
- ☐ 14. Valid Contractor's PCAB License/Special PCAB License (for JV) including joint venture agreement
- ☐ 15. Approved Budget for the Contract (ABC)
- ☐ 16. Approved Program of Work, Detailed Estimates and Unit Price Analysis.
- ☐ 17. Funding Source (Request for Obligation Authority (ObR) form Implementing Office /Certificate of Availability of Funds(CAF)/approved Request for Obligation Authority (ObR) issued by the DPWH Budget Officer/Multi Year Obligational Authority (MYOA) if it is a Multi Year Project issued by the Department of Budget and Management)
- ☐ 18. Latest income tax and business tax returns duly stamped and received by the BIR and duly validated with the tax payments made thereon. Tax clearance from the BIR to prove full and timely payments of taxes.
- ☐ 19. Certification under oath stating that the Contractor is free and clean of all tax liabilities to the Government.
- ☐ 20. Construction and Safety Health Program

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

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- ☐ 21. Certification from the Head, Central Procurement Office (CPO), this Department, that the Notice of Award was Posted in the PhilGEPS, the website of the procuring entity and any conspicuous place in the premises of the procuring entity
- ☐ 22. Authority of signing official/board resolution/secretary's certificate, etc.
- ☐ 23. Certification from the Head of the Implementing Office that the Right-of-Way for the project was already considered by the DPWH Implementing Office in procurement process and already available prior to the approval of contract.
- ☐ 24. One set certified true copy of all the documents submitted for accounting's copy.

**NOTE:**

- 1. Clause in the Proposed Contract: 1) That the Contractor (Local) shall pay taxes in full and on time and that failure to do so will entitle the Government to suspend payment for the services delivered by the private contracting party, and 2) The Contractor (Local) shall likewise present (to the DPWH Reviewing Offices) within the duration of the contract a tax clearance from the BIR as well as a copy of its income tax returns duly stamped and received by the BIR and duly validated with the tax payment made thereon.
- 2. All photocopies of the documents should be authenticated.

I hereby certify that the above  
supporting documents are complete

Print Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

**Negotiated Contract Procurement**

- ☐ 1. Executive Summary
- ☐ 2. Forwarding memorandum from the Implementing Office for the Honorable Secretary (for consideration and approval of the proposed contract)
- ☐ 3. Approved Clearance/Authority to Enter Into Negotiated Contract Procurement.
  - c. Takeover of contracts which have been terminated/rescinded pursuant to Section 53© of the IRR-A of R.A. 9184
    - i. BAC Resolution recommending the use of Alternative Method of Procurement due to takeover of contracts which have been terminated/rescinded
    - ii. Copy of approved Termination/Rescission Order
    - iii. Copy of approved Inventory Report of the Project
    - iv. Invitation to the Contractor to enter into Negotiated Procurement (starting with the 2nd/3rd lowest calculated bidder for the project under consideration at the bidder's original bid price. If negotiation fails again, a shortlist of at least three (3) eligible contractors shall be invited to submit their bids, and negotiations shall be made starting with the lowest calculated/highest rated bidder pursuant to Section 53.3.2 of the Revised IRR of R.A. 9184
- ☐ 4. Contractor/s Bid Proposal, Detailed Estimates and Bid Unit Price Analysis
- ☐ 5. Abstract of Bids (if applicable)
- ☐ 6. Bid Documents/ Bid Evaluation/Bid Evaluation Report (if applicable)
- ☐ 7. BAC Resolution Recommending Award of Contract
- ☐ 8. Notice of Award with Contractor's Conforme
- ☐ 9. Copy of approved Plans/Drawings with specifications
- ☐ 10. Condition of Contract, addenda, if any
- ☐ 11. Performance Security (duly verified by SAC)
- ☐ 12. Credit Line Certificate (duly verified by SAC)
- ☐ 13. Contractor's All Risk Insurance (CARI, duly verified by SAC)
- ☐ 14. Construction Schedule (PERT-CPM Diagram, Cash Flow, Equipment and Manpower Utilization Schedule)
- ☐ 15. Valid Contractor's PCAB License/Special PCAB License (for JV) including joint venture agreement
- ☐ 16. Approved Budget for the Contract (ABC)
- ☐ 17. Approved Program of Work, Detailed Estimates and Unit Price Analysis
- ☐ 18. Funding Source (Request for Obligation Authority (ObR) form Implementing Office /Certificate of Availability of Funds(CAF)/approved Request for Obligation Authority (ObR) issued by the DPWH Budget Officer/Multi Year Obligation Authority (MYOA) if it is a Multi Year Project issued by the Department of Budget and Management)
- ☐ 19. Latest income tax and business tax returns duly stamped and received by the BIR and duly validated with the tax payments made thereon. Tax clearance from the BIR to prove full and timely payments of taxes.
- ☐ 20. Certification under oath stating that the Contractor is free and clean of all tax liabilities to the Government.
- ☐ 21. Construction and Safety Health Program
- ☐ 22. Certification from the Head, Central Procurement Office (CPO), this Department, that the Notice of Award was Posted in the PhilGEPS, the website of the procuring entity and any conspicuous place in the premises of the procuring entity
- ☐ 23. Authority of signing official/board resolution/secretary's certificate, etc.
- ☐ 24. Certification from the Head of the Implementing Office that the Right-of-Way for the project was already considered by the DPWH Implementing Office in procurement process and already available prior to the approval of contract.
- ☐ 25. One set certified true copy of all the documents submitted for accounting's copy.

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

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**NOTE:**

1. Clause in the Proposed Contract: 1) That the Contractor (Local) shall pay taxes in full and on time and that failure to do so will entitle the Government to suspend payment for the services delivered by the private contracting party, and 2) The Contractor (Local) shall likewise present (to the DPWH Reviewing Offices) within the duration of the contract a tax clearance from the BIR as well as a copy of its income tax returns duly stamped and received by the BIR and duly validated with the tax payment made thereon.
2. All photocopies of the documents should be authenticated.

I hereby certify that the above  
supporting documents are complete

Print Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTs**

**Negotiated Contract Procurement**

- ☐ 1. Executive Summary
- ☐ 2. Forwarding memorandum from the Implementing Office for the Honorable Secretary (for consideration and approval of the proposed contract)
- ☐ 3. Approved Clearance/Authority to Enter Into Negotiated Contract Procurement.
  - d. Where the subject contract is adjacent or contiguous to an on-going infrastructure project pursuant to Section 53(d) of the IRR-A of R.A. 9184
    - i. BAC Resolution recommending the use of Alternative Method of Procurement in as much as the subject contract is adjacent or contiguous to an on-going infrastructure project and indicating therein justification that the method of procurement for the proposed project for negotiation as indicated in the Annual Procurement Plan (APP) of the Department cannot be ultimately pursued.
    - ii. Certification that: (i) the original contract is the result of a competitive bidding; (ii) the subject contract to be negotiated has similar or related scopes of work; (iii) it is within the contracting capacity of the contractor (iv) the contractor uses the same prices or lower unit prices as in the original contract less mobilization cost; (v) the amount involved does not exceed the amount of the ongoing project and (vi) the contractor has no negative slippage/delay; provided further, That negotiations for the project are commenced before the expiry of the original contract
    - iii. Color coded Diagram showing the proposed project location/items of work involved and the on-going (original) portion of the project.
    - iv. Copy of the approved Original Contract, Detailed Estimates and Bid Unit Price Analysis
    - v. Contractual Data (to include the latest Physical Status of the project, such as scheduled accomplishment, actual accomplishments & slippage, approved variation orders and time extensions, if there's any)
- ☐ 4. BAC Resolution Recommending Award of Contract
- ☐ 5. Notice of Award with Contractor's Conformance
- ☐ 6. Abstract of Bids
- ☐ 7. Bid Documents/ Bid Evaluation/Bid Evaluation Report
- ☐ 8. Letter offer of the Implementing Office and/or the contractor to enter into Negotiated Procurement (stating the specific date when the negotiation started)
- ☐ 9. Copy of approved Plans/Drawings with specifications
- ☐ 10. Condition of Contract, addenda, if any
- ☐ 11. Performance Security (duly verified by SAC)
- ☐ 12. Credit Line Certificate (duly verified by SAC)
- ☐ 13. Contractor's All Risk Insurance (CARI, duly verified by SAC)
- ☐ 14. Construction Schedule (PERT-CPM Diagram, Cash Flow, Equipment and Manpower Utilization Schedule)
- ☐ 15. Valid Contractor's PCAB License/Special PCAB License (for JV) including joint venture agreement
- ☐ 16. Approved Budget for the Contract (ABC)
- ☐ 17. Approved Program of Work, Detailed Estimates and Unit Price Analysis.
- ☐ 18. Source of Funds-(Obligation Request (ObR)/Certificate of Availability of Funds(CAF)
- ☐ 19. Latest income tax and business tax returns duly stamped and received by the BIR and duly validated with the tax payments made thereon. Tax clearance from the BIR to prove full and timely payments of taxes.
- ☐ 20. Certification under oath stating that the Contractor is free and clean of all tax liabilities to the Government.
- ☐ 21. Construction and Safety Health Program



**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

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- ☐ 22. Certification of Posting, for information purposes, the Notice of Award in the PhilGEPS website, the website of the DPWH, and at any conspicuous place reserved for the purpose in the premises of the procuring entity
- ☐ 23. Notice of award with contractor's conforme
- ☐ 24. Certification from the Head of the Implementing Office that the Right-of-Way for the project was already considered by the DPWH Implementing Office in procurement process and already available prior to the approval of contract.
- ☐ 25. Authority of signing official/board resolution/secretary's certificate, etc.
- ☐ 26. One set certified true copy of all the documents submitted for accounting's copy.

**NOTE:**

1. Clause in the Proposed Contract: 1) That the Contractor (Local) shall pay taxes in full and on time and that failure to do so will entitle the Government to suspend payment for the services delivered by the private contracting party, and 2) The Contractor (Local) shall likewise present (to the DPWH Reviewing Offices) within the duration of the contract a tax clearance from the BIR as well as a copy of its income tax returns duly stamped and received by the BIR and duly validated with the tax payment made thereon.
2. All photocopies of the documents should be authenticated.

I hereby certify that the above  
supporting documents are complete

Print Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DOTs**

**Contract Time Extension/Suspension**

- ☐ 1. Executive Summary
- ☐ 2. Letter request for Contract Time Extension for the Contractor
- ☐ 3. Project Engineers Report/Consultant Resident Engineers Report relative to the request for contract time extension/suspension;
- ☐ 4. Evaluation/Recommendation with justification from the Implementing Office/Consultant with attached summary/computation of the requested time extension including the respective period covered and specific date of occurrence (standard format);
- ☐ 5. Complete Contractual Data
- ☐ 6. Approved Suspension and Resume Orders
- ☐ 7. Straight Line Diagram showing the critical activities affected
- ☐ 8. Straight Line Diagram; showing the contract effectivity, contract expiry and other vital dates of the project such as previously approved time suspension/extensions and variation orders etc.
- ☐ 9. Copy of the Previously Approved Time Extensions and Variation Orders with Time Extension; (if there's any)
- ☐ 10. Copy of Original Contract
- ☐ 11. Copy of latest approved PERT/CPM Network Diagram Bar Chart prior to the request for contract time suspension/extension
- ☐ 12. Sworn Contractor's Quit Claim
- ☐ 13. Conformity of Contractor's Bondsman

**Additional supporting documents for specific conditions:**

- ☐ 14. Due to Rainy/Unworkable Days considered unfavorable for the prosecution of the works at the site:
  - a. Certification/Monthly Weather Report from PAGASA
  - b. Pictures/Photographs showing that the site is unworkable
  - c. Project Weather Chart duly signed by the Resident Engineer
  - d. Approved Monthly Suspension Report
  - e. Project Logbook (optional)
  - f. Breakdown of Pre-determined rainy/unworkable days as provided in the approved original contract
  - g. Summary of Previously Approved Time Extension(s) with the corresponding inclusive dates (if there's any)
  - h. Certification from the Implementing Office/Consultant stating the balance of pre-determined rainy/unworkable days as provided in the approved original contract or same has already been exhausted.
- ☐ 15. Due to Delay in the payment of Contractor's Claim for Progress Billing/s
  - a. Written Notice from the Contractor informing the Implementing Office/ Consultant to suspend work operation due to the delay in the payment of Progress Billing
  - b. Contractor's Order to Suspend Work
  - c. Monthly Accomplishment Report
  - d. Transmittal Letter from the Implementing Office/Consultant submitting the Progress Billing (s)/ Voucher complete with the required documents to the Accounting Division for appropriate action.
  - e. Certified Copy of Vouchers/Progress Billings
  - f. Certification from the Accounting Division of payments made for the Progress Billing(s) was received
  - g. Billing Summary/Computation of Allowable Time Extension in the standard format.
  - h. Summary of Previously Approved Time Extension(s) with the corresponding inclusive dates (if there's any)

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

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- ☐ 16. Due to Road Right-of-Way Problem
  - a. Pictures/Photographs of the site with RROW problem
  - b. Certified copy of payments/vouchers for RROW acquisition
  - c. Certified copy of Permit to Enter
  - d. Copy of approved Parcellary Survey showing the affected lots and improvements viz a viz the affected works.
  - e. Summary of Previously Approved Time Extension(s) with the corresponding inclusive dates (if there's any)
- ☐ 17. Due to Peace and Order Condition
  - a. Certification from the PNP concerned and confirmed by the DILG regarding the peace and order condition in the area and inclusive periods
  - b. Summary of Previously Approved Time Extension(s) with the corresponding inclusive dates (if there's any)
- ☐ 18. Due to Inaccessibility to Project
  - a. Exhibit Photos of obstructions/MWSS/PLDT/MERALCO Facilities
  - b. Information on the inclusive dates project was affected and what activities were affected
  - c. Straight Line Diagram showing the location of the obstruction in relation to the project
  - d. Relevant documents such as permit issued, communication, minutes of the meeting
- ☐ 19. Due to Obstruction
  - a. Exhibit Photos of obstructions/MWSS/PLDT/MERALCO Facilities
  - b. Information on the inclusive dates project was affected and what activities were affected
  - c. Straight Line Diagram showing the location of the obstruction in relation to the project
  - d. Relevant documents such as permit issued, communication, minutes of the meeting
- ☐ 20. Due to failure of the government to provide necessary construction plans and/or drawings
  - a. Certification from the Implementing Office that construction plan and/or drawings were not provided on time.
  - b. Photos showing effect of the absence of construction plan and/or drawings.
  - c. Justification/Explanation from the Implementing Office/Consultant for failure to provide the necessary Construction Plans
- ☐ 21. Due to non-availability of construction materials
  - a. Certification from the Implementing Office that non-availability of Construction Materials has occurred.
  - b. Photos showing effect of the non-availability of Construction Materials
  - c. Certification from DTI and the suppliers that the required materials specified in the plans and/or
  - d. substitute materials are not available in the market
- ☐ 22. Due to effect of Force Majeure
  - a. Certification from Implementing Office that force majeure have occurred
  - b. Photos showing effect of the force majeure on the project
  - c. Narrative account of force majeure with complete attachment

