

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

097.130 PWH  
10-13-2015

OCT 12 2015

DEPARTMENT ORDER )  
NO. **156** )  
Series of 2015 )

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

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/DEOs/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.

Documents to be processed within the Regional Office shall observe the prescribed time contained in Annex E and the implementing procedures contained in Annex F.

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


District Engineers shall create a DEO DoTS Center wherein DEO transactions will be registered. District Engineering Offices shall observe the prescribed time contained in Annex I and the implementing procedures contained in Annex J. The DEO 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 K.

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 L) 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. 52 Series of 2012 and takes effect immediately.

  
**ROGELIO L. SINGSON**  
Secretary

Department of Public Works and Highways  
Office of the Secretary



WIN5P01245

4.5.1 MNP/BEY

**DoTS CO SYSTEM PRESCRIBED TIME**

**Annex A**  
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**As-Built Plans**

Activity	Office	Prescribed Time (wd)
Review and Endorse	IO	10
Approve	USEC for operations	22
<b>Total</b>		<b>32</b>

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

Activity	Office	Prescribed Time (wd)			
		50 M	100 M	200 M	Above 200M
Review and Endorse	IO	10	10	10	10
Review and Approve	BOD	16	20	22	25
<b>Total</b>		<b>26</b>	<b>30</b>	<b>32</b>	<b>35</b>

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

Activity	Office	Prescribed Time (wd)			
		50 M	100 M	200 M	Above 200M
Review and Endorse	IO	5	5	5	5
Review and Endorse/Review and Approve	BOD	14	16	18	20
Recommend Approval/Approve	ASEC for Technical Services	NA	3	3	3
Recommend approval/Approve	USEC for Technical Services	NA	NA	3	3
Approve	Secretary	NA	NA	NA	3
<b>Total</b>		<b>19</b>	<b>24</b>	<b>29</b>	<b>34</b>

**As-Staked/Revised Plans**

Activity	Office	Prescribed Time (wd)			
		50 M	100 M	200 M	Above 200M
Review and Endorse	IO	5	5	5	5
Review and Endorse/Review and Approve	BOD	12	16	18	20
Recommend approval/Approve	ASEC for Technical Services	NA	3	3	3
Recommend approval/Approve	USEC for Technical Services	NA	NA	3	3
Approve	Secretary	NA	NA	NA	3
<b>Total</b>		<b>17</b>	<b>24</b>	<b>29</b>	<b>34</b>

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**Specifications**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Review and endorse	IO	3
Review and endorse	BRS	10
Recommend approval	ASEC for Technical Services	1
Recommend approval	USEC for Technical Services	1
Approve	Secretary	3
<b>Total</b>		<b>18</b>

**Program Of Work**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>			
		<b>50 M</b>	<b>100 M</b>	<b>200 M</b>	<b>Above 200M</b>
Coordinate, review and endorse POW	IO	9	9	9	9
Review and endorse/Review and Approve	BOC	8	5	5	5
Recommend approval/Approve	ASEC for Technical Services	NA	3	2	2
Recommend approval/Approve	USEC for Technical Services	NA	NA	3	2
Approve	Secretary	NA	NA	NA	3
<b>Total</b>		<b>17</b>	<b>17</b>	<b>19</b>	<b>21</b>

**Approved Budget for Contract**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>			
		<b>50 M</b>	<b>100 M</b>	<b>200 M</b>	<b>Above 200M</b>
Coordinate, review and endorse	IO	8	8	8	8
Review and endorse/Review and Approve	BOC	8	5	5	5
Recommend approval/Approve	ASEC for Technical Services	NA	3	2	2
Recommend approval/Approve	USEC for Technical Services	NA	NA	3	2
Approve	Secretary	NA	NA	NA	3
<b>Total</b>		<b>16</b>	<b>16</b>	<b>18</b>	<b>20</b>



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**Award and Approval of Contract (Foreign Assisted)**

Activity	Office	Prescribed Time (wd)	
		200M	Above 200M
Evaluate, Post Qualify and Deliberate	BAC Chairman	22	22
Prepare Notice of Disqualification	PrS	1	1
Sign including initial of members	BAC Chairman	2	2
Prepare Resolution of Award	PrS	1	1
Sign including signature of members	BAC Chairman	3	3
Approve	Secretary	2	2
Transmit to Bank	IO	1	1
Concur	Bank (Lending Institution)	0	0
Prepare Notice of Award	PrS	1	1
Sign including initial of members	BAC Chairman	2	2
Post to DPWH and PhilGEPS website	PrS	1	1
Transmit Notice of Award to Contractor, Prepare Contract and Prepare Request for verification of Performance Bond/Surety Bond/LOC/Bank Guarantee/CARI/Credit Line Cert.	IO	6	6
Evaluate, prepare letter of Confirmation and transmit to bank	FMS	2	2
Concur	Bank/Insurance Firm	0	0
Verify and Prepare Certification	FMS	2	2
Review and endorse contract	IO	2	2
Concur	Bank (Lending Institution)	0	0
Verify Project-ID	Planning Service	1	1
Sign as witness and Issue ObR	FMS	3	3
Review and endorse	BOC / BOM	3	3
Recommend approval	ASEC for Operations	2	2
Approve (including review of the Legal Service)/Recommend approval	USEC for Operations	3	2
Approve (including review of the Legal Service)	Secretary	NA	3
Prepare Notice to Proceed	IO	1	1
Sign/Issue Notice to Proceed	USEC for Operations	2	2
<b>Total</b>		<b>63</b>	<b>65</b>

DoTS CO SYSTEM PRESCRIBED TIME

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**Award and Approval of Contract (Locally Funded)/Negotiated Contract<sup>1</sup>**

Activity	Office	Prescribed Time (wd)	
		150M	Above 150M
Evaluate, Post Qualify and Deliberate	BAC Chairman	22	22
Prepare Notice of Disqualification	PrS	1	1
Sign including initial of members	BAC Chairman	2	2
Prepare Resolution of Award	PrS	1	1
Sign including signature of members	BAC Chairman	3	3
Approve	Secretary	2	2
Prepare Notice of Award	PrS	1	1
Sign including initial of members	BAC Chairman	2	2
Post to DPWH and PhilGEPS website	PrS	1	1
Transmit Notice of Award to Contractor, Prepare Contract and Prepare Request for verification of Performance Bond/Surety Bond/LOC/Bank Guarantee/CARI/Credit Line Cert.	IO	6	6
Evaluate, prepare letter of confirmation and transmit to bank	FMS	2	2
Concur	Bank/Insurance Firm	0	0
Verify and prepare Certification	FMS	2	2
Review and endorse contract	IO	2	2
Verify Project-ID	Planning Service	1	1
Sign as witness and Issue ObR	FMS	3	3
Review and endorse	BOC / BOM	3	3
Recommend approval	ASEC for Operations	2	2
Approve (including review of the Legal Service)/Recommend approval	USEC for Operations	3	2
Approve (including review of the Legal Service)	Secretary	NA	3
Prepare Notice to Proceed	IO	1	1
Sign/Issue Notice to Proceed	USEC for Operations	2	2
<b>Total</b>		<b>62</b>	<b>64</b>

<sup>1</sup> For Negotiated Contract due to 2<sup>nd</sup> Time Failed Bidding or Terminated/Rescinded Contract

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**Award and Approval of Negotiated Contract<sup>2</sup>**

Activity	Office	Prescribed Time (wd)	
		150M	Above 150M
Prepare Resolution of Award	PrS	1	1
Sign including signature of members	BAC Chairman	3	3
Approve	Secretary	2	2
Prepare Notice of Award	PrS	1	1
Sign including initial of members	BAC Chairman	2	2
Post to DPWH and PhilGEPS website	PrS	1	1
Transmit Notice of Award to Contractor, Prepare Contract and Prepare Request for verification of Performance Bond/Surety Bond/LOC/Bank Guarantee/CARI/Credit Line Cert.	IO	6	6
Evaluate, prepare letter of confirmation and transmit to bank	FMS	2	2
Concur	Bank/Insurance Firm	0	0
Verify and prepare Certification	FMS	2	2
Review and endorse contract	IO	2	2
Verify Project-ID	Planning Service	1	1
Sign as witness and Issue ObR	FMS	3	3
Review and endorse	BOC / BOM	3	3
Recommend approval	ASEC for Operations	2	2
Approve (including review of the Legal Service)/Recommend approval	USEC for Operations	3	2
Approve (including review of the Legal Service)	Secretary	NA	3
Prepare Notice to Proceed	IO	1	1
Sign/Issue Notice to Proceed	USEC for Operations	2	2
<b>Total</b>		<b>46</b>	<b>48</b>

<sup>2</sup> For Negotiated Contract due to Emergency or Adjacent/Contiguous to an on-going Infra Project

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

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Prepare Memo	FMS	1
Receive Memorandum and SARO	USEC for Planning	1
Distribute to RO Coordinators and Prepare and Initial Memorandum to FMS for release of SARO	Director, Planning Service	3
Initial Memorandum to FMS for release of SARO	USEC for Planning	2
Approve Memorandum for release of SARO	Secretary	3
Receive approved Memo. Generate, Sign and Issue SAA to RO/DEO	FMS	1
<b>Total</b>		<b>48</b>

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

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

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Coordinate, review and endorse	IO	7
Recommend approval	USEC for PMO Operations	2
Recommend approval	USEC for Technical Services	2
Approve	Secretary	3
<b>Total</b>		<b>14</b>

**Change Order / Extra Work Order**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Coordinate, review and endorse	IO	7
Verify Project-ID	Planning Service	1
Review and endorse	BOD	5
Review and endorse	BOC	2
Issue ObR	FMS	2
Recommend approval	ASEC for Technical Services	2
Recommend approval	USEC for Technical Services	2
Approve (including review of the Legal Service)	Secretary	3
<b>Total</b>		<b>24</b>

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**Final Variation Order**

Activity	Office	Prescribed Time (wd)
Coordinate, review and endorse	IO	7
Verify Project-ID	Planning Service	1
Review and endorse	BOD	6
Review and endorse	BOC	3
Issue ObR	FMS	2
Recommend approval	ASEC for Technical Services	2
Recommend approval	USEC for Technical Services	2
Approve (including review of the Legal Service)	Secretary	3
<b>Total</b>		<b>26</b>

