



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
Manila

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DEPARTMENT ORDER)
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**SUBJECT: Implementation of ePLC,
Merged Monitoring Reports,
and ePLC Exception Reports**

In line with the Department's objective to improve project management and reporting of project information and progress, the electronic Project Life Cycle (ePLC) System and Merged Physical and Financial Monitoring Reports, as well as the ePLC Exception Reports, are hereby adopted for strict implementation as outlined in the Procedures for the ePLC and Merged Physical and Financial Monitoring Reports in Annex A.

I. Responsibilities

Responsibilities relative to the ePLC are as follows:

1. The overall responsibility of the ePLC System is with the Project Monitoring Group (PMG) of the Bureau of Construction. The PMG is responsible for ensuring that the ePLC System is effectively utilized by the Department on a timely basis.
2. The Department Chief Accountant and the Department Budget Officer, CFMS, are responsible for overseeing and ensuring the financial data in the system.
3. The Planning Service, in conjunction with Monitoring Engineers, are responsible for ensuring that project numbers are assigned properly and timely for all Department projects as prescribed in Department Order No. 56 (2012).
4. All Regional Directors, District Engineers, PMO Directors, Project Managers, Monitoring Engineers, Project Engineers, Division/Section Chiefs, Accountants, and Budget Officers are responsible for ensuring that all information is accurate, reliable, and timely. The Implementing Office is responsible for ensuring:
 - a. Data correction/improvement are properly and accurately made in the appropriate base system (PMS, PMO-MS, eBudget and/or eNGAS); and
 - b. New exceptions are prevented from occurring in the future.
5. The MIS is responsible for maintaining the ePLC Technology Infrastructure and enhancing the ePLC System as the need arises.

II. Merged Physical and Financial Monitoring Reports

The ePLC System shall be utilized to generate the Merged Physical and Financial Monitoring Reports as prescribed in Annex B. In this regard:

1. These reports will replace the existing PMS/PMO-MS Monitoring Reports that have any financial data.
2. The Financial Data (Allotment, Obligation and Disbursement) in the ePLC shall utilize the eBudget and eNGAS data for the Merged Monitoring Reports. As a result, the Financial Module in the PMS/PMO-MS shall be deactivated effective immediately and shall no longer be utilized.
3. The Project Information and Project Progress information for the ePLC shall utilize the existing PMS / PMO-MS Systems.

III. ePLC Exception Reports

The ePLC Exception Reports as prescribed in Annex B are designed to validate data quality, data inconsistencies, and highlight "red flags" for management. The Exception Reports identify on a per project basis these data quality, inconsistencies, and/or red flags in project Financial and/or Physical data utilized by the ePLC that should be addressed by the Implementing Office concerned.

IV. ePLC Exception Reports Analysis

All ePLC Exceptions are to be thoroughly analyzed by the Implementing Office concerned to confirm and address any data quality and/or data inconsistencies identified. All red flags are to be thoroughly investigated by the respective implementing office senior management and appropriate action shall be taken immediately to properly resolve any deficiencies.

V. ePLC Exception Reports Improvement

On a monthly basis, the BOC-PMG and CFMS shall provide summaries of all ePLC Exceptions, the progress made on improvements in data quality, and the outstanding issues to the Secretary and the Management Committee (ManCom).

It is hereby directed that Implementing Offices shall have a minimum of 25% per month improvement of all exceptions (Financial, Physical, and ePLC Integrated), with all current exceptions (2010 onward and projects from prior years currently ongoing) eliminated within four (4) months of the issuance of this Department Order.

VI. Effectivity

The implementation of the ePLC and Merged Physical and Financial Monitoring Reports shall take effect immediately with the September 2013 data and onwards.

All Regional Directors and PMO Directors concerned shall issue appropriate supplementary directives in their area of responsibility to effectively implement this Order and ensure the highest quality data in the ePLC System.

VII. Non-Compliance

Any violation of this order shall subject the erring employee or official to immediate sanctions that shall include relief, suspension and/or dismissal in accordance with the Civil Service rules and regulations and other pertinent laws.

This order shall take effect immediately.

For strict compliance.


