



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



DPWH 13
01-02-2025

DEC 20 2024

DEPARTMENT ORDER)

SUBJECT:)

**Comprehensive Policy on Diggings /
Excavations by Utility Agencies
/Companies on National Roads**

NO.)

Series of 2024)

245

d 01/02/2025

This policy is formulated to improve the process and requirements related to digging/excavation permits, establish explicit responsibilities of the concerned DPWH personnel and Utility Agencies/Companies, and ensure conformity to the herein provisions, in support to the Department's goal to provide quality, safe, and convenient national road network to the travelling public. The same is also the product of continuous commitment of the Department in complying with the Republic Act 11032 "Ease of Doing Business and Efficient Delivery of Government Services Act of 2018".

All provisions of this policy are only applicable to Government to Business (G2B) and Government to Government (G2G) transactions involving utility digging/excavation and restoration works along national roads. Furthermore, utilities that will traverse both local and national roads require separate permits based on the respective policies and guidelines of the involved offices. The Digging/Excavation Permits issued by DPWH shall not be treated as a prerequisite for other government permits/clearances with the same purpose.

This Order supersedes Department Order No. 83, series of 2018, Department Order No. 124, series of 2014, and Department Order No. 26, series of 2011, and shall take effect immediately.

MANUEL M. BONOAN
Secretary

7.1. GRAA/MGM/AGC

Department of Public Works and Highways
Office of the Secretary



WIN4S03753

COMPREHENSIVE POLICY ON DIGGINGS / EXCAVATIONS BY UTILITY AGENCIES/COMPANIES ON NATIONAL ROADS

I. INTRODUCTION

Anchoring on the purpose of providing greater ease on the Applicants' end to acquire permits, the Department amended the policy to provide a more detailed and comprehensive policy encompassing all activities in the Digging/Excavation of utility facilities, while also securing that all DPWH structures will be restored to its original condition, guaranteeing quality, convenience, and safety of the road network.

This policy covers the requirements for the application of Digging/Excavation Permits within the National Road Right-of-Way limit (RROW). It also defines the roles and responsibilities of the concerned DPWH Personnel and Utility Agencies/Companies, provides the rules on diggings/excavations, restoration works, and time extensions, as well as the appropriate actions to be taken against the non-compliance to the herein policy.

Definition of Terms

Abandonment – willful or deliberate non-performance of the Permittee despite of the issuance of two (2) consecutive notices.

Active Permit – Digging/Excavation Permit with no issuance of Certificate of Completion Restoration Works.

Applicant – Utility Agency/Company who will avail frontline service involving Digging/Excavation Permit.

Certificate of Acceptance of Restoration Works (CoA ReWorks) - a document issued by the DPWH Implementing Office (IO) after the lapse of one-year liability period from the issuance date of the Certificate of Completion (Restoration Works), provided however that all defects/deficiencies during the one-year Defects Liability Period, if any, shall have been repaired by the Permittee to the satisfaction of the concerned DPWH IO.

Certificate of Completion of Restoration Works (CoC ReWorks) - a document issued by the DPWH IO certifying that the restoration works/deliverables have been factually and satisfactorily completed, in accordance with the DPWH Standards and Specifications, Plans, and Notarized Terms and Conditions (T&C) - based on the Final Completion Inspection Report by the Joint Inspection Team.

Date of Completion - the date indicated under the CoC ReWorks as to when the project has been factually and satisfactorily completed/accomplished - in accordance with the DPWH Standards and Specifications, Plans, and Notarized T&C - based on the Final Completion Inspection Report.

Defects Liability Period (DLP) - shall commence one (1) year from the issuance date of the CoC ReWorks up to the date of CoA ReWorks; within such period, all identified defects/deficiencies, if any, shall be repaired by the Permittee to the satisfaction of the concerned DPWH IO.

Digging - refers to break-up or turning over of the ground or any surface on national roads.

Digging/Excavation Permit – official document issued by the concerned DPWH IO to the Applicant permitting the latter to conduct excavation/digging for utility services only.

Duration of the Permit - the stipulated period of time within which the Utility Agency/Company shall complete the digging/excavation and restoration works including time extension duly granted by the DPWH IO.

Excavation - refers to making a hole or hollow on national roads network.

Implementing Office (IO) – refers to DPWH District Engineering Office that issues the Digging/Excavation Permit.

Inspection Report - a document prepared by the assigned DPWH IO, reflecting the findings/punch list of defects noted on the digging/excavation and restoration works that do not conform to DPWH Standards, Specifications, Plans, Notarized T&C, and provisions in this policy.

Joint Inspection Team - Composed of Utility Agency/Company or its Authorized Representative, Utility Contractor, and the DPWH IO Representatives who will conduct ocular field verification of the extent of the Applicant's proposed digging/excavation works or for the issuance of CoC ReWorks and CoA ReWorks.

Locational Reference Point – Kilometer Marker Post, Bridge, or other relatively permanent feature that is used by DPWH to act as base datum or a marker for the relative positioning of other features.

Microtrenching – A quick-low impact deployment method using a trenching machine wherein fiber optic cabling is inserted into small trench without damaging/disrupting existing infrastructures compared to traditional/conventional trenching.

Permittee – Utility Agency/Company with an issued Digging/Excavation Permit.

Restoration Cost - the total amount needed for the restoration of the excavated area to its original state.

Restoration Works - type of works that restore structural capacity and performance of the affected excavated structures to its original state.

Time Extension - a written authority issued by the DPWH IO granting the Permittee additional time beyond the approved completion date cited in the Permit to carry out restoration works on account of other special circumstances (i.e., inclement weather, acts of nature, peace and order condition, and other unforeseen events) that warrant such additional time.

Utility Agency/Company – public and private agencies, companies/corporations that provides utility services to the general public. It operates, manages, or controls for public use the distribution/transmission of electricity, water/gas pipeline, or telecommunication services.

II. REQUIREMENTS FOR DIGGING/EXCAVATION PERMIT

- a. All applications for the issuance of Digging/Excavation Permit on National Roads shall be processed only upon submission of complete requirements, which are all signed by the Applicant and/or its authorized representatives. The DPWH IO shall return all applications with incomplete documentary requirements and those that may be found not qualified based on this policy. Any non-compliance with the hereunder provisions shall be grounds for non-issuance of permit:
 - a.1. **Application for Issuance of Digging/Excavation Permit Form** properly filled-out and submitted by the Authorized Representative of the Applicant (see Annex A)
 - a.2. **Plans and Drawings**
 - a.2.1. **Program of Works (POW) and Detailed Unit Price Analysis (DUPA) for restoration works only** using the prescribed latest format as stated in the latest existing policy on Standard Forms of the Program of Works (POW), Approved Budget for the Contract (ABC) and Detailed Unit Price Analysis (DUPA). The entailed cost shall only be reflected in the program for the Labor, Materials and Equipment, including Item for Traffic Management, Occupational Safety and Health Program, and Back-up Computation if available. The materials cost shall be based on the latest Construction Materials Price Data (CMPD). The POW and DUPA shall be prepared by the Utility Contractor and concurred by the Applicant.
 - a.2.2. **Geotagged pictures** of the proposed area to be excavated (See Annex B-1);
 - a.2.3. **Utility Lay-Out Plan** showing the exact stationing of the project with reference to the nearest DPWH Locational Reference Point (LRP), including the name of the road section, type of underground or aboveground/surface to be installed, number of lanes and roadside features affected, utility posts, kilometer posts, and other relative appurtenances (See Annex C);
 - a.2.4. **Cross-Sectional Plan and Specifications** showing the proposed utility facility to be embedded in the actual road (including profile), the scope of works and specifications for the restoration activity, and traffic management plan. Cross-section at the start, end, and every change in utility and road features must be exhibited in the plan.
 - a.2.5. **Precedence Diagram Method (PDM)** showing the timetable of the proposed **duration** of excavation and restoration work activities duly signed by Authorized Representative of the Applicant;
 - a.2.6. **Notarized Authorization Letter** from the Applicant (Company Header/Logo with business address, e-mail and contact number), authorizing its Representative to transact on its behalf in the application

of Digging/Excavation Permit, including the presentation of government and company identification card;

- b. The following documentary requirements shall be submitted by the Applicant after the conduct of Joint Inspection.
 - b.1 **Notarized Terms and Conditions** signed by the duly Authorized Representative of the Applicant (See Annex D);
 - b.2 **Performance Security.** Posting of bond, callable on demand upon issuance of CoC ReWorks, taking into consideration the type and classification of pavement structure, in the following conditions:
 - b.2.1. Cash Bond, 100% of the full restoration/reconstruction cost of the affected area, if the cost of restoration is P50,000.00 and below;
 - b.2.2. Surety Bond and Official Receipt together with Certificate of Authority from the Insurance Commission, 100% of the full restoration/reconstruction cost of the affected area, if the cost of restoration is above P50,000.00.

