

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

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SPECIAL ORDER

No.

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Series of 2007

) **SUBJECT: CREATION OF INFRASTRUCTURE RIGHT-
) OF-WAY COMMITTEES AND TECHNICAL
) WORKING GROUPS, DEACTIVATION OF
) THE IROW TASK FORCE AND OTHER
) RELATED POLICIES AND PROCEDURES**

In accordance with the provisions of Department Order No. 34, s. 2007, prescribing Simplified Guidelines for the Validation and Evaluation of Infrastructure Right-of-Way (IROW) Claims and in order to effect proper evaluation, management, and settlement of IROW claims, IROW Committees and their respective Technical Working Groups are hereby created in the Central and Regional Offices.

1. Composition of the IROW Committees and Technical Working Groups

1.1 The Central IROW Committee shall be composed of the following:

Chairperson	:	Assistant Secretary Ramon P. Aquino
Vice-Chairperson	:	Project Director Patrick B. Gatan, IROW-PMO
Members	:	Assistant Director Gilberto S. Reyes OIC-Director Joel I. Jacob, Legal Service Project/Regional Director Concerned (Implementing Office)

1.2 The Regional IROW Committee shall be composed of the following:

Chairperson	:	Assistant Regional Director for Administration
Vice-Chairperson	:	Chief, Legal Office
Members	:	Chief, Planning and Design Division Chief, Comptrollership and Financial Management Division District Engineer Concerned (Implementing Office)

1.3 The Regional Director concerned shall designate the Chairperson, Vice-Chairperson and members of the Regional IROW Committee, as specified above. Copies of designations shall be furnished to the Office of the Secretary, through the Chairperson of the Central IROW Committee.

1.4 The IROW Committees at the Central and Regional Offices shall be supported by their respective Technical Working Groups (TWGs) to be composed of the representatives of the members of the IROW Committees. The IROW Committee Chairpersons concerned shall designate the Heads of their respective Technical Working Groups. All TWG members shall be required to undergo training on the Simplified Guidelines for the Validation and Evaluation of IROW Claims.

1.5 The IROW-PMO in the Central Office and the Legal Staff in the Regional Offices shall provide administrative support and/or secretariat services, respectively, to the Central and Regional IROW Committees.

2. Deactivation of the IROW Task Force and Other IROW Ad Hoc Committees

- 2.1 To avoid duplication of work, the existing IROW Task Force in the Central Office (created under Department Order No. 185, s. 2002) shall be deactivated and replaced by the Central IROW Committee.
- 2.2 In the same manner, other existing IROW Ad Hoc Committees (e.g., Ad Hoc Committee created under D.O. No. 180, s. 2004 and reconstituted under S.O. No. 33, s. 2006) shall also be deactivated and their functions transferred to the Central IROW Committee or the concerned Regional IROW Committees.
- 2.3 The IROW Task Force and other IROW Ad Hoc Committees shall continue processing all pending claims that have been validated and evaluated by them.
- 2.4 For outstanding claims that have not been validated and evaluated yet by the IROW Task Force or other IROW Ad Hoc Committees, all pertinent documents related to the IROW claims in their possession shall be turned-over to the Central or Regional IROW Committee concerned.

3. Scope of Coverage and Functions of the Central IROW Committee

- 3.1 Execute and recommend appropriate resolutions pertaining to complex IROW claims. Complex IROW claims are defined as those pertaining to special projects implemented by the PMOs and/or claims that are beyond the delegated authority of the Regional Directors to approve, including Compromise Agreements during Expropriation Proceedings, Barter or Exchange, Reconveyance or Repurchase, and Field Office Site Selection.
- 3.1 Review the validation of supporting documents undertaken by its TWG and recommend payments after evaluation as to propriety of the claims.

4. Scope of Coverage and Functions of the Regional IROW Committees

- 4.1 Process IROW claims emanating from the District Offices.
- 4.2 Review the validation of supporting documents undertaken by their TWGs and recommend payments within the approving authority of the Regional Director concerned after evaluation as to propriety of claims.
- 4.3 Execute and recommend resolutions applicable to particular situations. [Note: Please refer to Department Order No. 34, s. 2007, for committee resolution formats or templates.]

5. Functions of the Technical Working Groups

- 5.1 Ensure that all relevant papers and documents in support of the IROW claim are carefully screened and verified as to their authenticity and genuineness in order to forestall fraud, pursuant to the provisions of the Simplified Guidelines for Validation and Evaluation of IROW Claims.

- 5.2 Ensure that the computation of land valuations and disturbance compensation (structures and other improvements) are based on the governing laws at the time of taking.

6. Submission of Documents

- 6.1 The Regional IROW Committee concerned shall, through the Regional Director, submit to the Central IROW Committee Chairperson (Attention: The Project Director, IROW-PMO) the inventory and status of IROW claims every month. The IROW-PMO shall submit the overall accomplishments of the IROW Committees (nationwide) to the Secretary every quarter.
- 6.2 The Regional IROW Committees shall update their respective inventory of outstanding claims every 15th of January and 15th of July and submit the report to the IROW-PMO. The Bi-Annual Report on Accomplishments of the IROW Committees shall be prepared by the IROW-PMO and submit the same to the Secretary.
- 6.3 The Regional IROW Committees shall see to it that the Regional Director is able to submit the IROW Closing Report to the Secretary within eighteen (18) months after the date of the closing of the last parcel of the project or the date of entry of the last final judgment on the project, whichever is the latest, per provisions of D.O. No. 34, s. 2007.

8. Approval of IROW Committee Resolutions

- 8.1 Resolutions of the Central IROW Committee shall be approved by the Secretary.
- 8.2 Resolutions of the Regional IROW Committees shall be approved by the Regional Director concerned.

9. Processing and Payment of Valid Claims

- 9.1 The approval of the Committee Resolution indicates the start of the processing and approval of valid claims for payments by the concerned office within the purview of the existing delegation of authorities, such as approval of Deed of Absolute Sale, Deed of Quit Claim, Deed of Conveyance, Easement Agreement and Affidavit of Adverse Claim.
- 9.2 The concerned Regional Office shall submit, through the IROW-PMO, the corresponding request for funds to the Secretary, as supported by the Resolution(s) of the IROW Committee concerned for particular claim(s). All pertinent documents shall be attached to the request. The IROW-PMO will then consolidate all requests from all regions for submission to the DBM for the release of corresponding Special Allotment Release Orders (SAROs).
- 9.3 The concerned Regional Office shall ensure that payment for lots should be effected only after the corresponding Deed of Sale had already been registered with the concerned Register of Deeds and the transfer of title is made in favor of the Republic of the Philippines.
- 9.4 The payment shall be made directly to the claimant(s)/owner(s). If the Deed of Sale or Deed of Conveyance was signed by his/their duly and legally

constituted agent, the owner(s) should be notified in writing of the amount due him/them as payment of his/their property.

10. Records Keeping

10.1 The Regional Office shall safe keep IROW documents within their jurisdiction and makes them available when needed.

10.2 The IROW-PMO shall likewise safe keep IROW documents such as Resolutions, Deeds, Transfer Certificate Title and deliver the same to the National Archive, in accordance with the prescribed guidelines.


10.3 The Records Management Division, AMMS, Central Office shall also safe keep authentic copies of related documents from the Regional Offices.

11. Repealing Clause

This Order repeals provisions of other issuances that are inconsistent herewith.

12. Effectivity

This Order shall take effect immediately.


MANUEL M. BONDAN
Officer-in-Charge



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