



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



DEPARTMENT ORDER)
)
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NO. _____)
Series of 2024

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

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 merely applicable on Government to Business (G2B) and Government to Government (G2G) transactions involving utility digging/excavation and restoration works along national roads. 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 all previous issuances on Digging/Excavation Permit on national roads, shall take effect immediately, and shall remain enforced until amended, revoked or superseded by another issuance.

MANUEL M. BONOAN
Secretary

7.1.2 ECQ/EDC/GRAA/MGM/AGC

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

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 safe road network to the public.

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.

a. Definition of Terms

Abandonment – willful or deliberate non-performance of the Permittee, notwithstanding issuance of two (2) consecutive notices, resulting in substantial breach of notarized Terms and Conditions.

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.

Calendar days - A period of twenty-four (24) hours extended from midnight to midnight and includes all days of the calendar without exception.

Certificate of Acceptance 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 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.

Road Section – a cross-sectional view of the road where the proposed digging/excavation works will be conducted, indicating all dimensions, length, width, depth and other deemed necessary information.

Supervision Fee – a non-refundable amount to cover the overtime/night differential and Travel Expense Voucher (TEV) of the assigned personnel in the supervision of digging/excavation and restoration works

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 – a 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, and telecommunication services.

Working Day - any day except Sundays and official holidays.

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, 100% of the full restoration/reconstruction cost of the affected area, if the cost of restoration is above P50,000.00.
 - b.3 **Supervision Fee.** Payment of a non-refundable amount to cover the overtime/night differential and Travel Expense Voucher (TEV) of the assigned personnel in the supervision of Digging/Excavation and restoration works. The Supervision Fee shall be computed as follows:

Table 1.0 Supervision Fee

Cost of Restoration	Supervision Fee
Below P50,000.00	3% of the cost of restoration
P50,000.00 and above	1.5% of the cost of restoration

III. 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/validate 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 ensure the compliance of its Utility Contractor with the provisions stipulated in this policy.

b. Department of Public Works and Highways

Hereunder are the roles and responsibilities of the concerned offices of the DPWH in relation to pre and post permit issuance activities:

b.1. 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 to 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 4.0.
- b.1.5. Shall prepare the Digging/Excavation Status Report, for submission every 10th of June and December of the calendar year (Annex H) to the Regional Office (RO).
- b.1.6. 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-1, L-1 and L-2)
- b.1.7. 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.1.8. Shall prepare the Digging/Excavation Status Report, for submission every 10th of June and December of the calendar year (Annex H) to the RO.
- b.1.9. Shall monitor the restored area within the DLP, and prepare appropriate Inspection Reports, once occurrence of defects has been observed.
- b.1.10. 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 June and December of the calendar year (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 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 June and December of the calendar year (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 June and December of the calendar year (Annex H).

b.5. Bureau of Maintenance

- b.5.1. Shall provide technical assistance to ROs when necessary.
- b.5.2. Shall consolidate the Digging/Excavation Status Report every end of semester (Annex H).
- b.5.3. Shall conduct random annual validation together with the RO to check the Digging/Excavation Status of all IOs in consonance with the provisions of this policy.
- b.5.4. Shall submit report to the Undersecretary of Technical Services the result of the random validation.

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 V 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.

All cases must provide the appropriate dowels and tie bars 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 meter including the 300 mm minimum on each side of the trench (see Annex D). If said excavation width exceeds 1.0 meter, 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.

V. VIOLATIONS AND APPROPRIATE ACTIONS

Appropriate actions shall be imposed by the DPWH IO depending on the type of violations incurred by the Utility Contractor and/or the Permittee, as detailed hereunder:

Table 2.0 Violations and Appropriate Actions

VIOLATION	DPWH APPROPRIATE ACTIONS
Not Securing of Permit (Upon detection)	Automatic Stoppage and Issuance of Notification to the concerned Utility Agency/Company
Not Securing Approved Permit (Emergency works)	Issuance of Notice of Warning
Non-Provision/Insufficient Road Safety Devices (Upon detection)	Issuance of Notice of Warning
Accident due to the Utility Contractor's Fault (Determined by the appropriate authority)	Issuance of Notice of Warning
Failure to start the scheduled restoration works	Issuance of Notice of Warning
Failure to complete the restoration works based on the validity of approved permit (Without approved time extension)	Imposition of Liquidated Damages

VIOLATION	DPWH APPROPRIATE ACTIONS
Failure to restore the excavated portion to its original condition (Upon conduct of inspection)	Non-issuance of CoC ReWorks / CoA ReWorks
Abandonment of the project (No actions after 2 notices)	Cancellation/Revocation of Permit and usage of bond for restoration
Non-Securing of CoC ReWorks	Withholding of the Performance Security (Surety/Cash Bond) and application of Section VII, Item g
Non-Securing of CoA ReWorks	Withholding of the Warranty Security (Cash Bond) and application of Section VII, Item g
Non-response to Emergency Cases (As discussed in Section III, Item a.2.7)	Notice of Warning and appropriate legal actions

- a. A non-refundable amount equivalent to 1% of the remaining restoration cost for every day of delay beyond the original or extended period shall be charged as Liquidated Damages, which in no case shall exceed 15% of the total restoration cost. Non-payment of the Liquidated Damages shall be grounds for appropriate legal actions as determined by DPWH Legal Service.
- b. The concerned Permittee shall have five (5) working days to comply upon receipt of Notices as stated above.
- c. DPWH Personnel who perform or cause the performance of violations related to processing of permit applications, as stipulated in Section 21 (Violations and Persons Liable), shall be subject to the provisions of Section 22 (Penalties and Liabilities) of R.A. 11032.

VI. 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-1) 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)

VII. OTHER PROVISIONS

In addition to the foregoing, the hereunder provisions shall also be implemented and complied with by the concerned DPWH IOs and 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, are strictly prohibited. Hence, it is only after the issuance of CoA ReWorks 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.
- 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. Utilities that will traverse both local and national roads require separate permits based on the respective policies and guidelines of the involved offices.
- d. 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 in 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.

- e. 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.
- f. 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.
- g. The issuance of Digging/Excavation Permit to the Utility Agency/Company relies on the following conditions:
 - g.1. The concerned Utility Contractor must not have more than five (5) active permits
 - g.2. The concerned Utility Contractor must not have more than ten (10) projects, due for issuance of CoA ReWorks.
 - g.3. The concerned Utility Contractor must not have more than two (2) Notices of Non-Securing of Approved Permit, whether normal or emergency in nature.

Otherwise, another eligible Utility Contractor shall be designated by the Utility Agency/Company for new permit application.

- h. The following are the documentary requirements for the issuance of CoC ReWorks and CoA ReWorks:
 - h.1. **CoC ReWorks**
 - a. Letter of Request from the Permittee
 - b. Photocopy of Approved Excavation Permit (Original/Revised)
 - c. Photocopy of Approved Time Extension
 - d. As-Built Cross Section Plan
 - e. Copy of Cash Bond Receipt/Acknowledgement Receipt - Warranty Security
 - f. Final Completion Restoration Works Inspection Report (Annex M-2)
 - g. Geotagged Photographs (Annex B-2)
 - h.2. **CoA ReWorks**
 - a. Letter of Request from the Permittee
 - b. Certificate of Completion - Restoration Works (CoC ReWorks)
 - c. Final Acceptance Restoration Works Inspection Report (Annex M-2)
 - d. Geotagged Photographs (Annex B-2)