

Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
(DEPARTMENT OF EDUCATION, CULTURE AND SPORTS)
Maynila

November 17, 1988

DECS O R D E R
No. 101, s. 1988

SCOPE OF CONSTRUCTION MANAGEMENT COMMITTEE SERVICES

To: Undersecretaries
Assistant Secretaries
Regional Directors
Chiefs of Services and Heads of Units/Centers
Others Concerned

1. In order to ensure the timely and satisfactory execution of and compliance with the contract documents and construction agreements by the contractors, the Construction Management Committee shall provide and undertake the following services, among others, during the actual construction of the regional office buildings and project-close phases:

- a. Arrange and conduct pre-construction meetings with the contractors to discuss the requirements and highlights of the contract documents and construction agreements which include the following:
 - (1) Master Construction work and Progress Schedule;
 - (2) Preparation of the Bill of Materials and Materials Status Report;
 - (3) Bonds and Insurances;
 - (4) Security, safety and sanitation requirement at the job site.
- b. Prepare a program for the submission and review of product data and manufacturer's catalogs, and samples as required by the Technical Specifications.
- c. Prepare a program to ensure the proper compliance with the testings as required by the Technical Specifications, including the Construction Management Committee's participation and witnessing of the testings, and submission of Test Results Certificates from the government agency and/or any reputable private institution authorized by the government to conduct such testings.

- d. Evaluate and make recommendations on the logic sequence and durations of construction work activities of the Construction Progress and Work Schedules of the contractors.
- e. Assist the contractors in the verification of lines and grades.
- f. Maintain a Construction Progress Log Book at the site office which will document the weather condition, manpower of the contractors, list of construction activities and quantities accomplished, construction equipment used, deliveries of materials and equipment, other development affecting the work progress, and other matters such as clarifications made on the contract documents to be concurred in by the contractor or his duly authorized representative at the end of each day.
- g. Submit two (2) sets of Monthly Construction Progress on the contractors work accomplishment, work status and other significant development as compared to their work schedule and programs complete with the necessary graphic and pictorial presentation showing accomplishment and development affecting completion to the Secretary, thru the Chief of the Management Division.
- h. Conduct inspection of on-going construction work to ensure contractors' compliance, noting any deviation and delay.
- i. Keep records, monitor and ensure the proper and timely implementation of the programs for material and equipment approvals and testings.
- j. Ensure the implementation and keep records of the bonds, insurances and warranties required by the contract documents.
- k. Arrange for the conduct/preside over project meetings, including the preparation of agenda and minutes of meetings which are to be furnished to the Secretary thru the Chief of the Management Division on a monthly basis or as necessary.
- l. Inspect, evaluate and jointly quantify with the contractors their work accomplishment as basis for their progress payment applications.
- m. Certify and endorse the contractors' progress payment applications and transmit to the Secretary thru the Chief, Management Division for processing and payment.
- n. Evaluate and make recommendation on the cost of proposed change orders for formal and final approval by the Secretary.

- o. Monitor, keep records and documents, and submit as necessary to the Secretary the status of change orders.
 - p. Ensure that all permits and licenses as required by the government agencies and authorities are secured in accordance with terms of the contract documents.
 - q. Ensure the proper implementation of the rules, regulations and procedures on security, safety, sanitation and cleanliness at the job site.
 - r. Prepare the list of deficient/defective work items of the contractors, and ensure the proper correction of said work items before final inspection.
 - s. Determine and certify that the works required by the contract documents and construction agreements are ready for final inspection and final acceptance.
 - t. Ensure that inspections and permits required by government agencies and authorities, as-built drawings, operation manuals, warranties and other project close-out documents are secured and submitted by the contractors.
 - u. Provide the Secretary with the necessary assistance to ensure that the contractors promptly and properly correct the defective works under warranties.
 - v. Perform such other functions necessary to ensure the timely and proper execution of the project.
2. For purposes of uniformity, inclosed are CMC Forms Nos. 1 to 10 for use by the Construction Management Committee.
3. All concerned are enjoined to be guided accordingly.

(SGD-) LOURDES R. QUISUMBING
Secretary

Incls.:
As stated

Reference:
None

Allotment: 1--(M.O. 1-87)

To be indicated in the Perpetual Index
under the following subjects:

COMMITTEE
OFFICIALS
SERVICE

EQUIPMENT/TOOLS AT SITE
 (Monthly Report)

MOVED IN DATE	MOVED ON DATE	EQUIPMENT/TOOL DESCRIPTION	NUMBER OF UNITS	REMARKS/COMMENTS

NOTE : Indicate on Remarks/Comments" equipment out of commission with their expected operational date and equipments critically required but not on site.

CERTIFIED CORRECT:

_____ CMC Chairman

PROJECT : _____
 CONTRACTOR : _____
 PERIOD COVERED : _____

CONFORME:

MATERIALS DELIVERY SCHEDULE
(Monthly Report)

DATE RECEIVED	ITEM DESCRIPTION	QUANTITY RECEIVED	REFERENCE NUMBER	REMARKS/COMMENTS

NOTE : Indicate on "Remarks/Comments" all materials critically required but not delivered.

