



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

097.13 DPWH

11-29-2022

NOV 28 2022

DEPARTMENT ORDER)

NO. 243)

Series of 2022)

for 11/29/2022)

SUBJECT: Revised Guidelines for the Prompt Release of Quick Response Fund (QRF) and Submission of Accomplishment Reports On Calamity Funded Projects

To further enhance the Department's effort to provide efficient process for the utilization of Quick Response Fund (QRF) intended for the Regional and District Engineering Offices that are directly affected by disasters or calamities, the following guidelines and evaluation system are set and prescribed, consistent with existing laws and management policies of the Department.

Likewise included in the Guidelines is the monitoring and subsequent submission of accomplishment reports of Calamity Funded projects under the QRF and National Disaster Risk Reduction Management Fund (NDRRMF).

I. Management, Prioritization, and Monitoring of Quick Response Fund

DPWH has a built-in QRF budgetary allocation that serve as standby funds to be used for reconstruction and rehabilitation programs, activities or projects affected including pre-positioning of goods and equipment and repair and replacement of damaged infrastructure facilities in order that situation and living conditions of people in communities or areas stricken by disasters, calamities, epidemics, or complex emergencies, which occurred in the last quarter of the immediately preceding year and those occurring during the current year may be normalized as quickly as possible. The QRF shall be used only for disaster response activities and for other purposes authorized in the General Appropriation Act (GAA).

The management, prioritization and monitoring of the DPWH QRF releases shall be under the Bureau of Maintenance (BOM).

1. The Regional Office (RO) shall ensure that the requested projects submitted by concerned DEOs are for reconstruction and/or rehabilitation to address works requiring immediate attention to prevent further damage or injury caused by calamities, epidemics, crises, and catastrophes to public infrastructure or the public in general and quickly normalize areas affected by such. Likewise, only projects or activities under the mandate of DPWH are qualified for the request for QRF.
2. The RO shall also ensure that all requests for the release of calamity funds are included in the submitted BOM-SDMCD Forms No. 2015-05, 06 and 07 (Damaged Infra – Priority I, II and III) as stated in the Department Order No. 15 Series of 2015, and shall be supported by the following documentary requirements with such requests

submitted **within three (3) months** after the occurrence of a particular calamity or disaster:

- 2.1 Endorsement of the Regional Director
 - 2.2 Request for the Release of Calamity Fund (DPWH-QMSP-16-01-Rev00, see Annex A-1)
 - 2.3 Program of Work (POW) using Standard Forms per DPWH Department Order No. 163, Series of 2015 (Standard Forms of Program of Works (POW), and Detailed Unit Price Analysis (DUPA) or latest issuance related hereto)
 - 2.4 Site location Map of the Project (Google Map)
 - 2.5 Captioned and Geotagged Pictures (DPWH-QMSP-16-02-Rev00, see Annex A-2)
 - 2.6 Certification that the proposed projects has/have been validated to be actually damaged by (name of disaster/incident), no other funding has been released and allotted for the same purpose, can be implemented within the validity of the appropriation, consistent and aligned with the Department's mandate and existing policies. (see Annex A-3)
 - 2.7 Duly approved plan with typical sections and cross section plans together with the summary of Items of Work and quantities supported with quantity calculations for all projects;
 - 2.8 Straight Line Diagram
 - 2.9 Project Information
 - 2.10 Electronic File Copy (.xls for POW and DUPA and PDF for other supporting documents)
 - 2.11 Scanned copy of all submitted documents in PDF form.
3. The RO shall thereafter endorse the program/list of project requests, together with the complete and correct supporting documents, to the Bureau of Maintenance (BOM), copy furnished the Undersecretary for Technical Services and Undersecretary for Regional Operations concerned via electronic mail.
 4. Upon receipt of proposed projects, BOM shall conduct evaluation to verify whether the proposed projects are included in the submitted Damaged Infrastructure Report and shall determine if Post Calamity Damage Assessment (PCDA) is necessary. If PCDA is deemed necessary, the BOM shall undertake the field assessment together with the concerned RO and DEO. Otherwise evaluation shall proceed if the requested projects are qualified for reconstruction or rehabilitation projects.

In case the proposed projects are not qualified (e.g., new construction and upgrading of earth dike) for release of QRF, the BOM shall return the requests to the concerned RO, copy furnished the Undersecretary for Technical Services and Undersecretary for Regional Operations concerned, with a recommendation that the requested projects may be considered under the regular infrastructure program or any available funds of the Department.

For qualified requested projects, BOM shall evaluate the proposed projects, verify the availability of QRF, and subsequently endorse the list of qualified projects to the Undersecretary for Regional Operations concerned for approval.