**Contract Time Suspension / Extension**

Activity	Office	Prescribed Time (wd)		
		61-90cd	91-120cd	Above 120cd
Coordinate, review and endorse	IO	11	11	11
Review and endorse	BOC	5	5	5
Recommend approval/Approve	ASEC for Operations	3	2	2
Recommend approval/Approve (including review of the Legal Service)	USEC for Operations	NA	3	2
Approve (including review of the Legal Service)	Secretary	NA	NA	3
<b>Total</b>		<b>19</b>	<b>21</b>	<b>23</b>

**PERT / CPM**

Activity	Office	Prescribed Time (wd)
Review/Endorse	IO	3
Review/Endorse	BOC	3
Recommend approval	ASEC for Operations	1
Approve	USEC for operations	1
<b>Total</b>		<b>8</b>

**MOA / MOU**

Activity	Office	Prescribed Time (wd)
Coordinate, review and endorse	IO/Other Agency	11
Review and endorse	BOC / BOM	3
Recommend approval	ASEC for Operations	2
Recommend approval	USEC for Operations	2
Approve (including review of the Legal Service)	Secretary	3
<b>Total</b>		<b>21</b>

**DoTS CO SYSTEM PRESCRIBED TIME**

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**IROW Payment**

Activity	Office	Prescribed Time (wd)		
		50M	100M	Above 100M
Prepare IROW Payment & endorse	IO	3	3	3
Verify Project-ID	Planning Service	1	1	1
Process, record & sign	FMS	7	7	7
Recommend approval /Approve	ASEC for Operations	2	2	2
Recommend approval /Approve	USEC for Operations	NA	2	2
Approve	Secretary	NA	NA	3
Prepare, process and sign LDDAP-ADA	FMS	2	2	2
Approve LDDAP	ASEC for Support Services	2	2	2
<b>Total</b>		<b>17</b>	<b>19</b>	<b>22</b>

**IROW Payment with RAP**

Activity	Office	Prescribed Time (wd)		
		50M	100M	Above 100M
Review and endorse	ESSO	5	5	5
Prepare IROW Payment & endorse	IO	3	3	3
Verify Project-ID	Planning Service	1	1	1
Process, record & sign	FMS	7	7	7
Recommend approval /Approve	ASEC for Operations	2	2	2
Recommend approval /Approve	USEC for Operations	NA	2	2
Approve	Secretary	NA	NA	3
Prepare, process and sign LDDAP-ADA	FMS	2	2	2
Approve LDDAP	ASEC for Support Services	2	2	2
<b>Total</b>		<b>22</b>	<b>24</b>	<b>27</b>

**Advance Payment**

Activity	Office	Prescribed Time (wd)
Receive request, review and endorse DV	IO	3
Process, record & sign	FMS	7
Process, record and sign DV	ASEC for Operations	2
Recommend approval DV	USEC for Operations	2
Recommend approval DV	Secretary	3
Prepare, process and sign LDDAP-ADA	FMS	2
Approve LDDAP	ASEC for Support Services	2
<b>Total</b>		<b>21</b>

**DoTS CO SYSTEM PRESCRIBED TIME**

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**First Progress Payment**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Receive request, review and endorse Certificate of Monthly Payment and DV	IO	3
Recommend approval of Certificate	ASEC for Operations	1
Approve Certificate	USEC for Operations	1
Process, record and sign DV	FMS	7
Recommend approval DV	ASEC for Operations	1
Recommend approval DV	USEC for Operations	1
Approve DV	Secretary	3
Prepare, process and sign LDDAP-ADA	FMS	2
Approve LDDAP	ASEC for Support Services	2
<b>Total</b>		<b>21</b>

**Interim Progress Payment**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>	
		<b>200M</b>	<b>Above 200M</b>
Receive request, review and endorse Certificate of Monthly Payment and DV	IO	3	3
Recommend approval of Certificate	ASEC for Operations	1	1
Approve Certificate	USEC for Operations	1	1
Process, record & sign DV	FMS	7	7
Recommend approval DV/Approve	ASEC for Operations	2	1
Approve DV	USEC for Operations	NA	1
Prepare, process and sign LDDAP-ADA	FMS	2	2
Approve LDDAP	ASEC for Support Services	2	2
<b>Total</b>		<b>18</b>	<b>18</b>

**Final Progress Payment**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Receive request, review and endorse Certificate of Monthly Payment and DV	IO	3
Recommend approval of Certificate	ASEC for Operations	1
Approve Certificate	USEC for Operations	1
Process, record & sign DV	FMS	7
Recommend approval DV	ASEC for Operations	1
Recommend approval DV	USEC for Operations	1
Approve DV	Secretary	3
Prepare, process and sign LDDAP-ADA	FMS	2
Approve LDDAP	ASEC for Support Services	2
<b>Total</b>		<b>21</b>



**DoTS CO SYSTEM PRESCRIBED TIME**

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**Release of Retention**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Review & approve	IO	3
Process, record & sign DV	FMS	4
Recommend approval DV	ASEC for Operations	1
Recommend approval DV	USEC for Operations	1
Approve DV	Secretary	3
Prepare, process and sign LDDAP-ADA	FMS	2
Approve LDDAP	ASEC for Support Services	2
<b>Total</b>		<b>16</b>

**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	IO	2
Process, record & sign DV	FMS	7
Recommend approval DV	ASEC for Operations	1
Approve DV	USEC for Operations	1
Prepare, process and sign LDDAP-ADA	FMS	2
Approve LDDAP	ASEC for Support Services	2
<b>Total</b>		<b>15</b>

**Annex B**

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

<b>Doer</b>	<b>Activity</b>
Contractor/ Implementing Office (IO)	<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/IO immediately within the day.</li> <li>5. Otherwise, register document into DoTS.</li> <li>6. Issue a receipt to the Contractor/IO.</li> <li>7. Print the DoTS Header and attach to the document.</li> <li>8. Forward the documents 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 RO TO CO SYSTEM PRESCRIBED TIME**

**Annex C**  
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**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 Contract (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>

**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>

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**Annex C**  
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**Change Order/Extra Work Order/Final Variation Order**

Activity	Office	Prescribed Time (wd)	
		Above 50M–150M	Above 150M
Review and endorse	BOD	5	5
Review and endorse	BOC	2	2
Recommend approval	ASEC for Technical Services	2	2
Approve (including review of the Legal Service)/Recommend approval	USEC for Technical Services	2	2
Approve (including review of the Legal Service)	Secretary	NA	3
<b>Total</b>		<b>11</b>	<b>14</b>

**Contract Time Suspension /Extension**

Activity	Office	Prescribed Time (wd)		
		Above 60d-90d	Above 90d-120d	Above 120d
Review and endorse	BOC	5	5	5
Recommend approval	ASEC for Regional Operations	2	2	2
Approve (including review of the Legal Service)/Recommend approval	USEC for Regional Operations	NA	2	2
Approve (including review of the Legal Service)	Secretary	NA	NA	3
<b>Total</b>		<b>7</b>	<b>9</b>	<b>12</b>

**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/BOM	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	3
<b>Total</b>		<b>10</b>

**DoTS RO TO CO SYSTEM PRESCRIBED TIME**

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**Award and Approval of Contract (Foreign Assisted)**

Activity	Office	Prescribed Time (wd)	
		200M	Above 200M
Evaluate, Post Qualify and Deliberate	BAC Chairman	22	22
Prepare Notice of Disqualification	PrS	1	1
Sign including initial of members	BAC Chairman	2	2
Prepare Resolution of Award	PrS	1	1
Sign including signature of members	BAC Chairman	3	3
Approve	Secretary	2	2
Transmit to Bank	IO	1	1
Concur	Bank (Lending Institution)	0	0
Prepare Notice of Award	PrS	1	1
Sign including initial of members	BAC Chairman	2	2
Post to DPWH & PhilGEPS website	PrS	1	1
Transmit Notice of Award to Contractor, Prepare Contract and Prepare Request for verification of Performance Bond/Surety Bond/LOC/Bank Guarantee/CARI/Credit Line Cert.	IO	6	6
Evaluate, prepare letter of Confirmation and transmit to bank	FMS	2	2
Concur	Bank/Insurance Agency	0	0
Verify and Prepare Certification	FMS	2	2
Review and endorse contract	IO	2	2
Concur	Bank	0	0
Verify Project-ID	Planning Service	1	1
Sign as witness and Issue ObR	FMS	3	3
Review and endorse	BOC / BOM	3	3
Recommend approval	ASEC for Operations	2	2
Approve (including review of the Legal Service)/Recommend approval	USEC for Operations	3	2
Approve (including review of the Legal Service)	Secretary	NA	3
Prepare Notice to Proceed	IO	1	1
Sign/Issue Notice to Proceed	USEC for Operations	2	2
<b>Total</b>		<b>63</b>	<b>65</b>

**DoTS RO TO CO SYSTEM PRESCRIBED TIME**

**Annex C**  
**Page 4 of 5**

**Award and Approval of Contract (Locally Funded)/Negotiated Contract<sup>1</sup>**

Activity	Office	Prescribed Time (wd)	
		200M	Above 200M
Evaluate, Post Qualify and Deliberate	BAC Chairman	12	12
Prepare Notice of Disqualification	PrS	1	1
Sign including initial of members	BAC Chairman	2	2
Prepare Resolution of Award	PrS	1	1
Sign including signature of members	BAC Chairman	3	3
Approve	Secretary	2	2
Prepare Notice of Award	PrS	1	1
Sign including initial of members	BAC Chairman	2	2
Post to DPWH & PhilGEPS website	PrS	1	1
Transmit Notice of Award to Contractor, Prepare Contract and Prepare Request for verification of Performance Bond/Surety Bond/LOC/Bank Guarantee/CARI/Credit Line Cert.	IO	6	6
Evaluate, prepare letter of Confirmation and transmit to bank	FMS	2	2
Concur	Bank/Insurance Firm	0	0
Verify and Prepare Certification	FMS	2	2
Review and endorse contract	IO	2	2
Verify Project-ID	Planning Service	1	1
Sign as witness and Issue ObR	FMS	3	3
Review and endorse	BOC / BOM	3	3
Recommend approval	ASEC for Operations	2	2
Approve (including review of the Legal Service)/Recommend approval	USEC for Operations	3	2
Approve (including review of the Legal Service)	Secretary	NA	3
Prepare Notice to Proceed	IO	1	1
Sign/Issue Notice to Proceed	USEC for Operations	2	2
<b>Total</b>		<b>52</b>	<b>54</b>