ROGELIO L. SINGSON
Secretary

Department of Public Works and Highways
Office of the Secretary



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Annex A - Procedures for ePLC and Merged Physical and Financial Monitoring Reports

Step	Procedure	Responsible Office	Prescribed Time
I. Submission of Financial Data (eNGAS and eBudget)			
1.	Submit Backup Databases to respective Regional Office per Department Order No. 15 (2012).	District Offices	15 th day of the reporting month
2.	Consolidate District Office backups and add Regional Office backup. Submit Backup Databases to Central Office CFMS per Department Order No. 15 (2012).	Regional Offices	20 th day of the reporting month
3.	Submit Backup Databases to MIS-SAS	CFMS – Accounting and Budget	21 st day of the reporting month
4.	Restore Databases to ePLC Server	MIS-SAS	25 th day of the reporting month
5.	If submitted database is corrupted:		Before 26 th day of the reporting month
	a. Notify Implementing Office to resubmit backup database.	MIS-SAS	
	b. Resubmit working backup database.	Implementing Office	
	c. Restore working Databases to ePLC Server.		
	Note: <i>Old working backup will be used to restore should the Implementing Office fail to resubmit a working one prior to 26th of the Month (this will result in untimely data for reporting and will be noted in the Exception Reports)</i>	MIS-SAS	
II. Generation of Financial Exception Reports			
1.	<i>The ePLC is designed to automatically generate the Financial Exception reports on the 28th day of each month.</i> If problems are encountered during auto run: a. Resolve the issue immediately b. Initiate re-run of ePLC Financial Exceptions c. If issue could not be resolved within the day, escalate to MIS and PMG management with a completed incident report, and timeline for resolution.	MIS-SAS	28 th day of the reporting month
2.	Ensure that Financial Exception Reports are distributed to the DPWH Intranet Site Manager, PMG, and CFMS	MIS-SAS	28 th day of the reporting month
3.	Load Financial Exception Reports to the DPWH Intranet Site (dpwhweb)	MIS	28 th day of the reporting month
4.	Download Financial Exception Reports	Each Implementing Office	29 th day of the reporting month

Step	Procedure	Responsible Office	Prescribed Time
5.	Provide softcopies of Financial Exceptions to the respective Regional Fiscal Controllers (Chief Administrative Officer)	DPWH Chief Accountant and Budget Officer	29 th day of the reporting month
III. Submission of Physical Data (PMS / PMO-MS)			
1.	Submit the updated Project Monitoring data, physical progress of projects and updated PMS/PMO-MS databases as per DO 134 (2004).	Implementing Office	30 th day of the reporting month
2.	Load the updated Project Monitoring data, physical progress of projects and updated PMS/PMO-MS databases into the respective PMS / PMO-MS System	PMG	Before the 5 th day of the following month
3.	Restore Databases (PMS / PMO-MS) to ePLC Server	MIS-SAS	Before the 5 th day of the following month
IV. Generation of Merged Monitoring Reports, and Physical and ePLC Exception Reports			
1.	<p><i>The ePLC is designed to automatically generate the Physical and ePLC Integrated Exception Reports from the merge Financial and Physical data.</i></p> <p>If problems are encountered during auto run:</p> <ol style="list-style-type: none"> Resolve the issue immediately Initiate re-run of Physical and ePLC Exception Report If issue could not be resolved within the day, escalate to MIS and PMG management with a completed incident report, and timeline for resolution. 	MIS-SAS	On or before the 6 th day of the following month
2.	<p>Generation and Submission of the merged monitoring reports to ManCom.</p> <p><i>Note: The data source will be the merged Financial and Physical ePLC data.</i></p>	PMG	On or before the 7 th day of the following month
3.	Ensure that Physical and ePLC Exception Reports are distributed to the DPWH Intranet Site Manager, PMG, and CFMS	MIS-SAS	On or before the 7 th day of the month
4.	Load Physical and ePLC Exception Reports to the DPWH Intranet Site (dpwhweb)	MIS	On or before the 7 th day of the month
5.	Provide softcopies of ePLC Exceptions to the respective Chief Administrative Officer	DPWH Chief Accountant / Budget Officer	On or before the 7 th day of the month
6.	Provide softcopies of Physical & ePLC Exceptions to the respective Monitoring Engineers	PMG	On or before the 7 th day of the month
7.	Download Physical and ePLC Exception Reports	Implementing Office	On or before 7 th day of the month