5. Based on the recommendation of the BOM, the Undersecretary for Regional Operations shall prepare a Memorandum to the Finance Service (FS), for signature and approval of the Secretary, endorsing and authorizing release of funds for the approved projects to the concerned Implementing Offices (IO). The released funds shall be obligated within 45 days after receipt of the SAA.
6. The FS shall issue the sub-allotment advices (SAAs) sourced from the QRF to facilitate the release of funds therefrom to the appropriate IOs, subject to existing accounting and auditing rules and regulations, copy furnished the BOM and the Undersecretary for Technical Services.
7. For Clearing and Emergency Operations:

In cases where budget in the Annual Maintenance Work Program (AMWP) for the Activity No. 401 – Initial Response to Emergencies – Roads, Activity No. 402 – Initial Response to Emergencies – Bridges and Activity No. 41x – Emergency Projects activities had been depleted, fund used for clearing operations may be requested from the QRF of the Department, however preference may be given to the IOs having a higher demand for QRF e.g. DPWH Cordillera Administrative Region (CAR) due to frequent soil/rock collapse, supported with following documents and Certification from the concerned DEO Accountant and approved by the District Engineer, viz:

For DPWH Equipment/Mechanized Tools and Operator:

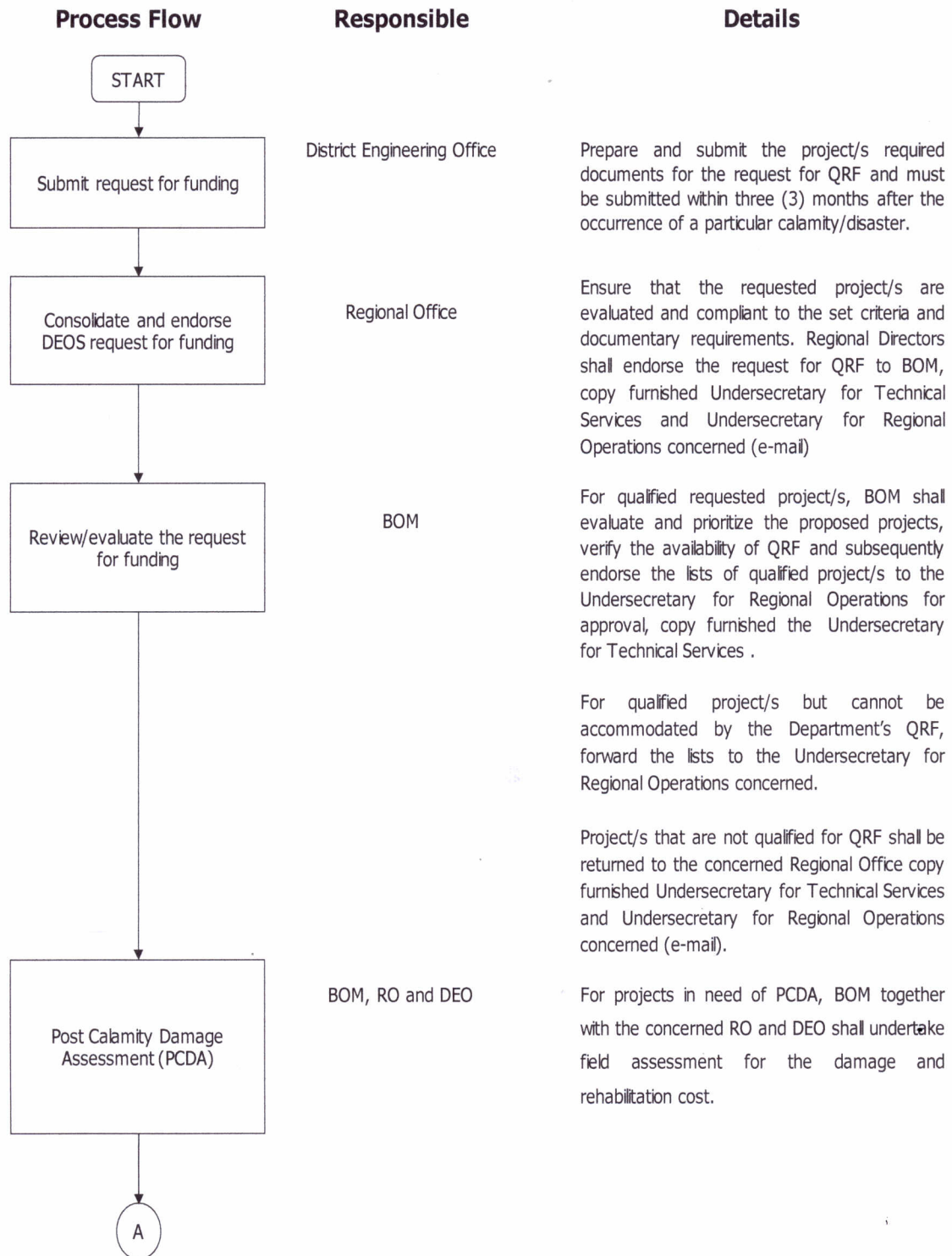
1. Official Business Slip/Directive/Memorandum regarding the Response Operation
2. Attendance sheet
3. Certified true copy of Invoice Receipt of fuel consumption/day/location
4. Accomplishment report/day in cubic meters signed by operator and Point Person
5. Geotagged pictures

For non-DPWH Equipment and Operator (Private Partners):

1. Lease Contract Agreement
2. Certified logbook (equipment and manpower) including number of trips and operational hours
3. Geotagged pictures
4. Certification that no operational/lack or non-availability of equipment during response (signed by the District Engineer)

Routine maintenance activities other than mentioned above are not qualified for funding under QRF. Similarly, damaged infrastructures that are under contracts (construction phase) and under warranty or liability period cannot be funded under the QRF.

Figure 1.0 shall be strictly adhered to avoid duplication of requests submitted to the Central Office and for ease of monitoring the status of requests.



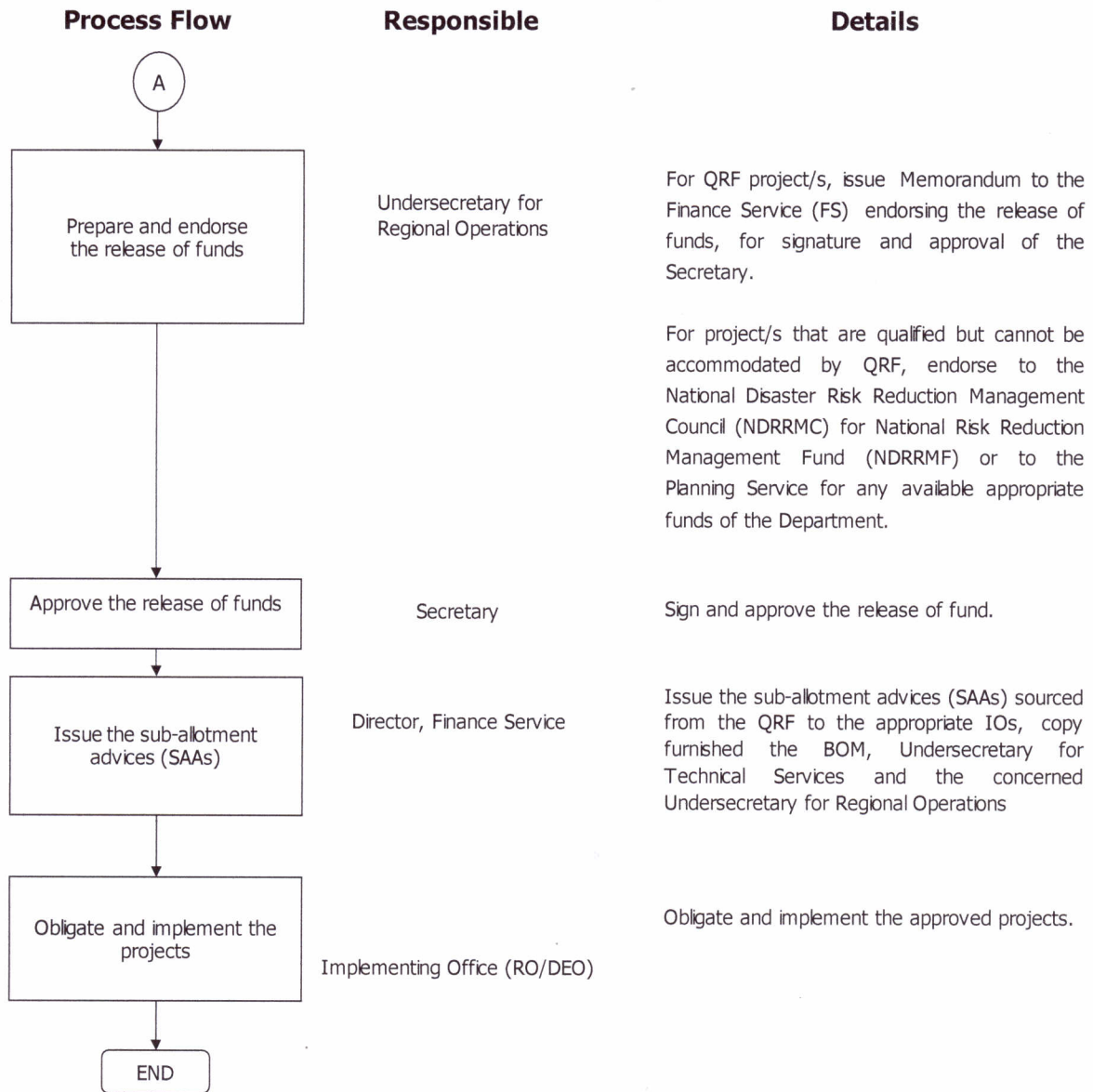


Figure 1.0 Process Flow of Request for Funding – QRF

II. Submission of Accomplishment Report

DPWH shall comply to the submission of the requirements in the Commission on Audit (COA) Circular No. 2014-002: *"Accounting and Reporting Guidelines on the receipt and utilization of National Disaster Risk Reduction and Management Fund (NDRRMF), cash and in-kind aids/donations from local and foreign sources, and funds allocated from the agency regular budget for Disaster Risk Reduction and Management (DRRM) Program"* and Section 10 of Memorandum Circular 110 Series of 2021, *"Revised Guidelines on the Administration of the NDRRM Fund"* requiring implementing agencies to submit the following reports:

- Monthly Progress Reports on QRF and NDRRM Funded Projects;
- Disbursement Reports as verified by the COA Field Office, and;
- Project completion reports that includes Certification of Completion with photos or Certificate of Acceptance

The DEO, through its RO, shall submit their Monthly Progress Reports together with its progress photographs to the BOM using DPWH-QMSP-16-03-Rev00 and DPWH-QMSP-16-04-Rev00, respectively (see Annex B-1 and B-2).

Likewise, the concerned IO shall submit Disbursement Reports using the prescribed COA-Template Circular 2014-002-Annex (see Annex B-3) to the DPWH Central Office through the Finance Service. Said reports shall be submitted every 25th of the month, whereas, the BOM and FS shall endorse the consolidated reports to the NDRRMC every 30th of the month.