III. ISSUANCE OF DIGGINGS/EXCAVATIONS PERMITS

The hereunder provisions shall be implemented and complied by the concerned DPWH IOs, Utility Agency/Company, and its Contractor.

- a. Digging/excavation on newly rehabilitated/reconstructed/constructed areas, which are under a one (1) year DLP as defined in Republic Act No. 9184 or any statutory issuances related thereto, are strictly prohibited. Hence, it is only after the issuance of Certificate of Acceptance that the Applicant may be allowed to perform digging/excavations. However, the liabilities over structural defects/faults/flaws/deficiencies which is five (5) years thereon should be borne by the Permittee, as they are considered a "third party" under the provisions of R.A. 9184 or any statutory issuances related thereto.
- b. For new utility facilities, digging/excavation shall not be allowed within the carriageway, except where it must cross the road. However, in road sections with limited RROW, the said activity may be allowed, provided that the utility facilities will be placed outside the wheel path and near the edge of carriageway to reduce pavement stress and prevent premature failure of pavement.
- c. For works that are urgent/emergency in nature, such as repair of water/gas pipeline leak and underground utilities damaged by calamity, the Utility Agency/Company may proceed with said works prior to securing a Digging/Excavation Permit, provided that they apply for said permit on the next business day. The Utility Agency/Company shall notify the concerned DPWH IO through any form of communication regarding the situation and details prior to the commencement of work. This notification shall be immediately acknowledged by the DPWH IO, who will then monitor the situation until the permit is secured.
- d. In the event that the digging/excavation traverses the jurisdiction of more than one DPWH IO, the Applicant shall secure permits from both DPWH IOs.

- e. The issuance of Digging/Excavation Permit to the Utility Agency/Company relies on the condition that the concerned Utility Contractor must not have more than three (3) Notices of Warning as stipulated in Section VII of these guidelines. Otherwise, another eligible Utility Contractor shall be designated by the Utility Agency/Company for the new permit application.

IV. DIGGINGS/EXCAVATION AND RESTORATION

To ensure that all digging/excavation and restoration works, executed by the Permittee, meet the DPWH Standards and Specification, and to prevent accidents and damages to the existing structures, the hereunder provisions shall be strictly followed:

a. Digging/Excavation Phase

- a.1. Installation of billboard/public advisory (See Annex N as recommended format) and appropriate safety and warning devices along the excavated area in accordance with the DPWH Road Works Safety Manual, as well as provide adequate and safe access for pedestrians including persons with disability, once sidewalks or road shoulders are affected by the digging/excavation works.
- a.2. Excavations shall be conducted at specified intervals of 100 meters or at 300 meters for long projects extending to kilometers. For longitudinal excavations, except for microtrenching technology if it will be laid outside the carriageway, the maximum length for open continuous excavation shall be 100 meters. This shall be fully backfilled and made passable to traffic and continuously maintained in good condition before another strip of the same maximum length shall be excavated. No diagonal digging/excavation shall be allowed.
- a.3. Excavation that will completely close the roadway to vehicle use is prohibited. Excavation shall be done by lane or portion not exceeding fifty (50) percent of road width at a time, or the excavated sections may be covered by steel plate of sufficient thickness to allow vehicle passage. In cases where vehicular traffic can pass in only one direction at a time, traffic aides shall be assigned by the Permittee to direct traffic flow and minimize congestion. Adherence to DPWH Road Works/Construction Safety & Health including Traffic Management or any latest related issuance, shall be implemented accordingly. Appropriate traffic clearance (if applicable) from authorities such as Metro Manila Development Authority (MMDA) for National Capital Region (NCR) and Local Government Units (LGUs) shall be coordinated and secured, and detours or alternate routes shall be provided.
- a.4. Concrete saw shall be used in cutting the pavement to obtain clean and smooth edges, and if necessary, structural sheeting protection shall be provided to prevent scouring on adjacent areas. No digging/excavation shall be made unless the adequate materials for the underground utilities to be installed are available at project site.
- a.5. All equipment shall be positioned and utilized within the working area to prevent traffic inconvenience and hazards to travelling public.

- a.6. Microtrenching for fiber optic cable laying shall only be allowed, subject to the approval of the DPWH IO.
- a.7. Dewatering shall be performed only on the nearest drainage inlet through a desilting chamber, and not directly on carriageway. The cleaning of affected drainage lines shall be the responsibility of the Permittee.
- a.8. All excavated or other construction materials shall be stockpiled outside the carriageway. All suitable excavated materials, such as base course or other construction materials, shall be properly stored until the same can be utilized subsequently. The unsuitable materials and spoils shall be immediately disposed of and not be allowed to use as barricades.
- a.9. All diggings/excavations, including restorations works, shall be conducted in two (2) shifts (day and night) in highly urbanized or traffic congested areas for early completion of restoration works.
- a.10. On areas where there is no existing drainage structure, utility facilities shall be installed 1.0 meter below the bottom of subbase, and if there is, the same shall be installed 1.0 meter measured from the bottom edge of drainage structure.

b. Restoration Phase

- b.1 Palliative measures shall be implemented on the affected area, not limited to temporarily paving or patching with bituminous concrete surface course or installation of steel sheet plate, until it can be fully restored to its original condition. Final restoration works shall commence immediately once the utility facilities installed are made operational, e.g., for water pipes, after it has passed hydro testing (pipe leakage test). Such work shall be done under the close supervision of DPWH Maintenance Technical Personnel. Temporary and/or final restorations that do not meet the DPWH Standards and Specifications shall be grounds for appropriate action as mentioned in Section VII of this policy.
- b.2 Quality assurance prior to restoration works shall be observed based on DPWH Minimum Testing Requirements on projects with restoration cost of above PHP 25,000.00. Materials test results shall be secured from the Bureau of Research and Standards (BRS), DPWH Materials Testing Laboratories or any DPWH-accredited Material Testing Laboratories. The same shall be submitted by the Permittee to the assigned DPWH IO for checking.
- b.3 Complete restoration of the affected pavement shall be in accordance with the following:
 - b.3.1. For Traverse Excavation (crossing the national road)
 - b.3.1.1. Asphalt Concrete Pavement (ACP)

The minimum width of pavement restoration shall be 1.0 meter. The width of the pavement removal should be determined by the width of the required excavation plus a minimum of 300 mm on each side to minimize potential development of sagging on the surface (see Annex F for illustration).

b.3.1.2. Portland Cement Concrete Pavement (PCCP)

The minimum width of pavement restoration shall be 1.50 meters.

For Case 1, excavation that falls at the center (middle third) of the concrete block, the pavement shall be removed and replaced up to the nearest weekend plane joint (see Annex G for illustration).

For Case 2, in the event that the excavation falls outside the middle-third section of the concrete block, the pavement should be removed and replaced from the nearest weakened plane joint up to the edge of the middle third section (see Annex G for illustration).

For Case 3, if the width of excavation affects more than 1/2 of the concrete block, remove and replace shall be done in full block.

For all cases, appropriate dowels and tie bars must be provided as specified in the DPWH's Guidelines on the Use of Dowel Bars in PCCP or any related latest issuances.

b.3.2. For Longitudinal Excavation (along the national road)

b.3.2.1. The maximum width of the pavement restoration shall be 1.0 m including the 300 mm minimum on each side of the trench (see Annex F). If said excavation width exceeds 1.0 m, whole pavement block shall be replaced (full width re-blocking). Method of re-blocking shall be executed in accordance with Item 311 in the DPWH Standards and Specifications and Guidelines on the Use of Dowel Bars in PCCP or any related latest issuance.

- b.4 All gaps/voids created by microtrenching shall be filled with appropriate materials subject to the approval of the DPWH IO.
- b.5 All affected pavement, either concrete or asphalt shall be restored to its original design, strength, and thickness in accordance with the minimum requirement of the DPWH Standards and Specification. For concrete pavement, curing period shall not be more than seven (7) days.
- b.6 Compaction on the base and sub-base course shall be performed using vibratory roller/compactor to conform to DPWH Standards and Specification. No pavement restoration shall be allowed unless an actual Field Density Test (FDT) has been conducted at random section in the presence of DPWH representative and must pass the minimum requirements. In all cases, new base course materials shall be used in restoration works.

- b.7 The working area shall be kept neat, safe, and clean at all times ensuring good housekeeping practices. Upon completion of restoration works, all traffic safety devices, billboards, debris, and similar items shall be removed.
- b.8 All damaged or displaced roadway structures, which include pavement, curb and gutter, sidewalks, lane markings, road safety devices and signs, traffic signal facilities, drainage system facilities, and other infrastructure, shall be restored or replaced by the Permittee at its own expense, under the close supervision of the concerned DPWH IO. Likewise, damages to private properties resulting from the excavation shall be the sole responsibility of the Permittee.

V. TIME EXTENSION

Time extensions for the Digging/Excavation Permit may be considered based on the hereunder provisions, subject to validation and approval by the DPWH IO:

- a. Time Extension applies only for acts of nature with supporting documents.
- b. The Permittee or its Authorized Representative may apply for a Time Extension (see Annex K) not less than five (5) working days before the expiration of the permit. Otherwise, the issued Digging/Excavation Permit shall automatically be invalidated and deemed revoked, and application for a new permit shall be required.
- c. Cumulative Time Extensions are allowed up to thirty (30) calendar days for excavations along carriageway and sixty (60) calendar days beyond carriageway.
- d. The Permittee shall submit the following documents to avail of a Time Extension:
 - 1. Request Letter for Time Extension
 - 2. Photocopy of Approved Excavation Permit (subject for Time Extension)
 - 3. Documents to support the reason of Time Extension
 - 4. Revised PDM
 - 5. New Surety Bond, if applicable (to cover proposed Time Extensions)

VI. ISSUANCE OF COC REWORKS AND COA REWORKS

The CoC ReWorks and CoA ReWorks shall only be issued upon submission of the following requirements:

a. CoC ReWorks

- 1. Letter of Request from the Permittee
- 2. Photocopy of Approved Excavation Permit (Original/Revised)
- 3. Photocopy of Approved Time Extension/s (if applicable)
- 4. As-Built Cross Section Plan
- 5. Copy of Cash Bond Receipt/Acknowledgement Receipt - Warranty Security
- 6. Final Completion Restoration Works Inspection Report (Annex M-2)
- 7. Geotagged Photographs (Annex B-2)

b. CoA ReWorks

1. Letter of Request from the Permittee
2. Certificate of Completion - Restoration Works (CoC ReWorks)
3. Final Acceptance Restoration Works Inspection Report (Annex M-2)
4. Geotagged Photographs (Annex B-2)

VII. VIOLATIONS AND APPROPRIATE ACTIONS

- a. To ensure safe and quality road network for the road users, the following violations during the Restoration Phase will result for the immediate revocation of permit and subsequent usage of bond by the DPWH IO to immediately restore the excavated area.
 - a.1. Abandonment of the project as evidenced by inaction after issuance of two (2) Notices of Warning.
 - a.2. Failure to complete the restoration works based on the validity of approved permit (Without approved time extension)
- b. Table 1 shows the other additional violations and its corresponding actions.

Table 1. Violations and Appropriate Actions

VIOLATION	DPWH APPROPRIATE ACTIONS
Non-provision/insufficient road safety devices.	<ul style="list-style-type: none"> - Issuance of Notice of Warning and application of Section III, Item e
Accident due to the Permittee or Utility Contractor's fault as determined by the appropriate authority.	
Non-response to Emergency Cases including accidents (see Section VIII, Item a.2.7)	
Failure to secure Permit (Prior to start of works for Non-Emergency Works or within the next business day for Emergency Works)	<ul style="list-style-type: none"> - Automatic work stoppage
Failure to secure CoC and CoA ReWorks	<ul style="list-style-type: none"> - Withholding of the Performance/Warranty Security (Surety/Cash Bond)

- c. The concerned Permittee shall comply within five (5) days upon receipt of Notices as stated above.
- d. The violations and appropriate actions stipulated therein and its imposition is without prejudice to the filing of appropriate legal implications.

VIII. ROLES AND RESPONSIBILITIES

Hereunder are the roles and responsibilities of the Utility Agency/Company and concerned DPWH IOs in relation to pre and post permit issuance activities:

a. Utility Agency/Company

a.1. As Applicant

- a.1.1. Shall coordinate with the concerned DPWH IOs to consider and harmonize their proposed utility projects with the DPWH regular infrastructure program.
- a.1.2. Shall secure As-Built Plans from the concerned DPWH IOs to identify the actual facilities or road appurtenances along the proposed digging/excavation area prior securing permit to serve as a guide in planning for digging/excavations works.
- a.1.3. Shall coordinate with other Utility Company/Agency whose lines may be affected by the diggings/excavation.
- a.1.4. Shall secure Digging/Excavation Permit through submission of the requirements as stated under Section II.
- a.1.5. Shall be present, together with the Utility Contractor, in the Joint Inspection with the DPWH IO Representatives.
- a.1.6. Shall represent and assist their consumers in the application of Digging/Excavation Permit involving residential connections and ensure that all documentary requirements are complete prior to application.

a.2. As Permittee

- a.2.1. Shall allow the free access of the assigned DPWH Representative to monitor/inspect the project site.
- a.2.2. Shall be present, together with the Utility Contractor, in the Joint Inspection with the DPWH IO Representatives for the issuance of CoC ReWorks and CoA ReWorks.
- a.2.3. Shall rectify any identified violations within the period provided after the receipt of Notices at their own cost.
- a.2.4. Shall post a corresponding **Warranty Security** in the form of Cash Bond equivalent to thirty percent (30%) of the actual restoration cost, callable on demand, which will be held in trust for a period of one (1) year from the issuance date of CoC ReWorks and can only be released upon the

issuance of CoA ReWorks by the concerned DPWH IO. In the event that the Permittee fails to restore the structures according to the duration of approved permit or to repair the noted damages/defects during the DLP period, despite of notices issued, the concerned DPWH IO may utilize the Performance or Security for the restoration of affected structures.

- a.2.5. Shall submit As-Built Plan, showing the complete profile (cross-section, depth, dimensions, number of utilities installed, and other existing utilities) for future references (for review and concurrence of the DPWH IO) - after the completion of the restoration works, prior to the issuance of CoC ReWorks.
- a.2.6. Shall request concerned DPWH IOs for the conduct of Joint Inspection relative to the issuance of CoC ReWorks not later than five (5) working days from the completion of restoration, and CoA ReWorks at least five (5) working days before the end of one (1) year Defects Liability Period (DLP).
- a.2.7. Shall be responsible in any untoward incident and emergency cases that may occur during the duration of the permit, affecting the mobility and safety of the public, and shall immediately provide appropriate action thereon.
- a.2.8. Shall coordinate and secure appropriate clearances from authorities such as Metro Manila Development Authority (MMDA), Local Government Units (LGUs) and other offices, (if applicable).
- a.2.9. Shall ensure the compliance of its Utility Contractor with the provisions stipulated in this policy.

b. District Engineering Office - Maintenance Section:

- b.1.1. Shall evaluate the submitted requirements as to the provisions under Section II of this policy, as well as the viability of the proposed excavation. In case that the proposed location/scope of works are not suitable, the Applicant shall be notified in accordance with the Citizen's Charter.
- b.1.2. Shall coordinate with the Applicant regarding the schedule of the Joint Inspection, composed of representatives from the concerned DPWH IO and Applicant, including its Contractor, to verify on-site the viability of the application.
- b.1.3. Shall monitor the excavation/restoration works at any time throughout the duration of the permit to ensure that restoration works meet the Department's Standards and Specifications.
- b.1.4. Shall issue Notices to the Permittee (Annexes I-1, I-2, and I-3) in the presence of any violations incurred as per Table 1.

- b.1.5. Shall evaluate all submitted documents of the Permittee for request of Time Extension, CoC ReWorks, and CoA ReWorks prior to endorsement to the District Engineer. (Annexes K, L-1, and L-2)
- b.1.6. Shall conduct Joint Inspection, together with the Permittee or its Authorized Representative, prior to the concurrence of As-Built Plan, issuance of CoC-Reworks, and subsequent CoA ReWorks. (Annexes M-1 and M-2)
- b.1.7. Shall prepare the Digging/Excavation Status Report, for submission every 10th of the month (Annex H) to the RO.
- b.1.8. Shall monitor the restored area within the DLP, and prepare appropriate Inspection Reports, once occurrence of defects has been observed.
- b.1.9. Shall establish and maintain updated inventory - Straight Line Diagram and Profile reflecting all underground utility facilities along all national road networks, based on the submitted As-Built Plans, to serve as records and bases for future application for Digging/Excavation Permit.

b.2. Regional Office - Maintenance Division

- b.2.1. Shall provide technical assistance to DPWH IO when necessary.
- b.2.2. Shall evaluate and consolidate the Digging/Excavation Status Report every 15th of the month (Annex H).

b.3. Head of District Engineering Office (DEO)

- b.3.1. Shall designate and issue Office Order to the Maintenance Section Technical Personnel who is an accredited Project Inspector/Engineer, or has at least completed the Comprehensive Training on Field Engineers, to monitor the project/s compliance to DPWH Standards and Specifications and Traffic Management Plan during the Digging/Excavation Permit.
- b.3.2. Shall approve the Excavation Permit (Annex E) in accordance with the duration stated in the latest Citizen's Charter.
- b.3.3. Shall notify the Permittee of any reported violation, copy furnished their respective ROs and shall ensure that rectification works shall be carried out by the Permittee within the period provided.
- b.3.4. Shall issue CoC Reworks, and CoA ReWorks when the project is satisfactorily completed based on the provisions set forth.
- b.3.5. Shall submit to the RO the Digging/Excavation Status Report every 10th of the month (Annex H).
- b.3.6. Shall provide the list of ongoing and proposed DPWH projects to the Utility Agency/Companies as per request of the latter.

b.3.7. Shall ensure the restoration, by Administration, of the excavated area, using the posted bond, resulted from the Abandonment.

b.3.8. Shall ensure that all provisions of this policy are strictly enforced.

b.4. Head of Regional Office (RO)

b.4.1. Shall monitor the compliance of all DPWH IOs with regard to the provisions of this policy.

b.4.2. Shall submit to the BOM the Digging/Excavation Status Report every 15th of the month (Annex H).

b.5. Bureau of Maintenance

b.5.1. Shall provide technical assistance to ROs and shall be responsible in overseeing the compliance of all IOs and Utility Agency/Company and applicability of the provisions outlines in this policy.

b.5.2. Shall take necessary actions to review and improve the policy as needed to maintain its effectiveness.

b.5.3. Shall consolidate the submitted Digging/Excavation Status Report (Annex H).



Department of Public Works and Highways
Quality Management System

APPLICATION FOR ISSUANCE OF DIGGING/EXCAVATION PERMIT

Per Department Order No. _____ Series of _____

Date of Filing: _____

A. NAME OF UTILITY AGENCY/COMPANY: _____

B. ADDRESS OF UTILITY AGENCY/COMPANY: _____

C. NAME OF UTILITY CONTRACTOR AND ADDRESS:

D. PROJECT NAME:

E. LOCATION OF PROJECT: _____

F. SCOPE OF WORK: _____

G. DURATION OF WORK: _____

H. ATTACHMENT (Please check the appropriate box)

- ☐ Program of Works (POW) and Detailed Unit Price Analysis (DUPA)
- ☐ Geotagged Pictures, (Annex B-1)
- ☐ Utility Lay-Out Plan, (Annex C)
- ☐ Cross-Sectional Plan and Specifications showing the proposed utility facility to be embedded in the actual road (including profile), the scope of works and specifications for the restoration activity, and traffic management plan. Cross-section at the start, end, and every change in utility and road features must be exhibited in the plan
- ☐ Precedence Diagram Method (PDM)
- ☐ Notarized Authorization Letter from the Utility Agency/Company
- ☐ Notarized Terms and Conditions signed by the duly authorized representative of the Applicant (Annex D).
- ☐ Performance Security
 - ☐ Surety Bond and Official Receipt together with Certificate of Authority from the Insurance Commission, 100% of the full restoration/reconstruction cost of the affected area, for above P50,000.00.
 - ☐ Cash Bond, 100% of the full restoration/reconstruction cost if the cost of restoration is P50,000.00 and below

I hereby certify that the information contained in this application, including in the attachments, is true and accurate. I understand that the same is subject to evaluation and verification. Thus, any misrepresentation in this application may cause legal action against me and/or the agency/company I represent.

Submitted By:

Name & Signature of the Applicant's Authorized Representative

(To be filled out by the DPWH Maintenance Technical Personnel)

Remarks:

Evaluated by:

Name & Signature of DPWH Maintenance Technical Personnel

Date: _____

For Utility Agency/Company



**DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
GEOTAGGED PHOTOGRAPHS**

Utility Agency/Company: _____
Utility Contractor: _____
Permit No. _____

(PICTURE 1)

(PICTURE 2)

(PICTURE 3)

Note: Photographs shall have the same angle of shooting with an identified landmark/background/reference point.

Prepared and submitted by:

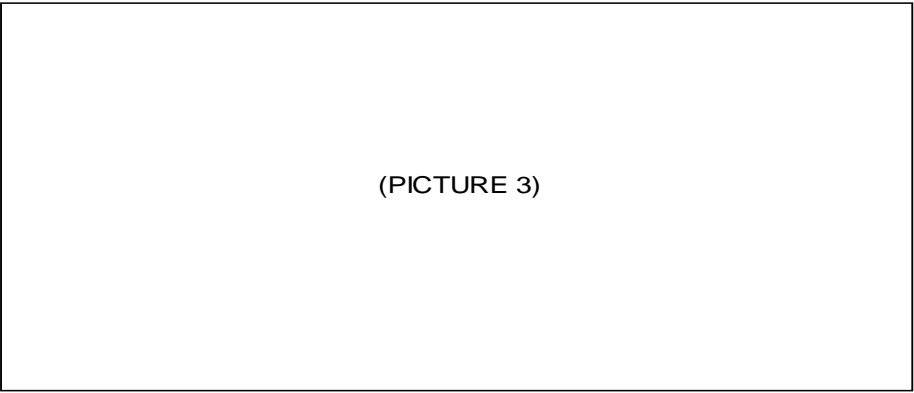
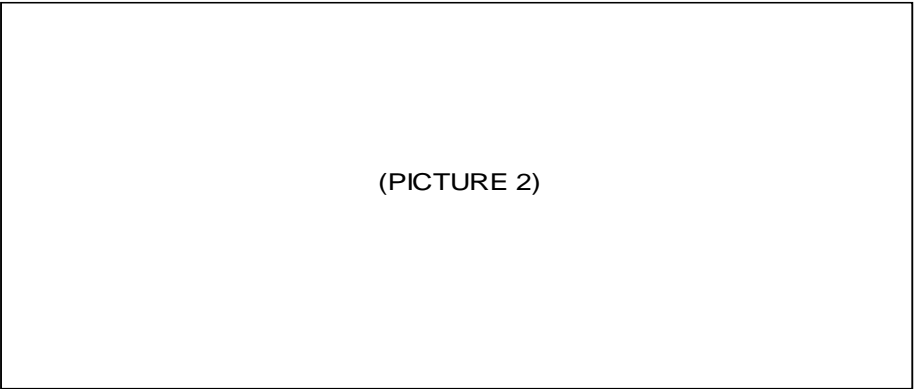
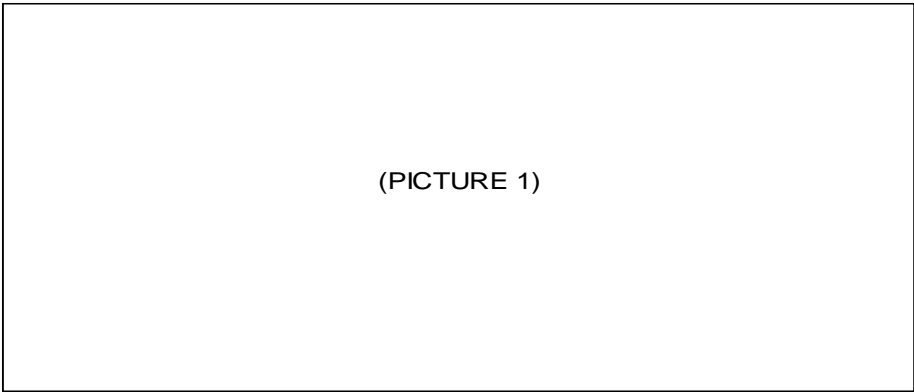
(SIGNATURE OVER PRINTED NAME)
Utility Agency/Company Representative

For DPWH Maintenance Technical Personnel

<Use the Official Letterhead following the Most Current Standard on Agency Identity>

GEOTAGGED PHOTOGRAPHS

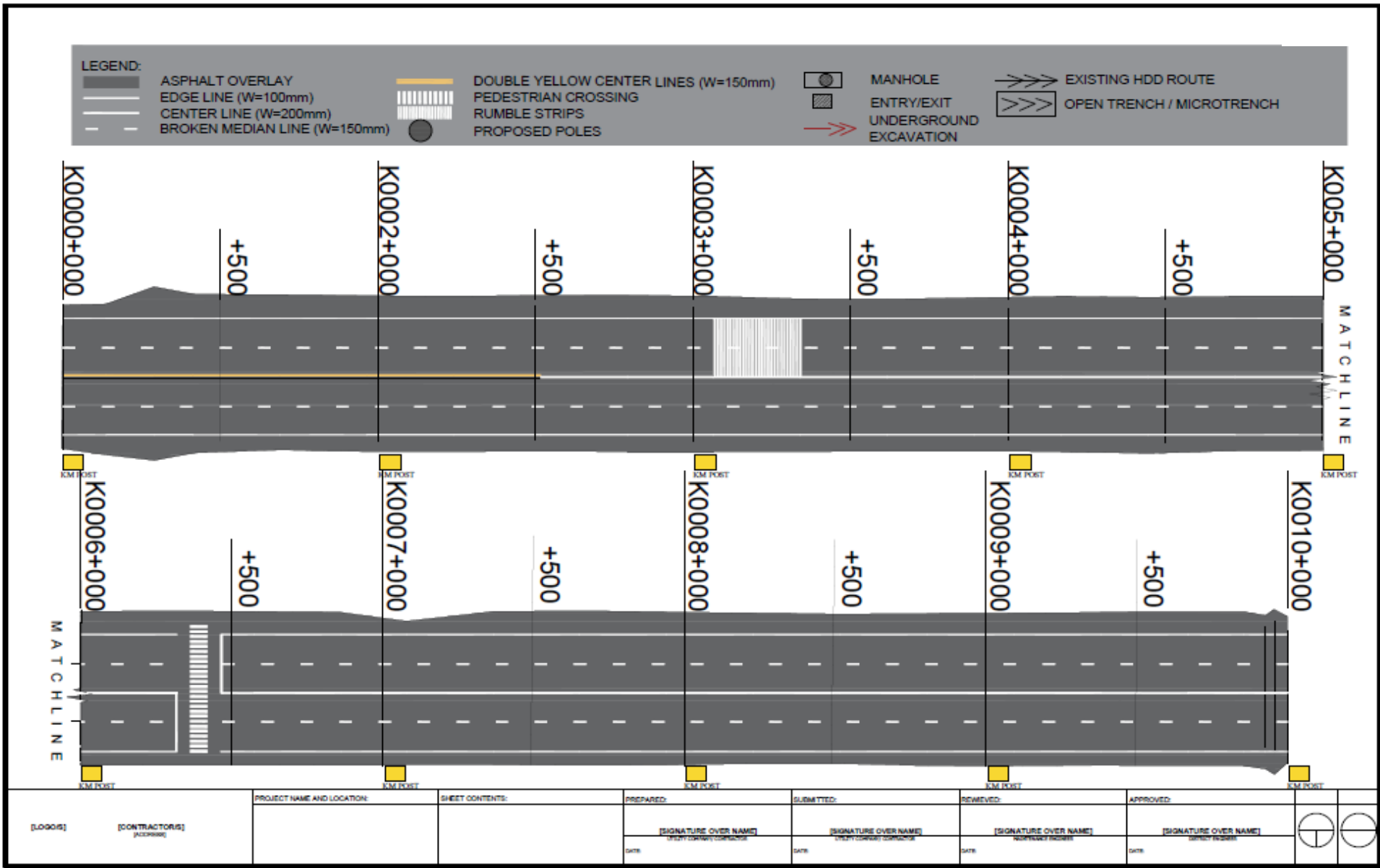
Contract Name /Location : _____
Utility Agency/Company : _____
Utility Contractor : _____
Digging/Excavation Permit No. : _____



Note: Photographs shall have the same angle of shooting with an identified landmark/background/reference point.