Annex B - ePLC Exception Reports and Merged Monitoring Reports

FINANCIAL Exception Reports

Report Code	Description
C0001	Backup database is not current version (Violation of Department Order No. 15 (2012) (eNGAS and eBudget)
EN002	Negative Subsidiary Ledger (SL Balance Less Than 0.00) (eNGAS)
EN003	Error (ERR) SL Code Balance Not Zero (eNGAS)
EN004	Contract End Date less than or equal to Start Date (eNGAS)
EN005	Financial Progress Greater Than 100% (eNGAS)
EB001	Project Cost Obligations with More Than One (1) PMS Project ID (eBudget)
EB002	Project Cost Obligations with More Than One (1) PPA and/or Allotment Codes (eBudget)
EB003	Project Cost Obligations with PMS ID Document Type and/or Obligation Requests not Approved (eBudget)

Functional Requirements and Business Rules for the Financial Module

- a. Shall extract the relevant data from the 205 eNGAS and 205 eBudget databases (all Offices)
- b. Shall only extract financial data of infrastructure projects
- c. Data cut-off date for the FINANCIAL databases is every 15th Districts / 20th Regional and shall start processing every 28th of the month.

PHYSICAL Exception Reports

Report Code	Description
PM002	On-going Projects with Expired Contract Duration Note: Contract Duration will be compared to the cut-off (Date as of) date of the PMS database.
PM003	Actual Contract Start Date does not match the Actual S-Curve Start Date for PMS
PM004	Contract End Date is less than or equal to Start Date
PM005	On-going Projects without Actual Start Date
PM006	Completed Projects without Completion Date
PM007	Completed Construction Phase with Incomplete Pre-Construction
PM008	Planned Expiry Date is less than or equal to the Planned Start Date
PM009	Revised Expiry Date is less than or equal to the Revised Start Date
PM010	Actual Expiry Date is less than or equal to the Actual Start Date
PM011	Actual Start Date is less than or equal to the Revised Start Date (if exists) or Planned Start Date
PM012	Blank Region and/or District in PMS
PM013	Exception Report for Projects of Central Office in PMS
PM014	Actual Contract End Date does not match the Actual S-Curve End Date for PMS
PM015	Actual Contract End Date is greater than the Revised S-Curve End Date (if exists) or Planned S-Curve End Date
PM016	For Projects with 100% Physical Accomplishment: Actual S-Curve End Date is greater than the Revised S-Curve End Date (if exists) or Planned S-Curve End Date for PMS
PO002	On-going Projects with Expired Contract Duration
PO003	Actual S-Curve Start Date for PMO (PMOMS) does not match the Actual S-Curve Start Date for PMO
PO004	Contract End Date is less than or equal to Start Date

Report Code	Description
PO005	On-going Projects without Actual Start Date
PO006	Completed Projects without Completion Date
PO007	Completed Construction Phase with Incomplete Pre-Construction
PO008	Planned Expiry Date is less than or equal to the Planned Start Date
PO009	Revised Expiry Date is less than or equal to the Revised Start Date
PO010	Actual Expiry Date is less than or equal to the Actual Start Date
PO011	Actual Start Date is less than or equal to the Revised Start Date (if exists) or Planned Start Date
PO012	Blank Region and/or District in PMO
PO013	Actual Contract End Date does not match the Actual S-Curve End Date for PMO
PO014	Actual Contract End Date is greater than the Revised S-Curve End Date (if exist) or Planned S-Curve End Date for PMO
PO015	For Projects with 100% Physical Accomplishment: Actual S-Curve End Date is greater than the Revised S-Curve End Date (if exists) or Planned S-Curve End Date for PMO

