



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

097.13 DPWH  
05-10-2011

**MAY 10 2011**

**DEPARTMENT ORDER )**  
**No. 27 )**  
**Series of 2011 )**  
**X-X-X-X-X-X-X-X-X-X-X**

**SUBJECT: Creation of Institutional  
Capacity Development Steering  
Committee and Core Team,  
Designation and Roles of Project  
Managers, and Responsibilities  
of Regional Managers**

To promote good governance and implementation of the DPWH Transformation Program; and recognizing the role of "Change Agents" in the institutionalization of the various business improvements implementation projects (BIIPs) developed under the Road Information and Management Support System (RIMSS) and in the implementation of business process improvements (BPIs) under the Institutional Capacity Development (ICD) of the Department, an ICD Steering Committee and a Core Team are hereby created to be composed of the following:

**ICD Steering Committee**

Undersecretary for Technical Services	- Chairman
Assistant Secretary for Regional Operations	- Member
Assistant Secretary for Planning and PPP	- Member
Assistant Secretary for PMO Operations	- Member
Director, Monitoring and Information Service	- Member
Director, Administrative and Manpower Mgt. Service	- Member
Director, Comptrollership and Financial Mgt. Service	- Member
Representative Regional Director	- Member

The ICD Steering Committee shall perform the following:

1. Ensure proposed ICD efforts are in line with the DPWH Transformation Program and recommend priorities accordingly;
2. Direct and monitor ongoing ICD and process improvement efforts, and make further recommendations for improvement;
3. Identify and make recommendations regarding barriers to implementation and sustainability;
4. Review any policy issues that arise and make recommendations to the Executive Committee;
5. Coordinate with other Department efforts, such as the Performance Governance System Project, Integrity Development Action Plan, Business Intelligence Competency Committee, and other ICD related efforts, to ensure consistency and avoid redundancy;
6. Enhance data administration policies and monitor compliance to improve the quality, accuracy, and integrity of data;

7. Ensure that Information Technology (IT) programs, projects and initiatives, and the resources needed to accomplish them, fully support the goals, mission, and current strategic initiatives of the Department using the right technology at the right time;
8. Prioritize and recommend approval for the formulation, development, enhancement, and implementation of all IT application systems (including GIS) of the Department in accordance with the strategic directions of the Department and in compliance with the DPWH Enterprise Architecture and standards;
9. Ensure integration and coordination in the development/enhancement and institutionalization of improvements through the use of IT across business units;
10. Establish guidelines and policies for department-wide Geographic Information System (GIS) operations, management, and use;
11. Enhance policies, guidelines, and content of the official Department website on the internet and intranet, and work with the DPWH Website Quality Assurance Team in monitoring compliance and recommending any necessary sanctions for non-compliance; and
12. Meet at least once a month to brief the Secretary.

### **ICD Core Team**

Director, Monitoring and Information Service	- Team Leader
Designated Bureau, Service, PMO Personnel	- Members

The ICD Core Team shall perform the following:

1. Manage a strong internal communications and advocacy program to communicate to stakeholders and manage key stakeholder relationships;
2. Represent their "home department" when part of the Core Team, and the ICD Component initiatives when back in their home department;
3. Assist ICD Component Management in monitoring the institutionalization of the improvements and assisting in resolution of issues associated with implementation;
4. Carry out change management to ensure realization of the benefits through the integration of the new capabilities into the business operations;
5. Assist with the development of the Regional Managers in support of the successful implementation of the various BPIs;
6. Work with ICD Component Management, Component/Subcomponent Implementation Teams, and other key stakeholders during strategic reassessments and future improvement planning;
7. Report accomplishments, issues, and concerns to the Secretary through the ICD Steering Committee every quarter; and
8. Perform other related tasks as deemed necessary from time to time.

The Central Office **Implementing Office (IO) Project Managers**, to be designated through Special Orders, shall perform the following functions:

1. Manage the technical side of the change and work with management to ensure appropriate resources and budgets are allocated to not only carry out the project, but to ensure sustainability;
2. Carry out quality management, risk management, change management, and communications as defined in the respective ICD Component Plans;
3. Perform day-to-day project management and contract management functions on behalf of the Department;
4. Report accomplishments, issues, and concerns to the ICD Component Manager;
5. Communicate specialist knowledge in a way that is easily understood by the rest of the team and the stakeholders;

6. Coordinate activities to meet the plan and deal with changes in a systematic way;
7. Resolve issues that arise, either alone or with the support of other team members and ICD Component Management;
8. Communicate clearly to other team members; and
9. Work with other team members, stakeholders, and other Capacity Development Programs/Projects to ensure integration and coordination.

The **Regional Change Managers** (Regional Director, Assistant Regional Director and Division Chiefs) concerned shall perform the following:

1. Initiate and monitor the implementation of the BPIs in the Regional and District Engineering Offices;
2. Attend faithfully and participate actively (as process experts) in workshops as required to further enhance the BPIs;
3. Report accomplishments, issues, and concerns to the ICD Component Manager, through the Regional Director, every quarter;
4. Advocate and communicate the BPIs; and
5. Ensure associated policies, procedures, and internal controls are managed and monitored; and that appropriate actions and sanctions, if necessary, are carried out to ensure compliance at the Regional and District levels.

The Director of Bureaus, Services, Regional Offices or Project Management Offices of the above-mentioned personnel are hereby directed to allow them to provide the time and necessary resources to enable them to perform their responsibilities.

This Order shall take effect immediately and supersedes the following issuances:

1. Special Order 127 s. 2009: *Creation of DPWH Change Agents/Regional Change Agents Teams*;
2. Special Order 138 s. 2007: *Creation of Geographic Information System (GIS) Steering Committee*;
3. Information Technology Steering Committee as defined in Department Order 37 s. 2007;
4. Information Technology Steering Committee as defined in Special Order 76 s. 2007;
5. Data Administration Steering Committee as defined in Department Order 9 s. 2006;
6. Department Order 129 s. 2003: *Creation of a DPWH Website Steering Committee*; and
7. Department Order 218 s. 2002: *Creation of a RIMSS-Business Improvement Implementation Projects (BIIP) Steering Committee*.

  
**ROGELIO L. SINGSON**  
Secretary



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