<sup>1</sup> For Negotiated Contract due to 2<sup>nd</sup> Time Failed Bidding or Terminated/Rescinded Contract

**DoTS RO TO CO SYSTEM PRESCRIBED TIME**

**Annex C**  
**Page 5 of 5**

**Award and Approval of Negotiated Contract<sup>2</sup>**

Activity	Office	Prescribed Time (wd)	
		200M	Above 200M
Prepare Resolution of Award	PrS	1	1
Sign including signature of members	BAC Chairman	3	3
Approve	Secretary	2	2
Prepare Notice of Award	PrS	1	1
Prepare Notice of Award	PrS	1	1
Post to DPWH & PhilGEPS website	PrS	1	1
Transmit Notice of Award to Contractor, Prepare Contract and Prepare Request for verification of Performance Bond/Surety Bond/LOC/Bank Guarantee/CARI/Credit Line Cert.	IO	6	6
Evaluate, prepare letter of Confirmation and transmit to bank	FMS	2	2
Concur	Bank/Insurance Agency	0	0
Verify and Prepare Certification	FMS	2	2
Review and endorse contract	IO	2	2
Verify Project-ID	Planning Service	1	1
Sign as witness and Issue ObR	FMS	3	3
Review and endorse	BOC / BOM	3	3
Recommend approval	ASEC for Operations	2	2
Approve (including review of the Legal Service)/Recommend approval	USEC for Operations	3	2
Approve (including review of the Legal Service)	Secretary	NA	3
Prepare Notice to Proceed	IO	1	1
Sign/Issue Notice to Proceed	USEC for Operations	2	2
<b>Total</b>		<b>36</b>	<b>38</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>

<sup>2</sup> For Negotiated Contract due to Emergency or Adjacent/Contiguous to an on-going Infra Project



Annex D

**RO to CO 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 documents and return DoTS documents to RO DoTS Center.
Regional Office DoTS Center	12. For returned documents, comply required action. Submit deficiencies to the Reviewing/Processing Office within 3 days.
Office of the Secretary	13. Record documents with no DoTS Header. 14. Forward list of documents with no DoTS Header to the CO DoTS Center every end of the month.
CO DoTS Center	15. Close the transaction in the DoTS.

DoTS RO SYSTEM PRESCRIBED TIME

Annex E  
Page 1 of 6

**Detailed Engineering Design**

Activity	Office	Prescribed Time (wd)	
		New	Existing
Prepare Plans	Planning & Design Division		
Per km. of Roads			
▪ Flat		5	4
▪ Rolling		6	5
▪ Mountainous		7	6
Per Bridge		30	28
Per Building		22	20
Per km. of Flood Control		7	6
Recommend Approval	ARD	1	1
Approve	RD	1	1

**Total**

**As-Staked/Revised**

Activity	Office	Prescribed Time (wd)	
		New	Existing
Prepare Plans	Planning & Design Division		
Per km. of Roads			
▪ Flat		5	4
▪ Rolling		6	5
▪ Mountainous		7	6
Per Bridge		24	22
Per Building		20	18
Per km. of Flood Control		6	5
Recommend Approval	ARD	1	1
Approve	RD	1	1

**Total**

**As-Built**

Activity	Office	Prescribed Time (wd)	
		New	Existing
Prepare Plans	Planning & Design Division		
Per km. of Roads			
▪ Flat		4	3
▪ Rolling		5	4
▪ Mountainous		6	5
Per Bridge		22	20
Per Building		18	16
Per km. of Flood Control		5	5
Recommend Approval	ARD	1	1
Approve	RD	1	1

**Total**

DoTS RO SYSTEM PRESCRIBED TIME

Annex E  
Page 2 of 6

**Program of Work**

Activity	Office	Prescribed Time (wd)
Prepare and Endorse	Implementing Division	3
Recommend Approval	ARD	1
Approve	RD	1
<b>Total</b>		<b>5</b>

**Approved Budget for Contract**

Activity	Office	Prescribed Time (wd)	
Prepare and Endorse	Procurement Office	1	1
Review and Recommend Approval	BAC Chairman	1	1
Recommend Approval	ARD	NA <sup>1</sup>	1
Approve	RD	1	1
<b>Total</b>		<b>4</b>	<b>4</b>

<sup>1</sup> Not Applicable if ARD is the BAC Chairman

DoTS RO SYSTEM PRESCRIBED TIME

Annex E  
Page 3 of 6

**Award of Contract (Foreign Funded)**

Activity	Office	Prescribed Time (wd)	
Deliberate Prepare and Sign Resolution	BAC	8	7
Recommend Approval	ARD	NA <sup>1</sup>	1
Approve	RD	1	1
Transmit to Bank	Implementing Division	1	1
Concur	Bank (Lending Institution)	0	0
Prepare Notice of Award and Sign	BAC Chairman	2	1
Recommend Approval	ARD	NA <sup>1</sup>	1
Sign Notice of Award	RD	1	1
Post to DPWH & PhilGEPS website, Transmit Notice of Award to Contractor	BAC Chairman	2	2
Transmit Notice of Award to Contractor, Prepare Contract and Prepare Request for verification of Performance Bond/Surety Bond/LOC/Bank Guarantee/CARI/Credit Line Cert.	Implementing Division	6	6
Evaluate, prepare letter of Confirmation and transmit to bank	FMD	2	2
Concur	Bank/Insurance Firm	0	0
Verify and Prepare Certification	FMD	2	2
Review and endorse contract	Implementing Division	2	2
Concur	Bank (Lending Institution)	0	0
Verify Project-ID	MD	1	1
Issue ObR/Sign as witness	FMD	1	1
Sign Contract	ARD	1	1
Approve Contract (including review of the Legal Office)	RD	1	1
Prepare Notice to Proceed	BAC Chairman	1	1
Review and Endorse	Implementing Division	1	1
Initial	ARD	1	1
Approve(including review of the Legal Office)	RD	1	1
Transmit to Contractor	BAC Chairman	1	1
<b>Total</b>		<b>36</b>	<b>36</b>

DoTS RO SYSTEM PRESCRIBED TIME

Annex E  
Page 4 of 6

**Award of Contract (Locally Assisted)/Negotiated Contract**

Activity	Office	Prescribed Time (wd)	
Deliberate Prepare and Sign Resolution	BAC	8	7
Recommend Approval	ARD	NA <sup>1</sup>	1
Approve	RD	1	1
Prepare Notice of Award and Sign	BAC Chairman	2	1
Recommend Approval	ARD	NA <sup>1</sup>	1
Sign Notice of Award	RD	1	1
Post to DPWH & PhilGEPS website, Transmit Notice of Award to Contractor	BAC Chairman	2	2
Transmit Notice of Award to Contractor, Prepare Contract and Prepare Request for verification of Performance Bond/Surety Bond/LOC/Bank Guarantee/CARI/Credit Line Cert.	Implementing Division	6	6
Evaluate, prepare letter of Confirmation and transmit to bank	FMD	2	2
Concur	Bank/Insurance Firm	0	0
Verify and Prepare Certification	FMD	2	2
Review and endorse contract	Implementing Division	2	2
Verify Project-ID	MD	1	1
Issue ObR/Sign as witness	FMD	1	1
Sign Contract	ARD	1	1
Approve Contract (including review of the Legal Office)	RD	1	1
Prepare Notice to Proceed	BAC Chairman	1	1
Review and Endorse	Implementing Division	1	1
Initial	ARD	1	1
Approve	RD	1	1
Transmit to Contractor	BAC Chairman	1	1
<b>Total</b>		<b>35</b>	<b>35</b>

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

Activity	Office	Prescribed Time (wd)
Coordinate, review and endorse	Implementing Division	5
Recommend approval	ARD	2
Approve	RD	3
<b>Total</b>		<b>10</b>

**DoTS RO SYSTEM PRESCRIBED TIME**

**Annex E**  
**Page 5 of 6**

**Change Order/Extra Work Order/Final Variation Order**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Prepare and Endorse	Implementing Division	5
Review and Endorse	Planning & Design Division	2
Issue ObR	FMD	1
Recommend Approval	ARD	1
Approve(including review of the Legal Office)	RD	1
<b>Total</b>		<b>10</b>

**Contract Suspension/Time Extension/ Resumption Order**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Prepare and Endorse	Implementing Division	2
Recommend Approval	ARD	1
Approve(including review of the Legal Office)	RD	1
<b>Total</b>		<b>4</b>

**PERT / CPM (Revised)**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Review/Endorse	Implementing Division	3
Recommend approval	ARD	1
Approve	RD	1
<b>Total</b>		<b>5</b>

**MOA / MOU**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Prepare and Endorse	Implementing Division	5
Recommend Approval	FMD	2
Initial	ARD	1
Approve(including review of the Legal Office)	RD	1
<b>Total</b>		<b>9</b>

**IROW Payment**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Prepare IROW Payment and Endorse DV	Implementing Division	2
Process, Record and Initial	FMD	2
Recommend Approval	ARD	1
Approve DV	RD	1
Prepare, process and sign LDDAP-ADA	FMD	1
Approve LDDAP-ADA	RD	1
<b>Total</b>		<b>8</b>

**DoTS RO SYSTEM PRESCRIBED TIME**

**Annex E**  
**Page 6 of 6**

**Advance Payment**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Receive request, review and endorse DV	Implementing Division	3
Process, record, and sign DV	FMD	3
Initial	ARD	1
Approve DV	RD	1
Prepare, process and sign LDDAP-ADA	FMD	2
Approve LDDAP-ADA	RD	1
<b>Total</b>		<b>11</b>

**First Progress Billing / Inter Progress Billing / Final Progress Billing**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Receive request, review and endorse Certificate of Monthly Payment and Prepare DV	Implementing Division	3
Recommend Approval	ARD	1
Approve Certificate of Monthly Payment	RD	1
Process, record & sign DV	FMD	3
Initial	ARD	1
Approve DV	RD	1
Prepare, process and sign LDDAP-ADA	FMD	2
Approve LDDAP-ADA	RD	1
<b>Total</b>		<b>13</b>

**Release of Retention**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Review & approve	Implementing Division	1
Process, record & sign DV	FMD	3
Recommend approval	ARD	1
Approve DV	RD	1
Prepare, process and sign LDDAP-ADA	FMD	2
Approve LDDAP-ADA	RD	1
<b>Total</b>		<b>9</b>



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

<b>Doer</b>	<b>Activity</b>
Contractor/Implementing Office (IO)	1. Submit DoTS documents to the Regional DoTS Center
Regional DoTS Center	2. Check completeness of documents 3. Return incomplete document to the contractor/IO within the day. 4. Otherwise, register document into DoTS. 5. Issue a receipt to the Contractor/IO. 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.

