



897.13 DPWH
10-08-2008

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

OCT 07 2008

DEPARTMENT ORDER)

NO. 56)
Series of 2008 10-08-2008

SUBJECT: Implementation of the Document Tracking System (DoTS) for the Procurement of Goods

In line with the Department's thrust to fast track the procurement of goods and to be more transparent in its operations, all offices involved in the processing of documents in the procurement of goods, intended for the different offices of the Department, shall utilize the Document Tracking System (DoTS).

The following documents shall be covered by the System:

1. Annual Procurement Plan (APP)
2. Project Procurement Management Plan (PPMP)
3. Purchase Request (PR)
4. Agency Purchase Request (APR)
5. Resolution of Award (ROA)
6. Purchase Order (PO)/Contract
7. Notice of Award (NOA)/Notice to Proceed (NTP)
8. Disbursement Voucher (DV) for Regular Procurement
9. Disbursement Voucher (DV) for Reimbursement

Goods shall refer to all items, supplies, materials and general support services, except civil works projects and consulting services, which may be needed in the transaction of public business.

Initially, the end-users shall submit to the Administrative and Manpower Management Service (AMMS) an electronic copy of their respective Annual Procurement Programs (APPs).

The processing of documents 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.

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

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 and the Undersecretary in charge for Administration is hereby authorized to circularize these changes.

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 Services/Bureaus/PMOs are advised to inform their respective Supply 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 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" shall be strictly observed in the implementation of the DoTS.

This Order takes effect immediately.


HERMOGENES E. EBDANE, JR.
Secretary



WIN8P00300

DoTS SYSTEM PRESCRIBED TIME

Annex A
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Annual Procurement Plan (APP)

Activity	Office	Prescribed Time (wd)
Prepare Final APP within Budget Allocation as provided by the CFMS	End User	7
Review, Attach Header and Process	AMMS	15
Approve	USEC (Administration)	2
Issue Approved APP to DoTS Center	AMMS	2
Furnish End User with the Approved APP	DoTS Center	1
Total		27

Updated Annual Procurement Plan (U-APP)

Activity	Office	Prescribed Time (wd)
Prepare U-APP	End User	5
Register, Print and Attach Header	DoTS Center	1
Review and Process	AMMS	15
Approve	USEC (Administration)	2
Issue Approved U-APP to DoTS Center	AMMS	2
Furnish End User with the Approved U-APP	DoTS Center	1
Total		26

Purchase Request / Agency Purchase Request for Common Supplies and Equipment Available in PS-DBM

Activity	Office	Prescribed Time (wd)
Review PR and APR against approved APP, Sign PR and APR	AMMS	4
Approve PR		
• Up to P50T	AMMS Director	2
• Above P50T up to P3M	USEC (Administration)	3
• Above P3M	Secretary	3
Prepare, Process and Sign ObR and Sign APR	CFMS	4
Approve APR		
• Up to P3M	USEC (Administration)	3
• Above P3M	Secretary	3
Prepare and Sign DV	AMMS	4
Process and Sign DV, Issue Check	CFMS	6
Serve approved APR with Pre-Payment Check to PS-DBM	AMMS	3
Total		35

DoTS SYSTEM PRESCRIBED TIME

Annex A
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**Purchase Request (PR)/Purchase Order(PO) for Non-Common Goods Costing not more than P250T (Alternative Method)
For Non-Exclusive Distributorship**

Activity	Office	Prescribed Time (wd)
Review PR against approved APP, Sign and Process	AMMS	4
Approve PR		
• Up to P50T	AMMS Director	2
• More than P50T up to P250T	USEC (Administration)	3
Prepare ITB, Canvass and Sign(initial) ITB	AMMS	5
Sign ITB, Advertise, Prepare Notice of Bid Opening, Open Bids, Deliberate, Prepare and Sign Resolution of Award	BAC	22
Prepare PO/Contract	AMMS	5
Review PO/Contract and Prepare and Sign ObR Letter Request	End User	2
Prepare and Sign ObR and Sign PO/Contract	CFMS	4
Approve PO/Contract	USEC (Administration)	3
Prepare Notice of Award(NO A)	AMMS	3
Sign NOA	BAC	3
Serve NOA to Supplier	AMMS	3
Total		55

