

Republic of the Philippines
MINISTRY OF PUBLIC WORKS
Port Area, Manila

4 June 1980

MINISTRY ORDER)
NO. 80-46)
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SUBJECT: CREATION OF A PROJECT
EXECUTIVE COMMITTEE AND
A PROJECT MANAGEMENT
OFFICE FOR FISHING PORTS
PACKAGE I

Pursuant to existing laws, rules and regulations, there is hereby established the following organization for the execution of the OECF assisted Fishing Ports Package I consisting of the construction of the fishing ports of Pala-Pala, Iloilo; Camaligan, Camarines Sur; Sual, Pangasinan; Dalahican, Lucena; and Sangali, Zamboanga City.

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:

Asst. Minister for Operations, MPW	- Chairman
Director, Bureau of Ports, Harbors and Reclamation	- Member
Director, Bureau of Water Supply	- 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. 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.
- c. Coordinate with the MPW Pre-qualification, Bidding and Awards Committee for the pre-qualification of contractors and the bidding of the Project.
- d. 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.
- e. Ensure consistency of construction activities with the approved plans and specifications.
- 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. Five Project Managers and their staff -- one for each of the fishing ports included in the Package.

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 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 OECF;
- f. Procure, thru MPW-PBAC, equipment, materials and supplies required for the Project, as authorized by the Minister;
- g. Provide technical assistance to the MPW-PBAC;
- h. Recommend or take remedial action to resolve problem areas in Project implementation;
- i. Supervise the operations of the five Project Managers;
- j. 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 personal 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 five fishing 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 supervision 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.


ALFREDO L. JUNIO
Minister

FISHING PORTS PACKAGE I

PROJECT ORGANIZATION CHART FOR CONSTRUCTION PHASE