DoTS DEO to RO SYSTEM PRESCRIBED TIME

Annex G  
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**Plans**

Activity	Office	Prescribed Time
Review and endorse	Planning & Design Division	5
Recommend Approval	ARD	1
Approve	RD	1
<b>Total</b>		<b>7</b>

**Program of Work**

Activity	Office	Prescribed Time
Review and endorse	Construction Division	3
Recommend Approval	ARD	1
Approve	RD	1
<b>Total</b>		<b>5</b>

**Approved Budget for Contract**

Activity	Office	Prescribed Time	
Review and endorse	Procurement Office	2	2
Review and Recommend Approval	BAC Chairman	2	1
Recommend Approval	ARD	<sup>2</sup> NA	1
Approve	RD	1	1
<b>Total</b>		<b>5</b>	<b>5</b>

**PERT / CPM**

Activity	Office	Prescribed Time
Review/Endorse	Construction Division	1
Recommend approval	ARD	1
Approve	RD	1
<b>Total</b>		<b>3</b>

**Change Order/Extra Work Order/ Final Variation Order**

Activity	Office	Prescribed Time
Review and endorse	Construction Division	3
Review and Endorse	Planning & Design Division	2
Issue ObR	FMD	1
Recommend Approval	ARD	1
Approve(including review of the Legal Office)	RD	1
<b>Total</b>		<b>8</b>

**Contract Time Suspension/Extension/Resumption Order**

Activity	Office	Prescribed Time
Review and endorse	Construction Division	1
Recommend Approval	ARD	1
Approve(including review of the Legal Office)	RD	1
<b>Total</b>		<b>3</b>

<sup>2</sup> Not Applicable if ARD is the BAC Chairman

DoTS DEO to RO SYSTEM PRESCRIBED TIME

Annex G  
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**MOA / MOU**

Activity	Office	Prescribed Time
Review and endorse	Construction Division	2
Initial	ARD	1
Approve(including review of the Legal Office)	RD	1
<b>Total</b>		<b>4</b>

**Award and Approval of Contract (Foreign Funded)**

Activity	Office	Prescribed Time (wd)	
Deliberate Prepare and Sign Resolution	BAC	8	7
Recommend Approval	ARD	NA <sup>1</sup>	1
Approve	RD	1	1
Transmit to Bank	Implementing Section	1	1
Concur	Bank	0	0
Prepare Notice of Award and Sign	BAC Chairman	2	1
Recommend Approval	ARD	NA <sup>1</sup>	1
Sign Notice of Award	RD	1	1
Post to DPWH & PhilGEPS website, Transmit Notice of Award to Contractor	BAC Chairman	2	2
Transmit Notice of Award to Contractor, Prepare Contract and Prepare Request for verification of Performance Bond/Surety Bond/LOC/Bank Guarantee/CARI/Credit Line Cert.	Implementing Division	6	6
Evaluate, prepare letter of Confirmation and transmit to bank	FMD	2	2
Concur	Bank/Insurance Firm	0	0
Verify and Prepare Certification	FMD	2	2
Review and endorse contract	Implementing Section	2	2
Concur	Bank	0	0
Verify Project-ID	MD	1	1
Issue ObR/Sign as witness	FMD	1	1
Sign Contract	ARD	1	1
Approve Contract (including review of the Legal Office)	RD	1	1
Prepare Notice to Proceed	BAC Chairman	1	1
Review and Endorse	Implementing Section	1	1
Initial	ARD	1	1
Approve	RD	1	1
Transmit to Contractor	BAC Chairman	1	1
<b>Total</b>		<b>36</b>	<b>36</b>

DoTS DEO to RO SYSTEM PRESCRIBED TIME

Annex G  
Page 3 of 3

**Award and Approval of Contract (Locally Assisted)/Negotiated Contract**

Activity	Office	Prescribed Time (wd)	
Deliberate Prepare and Sign Resolution	BAC	8	7
Recommend Approval	ARD	NA <sup>1</sup>	1
Approve	RD	1	1
Prepare Notice of Award and Sign	BAC Chairman	2	1
Recommend Approval	ARD	NA <sup>1</sup>	1
Sign Notice of Award	RD	1	1
Post to DPWH & PhilGEPS website, Transmit Notice of Award to Contractor	BAC Chairman	2	2
Transmit Notice of Award to Contractor, Prepare Contract and Prepare Request for verification of Performance Bond/Surety Bond/LOC/Bank Guarantee/CARI/Credit Line Cert.	Implementing Section	6	6
Evaluate, prepare letter of Confirmation and transmit to bank	FMD	2	2
Concur	Bank/Insurance Firm	0	0
Verify and Prepare Certification	FMD	2	2
Review and endorse contract	Implementing Section	2	2
Verify Project-ID	MD	1	1
Issue ObR/Sign as witness	FMD	1	1
Sign Contract	ARD	1	1
Approve Contract (including review of the Legal Office)	RD	1	1
Prepare Notice to Proceed	BAC Chairman	1	1
Review and Endorse	Implementing Section	1	1
Initial	ARD	1	1
Approve	RD	1	1
Transmit to Contractor	BAC Chairman	1	1
<b>Total</b>		<b>35</b>	<b>35</b>

**DEO to RO DoTS IMPLEMENTING GUIDELINES**  
**Processing Offices**

<b>Doer</b>	<b>Activity</b>
District Engineering Office	1. Submit DoTS documents to the Regional Office (RO) DoTS Center
RO DoTS Center	2. Check completeness of supporting documents and attachments. 3. Return incomplete document to the District Engineering Office immediately within the day. 4. Otherwise, register document into DoTS 5. Issue a receipt to the DEO Liaison Officer 6. Print the DoTS Header and attach to the document. 7. Forward the document to the Processing Office.
Processing Office / Approving Official	8. Check for the DoTS Header. For documents with no DoTS Header, forward the document to the RO DoTS Center. 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.
RO DoTS Center	11. In case of returned documents, inform the District Engineering Office that their documents have been returned.
Office of the Regional Director	12. Record documents with no DoTS Header. 13. Forward list of documents with no DoTS Header to the RO DoTS Center every end of the month.
RO DoTS Center	14. Close the transaction in the DoTS upon completion of the process.

DoTS DEO SYSTEM PRESCRIBED TIME

Annex I  
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**Detailed Engineering Design**

Activity	Office	Prescribed Time (wd)	
		New	Existing
Prepare Plans	Planning & Design Section		
Per km. of Roads			
▪ Flat		5	4
▪ Rolling		6	5
▪ Mountainous		7	6
Per Bridge		30	28
Per Building		22	20
Per km. of Flood Control		7	6
Recommend Approval	ADE	1	1
Approve	DE	1	1

**As-Staked/Revised**

Activity	Office	Prescribed Time (wd)	
		New	Existing
Prepare Plans	Planning & Design Section		
Per km. of Roads			
▪ Flat		5	4
▪ Rolling		6	5
▪ Mountainous		7	6
Per Bridge		24	22
Per Building		20	18
Per km. of Flood Control		6	5
Recommend Approval	ADE	1	1
Approve	DE	1	1

**As-Built**

Activity	Office	Prescribed Time (wd)	
		New	Existing
Prepare Plans	Planning & Design Section		
Per km. of Roads			
▪ Flat		4	3
▪ Rolling		5	4
▪ Mountainous		6	5
Per Bridge		22	20
Per Building		18	16
Per km. of Flood Control		5	5
Recommend Approval	ADE	1	1
Approve	DE	1	1

**DoTS DEO SYSTEM PRESCRIBED TIME**

**Annex I**  
**Page 2 of 6**

**Program of Work**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Prepare and Endorse	Planning & Design Section	3
Recommend Approval	ADE	1
Approve	DE	1
<b>Total</b>		<b>5</b>

**Approved Budget for Contract**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>	
Prepare and Endorse	Planning & Design Section	1	1
Review and Recommend Approval	BAC Chairman	1	1
Recommend Approval	ADE	NA <sup>3</sup>	1
Approve	DE	1	1
<b>Total</b>		<b>3</b>	<b>4</b>

<sup>3</sup> Not Applicable if ADE is the BAC Chairman



DoTS DEO SYSTEM PRESCRIBED TIME

Annex I  
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**Award and Approval of Contract (Foreign Assisted)**

Activity	Office	Prescribed Time (wd)	
Deliberate Prepare and Sign Resolution	BAC	8	7
Recommend Approval	ADE	NA <sup>1</sup>	1
Approve	DE	1	1
Transmit to Bank	Implementing Section	1	1
Concur	Bank (Lending Institution)	0	0
Prepare Notice of Award and Sign	BAC Chairman	2	1
Recommend Approval	ADE	NA <sup>1</sup>	1
Sign Notice of Award	DE	1	1
Post to DPWH & PhilGEPS website, Transmit Notice of Award to Contractor	BAC Chairman	2	2
Transmit Notice of Award to Contractor, Prepare Contract and Prepare Request for verification of Performance Bond/Surety Bond/LOC/Bank Guarantee/CARI/Credit Line Cert.	Implementing Section	6	6
Evaluate, prepare letter of Confirmation and transmit to bank	FMD	2	2
Concur	Bank/Insurance Firm	0	0
Verify and Prepare Certification	FMD	2	2
Review and endorse contract	Implementing Section	2	2
Concur	Bank (Lending Institution)	0	0
Verify Project-ID	MS	1	1
Issue ObR/Sign as Witness	FMD	1	1
Sign Contract	ADE	1	1
Approve Contract (including review of the Legal Office)	DE	1	1
Prepare Notice to Proceed and Endorse	BAC	1	1
Review and Endorse	Implementing Section	1	1
Initial	ADE	1	1
Approve	DE	1	1
Transmit to Contractor	BAC Chairman	1	1
<b>Total</b>		<b>36</b>	<b>36</b>

