



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

097.13 DPWH
02-23-2016

23 FEB 2016

DEPARTMENT ORDER)

NO. **52**)

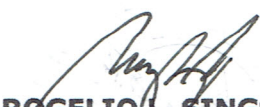
Series of 2016 *Dr. 2.16*

**SUBJECT: Guidelines in the
Implementation of 2016
Infrastructure Projects under
the Authority of the DPWH –
Negros Island Regional Office**

Pursuant to the Executive Order No. 183 creating Negros Island Region and implemented through Department Order No 153 series of 2015, the following implementation guidelines shall be adopted;

1. The DPWH – NIR Office shall prepare or cause the preparation and conduct of the preliminary detailed engineering, bidding, award, execute and approve contract and issue Notice to Proceed.
2. The DPWH – NIR Office shall be responsible and be accountable in the implementation of the project(s) after its award and approval of the Statement of Work Accomplished (SWA) and Monthly Certificate of Payments (MCP) and all other documentary requirements for progress billing.
3. The Regional Director where the funds are released shall be primarily responsible and accountable in the disbursement of funds subject to the following:
 - A. Obligate in the name of the winning bidder,
 - B. Issue Certificate of Availability of Funds (CAF),
 - C. Box A of the Disbursement Voucher (DV) shall however be signed by the Regional Director of DPWH – NIR Office,
 - D. Box C of the DV shall be signed/approved by the Chief Accountant of either DPWH – Regional Office VI or Regional Office VII depending on where the fund was released,
 - E. Box D of the DV shall be signed/approved by the Regional Director of either DPWH – Regional Office VI or Regional Office VII depending on where the fund was released,
 - F. The LDDAP portion of the List of Due and Demandable Accounts Payable – Advice to Debit Account (LDDAP-ADA) shall be certified correct by the Chief Accountant of either DPWH – Regional Office VI or Regional Office VII depending on where the fund was released,
 - G. The LDDAP portion shall be approved by the Regional Director of DPWH – Regional Office VI or Regional Office VII depending on where the fund was released, and
 - H. The ADA portion shall be signed by the Authorized Official countersigned by the Regional Director of DPWH – Regional Office VI or Regional Office VII depending on where the fund was released.

This Order shall take effect immediately.


ROGELIO L. SINGSON
Secretary

Department of Public Works and Highways
Office of the Secretary



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