



Republic of the Philippines
MINISTRY OF PUBLIC WORKS
MPW Building Bonifacio Drive, Port Area, Manila
OFFICE OF THE MINISTER

15 May 1980

MINISTRY ORDER) SUBJECT : CREATION OF A PROJECT EXECUTIVE
NO. 80- 37) COMMITTEE AND A PROJECT MANAGE-
) MENT OFFICE FOR PORTS III
) PROJECT
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Pursuant to existing laws, rules and regulations, there is hereby established the following organization for the execution of the World Bank assisted Ports III Project, consisting of the construction and improvement of the Ports of Cagayan de Oro, Cebu, Iloilo, and Zamboanga.

1. Project Executive Committee (EXCOM)

A Project EXCOM is hereby created to oversee the overall implementation of the Project. It shall directly report to the Minister and shall have the following composition:

Assistant Minister for Operations, MPW - Chairman	
General Manager, Philippine Ports Authority	- Member
Director, Bureau of Ports, Harbors, and Reclamation	- Member

The EXCOM shall perform the following functions:

- a. Provide the Project Director operating policies for the implementation of the Project, in accordance with the overall guidelines and directions of the Minister.
- b. [REDACTED] consistency between the port operating [REDACTED] of the PPA and the detailed Project implementation plans of the MPW.
- c. Review the annual capital and current operating budgets and programs for the Project for approval of the Minister, and arrange for funding support for the Project.
- d. Coordinate with the MPW Prequalification, Bidding and Awards Committee for the prequalification of contractors and the bidding of the Project.

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- e. Review and recommend approval to the Minister of plans, specifications, estimates, program of work, tender documents, proposed contract awards, and contract documents for the Project.
- f. Monitor and supervise the overall Project execution.
- g. Undertake such other functions as may be assigned by the Minister.

2. Project Management Office (PMO)

A PMO is hereby created in the MPW to manage and direct the actual execution of the Project. It shall have the following major units:

- a. A Project Director and his staff.
- b. Four Project Managers and their staff--one for each of the four ports included in the Project.

3. Project Director

The PMO shall be headed by a Project Director to be designated by the Minister. The Project Director shall report to the Minister, thru the EXCOM. He shall discharge the following functions and responsibilities:


- a. Exercise day-to-day control and management of the Project execution.
 - b. Prepare and/or review and supervise the preparation and execution of annual budgets, plans, specifications, estimates, programs of work, tender documents, variation orders, contract time suspension or extension, physical accomplishments, claims for payment; submit these to documents to the Minister, thru the EXCOM, for approval, and/or approve them within the limits of the authority granted by the Minister.
 - c. Participate as a member of the MPW-PBAC.
 - d. Manage the disbursement of funds, including payments to contractors, as authorized by the Minister.
 - e. Prepare physical and financial progress and status reports to the Minister, thru the EXCOM, and the World Bank.
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- g. Procure, thru, MPW-PBAC, equipment, materials and supplies required for the Project, as authorized by the Minister.
- h. Provide technical assistance to the MPW-PBAC.
- i. Recommend or take remedial action to resolve problem areas in Project implementation.
- j. Supervise the operations of the four Project Managers.
- k. Exercise such other functions as may be assigned by the Minister.

The Project Director shall be supported by a staff of engineers, an accounting unit, and an administrative unit, whose composition, specific functions, staffing pattern, and personnel designation and appointments shall be subject to approval of the Minister. Arrangements for a Project auditing unit will also be made.

4. Project Managers

For each of the four port projects, there shall be a Project Manager to be designated by the Minister. The Project Manager shall perform the following functions, with the assistance of the consultants for construction supervision:

- a. Exercise day-to-day field management and supervision of the Project execution, including detection of possible causes of delays and overruns, and remedial actions thereon.
 - b. Ensure compliance with the plans, specifications, and contract documents for the Project.
 - c. Review and issue certificates of work accomplishments.
 - d. Review and make recommendations on claims for payment to contractors, variation orders, contract time extension or suspension, and the like.
 - e. Prepare and submit physical and financial progress and status reports to the Project Director.
 - f. Exercise such other functions as may be assigned by the Minister.
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The Project Manager shall be assisted by a staff whose composition, specific functions, staffing pattern, and personnel designation/appointments shall be subject to approval of the Minister.

5. Prequalification, Bidding and Awards Committee (PBAC)


The existing MPW-PBAC shall undertake the prequalification, bidding, evaluation of and recommendation of awards to contractors, for civil works, equipment, materials and supplies for the Project, in accordance with existing laws, rules and regulations and the covenants of the Government-World Bank agreement. The PMO Project Director shall be a member of the PBAC insofar as the Project concerned. Recommendations of the PBAC for award of contracts shall be submitted, thru the EXCOM, to the Minister.