I hereby certify that the above  
supporting documents are complete

Print Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

**PERT/CPM**

**A. Original**

- ☐ 1. Executive Summary
- ☐ 2. Forwarding Memorandum from the Implementing Office for the Assistant Secretary/Undersecretary's consideration and approval of the Proposed Original PERT/CPM Network Diagram, Bar Chart with S-Curve and Cash Flow, Equipment and Manpower Utilization Schedule.
- ☐ 3. Proposed Contract Agreement
- ☐ 4. Approved Resolution of Award
- ☐ 5. Notice of Award
- ☐ 6. Breakdown of Contract Cost
- ☐ 7. Detailed unit Price Analysis for individual Items of Work
- ☐ 8. Matrix of the Predetermined Unworkable Days
- ☐ 9. Construction Methods

**B. Revised**

- ☐ 1. Executive Summary
- ☐ 2. Proposed Revised Schedule (PERT/CPM, Bar Chart with S-Curve)
- ☐ 3. Monthly Equipment and Manpower Utilization Schedule
- ☐ 4. Copy of the previously approved Construction Schedule together with the Monthly Equipment and Manpower Utilization Schedule
- ☐ 5. Copy of Approved Original Contract
- ☐ 6. Copy of Notice to Proceed
- ☐ 7. Copy of Approved Variation Orders
- ☐ 8. Copy of approved Time Extensions (if there's any)
- ☐ 9. Copy of approved latest (PERT/CPM, Bar Chart with S-Curve)
- ☐ 10. Detailed Justification/Explanation of the changes made in the proposed Revised Construction Schedule compared with the previously approved schedule.

I hereby certify that the above  
supporting documents are complete

Print Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

**MOA / MOU**

- ☐ 1. Executive Summary
- ☐ 2. Approved Clearance / Authority to enter MOA.
- ☐ 3. Letter Request of the concerned Official
  - a. Regional Director/District Engineer
  - b. Proponent (Senator/Congressman/LGU)
  - c. AFP
  - d. Other government Agency
- ☐ 4. Source of Funds
- ☐ 5. Indorsement of concerned Official of the DPWH
- ☐ 6. Proposed MOA duly signed by parties concerned
- ☐ 7. Authority of Signing Official/Board Resolution/Sangguniang Pambayan, Panglungsod and Panlalawigan

**Additional supporting documents for Locally Funded Projects:**

- ☐ 8. Result of the Evaluation of Capability of the LGU to implement DPWH Infrastructure Projects per criteria prescribed under DO#137-A S. 1999, to be submitted by the District Engineer and approved by the Regional Director
- ☐ 9. Clearance from the President (for project costing more than P50.0 Million)
- ☐ 10. Certification that the LGU has no unliquidated cash advance from DPWH
- ☐ 11. Reason/justification to support their request to undertake/implement the project by administration through MOA if project cost is over P20.0 Million in accordance with of the Special Provision of the General Appropriation Act.
- ☐ 12. Copy of the approved Annual Procurement Plan (APP).
- ☐ 13. BAC Resolution on the change in the mode of procurement (if the original mode of procurement was Public Bidding as indicated in the approved APP).

I hereby certify that the above  
supporting documents are complete

Print Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTs**

**IROW Payment**

**A. Negotiated Payment**

- ☐ 1. Copy of the page(s) from the Masterlist of Claimants submitted to DBM or included in appropriation for funding where subject claimant is indicated (highlighted). It should include CTC of the first page, last page (approving), and page(s) containing the name of claimant.
- ☐ 2. Memorandum to Budget – Request for Obligation Request (ObR)
- ☐ 3. Obligation Request signed by the Budget Officer
- ☐ 4. Memorandum to Accounting – Request for Certificate of Availability of Funds (CAF)
- ☐ 5. Duly approved CAF
- ☐ 6. Approved Deed of Absolute Sale/Conditional Sale (If fully funded, DAS should be Notarized)
- ☐ 7. Photocopy of two (2) valid identification cards of the following (whichever is applicable):
  - 7.1 Owner / Claimant
  - 7.2 Attorney-in-fact, if represented by one
  - 7.3 Heirs - in the case of extra judicial settlement
  - 7.4 Authorized Officer of the Corporation
- ☐ 8. One page certification duly approved by Head of Implementing Office of the following:
  - 8.1 That the lot is totally/partially affected by a certain Project identifying the area affected and the yr of taking
  - 8.2 That the lot is within the boundaries of the ROW limits per attached parcellary plan and not within the RROW of a converted provincial road
  - 8.3 That there is no other pending claim nor payment made yet on the subject claim/status of payment
  - 8.4 That all supporting documents are COMPLETE, AUTHENTICATED, VALIDATED, and are found to be in order
- ☐ 9. Lot Title in the name of the Registered Owner authenticated by the Registry of Deeds / Land Registration Authority (LRA)
  - 9.1 Totally Affected: Lot Title in the name of DPWH/RP
  - 9.2 **Partially Affected:** Annotation of Sale to DPWH/RP; or Memorandum of Encumbrances at the back of the Title for portion of lot acquired by the DPWH/TCT of the subdivided lot prior to registration in the name of RP (TCT of the portion affected only)
- ☐ 10. Parcellary Plan indicating the name of the owner (claimant), lot number, lot area, and the affected area duly signed by Head of Implementing Office (if not available, Certification/Justification by IO)
- ☐ 11. Subdivision Plan/Technical Description of the Affected Lot signed by the Head of Implementing Office or Consultant
- ☐ 12. Tax Clearance/Statement of Account or Tax Exemption
- ☐ 13. Tax Declaration authenticated by the Assessor's Office
- ☐ 14. Attachments of the basis of valuation used (whichever is applicable):
  - 14.1 Applicable Zonal Valuation certified by the BIR
  - 14.2 Resolution on the Appraisal Value by an Official Committee (Assessor's Office)
  - 14.3 Independent Appraisal Report Relative to the Subject Property
- ☐ 15. Disbursement Voucher – Payment of Properties
- ☐ 16. Letter of Transmittal to COA submitting pertinent documents duly received by COA with list of documents transmitted
- ☐ 17. One set certified true copy of all the documents submitted for Accounting's copy

**B. Expropriation – Initial Payment/BIR Zonal Value**

- ☐ 1. Copy of the page(s) from the Masterlist of Claimants submitted to DBM or included in appropriation for funding where subject claimant is indicated (highlighted). It should include CTC of the first page, last page (approving), and page(s) containing the name of claimant.
- ☐ 2. Memorandum to Budget – Request for Obligation Request (ObR)
- ☐ 3. Obligation Request signed by the Budget Officer
- ☐ 4. Memorandum to Accounting – Request for Certificate of Availability of Funds (CAF)

## CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DOTs

- ☐ 5. Duly approved CAF
- ☐ 6. One page certification duly approved by Head of Implementing Office of the following:
  - 6.1 That the lot is totally/partially affected by a certain Project identifying the area affected and the yr of taking
  - 6.2 That the lot is within the boundaries of the ROW limits per attached parcellary plan and not within the RROW of a converted provincial road
  - 6.3 That there is no other pending claim nor payment made yet on the subject claim/status of payment
  - 6.4 That all supporting documents are COMPLETE, AUTHENTICATED, VALIDATED, and are found to be in order
- ☐ 7. Lot Title in the name of the Registered Owner authenticated by the Registry of Deeds / Land Registration Authority (LRA)
- ☐ 8. Parcellary Plan indicating the name of the owner (claimant), lot number, lot area, and the affected area duly signed by Head of Implementing Office (if not available, Certification/Justification by IO)
- ☐ 9. Subdivision Plan/Technical Description of the Affected Lot signed by the Head of Implementing Office or Consultant
- ☐ 10. Tax Declaration authenticated by the Assessor's Office
- ☐ 11. Applicable Zonal Valuation certified by the BIR
- ☐ 12. Copy of the complaint with case number filed by the OSG, received by the Judicial Court under jurisdiction, and duly certified by the Clerk of Court
- ☐ 13. Disbursement Voucher – Payment of Properties
- ☐ 14. Letter of Transmittal to COA submitting pertinent documents duly received by COA with list of documents transmitted
- ☐ 15. One set certified true copy of all the documents submitted for Accounting's copy

### C. Expropriation - Just Compensation

- ☐ 1. Copy of the page(s) from the Masterlist of Claimants submitted to DBM or included in appropriation for funding where subject claimant is indicated (highlighted). It should include CTC of the first page, last page (approving), and page(s) containing the name of claimant.
- ☐ 2. Memorandum to Budget – Request for Obligation Request (ObR)
- ☐ 3. Obligation Request signed by the Budget Officer
- ☐ 4. Memorandum to Accounting – Request for Certificate of Availability of Funds (CAF)
- ☐ 5. Duly approved CAF
- ☐ 6. One page certification duly approved by Head of Implementing Office of the following:
  - 6.1 That the lot is totally/partially affected by a certain Project identifying the area affected and the yr of taking
  - 6.2 That the lot is within the boundaries of the ROW limits per attached parcellary plan and not within the RROW of a converted provincial road
  - 6.3 That there is no other pending claim nor payment made yet on the subject claim/status of payment
  - 6.4 That all supporting documents are COMPLETE, AUTHENTICATED, VALIDATED, and are found to be in order
- ☐ 7. Lot Title in the name of the Registered Owner authenticated by the Registry of Deeds / Land Registration Authority (LRA)
  - 7.1 Annotation of the Certificate of Finality/Entry of Final Judgment/Decision
- ☐ 8. Parcellary Plan indicating the name of the owner (claimant), lot number, lot area, and the affected area duly signed by Head of Implementing Office (if not available, Certification/Justification by IO)
- ☐ 9. Subdivision Plan/Technical Description of the Affected Lot signed by the Head of Implementing Office or Consultant
- ☐ 10. Tax Declaration authenticated by the Assessor's Office
- ☐ 11. Tax Clearance/Statement of Account or Tax Exemption
- ☐ 12. Applicable Zonal Valuation certified by the BIR

## CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS

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- ☐ 13. Copy of the complaint with case number filed by the OSG, received by the Judicial Court under jurisdiction, and duly certified by the Clerk of Court
- ☐ 14. Certificate of Finality/Entry of Final Judgment duly certified by the Clerk of Court
- ☐ 15. Court Decision relative to just compensation duly certified by the Court
- ☐ 16. Court Order to Deposit/Pay
- ☐ 17. Disbursement Voucher – Payment of Properties
- ☐ 18. Letter of Transmittal to COA submitting pertinent documents duly received by COA with list of documents transmitted
- ☐ 19. One set certified true copy of all the documents submitted for Accounting's copy

### II. Payment of Improvements

#### A. Negotiated Payment – Initial Payment

- ☐ 1. Copy of the page(s) from the Masterlist of Claimants submitted to DBM or included in appropriation for funding where subject claimant is indicated (highlighted). It should include CTC of the first page, last page (approving), and page(s) containing the name of claimant.
- ☐ 2. Memorandum to Budget – Request for Obligation Request (ObR)
- ☐ 3. Obligation Request signed by the Budget Officer
- ☐ 4. Memorandum to Accounting – Request for Certificate of Availability of Funds (CAF)
- ☐ 5. Duly approved CAF
- ☐ 6. Approved Agreement to Demolish and Remove Improvement (ADRI)
- ☐ 7. Photocopy of two (2) valid identification cards of the following (whichever is applicable):
  - 7.1 Owner / Claimant
  - 7.2 Attorney-in-fact, if represented by one
  - 7.3 Heirs - in the case of extra judicial settlement
  - 7.4 Authorized Officer of the Corporation
- ☐ 8. Photocopy of Community Tax Certificate and Original Barangay Certification of Residency
- ☐ 9. One page certification duly approved by Head of Implementing Office of the following:
  - 9.1 That the lot is totally/partially affected by a certain Project identifying the area affected and the yr of taking
  - 9.2 That the lot is within the boundaries of the ROW limits per attached parcellary plan and not within the RROW of a converted provincial road
  - 9.3 That there is no other pending claim nor payment made yet on the subject claim/status of payment
  - 9.4 That all supporting documents are COMPLETE, AUTHENTICATED, VALIDATED, and are found to be in order
- ☐ 10. Lot Title and Tax Declaration of the affected Lot where the improvement is built.
- ☐ 11. Parcellary Plan indicating the name of the owner (claimant), lot number, lot area, and the affected area duly signed by Head of Implementing Office (if not available, Certification/Justification by IO)
- ☐ 12. Tax Clearance/Statement of Account or Tax Exemption
- ☐ 13. Tax Declaration authenticated by the Assessor's Office
  - 13.1 For other improvements, accessory (e.g. such as pavements, terrace, etc.) to the main structure/improvement which are neither represented by a separate Tax Declaration nor indicated in the Tax Declaration of the main structure/improvement, a certification from IO that such improvement/s are existing.
- ☐ 14. Structural Mapping
- ☐ 15. Summary and detailed computation of Replacement Cost duly approved by the Director of the IO/Price Index
- ☐ 16. Sketch Plan
- ☐ 17. Pictures before demolition/removal duly certified by Project Engineer



**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

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- ☐ 18. Waiver of the lot owner on the proceeds of improvement if the owner of the Improvement is different from the owner of the lot with attached
  - 18.1 Corresponding photocopy of two (2) valid ID cards of the lot owner
  - 18.2 Corresponding photocopy of two (2) valid ID cards of the AIF and SPA
- ☐ 19. Original Affidavit of Ownership of Improvements if the owner thereof is different from the owner of the lot.
- ☐ 20. Certification from DPWH Engineer validating that the actual type and kind of improvement removed and demolished was the same with the improvement shown in the attached photos and as stated in the ADRI
- ☐ 21. Disbursement Voucher – Payment of Properties
- ☐ 22. Letter of Transmittal to COA submitting pertinent documents duly received by COA with list of documents transmitted
- ☐ 23. One set certified true copy of all the documents submitted for Accounting's copy

**B. Negotiated Payment – Final Payment**

- ☐ 1. Copy of the page(s) from the Masterlist of Claimants submitted to DBM or included in appropriation for funding where subject claimant is indicated (highlighted). It should include CTC of the first page, last page (approving), and page(s) containing the name of claimant.
- ☐ 2. Memorandum to Budget – Request for Obligation Request (ObR)
- ☐ 3. Obligation Request signed by the Budget Officer
- ☐ 4. Memorandum to Accounting – Request for Certificate of Availability of Funds (CAF)
- ☐ 5. Duly approved CAF
- ☐ 6. Notarized Agreement to Demolish and Remove Improvement (ADRI)
- ☐ 7. Photocopy of two (2) valid identification cards of the following (whichever is applicable):
  - 7.1 Owner / Claimant
  - 7.2 Attorney-in-fact, if represented by one
  - 7.3 Heirs - in the case of extra judicial settlement
  - 7.4 Authorized Officer of the Corporation
- ☐ 8. Photocopy of Community Tax Certificate and Original Barangay Certification of Residency
- ☐ 9. One page certification duly approved by Head of Implementing Office of the following:
  - 9.1 That the lot is totally/partially affected by a certain Project identifying the area affected and the yr of taking
  - 9.2 That the lot is within the boundaries of the ROW limits per attached parcellary plan and not within the RROW of a converted provincial road
  - 9.3 That there is no other pending claim nor payment made yet on the subject claim/status of payment
  - 9.4 That all supporting documents are COMPLETE, AUTHENTICATED, VALIDATED, and are found to be in order
- ☐ 10. Lot Title and Tax Declaration of the affected Lot where the improvement is built.
- ☐ 11. Parcellary Plan indicating the name of the owner (claimant), lot number, lot area, and the affected area duly signed by Head of Implementing Office (if not available, Certification/Justification by IO)
- ☐ 12. Tax Clearance/Statement of Account or Tax Exemption
- ☐ 13. Tax Declaration authenticated by the Assessor's Office
  - 13.1 For other improvements, accessory (e.g. such as pavements, terrace, etc.) to the main structure/improvement which are neither represented by a separate Tax Declaration nor indicated in the Tax Declaration of the main structure/improvement, a certification from IO that such improvement/s are existing.
- ☐ 14. Structural Mapping
- ☐ 15. Summary and detailed computation of Replacement Cost duly approved by the Director of the IO/Price Index
- ☐ 16. Sketch Plan

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

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- ☐ 17. CTC of Pictures before demolition/removal duly certified by Project Engineer  
17.1 Pictures of on-going and total demolition/removal duly certified by Project Engineer, if claim is for the whole amount or unpaid balance
- ☐ 18. Certificate of total demolition/removal (stating the date when the improvement was demolished)
- ☐ 19. Waiver of the lot owner on the proceeds of improvement if the owner of the Improvement is different from the owner of the lot with attached  
19.1 Corresponding photocopy of two (2) valid ID cards of the lot owner  
19.2 Corresponding photocopy of two (2) valid ID cards of the AIF and SPA
- ☐ 20. CTC of Affidavit of Ownership of Improvements if the owner thereof is different from the owner of lot.
- ☐ 21. Certification from DPWH Engineer validating that the actual type and kind of improvement removed and demolished was the same with the improvement shown in the attached photos and as stated in the ADRI
- ☐ 22. Disbursement Voucher – Payment of Properties
- ☐ 23. Letter of Transmittal to COA submitting pertinent documents duly received by COA with list of documents transmitted
- ☐ 24. One set certified true copy of all the documents submitted for Accounting's copy

**C. Expropriation – Initial Payment**

- ☐ 1. Copy of the page(s) from the Masterlist of Claimants submitted to DBM or included in appropriation for funding where subject claimant is indicated (highlighted). It should include CTC of the first page, last page (approving), and page(s) containing the name of claimant.
- ☐ 2. Memorandum to Budget – Request for Obligation Request (ObR)
- ☐ 3. Obligation Request signed by the Budget Officer
- ☐ 4. Memorandum to Accounting – Request for Certificate of Availability of Funds (CAF)
- ☐ 5. Duly approved CAF
- ☐ 6. One page certification duly approved by Head of Implementing Office of the following:
  - 6.1 That the lot is totally/partially affected by a certain Project identifying the area affected and the yr of taking
  - 6.2 That the lot is within the boundaries of the ROW limits per attached parcellary plan and not within the RROW of a converted provincial road
  - 6.3 That there is no other pending claim nor payment made yet on the subject claim/status of payment
  - 6.4 That all supporting documents are COMPLETE, AUTHENTICATED, VALIDATED, and are found to be in order
- ☐ 7. Lot Title and Tax Declaration of the affected Lot where the improvement is built.
- ☐ 8. Parcellary Plan indicating the name of the owner (claimant), lot number, lot area, and the affected area duly signed by Head of Implementing Office (if not available, Certification/Justification by IO)
- ☐ 9. Tax Declaration authenticated by the Assessor's Office
- ☐ 10. Structural Mapping
- ☐ 11. Summary and detailed computation of Replacement Cost duly approved by the Director of the IO/Price Index
- ☐ 12. Sketch Plan
- ☐ 13. Copy of the Complaint with case number filed by the OSG, received by the Judicial Court under jurisdiction, and duly certified by the Clerk of Court
- ☐ 14. Pictures before demolition/removal duly certified by Project Engineer
- ☐ 15. Disbursement Voucher – Payment of Properties
- ☐ 16. Letter of Transmittal to COA submitting pertinent documents duly received by COA with list of documents transmitted
- ☐ 17. One set certified true copy of all the documents submitted for Accounting's copy

## CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTs

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### D. Expropriation – Just Compensation

- ☐ 1. Copy of the page(s) from the Masterlist of Claimants submitted to DBM or included in appropriation for funding where subject claimant is indicated (highlighted). It should include CTC of the first page, last page (approving), and page(s) containing the name of claimant.
- ☐ 2. Memorandum to Budget – Request for Obligation Request (ObR)
- ☐ 3. Obligation Request signed by the Budget Officer
- ☐ 4. Memorandum to Accounting – Request for Certificate of Availability of Funds (CAF)
- ☐ 5. Duly approved CAF
- ☐ 6. One page certification duly approved by Head of Implementing Office of the following:
  - 6.1 That the lot is totally/partially affected by a certain Project identifying the area affected and the yr of taking
  - 6.2 That the lot is within the boundaries of the ROW limits per attached parcellary plan and not within the RROW of a converted provincial road
  - 6.3 That there is no other pending claim nor payment made yet on the subject claim/status of payment
  - 6.4 That all supporting documents are COMPLETE, AUTHENTICATED, VALIDATED, and are found to be in order
- ☐ 7. Lot Title and Tax Declaration of the affected Lot where the improvement is built.
- ☐ 8. Parcellary Plan indicating the name of the owner (claimant), lot number, lot area, and the affected area duly signed by Head of Implementing Office (if not available, Certification/Justification by IO)
- ☐ 9. Tax Clearance/Statement of Account or Tax Exemption
- ☐ 10. Tax Declaration authenticated by the Assessor's Office
- ☐ 11. Copy of the Complaint with case number filed by the OSG, received by the Judicial Court under jurisdiction, and duly certified by the Clerk of Court
- ☐ 12. Court Decision relative to just compensation duly certified by the Court
- ☐ 13. Certificate of Finality/Entry of Final Judgment duly certified by the Clerk of Court
- ☐ 14. CTC of Pictures before demolition/removal duly certified by Project Engineer
  - 14.1 Pictures of on-going and total demolition/removal duly certified by Project Engineer, if claim is for the whole amount or unpaid balance
- ☐ 15. Certificate of total demolition/removal (stating the date when the improvement was demolished)
- ☐ 16. Disbursement Voucher – Payment of Properties
- ☐ 17. Letter of Transmittal to COA submitting pertinent documents duly received by COA with list of documents transmitted
- ☐ 18. One set certified true copy of all the documents submitted for Accounting's copy