Regional Offices concerned shall conduct field inspection to validate the reported work accomplishment of infrastructure projects funded under QRF.

Moreover, Project Completion Reports, including Certification of Completion with photos or Certificate of Acceptance (see Annex B-4), shall be consolidated by the RO for endorsement to BOM upon issuance of said certificate/s.

This Order shall take effect immediately and shall supersede Department Order No. 81 Series of 2020, "Guidelines for the Prompt Release of Quick Response Fund" and supplement Department Order 15 Series of 2015, "Guidelines to Ensure Disaster Preparedness of DPWH Field Offices in Promptly Responding to Typhoons and other Calamities including Criteria in the Release of Calamity Funds".


MANUEL M. BONOAN
Secretary

Department of Public Works and Highways
Office of the Secretary



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7.1.4 MBN/EAA/MLC

Encl: Annex A-1 Request for Release of Calamity Fund (DPWH-QMSP-16-01-Rev00)
Annex A-2 Captioned and Geotagged Pictures (DPWH-QMSP-16-02-Rev00)
Annex A-3 Certification from the Head of Implementing Office
Annex B-1 Monthly Progress Reports on QRF and NDRRM Funded Projects (DPWH-QMSP-16-03-Rev00)
Annex B-2 Progress photographs (DPWH-QMSP-16-04-Rev00)
Annex B-3 Reports on the Receipt and Utilization of NDRRMF Sourced from GAA (COA-Template Circular 2014-002-Annex H)
Annex B-4 Project completion reports that includes Certification of Completion with photos or Certificate of Acceptance

Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
REQUEST FOR RELEASE OF CALAMITY FUND

DISASTER/INCIDENT NAME : _____

As of : _____

REGION : _____

District Engineering Office : _____

NAME OF PROJECT/ LOCATION	TYPE OF INFRASTRUCTURE (Road, Bridge, FC or Building)	PRIORITY (I, II, III)	DESCRIPTION OF EXTENT OF DAMAGE	REQUIRED SCOPE OF WORK	PROGRAMMED COST	JUSTIFICATION
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Inspected by:

Assessed by:

Submitted by:

Engineer II

Chief, Maintenance Section

Chief, Planning Section

District Engineer



DEPARTMENT OF PUBLIC WORKS & HIGHWAYS
BUREAU OF MAINTENANCE
 ADDRESS

POST CALAMITY DAMAGE ASSESSMENT FORM

Region/District Office			
Name of Project/Location			
Disaster/Incident Name		Date of Inspection	
Type of Infrastructure			
Description of extent of Damages			
Damage Cost		Programmed Cost	
Priority			
Scope of Work			
Justification/Recommendation/Remarks			
<p>PHOTOGRAPHS:</p> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%; height: 180px; border: 1px solid black; margin: 5px;"></div> <div style="width: 50%; height: 180px; border: 1px solid black; margin: 5px;"></div> <div style="width: 50%; height: 180px; border: 1px solid black; margin: 5px;"></div> <div style="width: 50%; height: 180px; border: 1px solid black; margin: 5px;"></div> </div>			
<p>Inspected by:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%; text-align: center;"> <p>NAME</p> <p>_____</p> <p>(Position)</p> </div> <div style="width: 30%; text-align: center;"> <p>NAME</p> <p>_____</p> <p>(Position)</p> </div> <div style="width: 30%; text-align: center;"> <p>NAME</p> <p>_____</p> <p>(Position)</p> </div> </div>			



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS

(DEO)
(Address)

Date: _____

CERTIFICATION

This is to certify that the hereunder projects with a total estimated amount of P _____, being requested for funding through our request dated _____ has/have been validated to be actually damaged by _____ (name of disaster/incident), on _____ (date), no other funding has been released and allotted for the same purpose, can be implemented within the validity of the appropriation, and consistent and aligned with the Department's mandate and policies for the fiscal year, to wit:

Name of Project	Amount (Php)
1.	
2.	
3.	
4.	
5.	

This certification is being issued as part of the documentary requirements in support of the request for funds.

I understand that I am directly responsible for any misrepresentation of this Certification.

Name & Signature of
the Head of the
Implementing Office

Annex “B-1”

DPWH-QMSP-16-03-Rev00

Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
MONTHLY STATUS REPORT

DISASTER/ INCIDENT NAME: _____

As of: (mm/dd/yyyy)

REGION:

District Engineering Office:

a. Project Name b. Project ID c. Limits d. Location	Funding Source (QRF and NDRRMF)	Appropriation (Php)	Contractor	Project Timeliness (Date)		Project Accomplishment (%)				a. Contract Cost b. Revised Contract Cost #1 c. Revised Contract Cost #2	Fund Utilization				Remarks
				Start	a. Completion b. Revised #1 c. Revised #2 d. Actual	Planned	Previous	Actual	Slippage		SARO /SAA No. & Date	Disbursement	Balance	Percentage (%)	
(1)		(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)
1) a. b. c. d.					a. b. c. d.					a. b. c.					
2) a. b. c. d.					a. b. c. d.					a. b. c.					
3) a. b. c. d.					a. b. c. d.					a. b. c.					
4) a. b. c. d.					a. b. c. d.					a. b. c.					
5) a. b. c. d.					a. b. c. d.					a. b. c.					

* to be submitted every 25th of the month

Prepared by:

Checked and Reviewed by:

Approved and Submitted by:

 (Designation)

 Regional Maintenance Engineer

 Regional Director

Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS

PROGRESS PHOTOGRAPHS		
REGION:	Date: <mm/dd/yyyy>	
District Engineering Office:	Contract Cost:	
Project Name:	Location:	
<div></div>	<div></div>	<div></div>
<Description>	<Description>	<Description>

COA-Template Circular 2014-002-Annex H

Reports on the Receipt and Utilization of DRRMF Sourced from GAA

Agency _____
 For the Month Ending _____

Date	Reference	Particulars	Balance, Beginning	Receipt	Utilization	Balance, End	Disbursement	Unpaid Obligation
2013								
		Total						

Prepared by:

 Budget staff

 Accounting staff

Certified correct:

 Head, Budget Unit

 Head, Accounting Utaff

Noted:

 Agency Head, Authorized Representative

Certificate of Completion/Acceptance of the Project

CERTIFICATE OF COMPLETION / ACCEPTANCE OF THE PROJECT

Date

CERTIFICATE OF COMPLETION

PROJECT TITLE : _____

LOCATION : _____

CONTRACTOR : _____

This is to certify that the above-stated project has been satisfactorily completed on _____ (date) in accordance with the Plans and Specifications of the Contract.

This certification does not relieve the Contractor of his obligations and responsibilities in undertaking repair works on any defect or failure that may occur in any section of the project during the defects liability period starting from the date of completion as herein stated. Neither is he relieved of his obligations and responsibilities pursuant to the provisions of R.A. 9184

Head, Implementing Office

Conforme:
