



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
Manila

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DEPARTMENT ORDER)
No. **15**)
Series of 2012)
X-X-X-X-X-X-X-X-X-X-X)

**SUBJECT: eNGAS and eBUDGET
Implementation Policies**

In connection with the implementation of eNGAS and eBUDGET Systems in the entire Department, as adopted pursuant to Department Order No. 70, series of 2011, the following policies are hereby strengthened and prescribed as follows:

1. Submission of Updated Database Backup

- a. The designated Network Administrator of each implementing unit are hereby directed to submit their updated eNGAS and eBUDGET database backup as of the 15th day of each month, on the date herein specified:

<u>Office</u>	<u>Date of Submission (On or before)</u>	<u>To be submitted to</u>
District and Sub-District Offices	16 th day of the month	CFMD, Regional Office
Project Management Office	16 th day of the month	CFMS, Central Office
Regional Offices (Consolidated)	20 th day of the month	CFMS, Central Office

- b. The database backup shall be submitted in a magnetic media such as Compact Disk (CD) or Universal Serial Bus (USB) / Flash Drive. The respective Regional, District and Project Management Offices shall ensure that the backup is made and copied to the media properly.
- c. The updated backup is likewise vital in connection with the on-going process for the integration of Project Physical and Financial Accomplishment of the Department in which the primary source of data are the Project Monitoring System (PMS), the eNGAS and the eBUDGET System.

2. Submission of Monthly Status Report

- a. The Head of Comptrollership and Financial Management Section/Division in each implementing unit shall be responsible for the submission of the Status Report on the implementation of eNGAS and eBUDGET on the same date as the submission of database backup mentioned in Item 1.a above.
- b. The Status Report of the Project Management Offices and the Consolidated Status Report of the Regional Office shall also be submitted to the Office of the CFMS Director, DPWH Central Office.

3. Timeliness of Entry, Review, Approval and Reporting

All financial transactions of each implementing office shall always be kept current and updated in eNGAS and eBudget.

4. Data Quality Assurance

In order for the systems to generate a more accurate and reliable information, a better quality of data shall be required as input to the system which includes but is not limited to, the following:

- a. All master files in eNGAS (i.e. Debtor/Creditor, Employee, PPE, Subsidiary Ledgers and Projects) must be properly set up using the prescribed codes.
- b. The use of templates in eNGAS that is appropriate to the transaction must be carefully observed. All transactions are required to utilize the proper template.
- c. Maintain complete and accurate Subsidiary Ledgers in the eNGAS to properly support the General Ledger balances.
- d. Transfer of Completed Projects to the Registry of Public Infrastructure (RPI) or to the source agency, in case of Trust Projects, must be properly done anytime during the accounting period as the project is completed, using the proper eNGAS menu.
- e. The Legal Basis, Program Project Activity (PPA) Codes, Responsibility Center, and Object Codes must be carefully used in eBudget system.
- f. The use of Tax Identification Number, Project ID/No. (from Project Monitoring System) and the Employee Number (from Personnel Information System) which is required to be utilized in eNGAS and eBudget as specified under Department Order No. 61 series of 2011, is hereby reiterated.

5. Official Books of Original Entry

The Journal Entry Voucher (JEV) generated from eNGAS shall be the Official Book of Original Entry of the Department. The preparation/utilization of JEV, Obligation Request (OBR), and Sub-Allotment Advices (SAA) shall only be from the system. There shall be no Manual JEV, OBRs, and SAAs prepared to avoid redundancy or duplication of work.

Any violation of this order shall subject the erring employee or official to immediate sanctions that shall include relief, suspension and/or dismissal in accordance with the Civil Service rules and regulations and other pertinent laws.

This order shall take effect immediately and supersedes Department Order No. 70, series of 2011, and all other previous Department Orders and other issuances or any provision thereof that are inconsistent herewith.

For STRICT COMPLIANCE.

ROGELIO L. SINGSON

Secretary



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