



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

DPWH 13 DPWH
05-11-2017

09 MAY 2017

**DEPARTMENT
ORDER**

No. 65
Series of 2017

SUBJECT: Re-issuance of department order no. 19, s. 2017, delegating to regional directors the approval/signing of documents pertaining to infrastructure right-of-way (row) for national projects including the approval for payments of claims and signing of checks

In line with the continuing efforts of the Department of Public Works and Highways (DPWH) to streamline its operations, decentralize and rationalize right-of-way (ROW) operations for a more effective and expeditious implementation of infrastructure projects, and in the interest of efficient public service, ROW functions are hereby delegated, and a system of deploying ROW task forces in support of this delegation is hereby established, as follows:

1. Scope and Delegation of ROW Functions

- 1.1 The approving authority for all ROW functions, claims and transactions, regardless of amount, involving both Public-Private Partnership (PPP) and Toll Regulatory Board (TRB) projects, shall be lodged with the PPP Service (PPPS) Director.

For all PPP and TRB projects, the Legal Service (LS) shall turn over ROW-related project documents to the PPPS Director.

All existing ROW personnel and other ROW functions/operations, however, as a general rule, shall be retained by the LS as a support function, to the extent unmodified by this Order.

- 1.2 The approving authority for ROW claims and transactions, regardless of amount, for regional projects, that are neither PPP, TRB, nor Unified Project Management Office (UPMO) projects, shall be lodged with the Regional Director(s) concerned.

For regional projects, the LS shall turn over all ROW-related project documents to the Regional Directors concerned.

- 1.3 UPMO-ROW activities and their approving authorities shall continue to be governed by Department Order (DO) No. 203, s. 2016, and Special Order (SO) No. 1, s. 2017.

1.4 Each ROW Task Force created by virtue of this Order shall take all steps for the timely completion of all ROW functions under its authority and, thus, first, to secure full site possession of the required ROW to allow the immediate commencement of construction of the PPP, TRB, or Regional Office project concerned, and, second, to complete the legal acquisition of such ROW, as outlined in the DPWH ROW Acquisition Manual (DRAM) and all relevant ROW Department Orders and issuances.

1.5 Existing ROW personnel and ROW functions of the Legal Service

1.5.1 The LS is directed to perform the support functions described in § 1.5.2 of this Order in the pursuit of the objectives of ROW Task Forces organized hereunder. For this purpose, the LS shall use applicable staff drawn from the existing ROW personnel of the LS, including Job Orders (JO) and other project hires. The LS shall also use existing applicable funds, facilities, and other resources of its ROW Acquisition and Enforcement Division (ROWAED).

1.5.2 Such ROW support functions include:

- ROWA activities described in **Annex "A"** and in the latest version of the DRAM insofar as they are consistent with the terms of this Order, especially those provisions which concern the designation and delegation of new signing/ approving authorities.
- Pre-validation, validation, or re-validation of ROW transactions, as necessary.
- Technical assistance.
- Logistics and ground works.
- Advisory functions.
- Inter-agency consultation, coordination, and collaboration.
- Other activities necessary or related to ROW acquisition and enforcement consistent with the terms of this Order.

2. Creation and Composition of ROW Task Forces:

2.1 For PPP and TRB projects

The PPPS Director is hereby given the authority to constitute a ROW Task Force with a mandate described in § 1.4 for each PPP and TRB project, or for any portion thereof, as necessary, the ROW acquisition of which is being implemented by the Department.

2.1.1 Each ROW Task Force under § 2.1 shall consist of the following officials:

Head	:	PPPS Director or his/her duly authorized representative
Deputy Head	:	Director of LS
Staff	:	Project Manager concerned, PPPS
		Division Chief, ROWAED, LS

A representative from the Planning Service, as designated by the Director of the Planning Service

A representative from the Stakeholders Relations Service (SRS), as designated by the SRS Director

A representative from the Office of the Undersecretary or Assistant Secretary for Regional Operations concerned, as designated by such Undersecretary/Assistant Secretary

A representative from the Office of the Undersecretary for Legal Affairs and Priority Projects, as designated by such Undersecretary, and

Other staff, as provided in § 2.3 below.

