

**[DPWH DEPARTMENT ORDER NO. 19, S. 2011,
March 28, 2011]**

GUIDELINES ON THE PROCESSING OF PROGRESS BILLINGS

It has been observed that physical accomplishments reflected in progress billings are sometimes projected in order to coincide with the cut-off period of submission of the List of Due and Demandable Accounts Payable (LDDAP) to the Department of Budget and Management (DBM).

To preclude this practice and to allow sufficient time to process billings, the cut-off date of physical accomplishments to be reflected in Progress Billings shall from hereon, be reckoned on the 10th day of each month instead of the 25th day of the month. Thus, the monthly accomplishment for any project shall constitute the works completed and accepted from the 11th day of the preceding month up to the 10th day of the current month.

To effect smooth transition of this new procedure, progress billings covering the period March 26,2011 to April 10, 2011 may be processed and included in the April 25,2011 cut-off of LDDAP. Contractors/consultants who will not avail of this option shall submit progress billings covering the period March 26, 2011 to May 10, 2011, for inclusion in the May 25, 2011 cut-off of LDDAP. Thereafter, the new cut-off date shall be observed.

To facilitate the processing of First, Interim and Final Progress Billings, full compliance with the complete submission of all supporting documents, as required under Department Order No. 41, series of 2009, Implementation of the Document Tracking System (DoTS) for Civil Works Projects, is hereby reiterated.

This Order shall take effect immediately.

Adopted: 28 March 2011

(SGD.) ROGELIO LSINGSON
Secretary



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