



PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
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CGLSC/CGIDS

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STANDARD OPERATING PROCEDURE

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**GUIDELINES IN THE PREPARATION OF DAILY ACTIVITY REPORT (DAR),
WEEKLY ACCOMPLISHMENT REPORT (WAR) AND STATEMENT OF WORK
ACCOMPLISHMENT (SWA) FOR ALL PCG INFRASTRUCTURE PROJECTS**

I. REFERENCES:

1. Republic Act No. 9993
2. HCGLSC Memorandum dated 28 January 2020
3. GPM Volume 3 dated 20 December 2017
4. The 2016 Revised Implementing Rules and Regulations of RA 9184 - Annex "E" Contract Implementation Guidelines for the Procurement of Infrastructure Projects - Evaluation of Contractors Performance

II. PURPOSE:

The purpose of this SOP is to set guidelines and procedures in the preparation of Daily Activity Report (DAR), Weekly Accomplishment Report (WAR) and Statement of Work Accomplishment (SWA) in order to monitor the contractor's performance and progress during the implementation of PCG infrastructure projects.

III. SCOPE:

This circular covers all PCG procured infrastructure projects (Repair and New Construction).

IV. OBJECTIVES:

- 1) To provide guidelines in the preparation of the Daily Activity Report (DAR) Weekly Accomplishment Report (WAR) and Statement of Work Accomplishment (SWA) for PCG procured infrastructure projects.
- 2) To closely monitor and control the status of ongoing construction and/or repair/rehabilitation of PCG infrastructure projects.
- 3) To ensure that all ongoing construction and/or repair/rehabilitation works are in accordance with the PCG approved technical designs/plans, detailed cost estimates and scope of works.
- 4) To strengthen coordination and working relationship between the contractors and PCG Implementing Unit.

- 5) To further assess the performance of the contractors after the completion of PCG infrastructure projects.
- 6) To conform to the necessary documentary requirements in project monitoring, imposition of liquidated damages and issuance of Certificate of Completion.

V. DEFINITION OF TERMS:

Coast Guard Infrastructure Development Service (CGIDS) - is the engineering arm of the PCG responsible for the site survey, inspection, monitoring and evaluation of infrastructure project performance until its completion.

Contractor - is a person or company that undertakes a government project contract and is fully responsible for the completion of the project.

Daily Activity Report (DAR) - reflects the on-site manpower, equipment, construction activities and weather conditions in the morning and afternoon according to the prescribed guidelines and standard format. This shall be accomplished daily and to be submitted 0800H the following day by the Project/Site Engineer of the contractor and shall be duly certified by the Project Monitoring In-Charge (PMIC) of the implementing unit.

Implementing Unit - refers to the PCG unit responsible for the implementation of infrastructure projects from conceptual planning and design, pre-construction, maintenance and rehabilitation, including but not limited to CG District, Station, Sub-station, Detachment, Operational Support Command, Functional Command, Administrative Support Command, Support Bases, Flag Office, Central Staff, Special & Technical Staff, Technical, Technical & Administrative Support Services and the Command itself.

Infrastructure Projects - include the construction, demolition, repair /renovation/ rehabilitation or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government.

Location - is the complete address of the construction and/or repair/rehabilitation site where the project is located as specified on the approved project plans and specifications.

New Construction - refers to site preparation for, and construction of, entirely new structures and/or significant extensions to existing structures whether or not the site was previously occupied.

Project Implementing Officer (PrIO) - refers to a person or entity in charge of managing the infrastructure project to effectively implement the project, including tracking progress and ensuring the activities on completion time.



Project Monitoring In-Charge (PMIC) - is a representative from the implementing unit responsible for the project supervision. In addition, the contractor's Daily Activity Reports (DAR), Weekly Accomplishment Reports (WAR) and Statement of Work Accomplishments (SWA) shall be verified by PMIC's to ensure project accountability and assessment of the project status.

Project Title - is the name of the project stated in the approved project contract.

Rehabilitation - is the process of returning a building or structure to a useful state by means of repair, modification or alteration.

Renovation - refers to the state of revamping outdated facilities to make it look new again.

Repair - refers to the restoration of certain portions of a facility to good working order, fix or improve its conditions.

Statement of Work Accomplishment (SWA) - is a report composed of the contractor's work accomplishments with prescribed guidelines and standard format, which shall be duly prepared by the contractor to be submitted every last Friday of the month. This covers all infrastructure projects awarded by the PCG regardless of contract amount and funding source.

Weekly Accomplishment Report (WAR) - is a weekly report composed of all of the contractor's work accomplishments with prescribed guidelines and standard format submitted to the Project Monitoring In-Charge (PMIC).