- 2.1.2 All members of any ROW Task Force constituted under § 2.1 shall be under the control and supervision of the Task Force Head, or in the absence or incapacity of the Head or his/her authorized representative, its respective Deputy Head, for all matters falling within the scope and authority of ROW Task Force.

2.2 For Regional Projects

Whenever a Regional Office is faced with ROWA capacity constraints for its regional projects, the Regional Director concerned may notify in writing the Undersecretary for Legal Affairs and Priority Projects of his/her intention to constitute a ROW Task Force and shall state the reasons therefor. Upon receipt of this notice, the Undersecretary for Legal Affairs and Priority Projects shall consider the same and, if deemed necessary, forthwith assist in the organization of the ROW Task Force(s) under the command of the Regional Director concerned.

- 2.2.1 Each ROW Task Force under § 2.2 shall consist of the following officials:

Head : Regional Director concerned

Deputy Head : Assistant Regional Director concerned

Staff : Any number of representatives from the Planning and Design Division and Construction Division, Regional Office, as determined by the Regional Director

Any number of attorneys from the Regional Office, as determined by the Regional Director

Any number of representatives from the Planning and Design Section and Construction Section of the concerned District Engineering Office(s), as determined by the District Engineer(s) and concurred upon by the Regional Director

Any number of representatives from the Office of the Undersecretary for Legal Affairs and Priority Projects, including its Legal Service, as determined by such Undersecretary

Any number of representatives from the Office of the Undersecretary or Assistant Secretary for Regional Operations concerned, as designated by such Undersecretary/Assistant Secretary

Any number of representatives from the Office of the Undersecretary for PPP and Planning, as determined by such Undersecretary

Other staff, as provided in § 2.3 below.

- 2.2.2 All members and staff of any ROW Task Force constituted under § 2.2 shall be under the control and supervision of its respective Head, or in the absence or incapacity of the Head, its respective Deputy Head, for all matters falling within the scope and authority of ROW Task Forces defined herein.

2.3 All Other Staff

All other staff of the Task Force shall be employed, selected, detailed, transferred, assigned, designated, or appointed by the Head of the ROW Task Force (RTF Head), who shall be drawn, as far as practicable, from ROW team members, JO personnel, and project hires, subject to Department personnel policies and rules.

2.4 Inclusion of Regional Directors or District Engineers in PPP or TRB Task Forces

In the case of PPP or TRB projects, the RTF Head under § 2.1 may include, as necessary, Regional Director(s) of affected Regional Office(s), and/or District Engineer(s) of affected District Engineering Office(s), or their duly authorized representative(s), as part of the ROW Task Force, with the aim of sharing, delegating, or discharging some of such Task Force's functions.

The RTF Head may further delegate the authority to conduct certain ROW functions and activities, including any ground works and clearing operations, to any officials in affected Regional Offices and District Engineering Offices as he/she may consider expedient or necessary.

2.5 Augmentation

The RTF Head may augment a ROW Task Force with support personnel from (i) the project concessionaire(s) or project proponent(s) concerned, to the extent permissible by law; (ii) any DPWH office or unit; and, (iii) in the case of PPP or TRB projects, concerned regional and district offices.

2.6 Immediate Deployment

The RTF Head and the LS Director with respect to support functions as provided under § 1.5 are hereby directed to immediately organize and deploy ROW Task Force(s) as required by this Order, as follows:

- 2.6.1 The RTF Head shall issue memoranda, letters of appointment, or any necessary or proper documents to meet all organizational and staffing requirements for the ROW Task Force, which shall include the selection and designation of specific signatories for various ROW documents and transactions. It shall be the duty of the RTF Head to issue internal rules governing the conduct of each ROW Task Force constituted under his/her command in the form of memoranda, office orders, or other written issuance.
- 2.6.2 All Service/Regional/Bureau/Project Directors are hereby directed to provide all reasonably necessary assistance and support to all RTF Heads for the accomplishment of the objectives of this Order.
- 2.6.3 The RTF Head shall formulate sunset clauses to provide guidelines on winding down of affairs of the ROW Task Force which he/she heads. Such sunset clauses are subject to the review of the Secretary or Undersecretary for Legal Affairs and Priority Projects.

3. General Functions of All ROW Task Forces

- 3.1. In addition to the basic mandate set forth in § 1.4, every ROW Task Force shall take all steps necessary for the timely completion of all ROW functions, including:
 - Exercising, as primary function and jurisdiction, all tasks and functions associated with ROWA as described in in **Annex "A"** and in the latest version of the DRAM insofar as they are consistent with the terms of this Order.
 - Engaging in inter-agency coordination and consultation.
 - Recommending, to the appropriate authority, appropriate measures to address ROW problem areas which lie outside the authority of any member of the ROW Task Force.
 - Advising and recommending to the Undersecretary for Planning and PPP, budgetary matters for purposes of submitting accurate, complete, and informed budget requests to the Department of Budget and Management, and for other budgetary planning objectives.
- 3.2. Each ROW Task Force may, subject to the approval of the Secretary, enter into memoranda of agreement, memoranda of understanding, or other similar joint undertakings with other government agencies in furtherance of its function.

3.3. Record Keeping

- 3.3.1. The PPPS as regards PPP and TRB projects, or the Regional Office concerned as regards regional projects, shall have custody of all original or authentic copies of ROW documents, such as deeds, court orders, certificates of title, and tax instruments, and shall deliver the same to the National Archive when necessary.
- 3.3.2. The PPPS or the Regional Office, as the case may be, in ensuring the safety and integrity of the aforementioned documents, may introduce or implement technological security measures, such as automation of processes, digitization of documents, and provision of secured storage area (both physical and electronic), as well as adopt best practices of relevant Document Management Systems (DMS). To the extent practicable, every ROW Task Force may resort to the use of electronic signatures for approval purposes and electronic documentation in accordance with the spirit and intents of Executive Order (E.O.) No. 810 (June 15, 2009), DOST-ICT Memorandum Circular No. 2014-001 (April 25, 2014), The Rules on Electronic Evidence under A.M. No. 01-7-01-SC (July 17, 2001), Republic Act No. 8792 (2000), and all applicable law on electronic signatures.
- 3.3.3. Every ROW Task Force shall protect and keep safe all original or authentic documents gathered in the performance of its duties and shall turn over the same to the PPPS or Regional Office, as appropriate, within seven (7) calendar days upon receipt thereof. Each Task Force may cause the reproduction of said documents for reference purposes.
- 3.3.4. Every RTF Head shall cause the preparation and submission of inventories of properties subject to ROW claims and all ROW transactions when so required by the Secretary or Undersecretary for Legal Affairs and Priority Projects.
- 3.3.5. The Records Management Division, Human Resources and Administrative Service, Central Office, shall also keep safe all copies of related documents from every ROW Task Force. Any request from any person/office for certified true copies or faithful reproductions of ROW documents shall be forwarded to the PPPS, the Regional Office concerned, or other appropriate legal custodian, for appropriate action.

4. Signing Authority

- 4.1. Processing of ROW claims shall be made upon the authority and approval of the PPPS Director or his/her duly authorized representative(s) for PPP and TRB projects, or of the Regional Director or his/her duly authorized representative(s) for regional projects.

- 4.1.1. Sub-delegation may include assigning select approval authority or signing authority ordinarily reposed in the PPPS Director or Regional Director, as the case may be, pursuant to this Order, to other officials of the Regional Office(s) or District Engineering Office(s) under the authority of § 2.4, as necessary and to the extent permissible by law.
- 4.1.2. Guidelines for more specific designations of requisite signing authorities for typical ROW transactions are attached hereto as **Annex "B"**. The RTF Head shall issue more particular designations or specifications of signing authorities as necessary.
- 4.2. In the interest of expediency and to prevent duplication of prior staff work in good order, the RTF Head may, upon the exercise of due diligence, accede to, ratify, confirm, recognize, or validate, all prior acts and transactions, after the fact of their completion by any DPWH personnel, through the issuance of ratification letters of general application or similar written forms or signatures indicating acceptance. To the extent practicable and permissible under law, ROW Task Forces shall resort to the use of electronic signatures for approval purposes and electronic documentation as provided under § 3.3.2.
- 4.3. For accounting purposes, all ROW transaction documents duly signed in the conduct of ROW claims processing and pursuant to their applicable levels of authority up to February 21, 2017, shall be acknowledged and processed according to the system in place prior to February 22, 2017 (the date of the original issuance of D.O. 19, s. 2017).

