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

*Rev. Dir. for staff
& management*

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SUBJECT: Organizing the Planning and Project Development Office in the Department of Public Highways.

Pursuant to the provisions of Presidential Decree No. 964 and the authority given me by the President as per Memorandum dated September 10, 1975, the Planning and Project Development Office is hereby organized to be composed of the following staff and divisions with their corresponding functions:

I Director's Staff:


1. Serve as an advisory staff to the Director on technical matters and policy formulation regarding comprehensive planning, control and use of highways, office management and training matters.
2. Study special problems as assigned, review existing methods, procedures and systems and make recommendations for improvement.
3. Develop an improved management system and exercise staff supervision over the implementation of such improvements.
4. Coordinate the formulation of basic policies and guidelines for highway planning for dissemination to Regional, District and City Engineering Offices.
5. Evaluate highway plans in relation to the national policy of creating wholesome human settlements.
6. Coordinate with other planning agencies in pursuance of a more effective national plan.

II Administrative Division:

1. Performs general administrative functions including the preparation of appointments, leaves, retirements, detail orders work assignments and other official papers in accordance with existing Civil Service rules and regulations.
2. Prepares and checks payrolls, travelling expense vouchers, requisition and issue vouchers and other accountable forms necessary to perform day to day office work.


3. Keeps records of all official communications emanating from and directed to the PPDO, as well as other administrative and personnel records.
4. Performs financial and accounting functions in accordance with accepted procedures of funds allocated to the PPDO for various projects being undertaken by the office.
5. Provide necessary administrative and logistic support to foreign and local consultants undertaking studies of road projects with the Department in the country.
6. Take charge of all typing and other clerical jobs including production of project reports undertaken by the PPDO.
7. Directs and guides personnel in accordance with existing laws, rules and regulations in the performance of their official duties.
8. Propose and/or initiate measures to solve problems encountered by employees in undertaking their assigned tasks.
9. Provides liaison to other administrative offices within the Department and other Government Agencies.

III Feasibility Studies Division:

1. Undertake the economic and technical feasibility of road projects in accordance with accepted standards utilizing sound engineering and economic practices.
 2. Conduct continuous research and maintain a pool of economic and engineering data necessary for feasibility studies.
 3. Establish priorities indicating optimum time framing for stage construction/improvement on road investments on the basis of the economic indicators and giving due consideration to the social and environmental impact likely to result from the projects with particular regard to ecological effects.
 4. Develop appropriate standards for geometric and structural design to meet requirements of the projected traffic demand on the road projects in relation to engineering alternatives evaluated.
 5. Undertake preliminary engineering surveys and identify alternative alignments of road projects, including new alignments, minor deviations, and bypasses around urban areas as may be found necessary.
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6. Identify construction items and estimate principal quantities of construction and cost of each component of road projects to feasibility level accuracy subdivided into lengths suitable for separate economic and traffic analysis, and for construction contracts.
7. Conduct additional and special traffic surveys as required, including Origin-Destination Studies to establish traffic projections for the economic life of the road projects taking into account existing and potential traffic generating sources.
8. Coordinate with other Government agencies concerned with development planning in the conduct of the Feasibility Studies.
9. Formulate policies and guidelines and conduct seminars pertaining to road feasibility studies for Highway Regional, District/City offices under the Department.
10. Provide technical counterparts to consultants undertaking feasibility studies with the DPH in the country.

IV Planning Division:

1. Formulate highway development plans that can adequately meet the transport demand, responsive to the requirements of the government's socio-economic development objectives and consistent with the concept of attaining the transportation goals of the country.
 2. Formulate general planning strategies and policy guidelines together with the corresponding action measures in the undertaking of highway planning activities, to serve as guide and reference to all highway planning offices including the Regional, District/City and Barangay units.
 3. Undertake the gathering of necessary economic and traffic data, and physical inventory of existing facilities by way of reconnaissance surveys and special traffic surveys in coordination with the traffic division, needed in highway planning and studies.
 4. Conduct preliminary studies of projects proposed for foreign assistance.
 5. Review, revise and recommend road project proposals originating from field offices for possible inclusion in the overall highway investment program.
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6. Review and evaluate the efficiency and performance of the annual highway plan, and undertake suitable revisions required by shifting thrusts in the overall development efforts of the government.
7. Coordinate with other transport planning agencies, NEDA, and other sectoral development activities in the identification and establishment of highway priority programs for investment and participate in multi-disciplinary inter agency planning of integrated development projects.
8. Maintain liaison with other planning and development agencies in pursuance of a more effective highway planning.

V Programming Division:

1. Formulate short and long range programs for construction, rehabilitation, betterment and improvement of national roads and bridges in accordance with the objectives of the four-year development plan;
2. Formulate annual highway programs showing physical targets and corresponding funding requirements for submittal to NEDA for approval based on the cash ceiling allocated by the Presidential Budget Coordinating Committee;
3. Evaluate and select projects submitted by City, Municipal and Barrio Councils, Provincial Boards and private citizens, for inclusion in the infrastructure program;
4. Coordinate programming activities with all government agencies involved in infrastructure and other development projects;
5. Prepare allocation of estimated income accruing to the Highway Special Fund based on data gathered from the LTA, BIR and OIC.
6. Determine maintenance allocation for National, Provincial, City, Municipal and Barangay roads in accordance with the inventory submitted by the Bureau of Construction and Maintenance and in accordance with the provisions of the Highway Special Fund as amended;
7. Evaluate programs for rehabilitation, betterment, and improvement financed under the Highway Special Fund for National, Regional, Provincial, City and Municipal Roads in accordance with the provisions of the Revised Highway Special Fund Act and the established criteria of the Department;



8. Coordinate with the Financial and Management Division in the release of funds of various projects included in the approved program so that the quarterly cash are followed.
9. Prepare a mid-year updating of the Annual Infrastructure program in order to make same adjustments based on six months performance;
10. Maintain a continuing coordination with the other Divisions in the office and other transport agencies in order to develop a sound highway program.
11. Act on various request coming from Barangay Councils, Municipal Councils, Provincial Boards, other local officials and private citizens for fund allocations of projects within their respective areas.

VI Traffic Studies and Research Division:

1. Formulate policies, guidelines, criteria and corresponding action measures for the proper use and control of highway facilities with the end in view of minimizing traffic accidents and facilitating movement of people and goods;
2. Conducts traffic studies such as traffic volume counts (manual and automatic), travel time and delay survey, parking survey, turning movement counts, and other allied traffic studies which are needed;
 - as basis for the planning and design of highway facilities, including the setting-up of geometric standards, economic analysis and determination of priorities;
 - in determining the need for traffic control devices such as road signs, signals, pavement markings and pedestrian crossings;
 - as "before and after" studies to measure the effect of traffic improvements made;
 - in determining the general traffic behaviour or pattern of movement;
3. Conducts, as required by the Planning and the Feasibility Studies Divisions, additional and special traffic surveys, including origin-destination surveys needed in road feasibility studies and in general highway planning purposes;
4. Conducts, thru the Regional, District and City Engineer Offices, a continuous nationwide traffic counting program for the purpose of determining road capacities and annual average daily traffic as basis for planning and programming priorities;

5. Prepares design, in coordination with the Design Division of the Bureau of Construction and Maintenance, of traffic control devices, intersection layout, channelization schemes and other geometric improvement to increase capacity of existing road network;
6. Compiles and analyze traffic accident data, including the study of existing street lighting standards for the purpose of introducing and/or recommending solutions to minimize traffic accidents;
7. Conducts a continuous study and research of traffic-oriented data; up-date, analyze and organize available data and keep and maintain a central depository of traffic statistics, possibly with the use of computer;
8. Keeps record of road inventories (including road right-of-way widths) and the corresponding up-dated traffic volumes especially in urban areas like Metro Manila for the purpose of determining which streets would require traffic capacity improvement;
9. Provide technical advises on matters pertaining to the proper installation of road traffic furnitures like road signs, signal, pavement markings, location of bus and jeepney stops and bus bays to Regional, District and City Engineers and even the local government offices.
10. Process and issue permits and/or special permits as the case maybe to:
 - civic, private, and government entities for the temporary or permanent placement of structures, advertising signs and/or markers within or abutting existing road right-of-ways in accordance with existing rules and regulations;
 - operators of heavily-loaded vehicles beyond the maximum allowable load and dimensions in accordance with existing rules and regulations;
11. Conducts field inspections to check the operational and safety aspects of highways and recommend measures for the safe, efficient and fast movement of vehicular traffic in accordance with allowable design speed and road traffic safety requirements;
12. Coordinate with and assist other Divisions within the DPH and other agencies of the government in their respective needs for traffic data.

BALTAZAR AQUINO
Secretary

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