VI. POLICIES:

- 1) The PCG implementing unit shall hold a pre-construction meeting together with the following attendees based on the contract amount provided below:

CONTRACT AMOUNT	ATTENDEES
Below 1 million	Contractor, CGIDS and Accounting
1 million – 5 million	Contractor, CGIDS, Accounting and End-User
Above 5 million	Contractor, CG-4, CG-6, Accounting and End-User

- 2) The PCG Implementing Unit shall ensure that all winning bidders/contractors with ongoing construction and/or repair/rehabilitation projects with PCG shall provide a printed and electronic copy of the Daily Activity Report (DAR), Weekly Accomplishment Report (WAR) and Statement of Work Accomplishment (SWA).
- 3) Winning bidders/contractors shall guarantee that all submitted Reports are in accordance with the CGIDS prescribed guidelines and standard format. In addition, updated S-curve which corresponds to the detailed computations and progress photos shall be form part of the progress billing request.

- 4) Winning bidders/contractors shall attach all accumulated Weekly Accomplishment Reports (WAR) submitted to the PCG Implementing Unit for every subsequent progress billing request.
- 5) Project Monitoring In-Charge (PMIC) shall ensure that the Weekly Accomplishment Reports (WAR) prepared by respective contractors are duly signed and accomplished in accordance with the PCG approved technical designs/plans, detailed cost estimates and scope of works.
- 6) Project Monitoring In-Charge (PMICs) who are assigned with corresponding projects shall secure and maintain a copy of the PCG approved technical designs/plans, detailed cost estimates and scope of works as reference in the evaluation of the Weekly Accomplishment Report.
- 7) The contractors shall be fully responsible and accountable for the veracity of their submitted DAR and WAR. In any case that the submitted WAR is found to have discrepancies against the actual accomplishment on-site, the PCG Implementing Unit shall investigate the contractor and impose appropriate actions in accordance to the contract agreement and/or implementing rules and regulations of R.A. 9184.
- 8) Project Monitoring In-Charge (PMIC) shall continuously inform/notify all contractors to submit their Daily Activity Reports (DAR) and Weekly Accomplishment Reports (WAR) to the PCG Implementing Unit.
- 9) Project Monitoring In-Charge (PMIC) shall consolidate all of the submitted Daily Activity Report (DAR), Weekly Accomplishment Report (WAR) and Statement of Work Accomplishment (SWA).
- 10) Project Monitoring In-Charge (PMIC) shall render site visits and inspections of the construction and/or repair/rehabilitation projects to ensure the reliability and accuracy of the submitted report.
- 11) The Head of Implementing Unit shall recommend to the Head of Procuring Entity (HoPE) who has the sole authority to conduct investigations on uncertain reports and infractions of this policy and, in a general manner, impose decisions and sanctions as part of his quasi-judicial power as approving authority.

VII. GUIDELINES AND PROCEDURES:

1. Daily Activity Report

The following guidelines and procedures shall be followed in the preparation of the Daily Activity Report:

1.1 Rows (1) to (4) shall indicate the Project Name, Location, Contractor and Date, respectively.

1.2 Rows (5) and (6) shall contain the weather condition on-site for the morning and afternoon, respectively. Thus, shall be reflected in the weather wheel.

1.3 Under row (7) for **Manpower On-Site**, the number of personnel present shall be indicated.

1.4 Under row (8) for Equipment On-Site, the type of equipment shall be filled according to the number of unit and indicate the status, check (✓) for operational, cross mark (✗) for breakdown/idle, and N/A for not applicable.

1.5 Under row (9) for **Construction Activities** table, all the activities of the day shall be indicated therein.

1.6 This shall be accomplished daily and to be submitted 0800H the following day by the Project/Site Engineer of the contractor and shall be duly certified by the Project Monitoring In-Charge (PMIC) of the implementing unit.

1.7 PMICs shall secure a printed copy of DAR and likewise upload an electronic copy to its own file folder. The consolidated DAR for the week shall serve as attachments to the WAR which shall be shared to PrIO and Head of Implementing Unit. This covers all infrastructure projects awarded by the PCG regardless of contract amount and funding source.

1.8 Sample of the prescribed format is attached hereto (**Annex "A"**).

2. Weekly Accomplishment Report

The following guidelines and procedures shall be followed in the preparation of the Weekly Accomplishment Report:

2.1 Rows (1) to (4) shall indicate the Project Name, Location, Contractor, and Date Covered, respectively.

2.2 Column (a) shall indicate the item number prescribed in the detailed Bill of Quantities (BOQ). Only input the number of items for ongoing activities.

2.3 Column (b) shall indicate all the work activities done in a week prescribed in the detailed BOQ. Description of activities shall conform to the approved BOQ and scope of works provided by the PCG.