(SIGNATURE OVER PRINTED NAME)
Assigned DPWH Maintenance Technical Personnel
Page ____ of ____

UTILITY LAY-OUT PLAN



**TERMS AND CONDITIONS
FOR DIGGING/EXCAVATION ON NATIONAL ROADS**

1. The (*Name of Utility Agency/Company*), herein referred to as "**PERMITTEE**", with a postal address at (*Postal Address of Permittee*) and its Utility Contractor (*Name of Utility Contractor*) with a postal address at (*Postal Address of Utility Contractor*), who will undertake digging/excavation works at (*Project Name /Location*), with Digging/Excavation Permit No. _____, acknowledges, understands, and agrees to the herein set of provisions, and the provisions stipulated in the DPWH Department Order No. _____ Comprehensive Policy on Diggings / Excavations by Utility Agencies/Companies on National Roads referred to as "**DPWH Policy**".
2. The PERMITTEE agrees to be responsible for the violations that will be incurred by its Agency/Company and its Contractor, against DPWH Policy and the herein Terms and Conditions (T&C) during the effectivity/duration of the permit, for any traffic inconvenience, accidents due to the Permittee or its Contractor's fault, unrestored DPWH facilities, including damages to existing DPWH facilities, , non-response to emergency cases and accidents that may occur as a result of the digging/excavation works;
3. The acquired DPWH Digging/Excavation Permit shall be effective throughout the approved duration of the project, counted from the date receipt of the same by the PERMITTEE, and may be extended upon submission and approval of Time Extension by the DPWH Implementing Office, subject to provisions as prescribed in DPWH Policy.
4. The PERMITTEE agrees to adhere to and implement the applicable provisions stated in DPWH Road Works/Construction Safety & Health guidelines, including Traffic Management or any latest related issuance. Before the implementation of any digging/excavation activity, all necessary traffic safety devices, including informative signs and billboards, appropriate lighting, notices and other relevant safety devices/intervention shall be installed/provided conspicuously in the vicinity of the work area in accordance to Traffic Management Plan. The working area shall be kept neat, safe and clean at all times. All traffic safety devices will only be removed once the restoration works of the said road section have been completed and inspected by the DPWH Representatives. Safety along the excavation site shall be concern of the PERMITTEE and its Contractor
5. When the project covers an extensive area or when considerable traffic disruption will be expected in the excavation of the project, advance notices in the mass or print media shall be made indicating the nature and coverage of the project, detours and/or possible alternate routes, the name of the PERMITTEE and rationale behind and/or benefit of the proposed work. Appropriate clearance (if applicable) from authorities such as Metro Manila Development Authority (MMDA), Local Government Units (LGUs) and other offices shall be coordinated and secured.
6. The PERMITTEE must have been coordinated with the concerned Utility Agency/Company once there are existing utility facilities affected or to be affected by PERMITTEE's diggings/excavation works.
7. The PERMITTEE allows DPWH Technical Personnel free access to the project site to inspect and monitor the excavation/restoration works at any time throughout the duration of the permit, and where necessary, may issue appropriate Notice to the PERMITTEE or its authorized Representative, if any of T&C and DPWH Policy provisions are violated.
8. The PERMITTEE agrees to execute all provisions stipulated under Item IV Diggings/Excavation and Restoration of the DPWH Policy.

9. The PERMITTEE, agrees to restore/replace at its own expense, all roadways structures/furnitures/appurtenances which includes the pavement, curb and gutter, sidewalks, lane markings, road safety devices and sign, traffic signal facilities, drainage system facilities and other infrastructure that may be damaged/displaced. Likewise, damages to both public and private properties resulting from the excavation/s shall be the sole responsibility of the PERMITTEE. All works shall be under the supervision of the DPWH IO.
10. The PERMITTEE or its Authorized Representative shall enjoin the conduct of Final Inspection for Completion and Acceptance ReWorks.
11. Certificate of Completion Restoration Works (CoC ReWorks) shall be acquired by the PERMITTEE only upon completion of the restoration works and after the latter has posted a **Warranty Security** in the form of Cash Bond, which is 30% of the actual restoration cost, as guarantee to the restored portion for a period of one (1) year reckoned from the date of issued CoC ReWorks.
12. Failure to submit Time Extension within five (5) days from the issuance of Notice of Warning, and restoration works are still not completed based on the approved schedule, the DPWH reserves the right to not issue CoC ReWorks, revocation of permit, retention of Performance Security, and agrees with DPWH to proceed with the restoration works, and the cost to be incurred thereon shall be charged to the PERMITTEE's bond. Otherwise, new application for Digging/Excavation Permit will be required.
13. After the elapse of the one (1) year Defects Liability Period (DLP) and the restored portion was found stable with no evident defects/deficiencies, the DPWH shall issue a Certificate of Acceptance-Restoration Works (CoA ReWorks) and release the posted Cash Bond to the PERMITTEE.
14. In view of Items 10, the PERMITTEE shall request for the conduct of inspection relative to the issuance of CoC ReWorks not later than five (5) working days from the completion of restoration, and CoA Reworks at least five (5) working days before the end of one (1) year DLP.
15. After completion of works, the PERMITTEE shall submit As-Built Plan Cross Section Plan, showing the profile, actual cross-section, depth, dimensions, number of utilities installed, and other existing utilities for future references and other documents required as stated in the DPWH Policy - prior to the issuance of CoC ReWorks.
16. The PERMITTEE shall receive and acknowledge all the Notices and Correspondences shall provide immediate actions on its incurred violations and shall rectify any found violation within the period provided after the receipt of Notices at their own cost.
17. The PERMITTEE agrees that all incurred violations against the Policy during effectivity of the Permit and within the DLP, are subject to applicable actions by DPWH Implementing Offices, as stipulated in Item VII of the DPWH Policy.
18. In the event that the PERMITTEE failed to restore the DPWH infrastructure according to their submitted timeline or to restore the noted damages/defects during the DLP, despite of notices, the PERMITTEE agrees that the concerned DPWH IO utilize the bond to restore the affected structure.

19. In the event that there will be a road expansion or improvement to be introduced in the national road which will affect existing utility facilities or structures located thereon, such utility facilities or structures shall be removed and/or relocated, and the cost for its relocation and removal shall be borne by the Utility Agency/Company concerned. In this case, DPWH waives the payment of all fees, including bonds, with respect to the relocation and removal. Furthermore, if no action on the end of the Utility Agency/Company, despite of DPWH notification, DPWH reserves the right to proceed accordingly and shall not be liable for any damages that may be incurred during the expansion/improvement.

CONFORME:

Utility Agency/Company Authorized Representative
PERMITTEE

Date: _____

NOTARY PUBLIC

Doc No. _____
Page No. _____
Book No. _____
Series of _____

<Use the Official Letterhead following the Most Current Standard on Agency Identity>

DIGGING/EXCAVATION PERMIT
Per Department Order No. _____ Series of _____

Permit No. : _____

Date Issued: _____

This is to certify that _____
(Name of Applicant)

Represented by _____
(Name of Authorized Representative/Address)

has been granted a DIGGING/EXCAVATION PERMIT, after a judicious review and evaluation of their application to undertake diggings and excavations, and after complying all requirements, under the following conditions:

Name of Project: _____

Purpose of the Digging/Excavation : _____

Name of Contractor : _____

Location of Project : _____

Duration of Permit : _____

This Permit shall be effective for a period of _____ calendar days, counted from the date of issuance, and may be extended upon approval of Time Extension. The Permittee shall be subjected to appropriate action, as mentioned in the Comprehensive Policy on Diggings / Excavations by Utility Agencies /Companies on National Roads and for any non-compliance with the notarized Terms & Conditions.

District Engineer

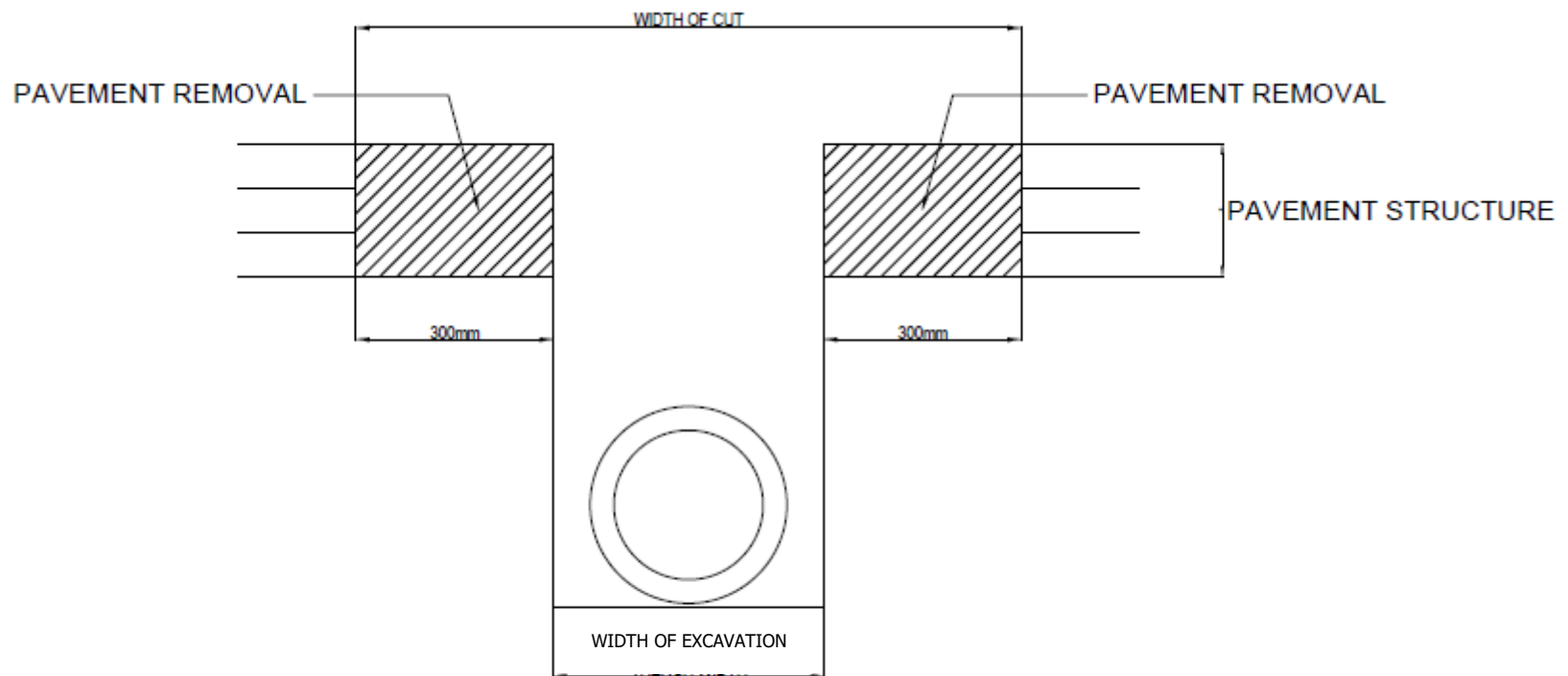
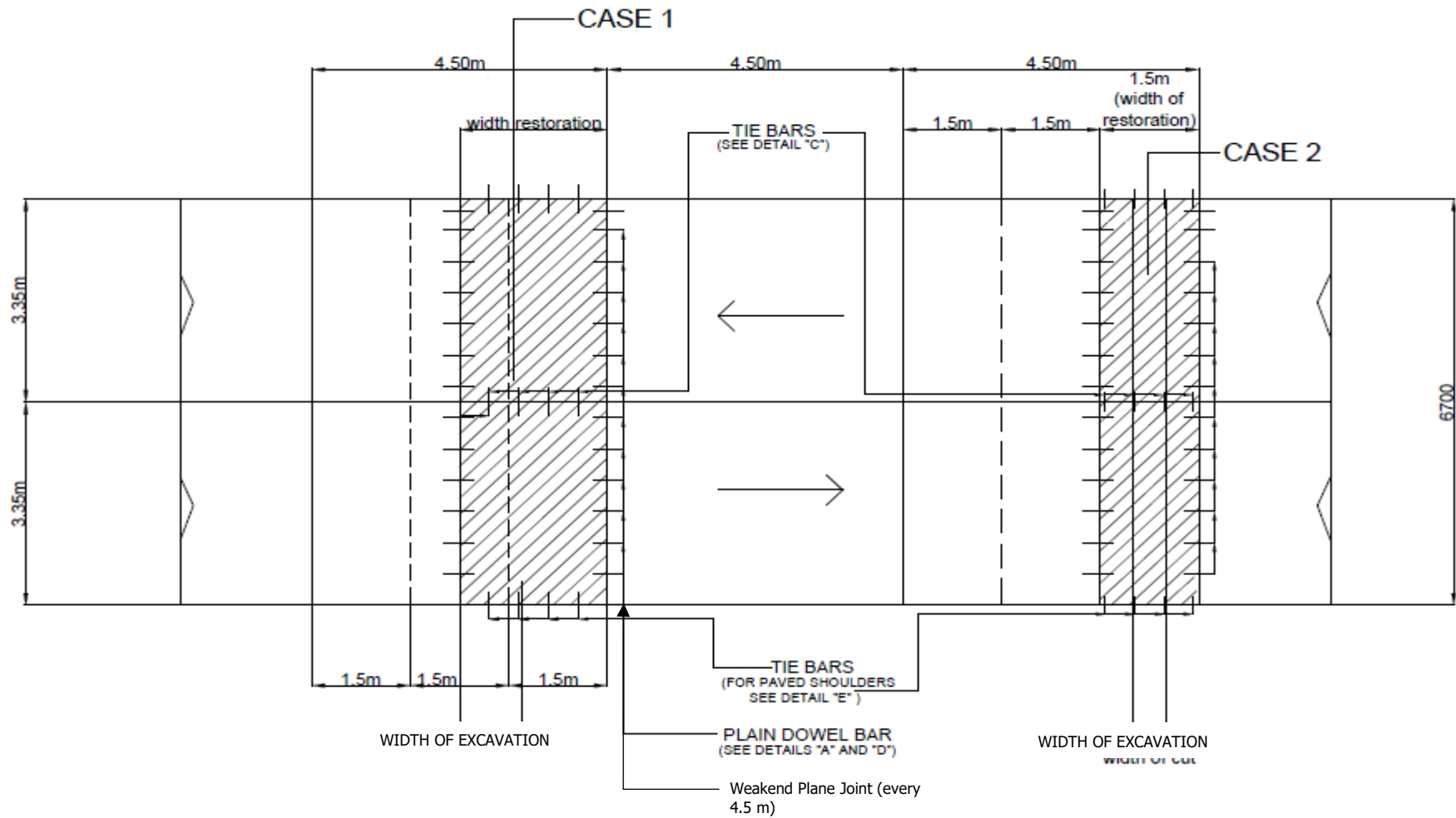


ILLUSTRATION OF A PAVEMENT CUT

N T S



NOT TO SCALE

<Please use the Official Letterhead following the Most Current Standard on Agency Identity>

NOTICE OF STOPPAGE

Date: [Insert Date]

To: [Contractor's Name]

Subject: Unauthorized Excavation Activity

Dear [Contractor's Name],

This notice is to inform you that your current excavation activities have been ordered to stop immediately due to the lack of a valid excavation permit issued by the Department of Public Works and Highways (DPWH).

Your activities are in direct violation of the regulations set forth by the DPWH. Conducting excavation work without the required permit not only contravenes legal requirements but also endangers public safety and infrastructure.

Effective immediately, you are to cease all excavation activities at the following location(s):
[Location details]

You are required to secure the necessary excavation permit from the DPWH within five (5) working days before any further work can be resumed. Failure to comply with this order will result in severe penalties, including potential legal action and sanctions.

Sincerely,

[Your Name]

[Your Position]

Department of Public Works and Highways (DPWH)

<Please use the Official Letterhead following the Most Current Standard on Agency Identity>

NOTICE OF WARNING No. _____

Date: [Insert Date]

To: [Utility Agency Company]

Subject: _____

Dear [Utility Agency Company],

This notice serves to formally warn you that the recent excavation activities conducted by (*"Name of the Utility Contractor, if applicable"*) along (Road Section Details) have been noted without securing the necessary permit from the Department of Public Works and Highways (DPWH).

The following issues have been identified:

- 1.
- 2.

Your failure to obtain the required excavation permit is a serious breach of DPWH regulations and policy and poses risks to public safety and infrastructure. You are hereby instructed to halt all excavation activities immediately until a valid permit has been obtained.

Please be advised that continued non-compliance will result in appropriate legal action.

You are required to submit your Permit Application within [insert number] days in accordance to DPWH Department Order No. _____.

Sincerely,

[DPWH Personnel]

[Designation]

<Please use the Official Letterhead following the Most Current Standard on Agency Identity>

NOTICE OF WARNING No. _____

Date: [Insert Date]

To: [Permittee's Name]

Subject: Non-Compliance with DPWH Digging/Excavation

Dear [Applicant's Name],

This notice serves to inform you that your recent excavation/restoration activities with approved Permit No. _____, conducted by (*Name of Utility Contractor, if applicable*) at ____ (Project Location Details) _____, have been found to be non-compliant with the provisions as stated in the DPWH Policy on Digging/Excavation and its' Terms and Conditions.

The following violations have been noted:

1. [Detail the violation]
- 2.
3. [add more as needed]

You are hereby required to take immediate the following corrective actions to address these violations.

- 1 .[Specify recommendation]
- 2.
3. [add more as needed]

Failure to comply within [insert number] days may result in the _(insert sanctions that are applicable based on the policy).

Sincerely,

[DPWH Personnel]

[Designation]

ANNEX J

<Please use the Official Letterhead following the Most Current Standard on Agency Identity>

TIME EXTENSION NO. ____

Per Department Order No. ____ Series of ____

Contract Time Extension No. ____ is hereby granted for the project,
(Permit No. and Project Name), under
contract with (Name of Permittee), equivalent to ____ *(in words and figure)*
calendar days, covering the period from *(MM/DD/YY)* to *(MM/DD/YY)*, due to *(state reason/s)*.

Effectivity of Excavation Permit : (start date of permit)

Original Excavation Permit Duration : (duration of permit)

Original Expiry Date : (end date of permit)

Time Extension No.	Duration	Revised Duration	Revised Expiry Date

Prepared by:

Name and Designation of
Maintenance Technical Personnel

Recommending Approval:

Approved:

District Maintenance Engineer

District Engineer

I hereby acknowledge receipt of this Contract Time Extension.

Date: _____

UTILITY AGENCY/COMPANY or AUTHORIZED
REPRESENTATIVE
Position



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS

APPLICATION FOR TIME EXTENSION

Per Department Order No. _____ Series of _____

Date of Filing: _____

- A.** DIGGING/EXCAVATION PERMIT NO. _____
- B.** NAME & LOCATION OF PROJECT: _____

- C.** NAME OF UTILITY AGENCY/COMPANY : _____
- D.** ADDRESS OF UTILITY AGENCY/COMPANY: _____
- E.** NAME OF UTILITY CONTRACTOR _____
- F.** ORIGINAL DURATION OF WORK: _____
- G.** PROPOSED ADDITIONAL DAYS: _____
- H.** PROPOSED REVISED DURATION OF WORK (due to TE): _____

ATTACHMENT (Please check the appropriate box)

- ☐ Request Letter for Time Extension
- ☐ Photocopy of Approved Excavation Permit
- ☐ Supporting Documents to support the reason of Time Extension
☐ Acts of nature: _____
- ☐ Revised Precedence Diagram Method (PDM)
- ☐ New Performance Security (for Surety Bond Only)

Submitted By: _____
(Name & Signature of Authorized Representative of the Applicant)

Action Taken:

- ☐ For Endorsement (*complied with DPWH Policy Requirements for Time Extension*)
- ☐ Not For Endorsment due to _____

Reviewed and Evaluated by: _____
(Name, Designation and Signature of Maintenance Personnel)



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS

**CHECKLIST FOR ISSUANCE OF
CERTIFICATE OF COMPLETION – RESTORATION WORKS**

Per Department Order No. _____ Series of _____

- A.** DIGGING/EXCAVATION PERMIT NO. _____
- B.** NAME & LOCATION OF PROJECT: _____

- C.** NAME OF UTILITY AGENCY/COMPANY : _____
- D.** ADDRESS OF UTILITY AGENCY/COMPANY: _____
- E.** NAME OF UTILITY CONTRACTOR _____
- F.** ORIGINAL/REVISED DURATION OF WORK: _____

ATTACHMENT (Please check the appropriate box)

- ☐ Letter of Request
- ☐ Photocopy of Approved Excavation Permit (Original/Revised)
- ☐ Photocopy of Approved Time Extension
- ☐ As-Built Cross Section Plan
- ☐ Geotagged Photographs
- ☐ Copy of Cash Bond Receipt/Acknowledgement Receipt -Warranty Security
- ☐ Final Completion Inspection Report

Recommendation:

- ☐ For Endorsement (*complied with DPWH Policy Requirements for CoC ReWorks*)
- ☐ Not For Endorsement due to _____

Reviewed and Evaluated by: _____
(Name, Designation and Signature of Maintenance Technical Personnel)

<Please use the Official Letterhead following the Most Current Standard on Agency Identity>

**CHECKLIST FOR ISSUANCE OF
CERTIFICATE OF ACCEPTANCE – RESTORATION WORKS**

Per Department Order No. _____ Series of _____

- A.** DIGGING/EXCAVATION PERMIT NO. _____
- B.** NAME & LOCATION OF PROJECT: _____

- C.** NAME OF UTILITY AGENCY/COMPANY : _____
- D.** ADDRESS OF UTILITY AGENCY/COMPANY: _____
- E.** NAME OF UTILITY CONTRACTOR _____
- F.** ORIGINAL/REVISED DURATION OF WORK: _____

ATTACHMENT (Please check the appropriate box)

- ☐ Letter of Request
- ☐ Certificate of Completion - Restoration Works (CoC ReWorks)
- ☐ Final Acceptance Inspection Report
- ☐ Geotagged Photographs

Recommendation:

- ☐ For Endorsement (*complied with DPWH Policy Requirements for CoA ReWorks*)
- ☐ Not For Endorsement due to _____

Reviewed and Evaluated by: _____
(Name, Designation and Signature of Maintenance Technical Personnel)

<Please use the Official Letterhead following the Most Current Standard on Agency Identity>

Date: _____

INSPECTION REPORT No. _____

Excavation Permit No. :

Project Name and Location :

Utility Agency/Company :

Utility Contractor :

Restoration Cost :

Date of Inspection :

Findings : *(Provide here a Narrative of the findings. Indicate if any defects/deficiencies observed and repair works done by the contractor.)*

Recommendations:

(Provide recommendations on each noted defects/deficiencies)

Prepared by:

Assigned Maintenance Technical Personnel

Conforme:

*(Name of Utility Agency/Company or
Authorized Representative)*
Signature over Printed Name

<Please use the Official Letterhead following the Most Current Standard on Agency Identity>

Date

**FINAL [COMPLETION/ACCEPTANCE] RESTORATION WORKS
INSPECTION REPORT No. _____**

Excavation Permit No : _____

Project Name and Location : _____

Utility Agency/Company : _____

Utility Contractor : _____

Restoration Cost : _____

Date of Inspection : _____

Findings : *(Provide here a Narrative of the findings. Indicate if any defects/deficiencies observed and repair works done by the contractor)*

Recommendations:

(Provide recommendations based on findings.)

Prepared by:

Assigned Maintenance Technical Personnel

District Maintenance Engineer

Conforme:

*(Name of Utility Agency/Company or
Authorized Representative)*
Signature over Printed Name

Black letters in yellow retro-reflective background



CAUTION

LOGO of
the Utility
Agency/
Company

PROJECT NAME: _____

DATE STARTED: _____

COMPLETION DATE: _____

NAME of the
Contractor

This should be mounted on a post and to be placed on the shoulder or sidewalk as to not affect by the weather, vandals or traffic.

2 ft. or 24 in.

Mounting height of the billboard are as follows:

Rural : 1.5
meters above the
level of the
roadway.

Urban : 2.2
meters above the
level of curb or
footpath.

White letters in green retro-reflective background

4 ft. or 48 in.