**DoTS DEO SYSTEM PRESCRIBED TIME**

**Annex I**  
**Page 4 of 6**

**Award and Approval of Contract (Locally Funded)/Negotiated Contract**

Activity	Office	Prescribed Time (wd)	
Deliberate Prepare and Sign Resolution	BAC	8	7
Recommend Approval	ADE	NA <sup>1</sup>	1
Approve	DE	1	1
Prepare Notice of Award and Sign	BAC Chairman	2	1
Recommend Approval	ADE	NA <sup>1</sup>	1
Sign Notice of Award	DE	1	1
Post to DPWH & PhilGEPS website, Transmit Notice of Award to Contractor	BAC Chairman	2	2
Transmit Notice of Award to Contractor, Prepare Contract and Prepare Request for verification of Performance Bond/Surety Bond/LOC/Bank Guarantee/CARI/Credit Line Cert.	Implementing Section	6	6
Evaluate, prepare letter of Confirmation and transmit to bank	FMD	2	2
Concur	Bank/Insurance Firm	0	0
Verify and Prepare Certification	FMD	2	2
Review and endorse contract	Implementing Section	2	2
Verify Project-ID	MS	1	1
Issue ObR/Sign as Witness	FMD	1	1
Sign Contract	ADE	1	1
Approve Contract (including review of the Legal Office)	DE	1	1
Prepare Notice to Proceed and Endorse	BAC	1	1
Review and Endorse	Implementing Section	1	1
Initial	ADE	1	1
Approve	DE	1	1
Transmit to Contractor	BAC Chairman	1	1
<b>Total</b>		<b>35</b>	<b>35</b>

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

Activity	Office	Prescribed Time (wd)
Coordinate, review and endorse	Implementing Section	3
Recommend approval	ADE	2
Approve	DE	2
<b>Total</b>		<b>7</b>

**DoTS DEO SYSTEM PRESCRIBED TIME**

**Annex I**  
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**Change Order/Extra Work Order/ Final Variation Order**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Prepare and Endorse	Implementing Section	5
Review and Endorse	Planning & Design Section	2
Issue ObR	FMS	1
Recommend Approval	ADE	1
Approve(including review of the Legal Office)	DE	1
<b>Total</b>		<b>10</b>

**Contract Suspension/Time Extension/Resumption Order**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Prepare and Endorse	Implementing Section	2
Recommend Approval	ADE	1
Approve(including review of the Legal Office)	DE	1
<b>Total</b>		<b>4</b>

**PERT / CPM (Revised)**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Review/Endorse	Implementing Section	2
Recommend approval	ADE	1
Approve	DE	1
<b>Total</b>		<b>4</b>

**MOA / MOU**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Review and Endorse	Implementing Section	3
Recommend Approval	ADE	1
Approve(including review of the Legal Office)	DE	1
<b>Total</b>		<b>5</b>

**IROW Payment**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Prepare IROW Payment and Endorse DV	Implementing Section	2
Process, Record and Initial	FMS	2
Recommend Approval	ADE	1
Approve DV	DE	1
Prepare, process and sign LDDAP-ADA	FMS	1
Approve LDDAP-ADA	DE	1
<b>Total</b>		<b>8</b>

**DoTS DEO SYSTEM PRESCRIBED TIME**

**Annex I**  
**Page 6 of 6**

**Advance Payment**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Receive request, review and endorse DV	Implementing Section	6
Process, record, and sign DV	FMS	3
Initial	ADE	1
Approve DV	DE	1
Prepare, process and sign LDDAP-ADA	FMS	2
Approve LDDAP-ADA	DE	1
<b>Total</b>		<b>14</b>

**First Progress Billing / Inter Progress Billing / Final Progress Billing**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Receive request, review and endorse Certificate of Monthly Payment and Prepare DV	Implementing Section	7
Recommend Approval	ADE	1
Approve Certificate of Monthly Payment	DE	1
Process, record & sign DV	FMS	3
Initial	ADE	1
Approve DV	DE	1
Prepare, process and sign LDDAP-ADA	FMS	2
Approve LDDAP-ADA	DE	1
<b>Total</b>		<b>17</b>

**Release of Retention**

<b>Activity</b>	<b>Office</b>	<b>Prescribed Time (wd)</b>
Review & approve	Implementing Section	1
Process, record & sign DV	FMS	3
Recommend Approval	ADE	1
Approve DV	DE	1
Prepare, process and sign LDDAP-ADA	FMS	2
Approve LDDAP-ADA	DE	1
<b>Total</b>		<b>9</b>

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

<b>Doer</b>	<b>Activity</b>
Contractor/Implementing Office (IO)	1. Submit DoTS documents to the District DoTS Center
District 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 District 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 District Engineer	15. Record documents with no DoTS Header. 16. Forward list of documents with no DoTS Header to the District DoTS Center every end of the month.
District DoTS Center	17. Close the transaction in the DoTS upon completion of the process.

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

**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
- ☐ 3. Copies of Statement of Work Accomplished (SWA) and Certificate of Quality Control 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 - if applicable).
- ☐ 7. Copies of all monthly progress reports prepared by Supervision Consultant, if applicable.

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 watershed areas and points of interest)
  - c. Slope stability analysis of embankment and cut slopes
  - d. 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

### 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. Applicable 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. Applicable References
  - a. Brochures
  - b. Journals/literature
  - c. Reports (if any/available)
  - d. Standard Specifications
  - e. Test Results
  - f. 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**

**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
  - c. Location Map showing the road network, District Office, Project Site and Quarry Source/Source of Materials such as: fine and course aggregates, subbase/base course, aggregate surface course, common borrow, cement, RCCP, boulders, etc. reflecting the Distances and Station Limits
  - d. Location Map and site diagram showing the disposal site of surplus common/soft rock/hard rock/unclassified, excavation, etc. which indicate the nearest possible hauling distance together with the certification from your office to the effect that value engineering was applied in the determination of this disposal site.
- ☐ 3. Approved Plans
- ☐ 4. Computation of the Estimated Project Duration (Bar Chart)
- ☐ 5. Proposal Booklet including Bill of Quantities (For CO)/Bill of Quantities (For RO and DEO)

I hereby certify that the above supporting documents are complete

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

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

**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
  - c. Location Map showing the road network, District Office, Project Site and Quarry Source/Source of Materials such as: fine and course aggregates, subbase/base course, aggregate surface course, common borrow, cement, RCCP, boulders, etc. reflecting the Distances and Station Limits
  - d. Location Map and site diagram showing the disposal site of surplus common/soft rock/hard rock/unclassified, excavation, etc. which indicate the nearest possible hauling distance together with the certification from your office to the effect that value engineering was applied in the determination of this disposal site.
- ☐ 3. Approved Plans
- ☐ 4. Computation of the Estimated Project Duration (Bar Chart)
- ☐ 5. Project Justification (for funding)
- ☐ 6. Source of Funds
- ☐ 7. Certification that the Right-of-Way for the project was already considered by the DPWH planning service/division/section.

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**

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

- ☐ 1. Performance Security (duly verified by SAC)
- ☐ 2. Credit Line/Cash Deposit Certificate (duly verified by SAC)
- ☐ 3. Contractors' All Risk Insurance (CARI), duly verified by SAC
- ☐ 4. Construction Schedule (PERT/CPM Diagram, Bar Chart with S-Curve and Cash Flow), Equipment and Manpower Utilization Schedule
- ☐ 5. Contractor's PCAB License/Special PCAB License (for JV) including Joint Venture Agreement
- ☐ 6. Authority of Signing Official/Board Resolution/Secretary's Certificate
- ☐ 7. 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).
- ☐ 8. Certification under oath stating that the Contractor is free and clean of all tax liabilities to the Government (for local contractor only).
- ☐ 9. Construction Safety and Health Program.

I hereby certify that the above supporting documents are complete

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

**II. To be prepared by the Implementing Office**

- ☐ 1. Executive Summary
- ☐ 2. Forwarding memorandum from the Implementing Office for the Honorable Secretary/RD/DE (for consideration and approval for the proposed contract Agreement)
- ☐ 3. Funding Source (Request for Obligation Authority (ObR) from the 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)
- ☐ 4. Concurrence of the Lending Institution on the Award (for Foreign Assisted Projects)
- ☐ 5. Notice of Award with Contractor's Conforme
- ☐ 6. Certification from the Head, Central Procurement Office (CPO)/BAC, 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)
- ☐ 7. Bid Documents/Bid Evaluation/Bid Evaluation Report
- ☐ 8. Approved BAC Resolution Recommending Award of Contract
- ☐ 9. Abstract of Bids
- ☐ 10. Contractor's Bid Proposal
- ☐ 11. 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.

- ☐ 12. Approved budget for the Contract (ABC), POW and Detailed Estimates
- ☐ 13. Conditions of Contract/Specifications/Instruction to Bidders/Addenda, if any
- ☐ 14. Approved Plans/Construction Drawings
- ☐ 15. Addenda
- ☐ 16. 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.
- ☐ 17. 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**

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

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

- ☐ 1. Contractor's Request
- ☐ 2. If with additional cost, Performance Security (duly verified by SAC)  
(if variance on the total amount of the contract is above 10% for locally-funded and above 25% or as provided for in the conditions of contract for Foreign Assisted Projects)
- ☐ 3. 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.
- ☐ 4. Certification under oath stating that the Contractor is free and clean of all Tax Liabilities to the Government.
- ☐ 5. Duly signed/approved plans for the proposed changes
- ☐ 6. Design Analysis & Computations for the proposed changes
- ☐ 7. Copy of the Complete set of the approved plans (As-staked, Original, Revised and As-built)
- ☐ 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 (if there's any):
  - a. Certification on the non-availability of the specified materials by 3 leading Manufacturers or suppliers
  - b. Technical specifications of the original and substitute materials
  - c. Design computations for the substitute material
  - d. Cost Estimate
- ☐ 11. Straight-line Diagram showing the proposed works
- ☐ 12. Derivation of Time Extension for the proposed Variation Order (C.O./E.W.O.)
- ☐ 13. 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)
- ☐ 14. Copy of previously approved Time Extension (if there's any)
- ☐ 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: \_\_\_\_\_

**II. To be prepared by the Implementing Office**

- ☐ 1. Executive Summary
- ☐ 2. Detailed Technical Justifications and legal basis for the proposed changes (prepared by consultant or implementing office)
- ☐ 3. Comments/recommendations of DPWH officials (Regional Director, Project Director/Manager) and Project Consultants concerned
- ☐ 4. Project Engineer's Report/Consultant Resident Engineer Report
- ☐ 5. Itemized Cost of Revision
- ☐ 6. Complete Contractual Data with Project Status Report
- ☐ 7. Approved Price Adjustment/Escalation (if there's any)
- ☐ 8. Obligation Request (ObR)/Certificate of Availability of Funds (CAF), (if with additional cost)

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**

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

- ☐ 1. Performance Security (duly verified by SAC)
- ☐ 2. Credit Line Certificate (duly verified by SAC)
- ☐ 3. Contractor's All Risk Insurance (CARI, duly verified by SAC)
- ☐ 4. Construction Schedule (PERT-CPM Diagram, Cash Flow, Equipment and Manpower Utilization Schedule)
- ☐ 5. Valid Contractor's PCAB License/Special PCAB License (for JV) including joint Venture Agreement
- ☐ 6. 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.
- ☐ 7. Certification under oath stating that the Contractor is free and clean of all tax liabilities to the Government.
- ☐ 8. Construction Safety and Health Program
- ☐ 9. Authority of signing official/board resolution/secretary's certificate
- ☐ 10. 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: \_\_\_\_\_

**II. To be prepared by the Implementing Office**

- ☐ 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. BAC Resolution that there has been a failure of the First Bidding.
  - b. 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 Conforme
- ☐ 10. Copy of approved Plans/Drawings with specifications
- ☐ 11. Conditions of Contract, addenda, if any
- ☐ 12. Approved Budget for the Contract (ABC)
- ☐ 13. Approved Program of Work (POW) and Detailed Unit Price Analysis (DUPA)

- ☐ 14. Funding Source (Request for Obligation Authority (ObR) from 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)
- ☐ 15. 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
- ☐ 16. 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.