6. Consultants

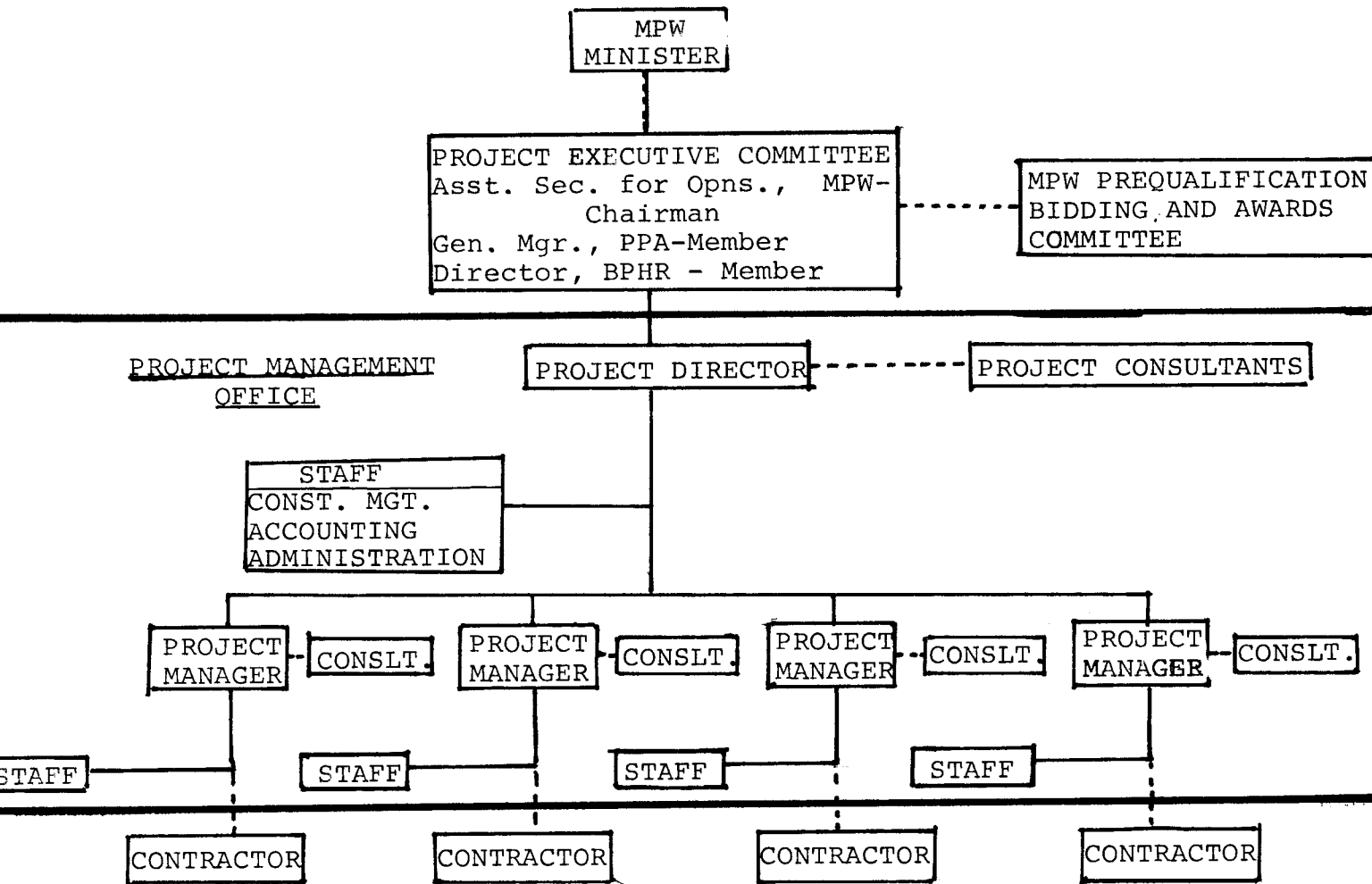
To assist and advise the PMO in the management of the Project, consultants for construction supervision based on approved terms of reference may be hired in accordance with the guidelines and procedures of the Government and the World Bank. The consultants shall report directly to the Project Director but they shall also have field personnel to assist and advise each of the four Project Managers.

Enclosed is an organization chart for the execution of the Project.

This Order takes effect immediately.


ALFREDO L. JUINIO
Minister
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ORGANIZATION FOR PORTS III PACKAGE



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