



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

097.13 DPWH/  
09-17-2013

SEP 16 2013

DEPARTMENT ORDER )  
No. 84 )  
Series of 2013, 09.17.13 )  
X-X-X-X-X-X-X-X-X-X-X-X

SUBJECT: **PRIMARY RESPONSIBILITY  
AND ACCOUNTABILITY IN  
PROJECT IMPLEMENTATION**

In order to ensure projects are properly implemented and pinpoint primary responsibility and accountability, the head of the respective DPWH Implementing Office (IO) and Project Engineer identified in the Project Monitoring System (PMS) or Project Management Office Monitoring System (PMO-MS) shall be the primary responsible officials in ensuring that projects under their respective area of jurisdiction are implemented in accordance with a) procurement rules and regulations; b) approved plans and specifications and c) all financial rules and regulations.

The head of the IO shall also be primarily responsible to ensure that:

1. All projects have been properly added in PMS / PMO-MS prior to the start of project implementation and have been assigned a valid PMS Project Number;
2. All project information is properly, accurately and timely recorded in PMS, PMO-MS, eBudget and eNGAS;
3. Monitoring and reporting of physical and financial progress is made on time;
4. Submission of monthly physical progress and liquidation report from the other agency concerned for projects implemented through MOA is made;
5. No obligations or disbursements shall be made for non-existent projects;
6. No disbursements shall be made for projects until a valid contract has been properly executed and has taken effect;
7. Obligations and disbursements shall never exceed the approved contract and project costs;
8. No unauthorized transfer or utilization of funds other than its approved use shall be effected; and
9. Enforcement of other applicable laws, rules and regulations pertinent shall be adhered thereto (i.e. National Building Code, Clean Water Act, Climate Change Act, MVUC Law).

Immediate sanction in accordance with civil service rules and regulations will be meted to the head of the IO and any other staff found erring for violation of the above directives. Releases to a non-government organization shall be restricted and only if necessary and shall be subject to strict compliance with the requirements stated in Memorandum dated August 29, 2013.

This Order shall cover all projects implemented by DPWH regardless if funded by DPWH or other funding sources (e.g. MVUC, PDAF/VILP, and from Other Agencies) as defined in Department Order No. 56, series of 2012.

This Order supersedes previous issuances which are inconsistent herewith and shall take effect immediately.

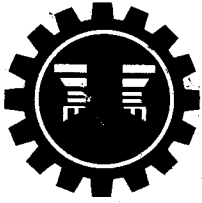
For strict compliance.

  
**ROGELIO L. SINGSON**  
Secretary

Department of Public Works and Highways  
Office of the Secretary



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

097.7 DPWH  
08-29-2013

**AUG 29 2013**

**MEMORANDUM**

**TO :** ALL REGIONAL DIRECTORS/  
DISTRICT ENGINEERS  
This Department

**Effective immediately**, Regional Directors and District Engineers are hereby directed to **suspend all DPWH fund releases**, from any sources, either from the **General Appropriations Act (GAA)**, **Priority Development Assistance Fund (PDAF)** and **Motors Vehicle Users Charge (MVUC)**, to be used as financial assistance in the implementation of projects by the **Non-Government Organizations (NGOs)** **unless cleared by the Office of the Secretary.**

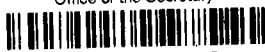
Henceforth, any release of fund assistance to NGOs shall be supported by the following:

1. The concerned **NGOs** shall be **accredited by Government Organizations (GOs)**, i.e., National Government Agencies (NGAs), Local Government Units (LGUs) and Government-Owned/Control Corporations (GOCCs), to **implement their projects**;
2. NGOs must **show proof that they are legitimate organization**, such as, **Certificate of Registration with the Securities and Exchange Commission (SEC)**, and/or with either the **Cooperatives Development Authority (CDA)** or the **Department of Labor and Employment (DOLE)**, as the case maybe, **depending on the nature of the service required or to be rendered to ensure its legal personality**;
3. The concerned NGO has been determined to have the **demonstrated capability and/or relevant experience or tract records** to undertake the said Project as **evaluated by the concerned DPWH Regional and/or District Engineering Offices**;
4. The Regional/District Engineering Offices shall submit a **"Certification"** that the concerned NGO has the **required construction equipment and management systems (responsible and accountable officers for its operation)** for the proposed Project;
5. The concerned NGO shall have **no outstanding unliquidated cash advances** and/or **any financial obligations with the government** and a **"Certification"** to this effect must be submitted duly concurred in by the DPWH Regional Director/District Engineer; and
6. The DPWH Regional/District Engineering Offices shall issue a **"Certification"** that the concerned NGO has **good standing and performance record** of their past/present implemented projects.

Strict compliance is hereby enjoined.

  
**ROGELIO L. SINGSON**  
Secretary

Department of Public Works and Highways  
Office of the Secretary



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