**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**

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

- ☐ 1. Performance Security (duly verified by SAC)
- ☐ 2. Credit Line Certificate (duly verified by SAC)
- ☐ 3. Contractor's All Risk Insurance (CARI, duly verified by SAC)
- ☐ 4. Construction Schedule/PERT-CPM Diagram, Cash Flow, Equipment and Manpower Utilization Schedule
- ☐ 5. Valid Contractor's PCAB License/Special PCAB License (for JV) including joint venture agreement
- ☐ 6. 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.
- ☐ 7. Certification under oath stating that the Contractor is free and clean of all tax liabilities to the Government.
- ☐ 8. Construction Safety and Health Program
- ☐ 9. Authority of signing official/board resolution/secretary's certificate, etc.
- ☐ 10. 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: \_\_\_\_\_

**II. To be prepared by the Implementing Office**

- ☐ 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. 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 least 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. 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. Approved Budget for the Contract (ABC)
- ☐ 13. Approved Program of Work (POW) and Detailed Unit Price Analysis (DUPA)

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

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- ☐ 14. 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)
- ☐ 15. 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.
- ☐ 16. 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.

**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**

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

- ☐ 1. Performance Security (duly verified by SAC)
- ☐ 2. Credit Line Certificate (duly verified by SAC)
- ☐ 3. Contractor's All Risk Insurance (CARI, duly verified by SAC)
- ☐ 4. Construction Schedule (PERT-CPM Diagram, Cash Flow, Equipment and Manpower Utilization Schedule)
- ☐ 5. Valid Contractor's PCAB License/Special PCAB License (for JV) including joint venture agreement
- ☐ 6. 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.
- ☐ 7. Certification under oath stating that the Contractor is free and clean of all tax liabilities to the Government.
- ☐ 8. Construction Safety and Health Program
- ☐ 9. Authority of signing official/board resolution/secretary's certificate, etc.
- ☐ 10. 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: \_\_\_\_\_

**II. To be prepared by the Implementing Office**

- ☐ 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. 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



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

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- ☐ 11. Approved Budget for the Contract (ABC)
- ☐ 12. Approved Program of Work (POW) and Detailed Unit Price Analysis (DUPA)
- ☐ 13. 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)
- ☐ 14. 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
- ☐ 15. 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.

**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**

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

- ☐ 1. Performance Security (duly verified by SAC)
- ☐ 2. Credit Line Certificate (duly verified by SAC)
- ☐ 3. Contractor's All Risk Insurance (CARI, duly verified by SAC)
- ☐ 4. Construction Schedule (PERT-CPM Diagram, Cash Flow, Equipment and Manpower Utilization Schedule)
- ☐ 5. Valid Contractor's PCAB License/Special PCAB License (for JV) including joint venture agreement
- ☐ 6. 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.
- ☐ 7. Certification under oath stating that the Contractor is free and clean of all tax liabilities to the Government.
- ☐ 8. Construction Safety and Health Program
- ☐ 9. Authority of signing official/board resolution/secretary's certificate, etc.
- ☐ 10. 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: \_\_\_\_\_

**II. To be prepared by the Implementing Office**

- ☐ 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.
  - e. 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)

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

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- ☐ 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. Approved Budget for the Contract (ABC)
- ☐ 12. Approved Program of Work (POW) and Detailed Unit Price Analysis (DUPA)
- ☐ 13. 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)
- ☐ 14. 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
- ☐ 15. 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.

**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**

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

- ☐ 1. Letter request of the Contractor for Contract Time Extension
- ☐ 2. Approved Suspension and Resume Orders
- ☐ 3. Straight Line Diagram showing the critical activities affected (indicate the project limits/stations)
- ☐ 4. Straight Line Diagram showing the contract effectivity, contract expiry and other vital dates of the project such as previously approved time suspension/resumption/extensions and variation orders etc.
- ☐ 5. Certified Copy and Summary of Previously Approved Time Extensions with ;the corresponding inclusive dates (if there's any)
- ☐ 6. Certified copy of Original Contract
- ☐ 7. Certified copy of original and latest approved PERT/CPM Network Diagram Bar Chart prior to the request for contract time extension
- ☐ 8. Sworn Contractor's Quit Claim
- ☐ 9. Conformity of Contractor's Bondsman

**Additional supporting documents for specific conditions:**

- ☐ 10. 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 (with caption i.e., location/station, etc.) showing that the site is affected by unfavorable weather condition
  - c. Approved Monthly Suspension Report
  - d. Certified copy of Project Logbook (Suspended Days)
- ☐ 11. 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 affected by the delay in the payment of contractors claim for progress billing
  - d. Certified copy of Vouchers/Progress Billings
  - e. Certification from the Accounting Division of payments made for the Progress Billing/s was received
- ☐ 12. Due to Road Right-of-Way Problem
  - a. Certification from the Barangay Captain that there is RROW problem and the affected owners do not allow the entry of the contractor to their property
  - b. Pictures (with caption) of the site with RROW problem
- ☐ 13. 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. Proof/Evidence of peace and order situation (Pictures/Police Report/Project Engineers Incident Report)
- ☐ 14. Due to Inaccessibility to Project
  - a. Exhibit Pictures (with caption i.e., location/station, etc.) before and after the inaccessibility to the project was resolved
  - b. Information on the inclusive dates that the project was affected and what activities were affected
  - c. Straight Line Diagram/Structural Mapping showing the location of the inaccessibility to the project
  - d. Relevant documents such as permit issued, communication letters, minutes of the meeting, etc

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

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- ☐ 15. Due to Obstruction
  - a. Exhibit Pictures (with caption i.e., location/station, etc.) before and after the obstruction was resolved
  - b. Information on the inclusive dates project was affected and what activities were affected
  - c. Straight Line Diagram/Structural Mapping showing the location of the obstruction to the project
  - d. Relevant documents such as permit issued, communication letters, minutes of the meeting, etc.
- ☐ 16. Due to Failure of the Government to provide necessary construction plans and/or drawings
  - a. Pictures (with caption) showing the effect of the absence of construction plan and/or drawings
- ☐ 17. Due to non-availability of construction materials
  - a. Pictures showing effect of the non-availability of Construction Materials
  - b. Certification from DTI and the suppliers that the required materials specified in the plans and/or substitute materials are not available in the market
- ☐ 18. Due to effect of Force Majeure
  - a. Pictures (with caption) showing effect of the force majeure on the project
  - b. Narrative account of force majeure with complete attachment
- ☐ 19. Due to absence of MMDA Permit/Clearance for Road Repair/Excavation/Traffic Clearance
  - a. Contractor's request duly received by the Implementing Office for Extension of Contract Time
  - b. Original MMDA Permit/Clearance for Road Repair/Excavation/Traffic Clearance
  - c. Copy of Application Form for MMDA Permit/Clearance for Road Repair/Excavation/Traffic Clearance
- ☐ 20. Due to absence LGU Permit/Clearance/Homeowners Association Clearance/Permit
  - a. Contractor's request duly received by the Implementing Office for Extension of Contract Time
  - b. Copy of the Original LGU Clearance/Permit/Homeowners Association Clearance/Permit
- ☐ 21. Due to DENR Clearance/Permit to cut/remove trees within the Road-Right-of-Way
  - a. Contractor's request duly received by the Implementing Office for the Resumption of Work
  - b. Copy of the DENR Clearance/Permit to cut/remove trees
- ☐ 22. Delayed delivery of Imported Materials due to truck ban and/or port congestion
  - a. Contractor's request duly received by the Implementing Office for Extension of Contract Time
  - b. Certified true copy of Bill of Lading and Custom Clearance
  - c. Copy of proof/communication on the lifting of truck ban
  - d. Certification from the Implementing Office that the delayed delivery of materials due to truck ban and port congestion has been resolved

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**

**II. To be prepared by the Implementing Office**

- ☐ 1. Executive Summary
- ☐ 2. Project/Consultant Engineer's Report relative to the request for contract time extension
- ☐ 3. Evaluation/Recommendation with justification from the Implementing Office/Consultant of the requested time extension
- ☐ 4. Complete Contractual Data
- ☐ 5. Chronology of events from the start until the resolution of the problem (if there's any)

**Additional supporting documents for specific conditions:**

- ☐ 6. Due to Rainy/Unworkable Days considered unfavorable for the prosecution of the works at the site:
  - a. Project Weather Chart duly signed by the Project/Resident Engineer
  - b. Certified Copy of Special Conditions of Contract and/or breakdown of Pre-Determined unworkable days as provided in the original contract
  - c. Certification from the Implementing Office/Consultant stating the balance of pre-determined rainy/unworkable days as provided in the original contract or same has been exhausted.
- ☐ 7. Due to Delay in the payment of Contractor's Claim for Progress Billing/s
  - a. Transmittal Letter from the Implementing Office/Consultant submitting the Progress Billing(s) and/or Voucher complete with the required documents to the Accounting Division for appropriate action.
  - b. Billing Summary/Computation of Allowable Time Extension in the standard format
- ☐ 8. Due to Road Right-of-Way Problem
  - a. Certified Copy of Payments/Vouchers for RROW acquisition
  - b. Certified Copy of Permit to Enter
  - c. Copy of approved Parcellary Survey/ROW Plan showing the affected lots and improvements
- ☐ 9. 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. Explanation from the Implementing Office/Consultant for failure to provide the necessary Construction Plans
  - c. Proof on the date of approval of construction plan and/or drawings.
- ☐ 10. Due to non-availability of construction materials
  - a. Certification from the Implementing Office that non-availability of Construction Materials has occurred.
- ☐ 11. Due to effect of Force Majeure
  - a. Certification from Implementing Office that force majeure have occurred

