



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

10 June 1982

MINISTRY ORDER ) SUBJECT: Assignment of Project Monitoring  
NO. **39** ) Coordinator in each Regional  
SERIES OF 1982 ) Office and Project Management  
x-x-x-x-x-x-x-x ) Office of the Ministry of Public  
Works and Highways.

TO: All Regional Directors/Project  
Managers/Others Concerned  
This Ministry

In support of the Ministry's objectives of establishing and operationalizing an MPWH Project Data Bank which will store all the necessary data inputs for project management performance evaluation and an Operations Room which will serve as the showcase of the development efforts of this Ministry, a monitoring coordinator in each of the regional offices and project management offices shall be designated by the respective Regional Director and Project Manager or Head of Offices concerned.

Specifically, the Project Monitoring Coordinator under the direct supervision of the respective head of office shall be responsible for the following functions:


1. To coordinate closely with the Project Management Evaluation and Information Division (PMEID) of the Comptrollership Service concerning the operationalization of the above programs, particularly in the collection and transmission of information and documents pertaining to the project such as:
  - a) Feasibility Study
  - b) Initial Construction Report
  - c) Copy of Contract
  - d) Financial and Work Plan
  - e) Detailed Engineering/Engineering Plan
  - f) Project Schedule (Financial and Physical)
  - g) Location Plan (vicinity map)

- h) Loan Agreement (for Foreign-Assisted Project)
  - i) Scheduled drawdowns
  - j) Appraisal Report
  - k) Status Reports (Physical and Financial)
  - l) Pictures/snapshots of actual development in the site
2. To provide the Comptrollership Service sufficient, timely and up-to-date reportings/briefs of significant progress, developments or needs of the project management office for judicious decision-making; and
3. To facilitate and coordinate the efficient gathering and transmittal of status reports and information needed by the PMEID.

The names and designations of the monitoring coordinators shall be submitted to the Assistant Minister for Comptrollership not later than the end of June 1982.

All the necessary support and cooperation shall be extended by all concerned.

This Order takes effect immediately.



JESUS S. HIPOLITO  
Minister