




REPUBLIC OF THE PHILIPPINES
METROPOLITAN NAGA WATER DISTRICT
40 J. MIRANDA AVENUE, NAGA CITY

ENGINEERING AND ENVIRONMENT DEPARTMENT

PROCEDURES AND WORK INSTRUCTIONS MANUAL (PAWIM) (EEDPW01) CONSTRUCTION PROJECT IMPLEMENTATION

	METROPOLITAN NAGA WATER DISTRICT	Document Code: EEDPW01		
	PROCEDURE	Revision No.:	0	
	CONSTRUCTION PROJECT IMPLEMENTATION	Effectivity Date:	March 2017	
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1. PURPOSE

This document describe the procedures for Construction Project Implementation as one of the support processes on the Production Well and Spring Development of the MNWD.

2. SCOPE

This procedure will apply to the MNWD- Quality Management System on one of the support processes on the Production Well and Spring Development which is the Construction project implementation, which focuses on the:

- 2.1.1. Project Monitoring
- 2.1.2. Progress Billings
- 2.1.3. Preparation of various certifications

3. DEFINITION OF TERMS AND ACRONYMS

Refer to "[Annex A](#)" for the GLOSSARY OF TERMS and "[Annex B](#)" for the ACRONYMS.

4. RESPONSIBILITIES

- 4.1. The PLANNING, DESIGN AND CONSTRUCTION DIVISION (PDCD) is responsible for the implementation of the following procedures.

5. PROCEDURES


This section describes the procedures involve in one of the support processes on the Production Well and Spring Development which is the Construction project implementation.

After all documents are approved and the procurement process is completed, project implementation will commence. The construction section follows a procedure in which monitoring activities and reporting are carried out by the field personnel, project in-charge and section head as enumerated hereunder:

- I. Daily Project Monitoring
- II. Weekly Status Report
- III. Monthly Accomplishment Report

5.1. PROJECT MONITORING ([Figure 1](#))

- 5.1.1. Engineering Survey Aide will prepare the above-mentioned reports for project monitoring purposes.

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- 5.1.2. Senior Engineer validates reports and conducts onsite evaluation.
- 5.1.3. Supervising Engineer review/check the reports.
- 5.1.4. Division Manager verifies and submit reports to the Management/Board.

At any point in time during project implementation, request for payment or change order may arise. Each request has its own process to follow and required documents must be submitted and approved, to wit:

5.2. BILLING ([Figure 2](#))


- 5.2.1. Contractor submits request for billing coupled with statement of work accomplished & Physical Accomplishment subject for verification and checking by the project in-charge.
- 5.2.2. Billing documents are presented to the BOD by the General Manager.
- 5.2.3. Upon approval by the Board of Directors, the billing documents are forwarded to the Finance Division.

The required documents are the following:

- a) Letter request for partial billing
 - b) Statement of Work Accomplished (SWA)
 - c) Physical Accomplishment
 - d) Contract of Agreement (for first payment)
 - e) Previous payment (SWA)
 - f) Board Resolution approving the request for payment
 - g) Revised Bill of Qualities (if there's any)
 - h) Surety Bond
 - i) Certificate of completion
 - j) Certificate of final completion & Acceptance
- } For final Billing

5.3. CHANGE ORDER/VARIATION ORDERS


- 5.3.1. Request letter from contractor or order from the engineer.
- 5.3.2. Verify, check and measure the changes in actual site condition against the plan.
- 5.3.3. Prepare and submit revised BOQ to the Division Manager-A
- 5.3.4. Request for change/variation order with its supporting documents is prepared and submitted to the OGM.
- 5.3.5. GM will recommend for the approval of the request for change/variation order. Hereunder are the supporting documents necessary for the approval of the said request:
 - a. Letter request from the contractor
 - b. Survey data
 - c. Revised BOQ

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- d. Photograph (if needed)
- e. Change order request and justification
- f. Other documents needed to justify relative change variation order

6. FORMS AND TEMPLATES


- 6.1 Daily Project Monitoring – (“[EEDF01](#)”)
- 6.2 Weekly Status Report – (“[EEDF02](#)”)
- 6.3 Monthly Accomplishment Report – (“[EEDF03](#)”)

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	ANNEX A		Revision No.:	0
	GLOSSARY OF TERMS		Effectivity Date:	March 2017
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TERMS	DEFINITION
DAILY PROJECT MONITORING	A DAILY LOGBOOK ACCOMPLISHED BY THE FIELD PERSONNEL THAT RECORD THE MANPOWER, PROJECT ACTIVITIES, WEATHER, PHYSICAL ACCOMPLISHMENT, AND OTHER RELATED INFORMATION CONCURRED BY THE CONTRACTORS REPRESENTATIVE.
WEEKLY STATUS REPORT	THIS REPORT INCLUDES CONSOLIDATION OF ALL THE DAILY LOGBOOKS OF EACH PROJECT, PLANNED PROJECT SCHEDULES FOR THE WEEK, AND PROBLEMS ENCOUNTERED DURING THE WEEK. THIS REPORT IS SUBMITTED TO THE GENERAL MANAGER AS IT IS DISCUSSED DURING THE BOARD OF DIRECTORS MEETING.
MONTHLY ACCOMPLISHMENT REPORT	REFERS TO THE SUMMARY OF PROJECT ACCOMPLISHMENT REPORTS INCLUDED IN THE CAPITAL EXPENDITURES (CAPEX) OF THE CURRENT YEAR AND TO BE SUBMITTED TO THE FINANCE DIVISION AND OFFICE OF THE GENERAL MANAGER.
CERTIFICATE OF COMPLETION	PRE-REQUISITE FOR THE FINAL COMPLETION AND ACCEPTANCE CERTIFICATE.
CERTIFICATE OF FINAL COMPLETION AND ACCEPTANCE	SHALL BE ISSUED UPON ALL OF THE DOCUMENTS HAVE BEEN CHECKED AND VERIFIED AS WELL AS THE QUANTITY & QUALITY OF THE COMPLETED ACTIVITIES IN ACCORDANCE W/ THE CONTRACTED WORK ITEMS AND ALL WORKS ARE COMPLETED IN ACCORDANCE WITH PLANS AND SPECIFICATION.

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	ANNEX B		Revision No.:	0
	ACRONYMS		Effectivity Date:	March 2017
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ACRONYM	DEFINITION
MNWD	METROPOLITAN NAGA WATER DISTRICT
SWA	STATEMENT OF WORK ACCOMPLISHED
BOQ	BILL OF QUALITIES

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	FLOWCHART		Revision No.:	0
	BILLING (FIGURE 1)		Effectivity Date:	March 2017
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	FLOWCHART		Revision No.:	0
	BILLING/ CHANGE ORDER/ VARIATION ORDERS (FIGURE 2)		Effectivity Date:	March 2017
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