I hereby certify that the above supporting documents are complete

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

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

**Contract Time Suspension**

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

- ☐ 1. Letter request of the Contractor for Contract Time Extension
- ☐ 2. Straight Line Diagram showing the critical activities affected (indicate the project limits/stations)
- ☐ 3. 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.
- ☐ 4. Certified Copy of the Previously Approved Time Suspension/Resumption/Extension and Variation Orders (if there's any)
- ☐ 5. Certified Copy of Original Contract
- ☐ 6. Copy of latest approved PERT/CPM Network Diagram Bar Chart prior to the request for contract time suspension

**Additional supporting documents for specific conditions:**

- ☐ 7. 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 with caption i.e., location/station, etc. showing that the site is unworkable
  - c. Certified Copy of Project Logbook (Date of Suspension)
- ☐ 8. Due to Delay in the payment of Contractor's Claim for Progress Billing/s
  - a. Transmittal from the Implementing Office/Consultant submitting the Progress Billing/s and/or Voucher complete with the required documents to the Accounting Division for appropriate action.
- ☐ 9. Due to Road Right-of-Way Problem
  - a. Certification from the Baranggay Captain that there is RROW problem and the affected owners do not allow the entry of the contractor to their property.
  - b. Pictures with caption i.e., location/station, etc. of the site with RROW problem
- ☐ 10. Due to Peace and Order Condition
  - a. Certification from the PNP concerned and confirmed by the DILG regarding the peace and order condition indicating the inclusive periods
  - b. Proof/ Evidence of Peace and Order Situation (Pictures/ Police Report/ Project Engineer's Incident Report)
- ☐ 11. Due to Inaccessibility to Project
  - a. Exhibit Pictures (with caption i.e., location/station, etc.) showing the obstruction at the project
  - b. Straight Line Diagram/Structural Mapping showing the location of the obstruction to the project
- ☐ 12. Due to Obstruction
  - a. Exhibit Pictures (with caption i.e., location/station, etc.) showing the obstruction was resolved
  - b. Straight Line Diagram/Structural Mapping showing the location of the obstruction to the project
- ☐ 13. Due to Failure of the Government to provide necessary construction plans and/or drawings
  - a. Pictures (with caption i.e., location/station, etc.) showing the effect of the absence of construction plan and/or drawings
- ☐ 14. Due to non-availability of construction materials
  - a. Pictures showing effect of the non-availability of Construction Materials
  - b. Certification from DTI and the suppliers that the required materials specified in the plans and/or substitute materials are not available in the market
- ☐ 15. Due to effect of Force Majeure
  - a. Pictures (with caption i.e., location/station, etc.) showing the effect of force majeure on the project
  - b. Narrative account of force majeure with complete attachment

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

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- ☐ 16. Due to absence of MMDA Permit/Clearance for Road Repair/Excavation/Traffic Clearance
  - a. Contractor's request duly received by the Implementing Office for the Suspension of Work
  - b. Copy of the original letter request of the Contractor duly received by the MMDA to Issue Clearance/Permit
  - c. Copy of Application Form for MMDA Permit/Clearance for Road Repair/Excavation/Traffic Clearance
- ☐ 23. Due to absence LGU Permit/Clearance/Homeowners Association Clearance/Permit
  - a. Contractor's request duly received by the Implementing Office for the Suspension of Work
  - b. Copy of the original letter request of the Contractor duly received by the LGU to Issue Clearance/Permit
- ☐ 24. Due to DENR Clearance/Permit to cut/remove trees within the Road-Right-of-Way
  - a. Contractor's request duly received by the Implementing Office for the Suspension of Work
  - b. Copy of the original letter request of the Contractor duly received by the DENR to issue Clearance/Permit to cut/remove trees
- ☐ 25. Delayed delivery of Imported Materials due to truck ban and/or port congestion
  - a. Contractor's request duly received by the Implementing Office for the Suspension of Work
  - b. Certified true copy of Bill of Lading
  - c. Certification from the Implementing Office that the delivery of materials was delayed due to truck ban and/or port congestion

I hereby certify that the above supporting documents are complete

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



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

**Contract Time Suspension**

**II. To be prepared by the Implementing Office**

- ☐ 1. Executive Summary
- ☐ 2. Proposed Suspension Order in a standard format per DO 100 Series of 2015
- ☐ 3. Project/Consultant Engineer's Report relative to the request for contract time extension
- ☐ 4. Evaluation/Recommendation with justification from the Implementing Office/Consultant of the requested time extension
- ☐ 5. Complete Contractual Data

**Additional supporting documents for specific conditions:**

- ☐ 6. Due to Rainy/Unworkable Days considered unfavorable for the prosecution of the works at the site:
  - a. Project Weather Chart duly signed by the Project/Resident Engineer
- ☐ 7. Due to Delay in the payment of Contractor's Claim for Progress Billing/s
  - c. Certification from the DPWH Accountant duly noted by the Head of Implementing Office that payment was not yet paid beyond forty five (45) calendar days from the time the contractor's claim has been certified to by the procuring entity's representative that the documents are complete.
- ☐ 8. Due to Road Right-of-Way Problem
  - a. Copy of approved Parcellary Survey/ROW Plan showing the affected lots and improvements
  - b. Certified copy of Permit to Enter duly received/acknowledged but disapproved/unsigned by the owner
- ☐ 9. 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 yet provided.
  - b. Explanation from the Implementing Office/Consultant for failure to provide the necessary Construction Plans
- ☐ 10. Due to non-availability of construction materials
  - a. Certification from the Implementing Office that non-availability of Construction Materials has occurred.
- ☐ 11. Due to effect of Force Majeure
  - b. Certification from Implementing Office that force majeure has occurred

I hereby certify that the above supporting documents are complete

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

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

**Contract Time Resumption**

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

- ☐ 1. Letter Request of the Contractor for Contract Time Resumption
- ☐ 2. Approved Suspension Order
- ☐ 3. Certified copy of Original Contract

**Additional supporting documents for specific conditions:**

- ☐ 4. Due to Rainy/Unworkable Days considered unfavorable for the prosecution of the works at the site:
  - a. Pictures (with caption i.e., location/station, etc.) showing that the site is workable
- ☐ 5. Due to Delay in the payment of Contractor's Claim for Progress Billing/s
  - a. Certified copy of Vouchers/Progress Billings
  - b. Certification from the Accounting Division of payments made for the progress billing/s was received
- ☐ 6. Due to Road Right-of-Way Problem
  - a. Pictures (with caption i.e., location/station, etc.) of the site before and after the RROW Problem was resolved Pictures/Photographs of the site with RROW problem
  - b. Certification from the Barangay Captain that the RROW Problem was resolved
- ☐ 7. Due to Peace and Order Condition
  - a. Certification from the PNP concerned and confirmed by the DILG that peace and order condition in the area is already stable
- ☐ 8. Due to Inaccessibility to Project
  - a. Exhibit Pictures (with caption i.e., location/station, etc.) showing proof of resolution of inaccessibility
  - b. Relevant documents such as permit issued, communication letters, minutes of the meeting, etc.
- ☐ 9. Due to Obstruction
  - a. Exhibit Pictures (with caption i.e., location/station, etc.) showing the obstruction was removed
  - b. Relevant documents such as permit issued, communication letters, minutes of the meeting, etc.
- ☐ 10. Due to Failure of the Government to provide necessary construction plans and/or drawings
  - a. Proof on the date of approval of construction plan and/or drawings
- ☐ 11. Due to non-availability of construction materials
  - a. Certification from DTI and the suppliers that the required materials specified in the plans and/or substitute materials are available in the market
- ☐ 12. Due to effect of Force Majeure
  - a. Pictures (with caption i.e., location/station, etc.) showing the effect of force majeure was already addressed to effect Resumption Order
  - b. Relevant documents such as communication letters, minutes of the meeting relative to the measures undertaken to address the effect of force majeure that necessitates issuance of Resumption Order
- ☐ 13. Due to absence of MMDA Permit/Clearance for Road Repair/Excavation/Traffic Clearance
  - a. Contractor's request duly received by the Implementing Office for the Resumption of Work
  - b. Copy of the MMDA Permit/Clearance for Road Repair/Excavation/Traffic Clearance issued for the project
- ☐ 14. Due to absence of LGU Permit/Clearance/Homeowners Association Clearance/Permit
  - a. Contractor's request duly received by the Implementing Office for the Resumption of Work
  - b. Copy of the LGU Permit/Clearance/Re-blocking permit/clearance issued for the project

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

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- ☐ 15. Due to DENR Clearance/Permit to cut/remove trees within the Road-Right-of-Way
  - a. Contractor's request duly received by the Implementing Office for the Resumption of Work
  - b. Copy of the DENR Clearance/Permit to cut/remove trees
- ☐ 16. Delayed delivery of Imported Materials due to truck ban and/or port congestion
  - a. Contractor's request to the Implementing Office for the Resumption of Work
  - b. Certified true copy of Bill of Lading
  - c. Original copy of Custom Clearance
  - d. Certification from the Implementing Office that the delayed delivery of materials due to truck ban and port congestion has been resolved

I hereby certify that the above supporting documents are complete

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

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

**Contract Time Resumption**

**II. To be prepared by the Implementing Office**

- ☐ 1. Executive Summary
- ☐ 2. Copy of the proposed Resume Order in accordance with the Format per DO 100 Series of 2015
- ☐ 3. Project/Consultant Engineer's Report relative to the resolution of the problem which caused the issuance of suspension order
- ☐ 4. Complete Contractual Data

**Additional supporting documents for specific conditions:**

- ☐ 5. Due to Road Right-of-Way Problem
  - a. Certified Copy of Payments/Vouchers for RROW acquisition
  - b. Certified Copy of Permit to Enter
- ☐ 6. 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 already provided.
- ☐ 7. Due to non-availability of construction materials
  - a. Certification from the Implementing Office that Construction Materials are already available.