### E. Payment for Replacement Costs of Trees and Agricultural Crops

- ☐ 1. Copy of the page(s) from the Masterlist of Claimants submitted to DBM or included in appropriation for funding where subject claimant is indicated (highlighted). It should include CTC of the first page, last page (approving), and page(s) containing the name of claimant.
- ☐ 2. Memorandum to Budget – Request for Obligation Request (ObR)
- ☐ 3. Obligation Request signed by the Budget Officer
- ☐ 4. Memorandum to Accounting – Request for Certificate of Availability of Funds (CAF)
- ☐ 5. Duly approved CAF
- ☐ 6. Agreement to Remove Improvement (ARI)
- ☐ 7. Photocopy of two (2) valid identification cards of the following (whichever is applicable):
  - 7.1 Owner / Claimant
  - 7.2 Attorney-in-fact, if represented by one
  - 7.3 Heirs - in the case of extra judicial settlement
  - 7.4 Authorized Officer of the Corporation

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

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- ☐ 8. Photocopy of Community Tax Certificate and Original Barangay Certification of Residency
- ☐ 9. One page certification duly approved by Head of Implementing Office of the following:
  - 9.1 That the lot is totally/partially affected by a certain Project identifying the area affected and the yr of taking
  - 9.2 That the lot is within the boundaries of the ROW limits per attached parcellary plan and not within the RROW of a converted provincial road
  - 9.3 That there is no other pending claim nor payment made yet on the subject claim/status of payment
  - 9.4 That all supporting documents are COMPLETE, AUTHENTICATED, VALIDATED, and are found to be in order
- ☐ 10. Lot Title and Tax Declaration of the affected Lot (CTC)
- ☐ 11. Parcellary Plan indicating the name of the owner (claimant), lot number, lot area, and the affected area duly signed by Head of Implementing Office (if not available, Certification/Justification by IO)
- ☐ 12. Valuation of Trees/Crops by DENR/DA
- ☐ 13. Mapping Plan
- ☐ 14. Permit to Cut from DENR
- ☐ 15. Pictures
- ☐ 16. Certificate of Removal (from Implementing Office)
- ☐ 17. Waiver of the lot owner on the proceeds of improvement if the owner of the Improvement is different from the owner of the lot with attached
  - 17.1 Corresponding photocopy of two (2) valid ID cards of the lot owner
  - 17.2 Corresponding photocopy of two (2) valid ID cards of the AIF and SPA
- ☐ 18. Certification of Barangay Chairman on the ownership of Trees/Crops
- ☐ 19. Disbursement Voucher – Payment of Properties
- ☐ 20. Letter of Transmittal to COA submitting pertinent documents duly received by COA with list of documents transmitted
- ☐ 21. One set certified true copy of all the documents submitted for Accounting's copy

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

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**III. Following are additional document requirements to be attached to claim(s) on a case by case basis.**

**This is applicable to all types of IROW Payments:**

**A. When registered owner is deceased:**

1. Consolidation of properties through Court proceedings or through an extra-judicial settlement process with publication.
  - 1.1 Copy of Court Decision – consolidation of ownership or extra-judicial settlement executed by surviving heir(s) (for Negotiation only)
  - 1.2 Copy of Notice of Publication
  - 1.3 Death Certificate of Owner

**B. When the affected property is a road lot:**

1. Court Clearance

**C. Property of a corporation:**

1. Secretary Certificate duly notarized

**D. Representation by an Attorney-In-Fact:**

1. Special Power of Attorney (SPA). If the owner is outside RP, the SPA must be authenticated by Consular Office concerned.
2. If expropriation, the assignment of the Attorney-In-Fact (AIF) by virtue of the SPA must be recognized through a Court Order

**E. If the land is under administratorship/guardianship:**

1. Court Approval when the property is under guardianship or administratorship
2. If the land is under administratorship/guardianship because of a Court Order, get the copy of the Court Order

I hereby certify that the above  
supporting documents are complete

Print Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

**IROW Payment with RAP**

**I. To be submitted by Office concerned (DEOs)**

- ☐ 1. Listing of PAPs based on the validated RAP for the particular project.
- ☐ 2. Copy of Entitlement Matrix as reference to the legality of Claim.
- ☐ 3. Picture of the PAP with a background of the affected properties.
- ☐ 4. Structural map showing the location of the affected property vis-à-vis the road project.
- ☐ 5. Detailed Measurement Survey of the affected property being the subject of the claim and the Bill of Materials and Cost Estimates.
- ☐ 6. Notarized Agreement on the estimate of the affected assets and properties.
- ☐ 7. Notarized Pledge of Undertaking (similar to ADRI) to be signed by the Project Affected Person.

**II. To be Prepared by the ESSO**

- ☐ 8. Endorsement letter recommending payment.

**III. To be Prepared by the Implementing Office**

- ☐ 9. Memorandum to Budget – Request for Obligation Request (ObR).
- ☐ 10. Memorandum to Accounting – Request for Certificate of Availability of Funds (CAF).
- ☐ 11. Disbursement Voucher.
- ☐ 12. RAP concurred by the lending institution for foreign assisted projects and approved RAP for locally funded projects both duly transmitted to COA (Certified true copy).
- ☐ 13. One set certified true copy of all the documents submitted for accounting's copy.

**IV. To be Prepared by the CFMS**

- ☐ 14. Obligation Request signed by the Budget Officer.

I hereby certify that the above  
supporting documents are complete

Print Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

**Advance Payment**

**I. To be prepared by Implementing Office**

- ☐ 1. Original Copy of Obligation Request (ObR)
- ☐ 2. Background Information / Executive Summary
- ☐ 3. Billing Summary
- ☐ 4. Disbursement Voucher
- ☐ 5. One set certified true copy of all the documents submitted for accounting's copy.

**II. To be submitted by the Contractor**

- ☐ 1. Letter Request of Contractor including Schedule of Recoupment
- ☐ 2. Certification per DO # 55 of 1988 – Revised Guidelines for the Processing of Contractor Claims for payment relative to Infra-structure projects implementation
- ☐ 3. Certification that Equipment was fully mobilized
- ☐ 4. List of Minimum Required Equipment
- ☐ 5. Pictures of Equipment and Facilities (size 3R min.)
- ☐ 6. Notice to Proceed (Certified true copy by Implementing Office)
- ☐ 7. Copy of approved contract (Certified true copy by Implementing Office)
- ☐ 8. Surety Bond duly verified by SAC
- ☐ 9. One set certified true copy of all the documents submitted for accounting's copy.

I hereby certify that the above  
supporting documents are complete

Print Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

**First Progress Billing**

**I. To be prepared by Implementing Office**

- ☐ 1. Background Information/Executive Summary
- ☐ 2. Billing Summary
- ☐ 3. Disbursement Voucher
- ☐ 4. Copy of Transmittal Letter to COA
- ☐ 5. Certification per DO # 55 of 1988 – Revised Guidelines for the Processing of Contractor Claims for payment relative to Infra-structure projects implementation
- ☐ 6. One set certified true copy of all the documents submitted for accounting's copy.

**II. To be submitted by the Contractor**

- ☐ 1. Letter Request of Contractor for payment
- ☐ 2. Monthly Certificate of Payment
- ☐ 3. Statement of Work Accomplished and Certificate of Monthly Payment
- ☐ 4. Statement of Time Elapsed (Justification Letter if Accomplishment is Negative and > 10%)
- ☐ 5. Contractor's Affidavit - duly notarized
- ☐ 6. Certification of Clearance for Equipment Rentals and/or Lease (concerned RES/Area Shop)
- ☐ 7. Certificate of Payment of Labor, Materials and Equipment
- ☐ 8. Copy of Approved Changed Order/Supplemental Agreement/Time Extensions/Suspension and Resume Orders, if any
- ☐ 9. Pictures of Work Accomplished (size 3R min.)
- ☐ 10. Backup Computations
- ☐ 11. Certificate of Materials Quality Test (Materials on Site), if any
- ☐ 12. Materials Test Report/Quality Test
- ☐ 13. Certificate of Materials Quality Control Assurance
- ☐ 14. BIR Form No. 2307 (Certificate of Creditable Taxes Withheld at Source)
- ☐ 15. BIR Form No. 2550 M – VAT Declaration
- ☐ 16. Contractor's All Risk Insurance duly verified by SAC ( 1M and above)
- ☐ 17. Copy of Performance Bond duly verified by SAC
- ☐ 18. Copy of Contract and Bill of Quantities
- ☐ 19. Notice to Proceed (Certified true copy by Implementing Office)
- ☐ 20. Request for Payment of Contractors (Materials on Site) including Surety Bond, if any
- ☐ 21. Copy of Performance Security in the form of Letter of Credit, Bank Guarantee or Surety Bond (Materials on Site) duly verified by SAC, if any
- ☐ 22. Authority from DBM to purchase vehicles and equipment, if any
- ☐ 23. One set certified true copy of all the documents submitted for accounting's copy.

I hereby certify that the above  
supporting documents are complete

Print Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_



**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

**Interim Progress Billing**

**I. To be prepared by Implementing Office**

- ☐ 1. Background Information/Executive Summary
- ☐ 2. Billing Summary
- ☐ 3. Disbursement Voucher
- ☐ 4. Certification per DO # 55 of 1988 – *Revised Guidelines for the Processing of Contractor Claims for payment relative to Infra-structure projects implementation*
- ☐ 5. One set certified true copy of all the documents submitted for accounting's copy.

**II. To be submitted by the Contractor**

- ☐ 1. Letter Request of Contractor for payment
- ☐ 2. Backup Computations
- ☐ 3. BIR Form No. 2307 (Certificate of Creditable Taxes Withheld at Source)
- ☐ 4. BIR Form No. 2550 M – VAT Declaration
- ☐ 5. Certificate of Materials Quality Test (Materials on Site), if any
- ☐ 6. Materials Test Report/Quality Test
- ☐ 7. Certification of Clearance for Equipment Rentals and/or Lease
- ☐ 8. Certification of Clearance on Labor and Materials Payment
- ☐ 9. Certificate of Materials Quality Control Assurance
- ☐ 10. Contractor's Affidavit - duly notarized
- ☐ 11. Statement of Time Elapsed (Justification Letter if Accomplishment is > 10%)
- ☐ 12. Statement of Work Accomplished and Certificate of Monthly Payment
- ☐ 13. Pictures of Work Accomplished (size 3R min.)
- ☐ 14. Change Order/Supplemental Agreement/Time Extension and Resume Order, if needed
- ☐ 15. One set certified true copy of all the documents submitted for accounting's copy.

I hereby certify that the above  
supporting documents are complete

Print Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTs**

**Final Progress Billing**

**I. To be prepared by Implementing Office**

- ☐ 1. Background Information/Executive Summary
- ☐ 2. Billing Summary
- ☐ 3. Property Clearance
- ☐ 4. Request for COA Inspection Report duly received by COA
- ☐ 5. One set certified true copy of all the documents submitted for accounting's copy.

**II. To be submitted by the Contractor**

- ☐ 1. Letter-request of contractor for payment
- ☐ 2. Certification as per DO#55 of 1988 – *Revised Guidelines for the Processing of Contractor Claims for payment relative to Infra-structure projects implementation*
- ☐ 3. Statement of Work Accomplished
- ☐ 4. Statement of Time Elapsed
- ☐ 5. Contractor's Affidavit – duly notarized
- ☐ 6. Certificate of payment of Labor, materials and equipment
- ☐ 7. Certificate of Materials Quality Control Assurance
- ☐ 8. As Built Quantity/Final Change Order, if any
- ☐ 9. Inventory of Office Equipment, Furniture, Building, Surveying, Instrument and Service Vehicle (Turnover of Equipment Bought Out of Project Funds)
- ☐ 10. Certification of BRS of Turnover of Laboratory Equipment - FAPs
- ☐ 11. Regional Equipment Service Clearance
- ☐ 12. Certificate of Completion
- ☐ 13. Certificate of Acceptance (after 1 year of Completion) or Surety Bond
- ☐ 14. DPWH Final Inspection Report (QAU)
- ☐ 15. Certification from QAU that defects for final inspection have already been corrected with pictures (before, during and after, size 3R min)
- ☐ 16. Pictures of work accomplished (size 3R min.)
- ☐ 17. Back-up Computations
- ☐ 18. Approved Time Extensions and/or Suspension and Resume Orders, if any
- ☐ 19. As Built-Plans/Drawings
- ☐ 20. BIR Form 2555
- ☐ 21. BIR Form No. 2307 (Certificate of Creditable Taxes Withheld at Source)
- ☐ 22. BIR Form No. 2550 M – VAT Declaration
- ☐ 23. Core Test for Thickness Determination for Concrete/Asphalt Road
- ☐ 24. Test Report
- ☐ 25. Proof of Completeness of Document duly received by COA
- ☐ 26. Surety Bond duly verified by SAC, if there is no Certificate of Acceptance
- ☐ 27. One set certified true copy of all the documents submitted for accounting's copy.

I hereby certify that the above  
supporting documents are complete

Print Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

**Release of Retention**

- ☐ 1. Letter-request of Contractor for payment
- ☐ 2. Background Information / Executive Summary
- ☐ 3. Certification as per DO#55 of 1988– Revised Guidelines for the Processing of Contractor Claims for payment relative to Infra-structure projects implementation
- ☐ 4. Certification that project is on-schedule (for locally-funded and FAPs) or Certificate of Completion if retention is released after completion of Project.
- ☐ 5. Disbursement Voucher
- ☐ 6. Retention Security in the form of Surety Bond / Letter of Credit / Bank Guarantee duly verified by SAC
- ☐ 7. Statement of Retention
- ☐ 8. Copy of Approved Vouchers
- ☐ 9. One set certified true copy of all the documents submitted for accounting's copy.

I hereby certify that the above  
supporting documents are complete

Print Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

**CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS**

**Price Escalation Billing**

- ☐ 1. Approved Resolution of price escalation by the Price Escalation and Price Adjustment Committee (PEPAC) and the Secretary.
- ☐ 2. One set certified true copy of all the documents submitted for accounting's copy.

I hereby certify that the above  
supporting documents are complete

Print Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_



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

ANNEX H

897.7 DPWH

01-21-2004

19 January 2004

**MEMORANDUM**

TO ALL : Undersecretaries  
Assistant Secretaries  
Regional Directors/Asst. Regional Directors  
Bureau Directors/Asst. Bureau Directors  
Project Directors/Asst. Project Directors  
Project Managers/Asst. Project Managers  
District Engineers/Asst. District Engineers  
Division/Section Chiefs  
Others Concerned  
This Department

SUBJECT : Additional Guidelines on the Imposition of Administrative  
Sanctions on Erring DPWH Officials and Employees Involved in  
Project Implementation and Processing of Project Documents

In addition to the administrative offenses with corresponding penalties which are already defined under existing laws and civil service rules and regulations and in order to have consistent guidelines for the imposition of administrative sanctions against erring DPWH officials and employees involved in project implementation and processing of project documents pending the issuance of a Department Order covering sanctions on irresponsible actuations in all phases of the project cycle, from planning to implementation, these guidelines are hereby prescribed.

The guidelines shall cover all DPWH officials and employees involved in project implementation regardless of employment status, whether or not they hold permanent, temporary, contractual, casual in hold-over or officer-in-charge capacity.

**1.0 Quality Control**

**1.1 For Project Engineers, Project Inspectors and Materials Engineers**

The sanctions shall be consistent with the guidelines prescribed in the memorandum of then Secretary Gregorio R. Vigilar dated 29 January 1999 (Annex A).

**1.2 For Regional Directors, Asst. Regional Directors for Operations, Project Directors, Asst. Project Directors, Project Managers, Asst. Project Managers, District Engineers, Asst. District Engineers and Chiefs of Construction Divisions/Sections of Field Offices.**

The sanctions shall be based on the quarterly ratings of quality control performance in project implementation pursuant to Memorandum dated 7 April 1989 as amended by Department Order No. 137, series of 1991. Department Order No. 9, series of 2004, further amends Department Order No. 137 shifting the quality control rating to quarterly.

The following sanctions shall be imposed on the above officials when their implementing office is rated "Unsatisfactory".

- a. An Unsatisfactory rating for a quarter – Reprimand
- b. Unsatisfactory rating for two (2) consecutive quarters – Suspension for three (3) months.

The sanction shall be imposed on the Regional Director, Asst. Regional Director for Construction Operations and the Chief of the Construction Division if the implementing office is a Regional Office.

The sanction shall be imposed on the Project Director and Asst. Project Director, or Project Manager and Asst. Project Manager as the case may be, if the implementing office is a Project Management Office.

The sanction shall be imposed on the District Engineer, Asst. District Engineer and the Chief of the Construction Section if the implementing office is a District Office.

Unlike the sanctions for Project Engineers, Project Inspectors and Materials Engineers, the sanctions on the DPWH officials shall not be cumulative. If a reprimand was given on any given quarter and no sanction was given on the succeeding quarter, the sanction for the subsequent quarter will not be suspension but will still be a reprimand.

## 2.0 Physical Accomplishment

### 2.1 For Project Engineers and Project Inspectors

A sanction shall be imposed if in any given reporting period:

- a) he fails to *initiate* calibrated actions (in accordance with D.O. 102, series of 1988) on a project/s under his supervision with a negative slippage, and
- b) he gets ten (10) points or greater based on the values shown in Table 1.

Table 1

SLIPPAGE	POINTS		
	1 Project	2 Projects	3 Projects
5% - 10%	-	5	10
11% - 15%	5	10	15
> 15%	10	15	20

The calibrated sanction shall be as follows:

1 <sup>st</sup> Offense	-	Reprimand
2 <sup>nd</sup> Offense	-	Suspension for six (6) months
3 <sup>rd</sup> Offense	-	Suspension for one (1) year

## 2.2 For Heads/Deputies of Implementing Office

A sanction shall be imposed on the Regional Directors, Asst. Regional Directors for Construction Operations, Project Directors, Asst. Project Directors, Project Managers, Asst. Project Managers, District Engineers and Chiefs of Construction Divisions/Sections of Field Offices, if in any given reporting period:

- a) he fails to *institute* calibrated actions (in accordance with D.O. 102, series of 1988) on a project/s with negative slippage under his supervision; and
- b) he gets ten (10) points or greater based on the values shown in Table 1.

1 <sup>st</sup> Offense	-	Reprimand
2 <sup>nd</sup> Offense	-	Suspension for three (3) months
3 <sup>rd</sup> Offense	-	Suspension for six (6) months

## 3.0 Maintenance

The sanctions shall be consistent with the guidelines prescribed in Department Order No. 31, series of 2000 (Annex B).

## 4.0 Documents Processing

The documents referred to in this section are those included in the Documents Tracking System (DoTS) as listed in D.O. No. 273, series of 2003. The sanctions are based on the failure to use the DoTS and/or failure to process documents within the prescribed period.

### 4.1 Non Usage of the DoTS

4.1.1 The calibrated sanction for designated DoTS officers are as follows:

1 <sup>st</sup> Offense	-	Reprimand
2 <sup>nd</sup> Offense	-	Suspension for one (1) month
3 <sup>rd</sup> Offense	-	Suspension for six (6) months
4 <sup>th</sup> Offense	-	Suspension for one (1) year

4.1.2 The calibrated sanction for heads and deputies of the processing offices are as follows:

1<sup>st</sup> Offense - Warning  
2<sup>nd</sup> Offense - Reprimand

#### 4.2 Processing Exceeded Prescribed Time

The calibrated sanction for failure to process documents within the prescribed time are shown in Table 2.

Table 2

OFFENSE (Frequency)  OFFICIAL	1 <sup>st</sup> Offense (3 times)	2 <sup>nd</sup> Offense (5 times)	3 <sup>rd</sup> Offense (7 times)	4 <sup>th</sup> Offense (More than 7 times)
Action Officers	Reprimand	Suspension for 6 mos.	Suspension for 1 year	-
Division Chiefs / Section Chiefs / Chiefs of Staff	Warning	Reprimand	Suspension for 6 mos.	Suspension for 1 year
Heads of Office (DE/RD/BD/SD/PD) and their Assistants and Action Officers of Asec/Usec/Sec)	Warning	Reprimand	Suspension for 3 mos.	Suspension for 6 mos.

In case a DPWH official or employee was sanctioned simultaneously for quality control, physical accomplishment, maintenance or processing of documents, the heavier penalty shall be imposed.

All officials and employees will be required to explain in writing for any violation committed prior to the imposition of sanction, if their explanations are not acceptable.

For your guidance and compliance.

  
**FLORANTE SORIQUEZ**  
Acting Secretary