

**[DPWH DEPARTMENT ORDER NO. 03, S. 2011,
January 21, 2011]**

UPDATED CONSULTANCY BILLING GUIDELINES

In line with the policy of the Department to improve the delivery of its services, all DPWH implementing offices and consultants are hereby required to follow the guidelines for the payment of claims of consultants prescribed under the updated Consultancy Billing Guidelines of December 2010. The updated guidelines now include incorporate New government Accounting System (NGAS) requirements.

The said guidelines are contained in two manuals, as follows:

1. The Manual containing the "Guidelines to Implementing Offices for Processing Claims for Payment "* shall be used by DPWH implementing offices, including the Project Management Offices (PMOs), Regional and District Offices, for verification and checking the completeness and propriety of billing documents submitted by consultants and in the preparation of necessary supporting documents required under the existing Accounting and Auditing Rules and Regulations; and,
2. The Manual containing the "Guidelines to Consultants for Preparing Claims for Payment"* which covers advance payment, monthly progress payments and final payment shall be used by the consultants in the preparation of billings to ensure that documents are prepared accurately and properly prior to submission for payment of claims to the Department, through the Document Tracking System (DoTS).

Copies of these two manuals can be obtained through the intranet. Offices without access to the intranet may contact the MIS Library to obtain a softcopy.

Implementation of the New Process on Payment of Contractors Claims for Civil Works Projects under Department Order No. 207, series of 2000, shall remain in effect.

This Order shall take effect immediately and shall supersede Department Order No. 25, series of 2001.

Adopted: 21 January 2011