CERTIFIED CORRECT : _____ PROJECT : _____
 CONTRACTOR : _____
 PERIOD COVERED : _____

 CMC Chairman CONFORME : _____

 Contractor

E N D O R S E M E N T

Payment is recommended for _____ Partial Billing covering the
period of _____ detailed as follows:

Original Contract Amount : P
Variation Orders : P
Revised Contract Amount : P
Billing No. :
Period Covered :

VALUE OF ACCOMPLISHMENT TO-DATE _____ % P _____

LESS:

Previous Accomplishment _____ % P _____

ACCOMPLISHMENT THIS PERIOD _____ % P _____

LESS:

Contract Retention P _____ PRESENT TO-DATE

Value Added Tax _____

Expanded Withholding Tax _____

Liquidation of Advances (if any) _____

Liquidating Damage (if any) _____

Previous Payments Net of Taxes, P _____

Recoupments and Retention P _____

AMOUNT DUE THIS PAYMENT P _____

vvvvvvvvvvvv

CONTRACTOR

Chairman, CMC

Regional Director

Executive Architect

Owner's Representative

PREPARED BY:-----

VERIFIED BY:_____

CONSTRUCTION MANAGEMENT COMMITTEE

DECS REGIONAL OFFICE NO. ----

MEETING ATTENDANCE SHEET

NAME OF PROJECT: _____

MEETING NO.: _____ DATE OF MEETING: _____ .19

TIME OF MEETING: _____

PURPOSE OF MEETING: _____

THE FOLLOWING ARE PRESENT:

Name (Print)	Company/Firm Represented	Position/ Title	Signature

TIME ADJOURNED: _____

VARIATION ORDER
NO. _____

CHANGE ORDER NO.:	ORIGINATOR OF CHANGE (CHECK ON)
PROJECT:	JOB ORDER NO. _____
CONTRACTOR:	PHONE _____ <input type="checkbox"/>
OWNER:	PHONE _____ <input type="checkbox"/>
EXEC. ARCHITECT:	PHONE _____ <input type="checkbox"/>
CONST. MANAGER:	PHONE _____ <input type="checkbox"/>

CHANGE ORDER TYPE

- | | |
|---------------------------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> ADJUSTMENT of QUANTITIES | <input type="checkbox"/> DESIGN REVISION, CHANGE in SCOPE |
| <input type="checkbox"/> EXTRA WORK | <input type="checkbox"/> DELETION of WORK |

DESCRIPTION OF CHANGE

DESIGN CHANGE APPROVED BY EXEC. ARCHITECT _____	DATE _____
-------------------------------------------------	------------

COST OR CREDIT	TIME EXTENSION
----------------	----------------

AMOUNT REQUESTED BY CONTRACTOR _____	_____	_____
--------------------------------------	-------	-------

SIGNATURE OF CONTRACTOR _____	DATE _____
-------------------------------	------------

AMOUNT RECOMMENDED BY ARCHITECT/ENGINEER/OR _____	_____	_____
---------------------------------------------------	-------	-------

RECOMMENDING APPROVAL:

DIOSDADO P. TUASON
Assistant Secretary
Finance and Management

OWNER'S REPRESENTATIVE

PROJECT : _____

LOCATION : _____

SUBJECT : _____

BILLING NO.	PERIOD COVERED	GROSS VALUE OF ACCOMP.	DAYWORK FLACTIVATION FACTOR, KG	NOMINAL ESCALATION CREDIT	AMOUNT OF ESCALATION	DEDUCTION DUE TO EQUIPMENT	GROSS ESCALATION CREDIT	ALLOWABLE ESCALATION	P	GROSS PAYABLE ESCALATION	AMOUNT SUBJECT TO APPROVAL	TAX	NET PAYABLE ESCALATION
TOTAL													

NOTE :

- 1)
- 2)
- 3)

FIELD INSPECTION REPORT

Field Report No.:

Date:

Project:

Date of Inspection:

Contractor:

ITEM NO.	OBSERVATION/COMMENTS	ACTION REQUIRED/RECOMMENDATION

Reported by:

Certified by:

CMC Chairman

Regional Director

Conformed:

Contractor

PROJECT NAME

TIME OF DAY

AM

PM

CONTRACTOR'S
SIGNATURE
DATE

DAY DATE 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

DAY	DATE	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1																							
2																							
3																							
4																							
5																							
6																							
7																							
8																							
9																							
10																							
11																							
12																							
13																							
14																							
15																							
16																							
17																							
18																							
19																							
20																							
21																							
22																							
23																							
24																							
25																							
26																							
27																							
28																							
29																							
30																							
31																							

LEGEND: F - Fair Weather / - Light Rain X - Heavy Rain T - Typhoon

CERTIFIED CORRECT:

PROJECT : _____
CONTRACTOR : _____
PERIOD COVERED : _____

CMC Chairman

CONFORME:

Contractor

DAY DATE

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	
25	
26	
27	
28	
29	
30	
31	

GRAND TOTAL

CERTIFIED CORRECT:

PROJECT : _____
CONTRACTOR : _____
PERIOD COVERED : _____

CNC Chairman

CONFORME: