

**[DPWH DEPARTMENT ORDER NO. 32, S. 2011,
May 31, 2011]**

**GUIDELINES IN THE SUBMISSION OF PLANS, PROGRAM OF
WORK (POW) AND APPROVED BUDGET FOR THE CONTRACT
(ABC) FOR APPROVAL IN THE CENTRAL OFFICE**

It has been observed that there are implementing offices who submit Design Plans, Program of Work (POW) and Approved Budget for the Contract (ABC) for approval in the Central Office with incomplete supporting documents necessary in the review by the Bureau of Design and Bureau of Construction, such as: the absence of design analysis, geotechnical report, etc., to support the proposed plans and the absence of approved plans and specifications, Detailed Unit Price Analysis (DUPA), etc., to support the proposed Program of Work (POW) and Approved Budget for the Contract (ABC). Likewise, there are plans and cost estimates which are disorderly presented, lack necessary information or contain excessive components of material, labor and equipment that are not within the prevailing rates and therefore, run counter with the guidelines set forth under D.O. No. 12, series of 2011 — Preparation of Approved Budget for the Contract and D.O. No. 56, series of 1995 — Quality of Plans.

Such improper submission results in delay in the processing of documents that consequently, delays project implementation. To avoid these delays therefore, it is reiterated to all concerned to strictly follow from hereon, the provisions outlined under D.O. 56, series of 1995 and D.O. No. 12, series of 2011 and to submit the complete supporting documents prescribed under D.O. No. 41, series of 2009 — Implementation of the Documents Tracking System for Civil Works Projects.

The following are additional guidelines to be followed:

A. Plans

1. To ensure accuracy and completeness of the plans and supporting documents, the implementing office shall review the plans prior to submission to the approving authority using the "Ready Checklist" for each project category, as shown in Annexes A-E; and
2. The plans and supporting documents shall be submitted together with the duly accomplished "Ready Checklist."

B. POW and ABC