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**

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

- ☐ 1. Proposed Contract Agreement
- ☐ 2. Approved Resolution of Award
- ☐ 3. Notice of Award
- ☐ 4. Breakdown of Contract Cost
- ☐ 5. Detailed unit Price Analysis for individual Items of Work
- ☐ 6. Construction Methods

**II. To be prepared by the Implementing Office**

- ☐ 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. Matrix of the Predetermined Unworkable Days

I hereby certify that the above supporting documents are complete

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

**B. Revised**

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

- ☐ 1. Copy of the previously approved Construction Schedule together with the Monthly Equipment and Manpower Utilization Schedule
- ☐ 2. Copy of Approved Original Contract
- ☐ 3. Copy of Notice to Proceed
- ☐ 4. Copy of Approved Variation Orders
- ☐ 5. Copy of approved Time Extensions (if there's any)
- ☐ 6. Copy of approved latest (PERT/CPM, Bar Chart with S-Curve)

**II. To be prepared by the Implementing Office**

- ☐ 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. 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**

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

- ☐ 1. Approved Clearance / Authority to enter MOA.
- ☐ 2. Letter Request of the concerned Official
  - a. Regional Director/District Engineer
  - b. Proponent (Senator/Congressman/LGU)
  - c. Other government Agencies
- ☐ 3. Proposed MOA duly signed by parties concerned
- ☐ 4. Authority of Signing Official/Board Resolution/Sangguniang Pambayan, Panglungsod and Panlalawigan

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

- ☐ 5. Certification that the LGU has no unliquidated cash advance from DPWH
- ☐ 6. 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.

I hereby certify that the above supporting documents are complete

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

**II. To be prepared by the Implementing Office**

- ☐ 1. Executive Summary
- ☐ 2. Source of Funds
- ☐ 3. Indorsement of concerned Official of the DPWH

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

- ☐ 4. 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
- ☐ 5. Clearance from the President (for project costing more than P50.0 Million)
- ☐ 7. Copy of the approved Annual Procurement Plan (APP).
- ☐ 8. 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**

**I. Payment of Lots**

**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):
  - 1.1 Owner / Claimant
  - 1.2 Attorney-in-fact, if represented by one
  - 1.3 Heirs - in the case of extra judicial settlement/
  - 1.4 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
- ☐ 18. Environmental Clearance Certificate (ECC) as required under Section 8 of R.A. No. 8974

**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

## CHECKLIST OF SUPPORTING DOCUMENTS AND ATTACHMENTS FOR DoTS

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- ☐ 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)
- ☐ 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 Director of Land Management Bureau
- ☐ 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
- ☐ 16. Environmental Clearance Certificate (ECC) as required under Section 8 of R.A. No. 8974

### 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 Director of Land Management Bureau
- ☐ 10. Tax Declaration authenticated by the Assessor's Office



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

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- ☐ 11. Tax Clearance/Statement of Account or Tax Exemption
- ☐ 12. Applicable Zonal Valuation certified by the BIR
- ☐ 13. Environmental Clearance Certificate (ECC) as required under Section 8 of R.A. No. 8974
- ☐ 14. 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
- ☐ 15. Certificate of Finality/Entry of Final Judgment duly certified by the Clerk of Court
- ☐ 16. Court Decision relative to just compensation duly certified by the Court
- ☐ 17. Court Order to Deposit/Pay
- ☐ 18. Disbursement Voucher – Payment of Properties
- ☐ 19. Letter of Transmittal to COA submitting pertinent documents duly received by COA with list of documents transmitted
- ☐ 20. One set certified true copy of all the documents submitted for Accounting's copy
- ☐ 21. Environmental Clearance Certificate (ECC) as required under Section 8 of R.A. No. 8974

**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:
  - 7.5 That the lot is totally/partially affected by a certain Project identifying the area affected and the yr of taking
  - 7.6 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
  - 7.7 That there is no other pending claim nor payment made yet on the subject claim/status of payment
  - 7.8 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
  - 7.9 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

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

- ☐ 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
- ☐ 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
  - 7.10 Corresponding photocopy of two (2) valid ID cards of the lot owner
  - 7.11 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

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

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- ☐ 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. 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

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

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- ☐ 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
- 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

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

**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
- ☐ 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 the 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**

- ☐ 1. Endorsement letter recommending payment.

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

- ☐ 1. Memorandum to budget – Request for Obligation Request (ObR).
- ☐ 2. Memorandum to Accounting – Request for Certificate of Availability of funds (CAF).
- ☐ 3. Disbursement Voucher.
- ☐ 4. 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).
- ☐ 5. One set certified true copy of all the documents submitted for accounting's copy..

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

- ☐ 1. 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**

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**Advance Payment**

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

- ☐ 1. Letter Request of Contractor including Schedule of Recoupment
- ☐ 2. Certification that necessary scheduled Equipment were mobilized for the first two months after issuance of NTP with pictures.
- ☐ 3. Approved Equipment Schedule.
- ☐ 4. Construction Safety and Health Program approved by the DOLE
- ☐ 5. Notice to Proceed (Certified true copy by Implementing Office)
- ☐ 6. Copy of approved contract (Certified true copy by Implementing Office)
- ☐ 7. Surety Bond duly verified by SAC
- ☐ 8. 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: \_\_\_\_\_

**II. To be prepared by the Implementing Office**

- ☐ 1. Original Copy of Obligation Request (ObR)
- ☐ 2. Background Information / Executive Summary
- ☐ 3. Billing Summary
- ☐ 4. Disbursement Voucher
- ☐ 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.

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 submitted by the Contractor**

- ☐ 1. Letter Request of Contractor for payment
- ☐ 2. Monthly Certificate of Payment and Statement of Work Accomplished
- ☐ 3. Statement of Time Elapsed (Justification Letter if Accomplishment is Negative and > 10%)
- ☐ 4. Contractor's Affidavit - duly notarized
- ☐ 5. Certification of Clearance for Equipment Rentals and/or Lease (concerned RES/Area Shop), if any
- ☐ 6. Certificate of Payment of Labor, Materials and Equipment
- ☐ 7. Pictures of Work Accomplished (size 3R min.)
- ☐ 8. Backup Computations
- ☐ 9. Certificate of Materials Quality Test (Materials on Site), if any
- ☐ 10. Materials Test Report/Quality Test
- ☐ 11. Certificate of Materials Quality Control Assurance
- ☐ 12. Construction Safety and Health Program approved by the DOLE
- ☐ 13. BIR Form No. 2307 (Certificate of Creditable Taxes Withheld at Source), if any
- ☐ 14. BIR Form No. 2550 M – VAT Declaration
- ☐ 15. Contractor's All Risk Insurance duly verified by SAC (1M and above)
- ☐ 16. Copy of Performance Bond duly verified by SAC
- ☐ 17. Copy of Contract and Bill of Quantities
- ☐ 18. Notice to Proceed (Certified true copy by Implementing Office)
- ☐ 19. 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
- ☐ 20. Authority from DBM to purchase vehicles and equipment, if any (check with BOE)
- ☐ 21. 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: \_\_\_\_\_

**II. To be prepared by the 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.

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 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), if any
- ☐ 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 Monthly Certificate of Payment
- ☐ 13. Pictures of Work Accomplished (size 3R min.)
- ☐ 14. Change Order/Extra Work Order/Time Extension/Suspension and Resume Order, if needed
- ☐ 15. Official Receipt of the previous payment with signatory from the Implementing Office
- ☐ 16. 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: \_\_\_\_\_

**II. To be prepared by the 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.

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 submitted by the Contractor**

- ☐ 1. Letter-request of contractor for payment
- ☐ 2. Statement of Work Accomplished and Monthly Certificate of Payment
- ☐ 3. Statement of Time Elapsed
- ☐ 4. Contractor's Affidavit – duly notarized
- ☐ 5. Certificate of payment of Labor, materials and equipment
- ☐ 6. Certificate of Materials Quality Control Assurance
- ☐ 7. As Built Quantity/Final Change Order, if any
- ☐ 8. Inventory of Office Equipment, Furniture, Building, Surveying, Instrument and Service Vehicle (Turnover of Equipment Bought Out of Project Funds)
- ☐ 9. Certification of BRS of Turnover of Laboratory Equipment - FAPs
- ☐ 10. Regional Equipment Service Clearance
- ☐ 11. Certificate of Completion
- ☐ 12. Certificate of Acceptance (after 1 year of Completion) or Surety Bond
- ☐ 13. DPWH Final Inspection Report (QAU) (Certified True Copy)
- ☐ 14. Certification from QAU that defects for final inspection have already been corrected with pictures (before, during and after, size 3R min)
- ☐ 15. Pictures of work accomplished (size 3R min.)
- ☐ 16. Back-up Computations
- ☐ 17. Approved Time Extensions and/or Suspension and Resume Orders, if any
- ☐ 18. Approved As Built-Plans/Drawings
- ☐ 19. BIR Form 2555(BIR Form 0217) (check with FMS)
- ☐ 20. BIR Form No. 2307 (Certificate of Creditable Taxes Withheld at Source)
- ☐ 21. BIR Form No. 2550 M – VAT Declaration
- ☐ 22. Core Test for Thickness Determination for Concrete/Asphalt Road
- ☐ 23. Material Test Report
- ☐ 24. Proof of Completeness of Document duly received by COA
- ☐ 25. Surety Bond duly verified by SAC, if there is no Certificate of Acceptance
- ☐ 26. 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**

**II. To be prepared by the Implementing Office**

- ☐ 1. Background Information/Executive Summary
- ☐ 2. Billing Summary
- ☐ 3. Property Clearance
- ☐ 4. Request for COA Inspection Report duly received by COA
- ☐ 5. Certification as 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.

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**

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

- ☐ 1. Letter-request of Contractor for payment
- ☐ 2. Retention Security in the form of Surety Bond / Letter of Credit / Bank Guarantee duly verified by SAC
- ☐ 3. Statement of Retention
- ☐ 4. Certified True Copy of Approved Vouchers
- ☐ 5. 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: \_\_\_\_\_

**II. To be prepared by the Implementing Office**

- ☐ 1. Background Information / Executive Summary
- ☐ 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. Certification that Project is on-schedule (for locally-funded and FAPS) or Certificate of Acceptance if retention is released after completion of Project.
- ☐ 4. Disbursement Voucher
- ☐ 5. 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: \_\_\_\_\_