



REPUBLIC OF THE PHILIPPINES
MINISTRY OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE MINISTER
MANILA

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MINISTRY ORDER

NO. II
Series of 1986

SUBJECT: Guidelines on TECHNICAL SUPERVISION by MPWH on the maintenance of local (Provincial, City and Municipal) roads

In order to make more effective and standardize the exercise of TECHNICAL SUPERVISION By this Ministry in the Maintenance of local roads as required under Batas Pambansa Blg. 879 (General Appropriations Act of 1986), the following guidelines are hereby promulgated:

1. DEFINITION OF TERMS

- 1.1 TECHNICAL SUPERVISION is the supervision of the engineering aspects in the maintenance of local roads to ensure that pertinent standards policies and procedures are adhered to, including the verification and examination of the corresponding books of accounts to ascertain that disbursements are in accordance with the Annual Maintenance Work Program.
- 1.2 LOCAL ROADS include provincial roads, city roads, and municipal roads (For purposes of these guidelines, Barangay roads are not included inasmuch as maintenance of these roads are purely MPWH functions)

2. FUNDING LOCAL ROADS MAINTENANCE

- 2.1 The local maintenance fund is composed of the National Aid allocation plus the local counterpart fund.
(National Aid plus local counterpart)
- 2.2 The National Aid fund is based on the Basic Cost per EMK of ₱14,745.00 per kilometer as follows:
 - 2.2.1 Provincial roads - One half ($\frac{1}{2}$ of the basic EMK cost for every kilometer of road or $\frac{1}{2}$ (₱14,745) = ₱7,372.50 per kilometer
 - 2.2.2 City Roads - One third ($\frac{1}{3}$ of the basic cost per EMK) or $\frac{1}{3}$ (₱14,745) = ₱4,915.00 per kilometer
 - 2.2.3 Municipal Roads - Thirty (30) percent of the basic cost per EMK or .3 (₱14,745) = ₱4,423.5 per kilometer

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2.3 The required Local Government counterpart funds (minimum) are as follows:

2.3.1 Provincial roads - One half ($\frac{1}{2}$ of the national aid or $\frac{1}{2} \times \text{P}7,372.50 = \text{P}3,686.25$ per kilometer

2.3.2 City roads - Twice (2x) the national aid or $2 \times \text{P}4,915.00 = \text{P}9,830.00$ per kilometer

2.3.3 Municipal roads - Two thirds ($\frac{2}{3}$) of the national aid or $\frac{2}{3}$ of ($\text{P}4,423.50$) = $\text{P}2,949.00$ per kilometer -

2.4 The required local counterpart funds maybe taken from the Specific tax allotments including other taxes that make up the income of the local government.

3. RELEASE OF NATIONAL AID MAINTENANCE FUNDS

3.1 National Aid Maintenance funds to local governments shall be released from the MPWH Central Office thru the Regional Offices (RO) to the respective local governments by quarter; and it shall be unlawful to withhold or cause withholding of such national and fund releases except for the following causes:

3.1.1 Failure to prepare and submit an Annual Maintenance Work Program for approval.

3.1.2 Failure to submit a Quarterly Report of Accomplishments for the preceding quarter

3.1.3 Failure to appropriate local counterpart funds. For this purpose the following must be submitted:

3.1.3.1 Certification of availability of local counterpart funds & that such funds are to be spent only in accordance with the Annual Maintenance Work Program as approved by MPWH, including a

3.1.3.2 Copy of the local Infrastructure Budget duly approved which appropriates the required amounts for local roads maintenance

3. PREPARATION AND APPROVAL OF ANNUAL MAINTENANCE WORK PROGRAM (AMWP)

4.1 The local government concerned shall prepare an annual maintenance work program and schedule of implementation in accordance with the Maintenance Management Systems for Provincial roads and Municipal roads of the Ministry of Local Governments.

4.2 The program should include the total local maintenance fund which is the sum of the national aid plus the local counterpart per item 2 of this guidelines.

- 4.3 Municipalities shall submit their Annual Maintenance Work Programs and Schedules of Implementation for approval to the MPWH Regional Director through the District Engineer's concerned.
 - 4.4 Provinces and Cities shall submit their Annual Maintenance Work Program and Schedules of Implementation directly to the MPWH Regional Director for Approval.
 - 4.5 Deadline for submission of Annual Maintenance Work Program and Schedules of Implementation shall be 15 November of the year preceding the programmed year.
5. MAINTENANCE ENGINEERING SUPERVISION
- 5.1 In no case shall the expenditures for maintenance engineering supervision of the local governments exceed 7% of the total maintenance funds (national aid plus local counterpart funds for provincial, city & municipal roads).
6. PERIODIC INSPECTION OF WORKS AND BOOKS OF ACCOUNTS
- 6.1 There shall be a periodic inspection of maintenance accomplishments and local road conditions by MPWH field office staff engineers at least once every quarter or oftener as the need arises.
 - 6.2 The local government concerned shall be notified of any deficiency found during inspection. A follow-up joint inspection (MPWH/Local government) shall be made after a month to assess if the desired correction of deficiencies have been made.
 - 6.3 Similarly, a periodic examination of the local governments books of accounts shall be made at least once every semester by MPWH field office Accounting officers to assess among others the propriety of expenditures on the local maintenance funds.
 - 6.4 The local government concerned shall be informed in cases of improper use of maintenance funds, such as charging non-maintenance oriented expenditures.
 - 6.5 The local government concerned shall make the necessary restoration to the local maintenance funds of all improper expenditures.
7. SUBMISSION OF QUARTERLY REPORTS
- 7.1 A quarterly report on the physical and financial aspect of the maintenance of the local roads by the local government concerned in accordance with the format prescribed under MPWH Memorandum Circular No. 39 dated June 27, 1983 for submission to the MPWH Regional Directors. (Copy attached)

- 7.2 The quarterly reports shall be submitted by Municipalities thru their respective District Engineers, while City and Provincial governments submit directly to MPWH Regional Director
- 7.3 Timely submittal of the quarterly report is a requisite for the release of quarterly allotments for the next quarter.

This order takes effect immediately.


ROGACIANO M. MERCADO
Minister