Thereafter, beginning February 22, 2017, the signing authority for all ROW transactions shall be lodged accordingly in the PPPS Director or his/her authorized representatives (for PPP and TRB projects), Regional Directors or their authorized representatives (for regional projects), and the UPMO-ROW Task Force (as per D.O. 203, s. 2016 and S.O. 1, s. 2017).

5. Discretionary Creation of Technical Working Group or Groups (TWG)

- 5.1. The RTF Head may create a Technical Working Group or Groups (TWG), composed of representatives belonging to the ROW Task Force concerned and/or any other DPWH office. For the inclusion of members from such other DPWH offices, the RTF Head shall secure the requisite consent from the appropriate authority concerned.
- 5.2. A TWG may perform functions and tasks related to a project's ROW requirements which the RTF Head may assign to it from time to time, which may include:
 - 5.2.1. Validating or re-validating ROW claims and recommending payment upon diligent evaluation.
 - 5.2.2. Screening and verifying the authenticity and genuineness of ROW documents.

5.2.3. Ensuring that the computation of land valuations/replacement cost of improvements are in accordance with law.

5.2.4. Engaging in inter-agency coordination/consultation.

6. Technical Assistance from the Finance Service

Representatives from the Finance Service, including those belonging to its Accounting Division, are hereby directed to provide assistance necessary for the proper processing and review of any aspect of the ROW claims.

7. Subject to the provisions of § 4.3, the Director of the Finance Service, DPWH Central Office, is hereby directed to download, or affirm any prior downloading of, both obligated and unobligated funds for the payment of infrastructure ROW claims and ROW-related expenses to the appropriate offices, as follows:

7.1. For regional projects that are neither PPP, TRB, nor UPMO projects – to the Regional Offices concerned.

7.2. For PPP and TRB projects – to the PPPS as the Implementing Office.

7.3. For UPMO-ROW activities - to be governed by D.O. 203, s. 2016 and S.O. 1, s. 2017.

The downloading and disbursement of such funds shall at all times be consistent with existing government accounting and auditing guidelines and procedures.

8. Initiation of Expropriation Proceedings and Management of ROW Cases

8.1. It is hereby clarified that the authority delegated to the Division Chief of ROWAED, LS, under D.O. 48, s. 2017, concerning the "approval and signing of comments on right-of-way (ROW) cases in response to routine requests of the Office of the Solicitor General (OSG)" shall, with respect to all ROW-related cases that are pending as of February 22, 2017 (the original issuance date of D.O. 19, s. 2017) include the authority to sign and execute all court-bound papers, including verifications and/or certifications of non-forum shopping, only for the purpose of appeal. In this regard, and in accordance with the tenor of D.O. 48, s. 2017, the Division Chief of ROWAED shall continue to coordinate and collaborate with the OSG as necessary or desirable.

8.2. On the other hand, it is hereby clarified that, for purposes of initiating original expropriation complaints or other original ROW-related cases on or after February 22, 2017 (the original issuance date of D.O. 19, s. 2017), being in the nature of a ROW claim or transaction, the following officials shall be deemed to be the

authorized signatories for verifications and/or certifications of non-forum shopping and for all related pleadings and other court-bound papers:

8.2.1. For regional projects that are neither PPP, TRB, nor UPMO projects – The Regional Directors concerned.

8.2.2. For PPP and TRB projects – The PPPS Director.

8.2.3. For UPMO-ROW activities – These shall continue to be governed by D.O. 203, s. 2016 and S.O. 1, s. 2017.

8.3. For purposes of case management in collaboration with the OSG, it is hereby clarified that the official who signed the initiatory pleading or court-bound paper pursuant to § 9.2 shall be the same official or office who/which shall principally transact and coordinate with the OSG or any of its attorneys.

8.3.1. The official or office concerned is hereby directed to immediately engage the OSG in pursuit of the objectives of this Order.

8.3.2. In case of resource constraints, the official or office concerned may at any time call upon the LS to provide technical assistance and general support.

9. Reporting

All RTF Heads shall submit to the Secretary, through the Undersecretary for Legal Affairs and Priority Projects, quarterly reports on all ROW transactions in their respective offices, which shall include explanations on budget use, accounting, and financial summaries. All reports shall be certified by the RTF Head concerned or his/her authorized representative as true and correct based on personal knowledge and/or authentic records.