**Purchase Request (PR)/ Purchase Order(PO) for Non-Common Goods Costing not more than P250T (Alternative Method)
For Exclusive Distributorship**

Activity	Office	Prescribed Time (wd)
Review PR against approved APP, Sign and Process	AMMS	4
Approve PR		
• Up to P50T	AMMS Director	2
• More than P50T up to P250T	USEC (Administration)	3
Prepare and Sign Resolution of Award	BAC	10
Prepare PO/Contract	AMMS	5
Review PO/Contract and Prepare and Sign ObR Letter Request	End User	2
Prepare and Sign ObR and Sign PO/Contract	CFMS	4
Approve PO/Contract	USEC (Administration)	3
Prepare Notice of Award	AMMS	3
Sign NOA	BAC	3
Serve NOA to Supplier	AMMS	3
Total		38

DoTS SYSTEM PRESCRIBED TIME
Purchase Request (PR) for Goods through Public Bidding

Activity	Office	Prescribed Time (wd)
Review PR against approved APP, Sign and Process	AMMS	3
Sign PR	AMMS Director	2
Approve PR		
• Up to P3M	USEC (Administration)	3
• Above P3M	Secretary	3
Prepare Bid Documents , , Advertise, Prepare Notice of Bid Opening, Deliberate, Prepare Resolution of Award, Sign and Recommend Approval	BAC	26
Approve Resolution of Award		
• Up to P3M	USEC (Administration)	3
• Above P3M	Secretary	3
Prepare Notice of Award	AMMS	3
Sign NOA	BAC	3
Serve NOA to Supplier and Prepare Contract/PO	AMMS	6
Review and Process Contract/PO and Prepare and Sign ObR Letter Request	End User	2
Prepare and Sign ObR and Sign PO/Contract	CFMS	4
Approve Contract/PO		
• Up to P3M	USEC (Administration)	3
• Above P3M	Secretary	3
Prepare and process Notice to Proceed (NTP)	AMMS	2
Sign NTP	BAC Chairman (Goods)	3
Issue Contract/PO and NTP	AMMS	2
Total		72

Disbursement Voucher (DV) for Procurement of Non-Common Goods

Activity	Office	Prescribed Time (wd)
Receive Delivery Receipt (DR)/Invoice, Prepare Request for Inspection, Inspect, Prepare and Sign Inspection and Acceptance Report (IAR)	AMMS	4
Inspect and Sign IAR	CFMS	2
Prepare Requisition Issuance Slip (RIS) and Issue Goods to End User	AMMS	3
Accept Goods, Sign RIS and Submit Waste Material (If Applicable)	End User	3
Prepare and Sign DV	AMMS	4
Process, Sign DV and Issue Check to Supplier	CFMS	8
Total		24

DoTS SYSTEM PRESCRIBED TIME

Annex A
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Disbursement Voucher (DV) for Reimbursement (Office Supplies & Equipment)

Activity	Office	Prescribed Time (wd)
Conduct inspection, Prepare and sign IAR	AMMS	2
Conduct inspection and sign IAR	CFMS	2
Prepare DV and attach supporting documents	End-User	2
Conduct Price Monitoring	AMMS	3
Process and Sign DV	CFMS	6
Approve DV	AMMS Director	2
Prepare and issue Check	CFMS	2
Total		19

Disbursement Voucher (DV) for Reimbursement (Service Vehicle Parts)

Activity	Office	Prescribed Time (wd)
Conduct inspection and Prepare and sign IAR	BOE	2
Prepare DV and attach supporting documents	End-User	2
Conduct Price Monitoring	AMMS	3
Process and Sign DV	CFMS	6
Approve DV	AMMS Director	2
Prepare and issue Check	CFMS	2
Total		17

DoTS IMPLEMENTING GUIDELINES
Implementing / Processing Offices

Annual Procurement Program (APP)¹

Doer	Activity
CFMS	1. Send proposed budget allocation (e-copy) to the DoTS Center.
DoTS Center	2. Register APP into DoTS. 3. Forward proposed budget allocation (e-copy) to all End-Users (Heads of Office). 4. Print DoTS Header and submit to the AMMS(SPMD).
End-User	5. Prepare Final APP in accordance with the approved budget allocation. 6. Submit the APP to the AMMS (SPMD).
AMMS	7. Attach DoTS Header to the APP. 8. Process APP. 9. Forward the APP to the Office of the Undersecretary for Administration.
Undersecretary (Administration)	10. Review and approve/disapprove APP. 11. Return approved/disapproved APP to AMMS(SPMD). 12. Forward the document to the AMMS (SPMD).
AMMS	13. Issue approved/disapproved APP to the DoTS Center.
DoTS Center	14. Distribute to End-User and close the transaction in the DoTS.

¹ This does not cover requirements outside of the APP

DoTS IMPLEMENTING GUIDELINES
Implementing / Processing Offices

Updated Annual Procurement Plan (U-APP)²

Doer	Activity
End-User	1. Prepare U-APP and submit to the DoTS Center.
DoTS Center	2. Register U-APP into DoTS. 3. Print DoTS Header and attach to U-APP. 4. Forward the U-APP to the AMMS (SPMD).
AMMS	5. Review and Process U-APP. 6. Forward the U-APP to the Office of the Undersecretary for Administration.
Undersecretary (Administration)	7. Review and approve U-APP. 8. Return approved U-APP to the AMMS (SPMD).
AMMS	9. Issue approved U-APP to the DoTS Center.
DoTS Center	10. Furnish End-User with approved U-APP and close the transaction in the DoTS.

² This does not cover requirements outside of the APP

DoTS IMPLEMENTING GUIDELINES
Implementing / Processing Offices

**Purchase Request (PR) /Agency Purchase Request (APR) for Common
Supplies and Equipment Available in PS-DBM**

Doer	Activity
End-User	1. Prepare PR, ObR Letter Request, APR and Supporting Documents (SDs) and submit to the DoTS Center.
DoTS Center	2. Check completeness of SDs. 3. Register PR into DoTS. 4. Print DoTS Header and attach to the PR. 5. Forward the documents to the AMMS (SPMD).
AMMS	6. Review PR and APR against approved APP. 7. Sign PR and APR. 8. Forward the documents to the office of the AMMS Director.
AMMS Director	9. Approve PR amounting up to P50T. 10. For PR above P50T up to P3M and APR, Initial and forward the documents to the Office of the Undersecretary for Administration.
Undersecretary (Administration)	11. Approve PR. 12. Forward the documents to the CFMS.
CFMS	13. Prepare, Process and Sign ObR. 14. Sign APR. 15. Forward the documents to the Office of the Undersecretary for Administration.
Undersecretary (Administration)	16. Approve APR. 17. Return the documents to the AMMS (SPMD).
AMMS	18. Prepare and sign DV. 19. Forward the documents to the CFMS.
CFMS	20. Process and sign DV, issue check. 21. Forward the documents to the AMMS (SPMD).
AMMS	22. Serve approved APR with Pre-Payment check to PS-DBM. 23. Close transaction in the DoTS.

DoTS IMPLEMENTING GUIDELINES
Implementing / Processing Offices

Purchase Request (PR) /Purchase Order (PO) for Non-Common Goods Costing not more than P250T (Alternative Method)
For Non-Exclusive Distributorship

Doer	Activity
End-User	1. Prepare PR and Supporting Documents (SDs) and submit to the DoTS Center.
DoTS Center	2. Check completeness of SDs. 3. Register PR into DoTS. 4. Print DoTS Header and attach to the PR. 5. Forward the documents to the AMMS (SPMD).
AMMS	6. Review PR against the approved APP. 7. Sign PR. 8. Forward the documents to the office of the AMMS Director.
AMMS Director	9. Approve PR amounting up to P50T. 10. For PR above P50T up to P250T, Initial and forward the documents to the Office of the Undersecretary for Administration.
Undersecretary (Administration)	11. Approve PR. 12. Return approved PR and SDs to the AMMS (SPMD).
AMMS	13. Prepare Invitation to Bid (ITB). 14. Canvass. 15. Sign ITB. 16. Forward the ITB to the BAC.
BAC	17. Sign ITB. 18. Advertise. 19. Prepare Notice of Bid Opening. 20. Open bids and deliberate. 21. If Bidding failed twice, return Bid Documents to AMMS (SPMD), go to Step 39. 22. If Bid is Greater than ABC, return Bid Documents to AMMS (SPMD), go to Step 39. 23. Prepare and sign Resolution of Award (ROA). 24. Forward the documents to the AMMS (SPMD).
AMMS	25. Prepare PO/Contract. 26. Forward the PO/Contract to the End-User.
End-User	27. Review and process PO/Contract. 28. Prepare and sign ObR Letter Request 29. Forward PO/Contract and ObR Letter Request to the CFMS.

(see next page)

CFMS	30. Prepare and Sign ObR and sign PO/Contract. 31. Forward the documents to the Office of the Undersecretary for Administration.
Undersecretary (Administration)	32. Approve PO/Contract. 33. Return documents to the AMMS (SPMD).
AMMS	34. Prepare Notice of Award (NOA). 35. Forward NOA to the BAC.
BAC	36. Sign NOA. 37. Return approved NOA to the AMMS (SPMD).
AMMS	38. Serve NOA to Supplier. 39. Close the transaction in the DoTS.

DoTS IMPLEMENTING GUIDELINES
Implementing / Processing Offices

**Purchase Request (PR) /Purchase Order (PO) for Non-Common Goods Costing not more than P250T (Alternative Method)
For Exclusive Distributorship**

Doer	Activity
End-User	1. Prepare PR and Supporting Documents (SDs) and submit to the DoTS Center.
DoTS Center	2. Check completeness of SDs. 3. Register PR into DoTS. 4. Print DoTS Header and attach to the PR. 5. Forward the documents to the AMMS (SPMD).
AMMS	6. Review PR against the approved APP. 7. Sign PR. 8. Forward the documents to the office of the AMMS Director.
AMMS Director	9. Approve PR amounting up to P50T. 10. For PR above P50T up to P250T, Initial and forward the documents to the Office of the Undersecretary for Administration.
Undersecretary (Administration)	11. Approve PR. 12. Forward the documents to the BAC.
BAC	13. Prepare and sign Resolution of Award (ROA). 14. Forward the documents to the AMMS (SPMD).
AMMS	15. Prepare PO/Contract. 16. Forward the PO/Contract to the End-User.
End-User	17. Review and process PO/Contract. 18. Prepare and sign ObR Letter Request. 19. Forward PO/Contract and ObR Letter Request to the CFMS.
CFMS	20. Prepare and Sign ObR and sign PO/Contract. 21. Forward the documents to the the Office of the Undersecretary for Administration.
Undersecretary (Administration)	22. Approve PO/Contract. 23. Return documents to the AMMS (SPMD).
AMMS	24. Prepare Notice of Award (NOA). 25. Forward NOA to the BAC.
BAC	26. Sign NOA. 27. Return approved NOA to AMMS (SPMD).
AMMS	28. Serve NOA to Supplier. 29. Close the transaction in the DoTS upon completion of the process.

DoTS IMPLEMENTING GUIDELINES
Implementing / Processing Offices

Purchase Request (PR) for Goods through Public Bidding

Doer	Activity
End-User	1. Prepare PR and Supporting Documents (SDs) and submit to the DoTS Center.
DoTS Center	2. Check completeness of SDs. 3. Register PR into DoTS. 4. Print DoTS Header and attach to the PR. 5. Forward the documents to the AMMS (SPMD).
AMMS	6. Review PR against approved APP. 7. Sign PR. 8. Forward the documents to the office of the AMMS Director.
AMMS Director	9. Sign PR. 10. Forward PR up to P3M and SDs to the Office of the Undersecretary for Administration. 11. Forward PR above P3M and SDs to the office of the Secretary.
Undersecretary (Administration)	12. Approve PR. 13. Forward approved PR and SDs to the BAC-TWG.
Secretary	14. Approve PR. 15. Forward approved PR and SDs to the BAC-TWG.
BAC	16. Prepare Bid Documents. 17. Conduct Pre-Procurement Conference (optional for goods costing P2M and below). 18. Advertise Invitation to Apply and Eligibility to Bid (ITAEB). 19. Issue Bid Documents. 20. Prepare Notice for Pre-Bid Conference (optional for goods costing below P1M). 21. Conduct Pre-Bid Conference (P1M and above). 22. Open bids and determine Lowest Complying Bidder (LCB). 23. Endorse eligibility requirement, technical and financial proposal and abstract to bids to End-User. 24. Deliberate. 25. Prepare and sign Resolution of Award (ROA). 26. For approved PR up to P3M, forward ROA to the Office of the Undersecretary for Administration. 27. For approved PR above P3M, forward ROA to the Office of the Secretary.
Undersecretary (Administration)	28. Approve ROA. 29. Forward approved ROA to BAC.
Secretary	30. Approve ROA. 31. Forward approved ROA to BAC.

(see next page)

AMMS	30. Prepare Notice of Award (NOA). 31. Forward NOA to the BAC.
BAC	32. Sign NOA. 33. Return approved NOA to AMMS (SPMD).
AMMS	34. Serve NOA to Supplier. 35. Prepare Contract /PO. 36. Forward the Contract /PO and SDs to the End-User.
End-User	32. Review and process Contract /PO. 33. Prepare and sign ObR Letter Request. 34. Forward the Contract/PO, ObR Letter Request and SDs to the CFMS.
CFMS	35. Process ObR and Contract /PO. 36. For Contract /PO up to P3M, forward Contract /PO and SDs to the Office of the Undersecretary for Administration. 37. For Contract /PO above P3M, forward Contract /PO and SDs to the Office of the Secretary.
Undersecretary (Administration)	38. Approve Contract /PO. 39. Return approved Contract /PO and SDs to AMMS (SPMD).
Secretary	40. Approve Contract /PO. 41. Return approved Contract /PO and SDs to AMMS (SPMD).
AMMS	42. Prepare and process Notice to Proceed (NTP). 43. Forward NTP and SDs to the Office of the BAC Chairman for Goods.
BAC Chairman (Goods)	44. Sign NTP. 45. Forward approved NTP and SDs to AMMS (SPMD).
AMMS	46. Issue Contract /PO and NTP to Supplier. 47. Close the transaction in the DoTS.

DoTS IMPLEMENTING GUIDELINES
Implementing / Processing Offices

Disbursement Voucher (DV) for Procurement of Non-Common Goods

Doer	Activity
Supplier	1. Submit Delivery Receipt (DR)/ Invoice to the DoTS Center.
DoTS Center	2. Register DV into DoTS. 3. Print DoTS Header and attach to the Delivery Receipt (DR)/ Invoice. 4. Forward the DR/ Invoice to the AMMS (SPMD).
AMMS	5. Receive DR/Invoice, prepare Request for Inspection. 6. Conduct inspection and Prepare and sign Inspection and Acceptance Report (IAR). 7. Forward the IAR to the CFMS (ASMCD).
CFMS	8. Conduct inspection and sign IAR. 9. Return IAR to the AMMS (SPMD).
AMMS	10. Prepare Requisition Issuance Slip (RIS). 11. Issue Goods and forward RIS to the End-User.
End-User	12. Accept Goods. 13. Sign RIS. 14. Return RIS and Submit Waste Material Report (if applicable) to the AMMS (SPMD).
AMMS	15. Prepare and sign DV. 16. Forward DV to the CFMS.
CFMS	17. Process, sign DV and issue Check to Supplier. 18. Close the transaction in the DoTS.

DoTS IMPLEMENTING GUIDELINES
Implementing / Processing Offices

Disbursement Voucher (DV) for Reimbursement (Office Supplies and Equipment)

Doer	Activity
End-User	1. Prepare and submit request for Inspection report signed by End-User and Delivery Receipt (DR)/ Invoice to the DoTS Center.
DoTS Center	2. Register DV into DoTS. 3. Print DoTS Header and attach to the End-User request for inspection report and Delivery Receipt (DR)/ Invoice. 4. Forward the request for Inspection report and and Delivery Receipt (DR)/ Invoice to the AMMS (SPMD).
AMMS	5. Conduct inspection and Prepare and sign Inspection and Acceptance Report (IAR). 6. Forward the IAR to the CFMS (ASMCD).
CFMS	7. Conduct inspection and sign IAR. 8. Return IAR to AMMS (SPMD). 9. Issue Post Inspection and Acceptance Report and History of Repair to the End-User.
End-User	10. Prepare DV and attach SDs. 11. Forward document/s including of at least three (3) canvass from reputable suppliers (for items amounting more than P1,000 per invoice) to the AMMS (SPMD).
AMMS	12. Conduct price monitoring. 13. Forward the DV to CFMS.
CFMS	14. Process and Sign DV. 15. Forward DV to the office of the office of the AMMS Director.
AMMS Director	16. Approve DV. 17. Forward approved DV to CFMS.
CFMS	18. Prepare and issue Check to End-User. 19. Close the transaction in the DoTS.

DoTS IMPLEMENTING GUIDELINES
Implementing / Processing Offices

Disbursement Voucher (DV) for Reimbursement (Service Vehicle Parts)

Doer	Activity
End-User	1. Prepare and submit request for Inspection report signed by End-User and supporting documents (SDs) to the DoTS Center.
DoTS Center	2. Check completeness of Supporting Documents (SDs) and attachments. 3. Register DV into DoTS. 4. Print DoTS Header and attach to the End-User request for inspection report. 5. Forward the document to the BOE (CESPD).
BOE	6. Conduct inspection. 7. Prepare and sign Post Repair Inspection Report. 8. Issue Post Inspection and Acceptance Report and History of Repair to the End-User.
End-User	9. Prepare DV and attach supporting documents. 10. Forward document/s including of at least three (3) canvass from reputable suppliers (for items amounting more than P1,000 per invoice) to the AMMS (SPMD).
AMMS	11. Conduct price monitoring. 12. Forward the DV to the CFMS.
CFMS	13. Process and Sign DV. 14. Forward DV to the office of the AMMS Director.
AMMS Director	15. Approve DV. 16. Forward approved DV to CFMS.
CFMS	17. Prepare and issue Check to End-User. 18. Close the transaction in the DoTS.

CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS

Purchase Request (PR)

I. New Procurement

A. Goods and Services

- ☐ 1. Approved Annual Procurement Plan (APP) - copy of specific pages where items are listed/indicated
- ☐ 2. Project Procurement Management Plan (PPMP)
- ☐ 3. Budget Earmarking fund allocation (Capital Outlay) from Budget Division (above 110T)
- ☐ 4. Authority from DBM/OP (above 10T per single equipment)

B. Additional Requirements for the following...

- a. ICT Equipment
 - ☐ 1. MIS Evaluation Certification/approved specification
- b. Aircon
 - ☐ 1. Installation Layout with specific measurement
- c. Other Equipment (for Exclusive Distributor)
 - ☐ 1. Original Price Quotation
 - ☐ 2. Clear copy of Certificate of Sole/Exclusive Distributorship duly authenticated by the Philippine Consulate from country origin

II. Repair and Maintenance

A. Land, Aircraft and Water Equipment/Service Vehicle, Building and Other Equipment

- ☐ 1. Approved Annual Procurement Plan (APP) - copy of specific pages where items are listed/indicated
- ☐ 2. Project Procurement Management Plan (PPMP)
- ☐ 3. Budget Earmarking fund allocation from Budget Division (above 100T)
- ☐ 4. Certified True Copy of Acknowledgement Receipt of Equipment (ARE)

B. Additional Requirements for the following...

- a. Land, Aircraft and Water Equipment/Service Vehicle
 - ☐ 1. Original Copy of Job Order (BOE)
 - ☐ 2. Original or Certified True Copy of History of Repair (BOE)
 - ☐ 3. Certified True Copy of Vehicle Registration
 - ☐ 4. Original Copy of Certification that the Vehicle is included in the Department Inventory of Vehicle (BOE)
- b. ICT Equipment
 - ☐ 1. IT HelpDesk Certification/Evaluation Report
 - ☐ 2. Pre-Inspection Report (SPMD)
- c. Aircon
 - ☐ 1. Spot Inspection Report by Facilities and Maintenance Division (FMD)
 - ☐ 2. Pre-Inspection Report (SPMD)
- d. Building
 - ☐ 1. Program of Work and Detailed estimates by FMD
- e. Other Equipment
 - ☐ 1. Pre-Inspection Report (SPMD)

I hereby certify that the above
supporting documents are complete

Print Name: _____

Designation: _____

Date: _____

CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS

Disbursement Voucher (DV) for Reimbursement

I. Office Supplies, Spare Parts for Motor Vehicle and Other Equipment and Materials for Repair and Maintenance of Building

- ☐ 1. Disbursement Voucher (DV)
- ☐ 2. Obligation Request (ObR)
- ☐ 3. Inspection and Acceptance Report (IAR)
- ☐ 4. Official Receipt/Sales Invoice
- ☐ 5. Purchase Request (If applicable)
- ☐ 6. Approved Annual Procurement Plan (APP) (If applicable)
- ☐ 7. Project Procurement Management Plan (PPMP) (If applicable)
- ☐ 8. Quotation from at least 3 suppliers (per Invoice Receipt Costing above 1K)
- ☐ 9. Certificate of Emergency Purchase

II. Additional Requirements on Spare Parts for Motor Vehicle and other Equipment

- ☐ 1. Approved Job Order/ Post Inspection Report
- ☐ 2. Approved Waste Material Report
- ☐ 3. History of Repair
- ☐ 4. Certified True Copy of Acknowledgement Receipt of Equipment (ARE)
- ☐ 5. Certified True Copy of current LTO Registration
- ☐ 6. Certification that the vehicle is included in the Department Inventory of Vehicle

III. Additional Requirements for the following...

A. ICT Equipment

- ☐ 1. MIS Spot Report
- ☐ 2. SPMD-AMMS Pre-Inspection Report
- ☐ 3. ARE

B. Aircon

- ☐ 1. FMD-AMMS Spot Report
- ☐ 2. SPMD-AMMS Pre-Inspection Report
- ☐ 3. ARE

C. Other Equipment

- ☐ 1. SPMD-AMMS Pre-Inspection Report
- ☐ 2. ARE

D. Fuel and Petroleum Products

- ☐ 1. Driver's Trip Tickets duly accomplished and approved
- ☐ 2. Certification of no fuel withdrawal (BOE)

I hereby certify that the above
supporting documents are complete

Print Name: _____

Designation: _____

Date: _____

CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS

Disbursement Voucher (DV) for Regular Procurement

I. Office Supplies, Spare Parts for Motor Vehicle and Other Equipment and Materials for Repair and Maintenance of Building

- ☐ 1. Disbursement Voucher (DV)
- ☐ 2. Obligation Request (ObR)
- ☐ 3. Inspection and Acceptance Report (IAR)
- ☐ 4. Official Receipt/Sales Invoice
- ☐ 5. Purchase Request/APR
- ☐ 6. Approved Annual Procurement Plan (APP)
- ☐ 7. Project Procurement Management Plan (PPMP)
- ☐ 8. Purchase Order
- ☐ 9. Notice of Award
- ☐ 10. Bid Documents (Quotation, Abstract of Bids and Resolution of Award)
- ☐ 11. Certified True Copy of Submission of Purchase/Work Order to COA-Resident Auditor
- ☐ 12. Advertisement (Newspaper and/or Website)*
- ☐ 13. Stock Position Sheet, for single item costing P1000 and above
- ☐ 14. Performance Bond
- ☐ 15. Test Results, for items that are subject to Test

II. Additional Requirements on Spare Parts for Motor Vehicle and other Equipment

- ☐ 1. Approved Job Order (JO)
- ☐ 2. Approved Waste Material Report (WMR)
- ☐ 3. History of Repair
- ☐ 4. Certified True Copy of Acknowledgement Receipt of Equipment (ARE)
- ☐ 5. Certified True Copy of current LTO Registration
- ☐ 6. Certification that the vehicle is included in the Department Inventory of Vehicle

III. Additional Requirements for the following...

A. ICT Equipment

- ☐ 1. MIS Spot Report
- ☐ 2. SPMD-AMMS Pre-Inspection Report
- ☐ 3. ARE

B. Aircon

- ☐ 1. FMD-AMMS Spot Report
- ☐ 2. SPMD-AMMS Pre-Inspection Report
- ☐ 3. ARE

C. Other Equipment

- ☐ 1. SPMD-AMMS Pre-Inspection Report
- ☐ 2. ARE

I hereby certify that the above
supporting documents are complete

Print Name: _____

Designation: _____

Date: _____

* Newspaper Advertisement is required for 2M and Above