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Republic of the Philippines
Department of Public Highways
OFFICE OF THE SECRETARY
M a n i l a

Department Order No. 68)
Series of 1976)

SUBJECT: CREATION OF A PROJECT
MANAGEMENT OFFICE (PMO)
FOR THE BICOL RIVER BASIN
SECONDARY AND FEEDER ROAD
PROJECT

In accordance with the provisions of Article III, Section 3:01(d) of the Loan Agreement (Philippines : Bicol Secondary and Feeder Road Project) between the Government of the Republic of the Philippines with the DPH as the implementing agency and United States of America, there is hereby created and established a Project Management Office which will be responsible in the administration, prosecution and execution of the Bicol River Basin Secondary and Feeder Road Project. The said Project Management Office, which will be under the Office of the Secretary of Public Highways thru the Director of the Planning Service who will act as Project Coordinator, will have the following functions:

1. Identify the road and bridge component projects under the Bicol River Basin Development Program.
2. Undertake necessary survey and location work, prepare plans, designs, specifications and estimates for identified road and bridge projects component.
3. Undertake the prosecution of the identified road and bridge projects either by administration or by contract, subject to existing rules and regulations of the DPH, Bicol River Basin Council and to the terms of the loan agreement.
4. Monitor and evaluate the progress of the project implementation.
5. Perform such other functions as may be necessary for the successful implementation of the project.

The Project Management Office herein created shall be headed by a Project Director, and assisted by a Project Manager. Their respective duties and responsibilities will be as follows:

1. Project Director:
 - a. Organize the Project Management Office herein

created subject to the approval of the undersigned.

- b. Supervise and oversee the management of the road component of the Project within the region.
- c. Determine the administrative needs of the project and formulate ways and means of attaining them.
- d. Under delegated authority and subject to existing rules and regulations, approve work programs, plans, estimates, specifications, requisitions, procurement of materials, including vouchers and checks covering payment thereof.
- e. Undertake pre-construction and other related activities.
- f. Conduct bidding and enter into contracts for the road Projects in accordance with the budgetary limits, plans programs, policies, standards and subject to existing rules and regulations of the DPH, Bicol River Basin Council, and to the terms of the Loan Agreement.
- g. Certify as to the urgency or necessity of hiring contractual personnel recommended by the Project Manager.
- h. Perform such other duties as may be necessary for the good of the project.

2. Project Manager:

- a. Exercise direct control and supervision over all activities relating to the execution of the road component of the Project.
- b. Review cost estimates, plans, programs specifications and other related works.
- c. Establish project priorities and recommend same for funding execution.
- d. Formulate and coordinate a systematic program of activities to maximize utilization of limited resources seeing to it that activities are undertaken according to schedule, plans and specifications.

- e. Check and review works pertaining to survey and design undertaken by engineering consulting firms if carried out in accordance with corresponding Terms of Agreement.
- f. Organize Survey and Design Teams to undertake survey and design work of road projects not given to Consultants.
- g. Construction supervision of road projects being undertaken by contract or administration to make sure that same are being constructed according to plans and specifications.
- h. Monitor all reports and other statistical data and/or information on status of projects.
- i. Prepare technical reports for special or general disseminations.

The Project Coordinator, who will oversee the operational activities of the Project Management Office, will have the following duties and responsibilities:

1. Advise and assist the Secretary in the implementation of the objectives and policies of the Bicol River Basin Development Program as far as road component projects are concerned.
2. Act as additional representative of the Department of Public Highways in the Loan Agreement, as provided under Section 9:02, Article IX.
3. Oversee the coordination of the planning and implementation of the Road Component projects.
4. Coordinate DPH participation with other agencies who are similarly involved in the Bicol River Basin Development Program.
5. Arrange and secure funding of the project upon request and/or recommendation of the Project Management Office.
6. Perform such other duties as may be directed from time to time.

BALTAZAR AQUINO
Secretary

8/25/71

Oct 15/71