2.4 Column (c) shall indicate the original quantity as reflected in the detailed BOQ.

2.5 Column (d) shall indicate the Unit of every quantity as prescribed in the detailed BOQ, e.g., cu.m, sq.m, bdft, etc.

2.6 Column (e) shall be the estimated accomplishment of the winning bidder/contractor during the said covered period wherein Column (e.1) shall indicate the quantity used in the previous week; Column (e.2) shall indicate the quantity covered during the present week; and Column (e.3) shall indicate the sum of the previous quantity and quantity this week. Materials and equipment delivered on the site but not completely put in place shall not be included in the work accomplishment except as otherwise stipulated in the Instruction to Bidders (ITB) in the Philippine Bidding Documents. Also, the contractor may be

granted a maximum of three (3) percent additional work accomplishment based on the said materials and equipment delivered onsite.

2.7 Column (f) shall specify the particular activities for the week as scheduled by the contractor.

2.8 Column (g) shall specify the problems encountered or remarks on the weekly activities of the project.

2.9 This shall be accomplished by the Project/Site Engineer of the contractor to be submitted weekly, every Friday at 1700H and shall be duly certified by the Project Monitoring In-Charge (PMIC) of the procuring entity.

2.10 PMICs shall secure a printed copy of WAR and likewise upload an electronic copy to its own file folder. The consolidated WAR shall serve as attachments to the SWA which shall be shared to Head of Implementing Unit. This covers all infrastructure projects awarded by the PCG regardless of contract amount and funding source.

2.11 Sample of the prescribed format is attached hereto (**Annex "B"**).

3. Statement of Work Accomplishment (SWA)

The following guidelines and procedures shall be followed in the preparation of the Statement of Work Accomplishment:

3.1 Rows (1) to (3) shall indicate the Project Name, Location and Contractor, respectively. Rows (4) and (5) shall be the owner and subject, the Philippine Coast Guard and Statement of Work Accomplishment, respectively.

3.2 Column (a) shall indicate the item number prescribed in the detailed Bill of Quantities (BOQ). Enter only the number of items of the ongoing activities.

3.3 Column (b) shall indicate all the activities prescribed in the approved detailed BOQ. Description of activities shall conform to the PCG approved detailed BOQ and scope of works.

3.4 Column (c) shall indicate the original quantity as reflected in the PCG approved detailed BOQ.

3.5 Column (d) shall indicate the Unit of every quantity as prescribed in the PCG approved detailed BOQ (e.g., cu.m., sq.m., bd.ft., etc).

3.6 Column (e) shall indicate the original contract amount per item number (in Philippine Peso), as reflected in the PCG approved detailed BOQ.

3.7 Column (f) is the total weighted percentage of the original contract,

$$(f) = ((e) / \sum(e)) \times 100, \text{ percent}$$

3.8 Column (g) is the actual accomplishment report covering each period;

3.8.1 Column (g.1) shall indicate the actual quantity accomplishment;

Column (g.1.a) is the quantity previously accomplished;

Column (g.1.b) is the quantity accomplished within the period indicated at (g);

Column (g.1.c) is the total quantity accomplished at the end of the period.

3.8.2 Column (g.2) shall indicate the actual percent accomplishment;

Column (g.2.a) is the percent previously accomplished;

Column (g.2.b) is the percent accomplished within the period indicated at (g);

Column (g.2.c) is the total percent accomplished at the end of the period.

3.8.3 Column (g.3) shall indicate the actual amount accomplishment;

Column (g.3.a) is the amount previously accomplished;

Column (g.3.b) is the amount accomplished within the period indicated at (g);

Column (g.3.c) is the total amount accomplished at the end of the period.

3.9 Column (h) is the balance of work for the remaining duration of the project expressed in percentage

3.10 Columns under (i) shall enter the quantity based on the submitted and verified Weekly Accomplishment Report (WAR).

3.11 The date of actual start and target completion shall be indicated in their respective cells.

3.12 The SWA shall serve as an attachment to the progress billing of the contractor.

3.13 Sample of the prescribed format is attached hereto (**Annex "C"**).

VIII. RESCISSION:

All publications in conflict with this SOP are hereby rescinded.

IX. AMENDMENTS:

In the implementation of this SOP, the CGLSC/CGIDS may introduce modifications thereto through the amendment of its specific provisions as the need arises.

X. EFFECTIVITY:


This SOP or any amendments hereto shall take effect upon its publication.

BY COMMAND OF COAST GUARD ADMIRAL ABU:

OFFICIAL:

TITO ALVIN G ANDAL
CG COMMO
Chief of Coast Guard

Staff


JAYSIEBELL B FERRER
CG CDR
Coast Guard Adjutant

Annex A – Daily Activity Report (DAR)
Annex B – Weekly Accomplishment Report (WAR)
Annex C – Statement of Work Accomplishment (SWA)