10. Verification of ROW Claims

All approving authorities defined under this Order are hereby directed to screen and verify ROW claimants as well as the genuineness and authenticity of ROW documents in order to prevent fraudulent and excessive claims, pursuant to the provisions of the Republic Act (RA) No. 10572, "An Act Facilitating the Acquisition of Right-of-Way Site of Location for National Government Infrastructures Projects" issued on March 7, 2016, pertinent COA rules and regulations, and applicable law.

11. Non-Impairment

Nothing in this Order shall be construed to affect, diminish, or impair the power of control and general supervision of the Secretary reposed in him by statute and executive orders.

12. Retroactivity

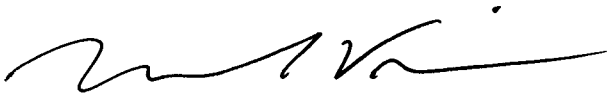
This Order shall be given retroactive effect for purposes of recognizing ROW claims and transactions, and divisible aspects thereof, which were perfected or approved between the date of the original issuance of D.O. 19 (February 22, 2017) and the date of this Order,

including those transactions contemplated under § 4.3 para. 2 and cases under § 9, unless otherwise ordered by the Secretary.

For all other matters, this Order shall be prospective in application.

13. This Order supersedes D.O. 19 (s. 2017), D.O. 156 (s. 2016), D.O. 133 and 133-A (s. 2014), D.O. 24 (s. 2007), D.O. 327 (s. 2003), and all other department orders and policies, or portions thereof, contrary to or inconsistent with this Order are amended accordingly.

This Order shall take effect immediately.



MARK A. VILLAR
Secretary

Department of Public Works and Highways
Office of the Secretary



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I. Pre-Acquisition Activities and General Activities

- Ensuring appropriate changes in signatories of all ROW transactions
- Feasibility Study
- Assist in the Application for Environmental Compliance Certificate (ECC)
- Preliminary ROW/Resettlement Action Plan (RAP)
- Detailed Engineering Design
- Parcellary Survey
- Public information campaign in coordination with LGU officials
- Census/tagging and measurement of structures/improvements
- Preparation of cost estimates of structures/improvements
- Providing assistance to NHA and other housing agencies/LGU in the identification of informal settler families
- Final RAP
- Validation of RAP (optional, as directed by ROW Task Force Head)
- Validation of parcellary plans/identification of affected lots and improvements/preparation of structural mapping
- Issuance of notice of taking of property and submission of documents
- Gathering and validation of documents
- Inventory of outstanding claims
- ROW training program (office/field)
- Custody and safekeeping of ROW files for ready access by the authorized signatory
- Updating ROW Acquisition Manual
- Clearing operations and other groundworks

II. ROW Acquisition Stage

For Negotiated Purchase

- Issuance of notice of taking, letter offer
- Negotiation with owners and issuance of letters offer (lot, improvements)
- Deeds of Absolute Sale and/or Agreement to Demolish and Remove Improvements
- Preparation of documents for processing initial payments
- Secure Eviction and Demolition Compliance Certificate from respective Local Housing Boards/LIAC (for cases involving the homeless and underprivileged citizens)
- Providing assistance to NHA and other housing agencies/LGU in the relocation of informal settler families
- Removal of structures/improvements
- Relocation of public utilities
- Processing of fund release allotment by DBM

- Preparation of documents for processing of full payment
- Facilitating the transfer of the affected properties in the name of RP

For Expropriation

- Preparation of documents for expropriation
- Endorsement to the Office of the Solicitor General for filing of expropriation complaints
- Execution of verifications / certifications of non-forum shopping by newly designated authorized signatories pursuant to D.O. 19, s. 2017, D.O. 48, s. 2017, and this Order.
- Preparation of checks representing initial payment based on BIR zonal valuation for the lots and replacement cost for the improvements
- Attend court hearings as witnesses for the expropriated property
- Secure Eviction and Demolition Compliance Certificate from respective Local Housing Boards/LIAC (for cases involving the homeless and underprivileged citizens)
- Providing assistance to NHA and other housing agencies/LGU in the relocation of informal settler families
- Removal of structures / demolition / implementation of writ of possession
- Payment of just compensation
- Facilitate the transfer of affected properties in the name of the Republic of the Philippines
- Case management, legal issues, appeal

Key Points:

- Department policy is in favor of signing authority being delegated to lower level accountable officers (§ 4 of this Order).
- For forms and documents omitted from this list, it shall be the RTF Head who, following management prerogative, shall make the designation(s) and shall select from among any member of the ROW Task Force. The RTF Head is advised to be consistent with the current Document Tracking System (DoTS) and COA Circular 2012-002.

1. Disbursement Voucher for Payments to Owner, BIR, LGUs, and Register of Deeds

Certification of all expenses/cash advances are necessary, lawful, and incurred under one's supervision.	Any Member or Staff of the ROW Task Force duly authorized by the RTF Head to sign in this capacity. <i>Recommendation:</i> Signor should be occupying a permanent or co-terminus position, equivalent to the level of an Engineer III or Project Manager II or higher.
Certification: (i) cash available, (ii) subject to authority to debit account, (iii) and/or supporting documents complete and amount claimed proper.	At least the level of Chief Accountant / Head, Accounting Unit
Approved for Payment	RTF Head

2. Checks or List of Due and Demandable Accounts Payable –authorized signatory/ies

- 3. Request for the Issuance of Certificate of Availability of Funds for Properties Affected by [Project].** – Any member or staff of the ROW Task Force duly authorized by the RTF Head to sign in this capacity.

Recommendation: Signor should be occupying a permanent or co-terminus position, equivalent to the level of an Assistant Division Chief (LS) or Project Manager II (PPPS) or higher.

4. Certification – lot/improvement

- that the lot/improvement is affected by the Project
- that the lot/improvement is within the boundaries of the right of way limits as per parcellary plan

- that the owner of the lot/improvement has no previous or pending claim, neither payment already made
- that the lot/improvement is not within the original ROW of a converted local road
- All requirements and supporting documents pursuant to existing department orders and policy are complete, authenticated, validated, and are found to be in order

Prepared by:	Any Member or Staff of the ROW Task Force duly authorized by the RTF Head to sign in this capacity.
Checked by:	Any Member or Staff of the ROW Task Force duly authorized by the RTF Head to sign in this capacity. <i>Recommendation:</i> This field should be deleted or merged with "Recommending Approval".
Recommending Approval:	Any Member or Staff of the ROW Task Force duly authorized by the RTF Head to sign in this capacity. <i>Recommendation:</i> This field should be deleted or merged with "Checked by".
Approved by:	As per DoTS, this is the Head of the Implementing Office, which is the PPPS Director or the Regional Director, as appropriate.
Noted by:	Any Member or Staff of the ROW Task Force duly authorized by the RTF Head to sign in this capacity. <i>Recommendation:</i> This "Noted by" field should be deleted.

5. Program of Expenditures

Prepared by:	Any Member or Staff of the ROW Task Force duly authorized by the RTF Head to sign in this capacity.
Checked by:	Any Member or Staff of the ROW Task Force duly authorized by the RTF Head to sign in this capacity. <i>Recommendation:</i> Signor should be

	occupying a permanent or co-terminus position, equivalent to the level of an Engineer III or Project Manager II or higher.
Submitted by:	RTF Head <i>Recommendation:</i> This field should be merged or deleted for appearing redundant.
Recommending Approval:	Undersecretary for Planning & PPPS <i>Recommendation:</i> This field should be merged or deleted for appearing redundant.
Approved by:	Secretary

6. Masterlist of Unfunded Claims Program of Expenditures

Prepared by:	Any Member or Staff of the ROW Task Force duly authorized by the RTF Head to sign in this capacity.
Checked by:	Any Member or Staff of the ROW Task Force duly authorized by the RTF Head to sign in this capacity. <i>Recommendation:</i> Signor should be occupying a permanent or co-terminus position, equivalent to the level of an Engineer III or Project Manager II or higher.
Submitted by:	RTF Head <i>Recommendation:</i> This field should be merged or deleted for appearing redundant.
Recommending Approval:	Undersecretary for Planning & PPP <i>Recommendation:</i> This field should be merged or deleted for appearing redundant.
Approved by:	Secretary

7. Memorandum to the Budget Officer – Obligation Request Issuance

Certification that the charges against	RTF Head or his/her representative duly
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appropriation / allotment are necessary, lawful and under one's direct supervision.	authorized to sign in this capacity.
Certification that the supporting documents are valid, proper, and legal.	

8. Obligation Request and Status

Certification that the charges against appropriation / allotment are necessary, lawful and under one's direct supervision.	RTF Head or his/her representative duly authorized to sign in this capacity.
Certification that the supporting documents are valid, proper, and legal.	
Certification that allotment is available and obligated for the purpose / adjustment necessary as indicated above.	Head, Budget Unit / Authorized Representative

9. **Letter Offer** – RTF Head or his/her representative duly authorized to sign in this capacity. In the case of a representative, he/she should be an attorney occupying a permanent position.

10. **Notice (to Owner) of Taking** – RTF Head or his/her representative duly authorized to sign in this capacity. In the case of a representative, he/she should be an attorney occupying a permanent position.

11. **Endorsement to the Office of the Solicitor General for Expropriation** – Any attorney who is a member of the ROW Task Force and duly authorized to sign in this capacity.

12. Agreement to Demolish and Remove Improvements (ADRI)

"First Party"	RTF Head
Witnesses	Any member of the ROW Task Force, upon authority of the RTF Head. <i>Recommendation:</i> At least one signatory should be a DPWH engineer of any rank occupying a permanent or co-terminus position.

13. Easement Agreement

"First Party"	RTF Head
Witnesses	<p>Any member of the ROW Task Force, upon authority of the RTF Head.</p> <p><i>Recommendation:</i> At least one signatory should be a DPWH engineer of any rank occupying a permanent or co-terminus position.</p>

14. Deed of Absolute Sale / Deed of Barter or Exchange

"First Party"	RTF Head
Witnesses	<p>Any member of the ROW Task Force, upon authority of the RTF Head</p> <p><i>Recommendation:</i> At least one signatory should be occupying a permanent or co-terminus position.</p>

15. Compromise Agreement

"First Party"	RTF Head
Witnesses	<p>Any member of the ROW Task Force, upon authority of the RTF Head</p> <p><i>Recommendation:</i> At least one signatory should be occupying a permanent or co-terminus position.</p>

16. Deed of Donation

"First Party"	RTF Head
Witnesses	<p>Any member of the ROW Task Force, upon authority of the RTF Head</p> <p><i>Recommendation:</i> At least one signatory should be occupying a permanent or co-terminus position.</p>

17. Deed of Assignment

"First Party"	RTF Head
Witnesses	Any member of the ROW Task Force, upon authority of the RTF Head <i>Recommendation:</i> At least one signatory should be occupying a permanent or co-terminus position.

18. Quit Claim – RTF Head

19. Parcenary Plan indicating the name of the owner, lot, and area – PPPS Director or Regional Director (as the case may be) as head of the Implementing Office (as per DoTS).

20. Summary and detailed computation of Replacement Cost – PPPS Director or Regional Director (as the case may be) as head of the Implementing Office (DoTS/COA Circular 2012-002).

21. Certification that the actual type and kind of improvement removed and demolished was the same with the improvements shown in the attached photos and as stated in the ADRI – Any DPWH engineer who is a member of the ROW Task Force, upon authority of the RTF Head

22. Letter of Transmittal to COA submitting pertinent documents duly received by COA with list of documents transmitted. – Any member of the ROW Task Force, upon authority of the RTF Head

23. Checklist of supporting documents and attachments for DoTS – Any member of the ROW Task Force, upon authority of the RTF Head.

24. Program of Work – RTF Head**25. Validation of ROW Action Plan – RTF Head**

26. Deed of Reconveyance to or Repurchase by Land Owner, or Deed of Transfer – President / Office of the President, upon recommendation by the DPWH Secretary

27. Reimbursement Agreements – RTF Head

- For forms and documents which happened to be omitted from this list, it shall be the RTF Head who, following management prerogative, shall make the designation(s) and shall select from among any member of the ROW Task Force. The RTF Head is advised to be consistent with the current Document Tracking System (DoTS) and COA Circular 2012-002.