Functional Requirements and Business Rules

- Only Projects with Funding i.e. Budget Amount and Project Cost will be extracted
- Shall start processing upon receipt of the PMS/PMOMS database extract, 1st week of the month after the reporting month from the Central Office – Project Monitoring Group (PMG)

ePLC Integrated Exception Reports

Report Code	Description
PL003	Variation from Financial and Physical progress is greater than 30% (Contract Amount is less than 1M) (ePLC)
PL004	Variation from Financial and Physical progress is greater than 20% (Contract Amount 1M to 10M) (ePLC)
PL005	Variation from Financial and Physical progress is greater than 10% (Contract Amount greater than 10M) (ePLC)
PL006	Disbursement, Obligation, and/or Allotment is/are blank (ePLC)
PL007	Variance between Project Cost in eNGAS and Project Cost in PMS (ePLC) Cost variance of ± 1000 will be excluded;
PL008	eNGAS and PMS start/end date do not match (ePLC)
PL014	eBudget and PMS Implementing Office do not match (ePLC)
PL015	eBudget and PMS Project ID do not match (ePLC)
PL016	eNGAS and PMS Implementing Office do not match (ePLC)
PL017	eNGAS and PMS Project ID do not match (ePLC)
PL018	eNGAS Financial Progress is greater than PMS Physical Progress (ePLC)
PL019	Obligation Amount is greater than Allotment Mount (ePLC)
PL020	Disbursement Amount is greater than Obligation Amount (ePLC)
PL021	Disbursement Amount is greater than Allotment Amount (ePLC)
PL022	PMS Project Cost is less than Disbursement Amount (ePLC) Cost variance of ± 1000 will be excluded
PL023	PMS Contract Cost is less than eBudget Disbursement Amount (ePLC) Cost Variance of ± 1000 will be excluded
PL024	PMS Project Cost is less than eBudget Obligation Amount (ePLC) Cost Variance of ± 1000 will be excluded
PL025	PMS Contract Cost is less than eBudget Obligation Amount (ePLC) Cost Variance of ± 1000 will be excluded

Report Code	Description
PL026	PMS Project Cost is greater than eBudget Allotment Amount (ePLC) Cost Variance of ± 1000 will be excluded
PL027	PMS Contract Cost is greater than eBudget Allotment Amount (ePLC) Cost Variance of ± 1000 will be excluded
PL028	PMS Project Cost is greater than eBudget Obligation Amount (ePLC) Cost Variance of ± 1000 will be excluded
PL029	PMS Contract Cost is greater than eBudget Obligation Amount (ePLC) Cost Variance of ± 1000 will be excluded
PL030	Projects prior to CY 2010 with Physical Progress is less than 100% (ePLC) The CURRENT report shall have the same exceptions (data and record count) as OVERALL
PL031	Project prior to CY 2010 with Financial Progress is less than 100% (ePLC) The CURRENT report shall have the same exceptions (data and record count) as OVERALL

ePLC Integrated Exceptions will be generated in two separate sets of Reports as follows:

- CURRENT – Includes projects from CY 2010 to current year (e.g. CY 2013) and any ongoing projects from prior years. Priority should be made in addressing these exceptions first.
- OVERALL – Includes all years (includes all projects in PMS/PMO-MS)

Note: Projects prior to CY 2010 not yet physically and/or financially completed are also considered current.

Functional Requirements and Business Rules

- The ePLC Extractor shall run after the FINANCIAL and PHYSICAL extracts are completed.
- The ePLC Extractor shall extract ALL projects from the PHYSICAL database, except those with missing Implementing Office.
- To merge the PHYSICAL and FINANCIAL, the system will only load the FINANCIAL data if the Implementing Offices (IOs) are matching or if the PHYSICAL IO is a PMO and the FINANCIAL IO is Central Office. However, if different PMOs were specifically identified as IOs on the base systems then FINANCIAL data will not be loaded.

Merged Physical and Financial Monitoring Reports

Report Code	Description
Construction Summary	
ePLC_RRR_yyyymm_CY9999_Status_Physical_Overall	Overall Status
ePLC_RRR_yyyymm_CY9999_Status_Physical	Physical Status of Project Implementation
ePLC_RRR_yyyymm_CY9999_Status_Physical_AA	Physical Status of Project Implementation, Project with Allotment
ePLC_RRR_yyyymm_CY9999_Status_Physical_CumAnn	Physical Status of Project Implementation, Cumulative and Annualized
ePLC_RRR_yyyymm_CY9999_Status_Physical_MCP	Physical Status of Project Implementation, Monthly Cash Flow
ePLC_RRR_yyyymm_CY9999_Table_3	Table 3
ePLC_RRR_yyyymm_CY9999_Table_13	Table 13

Report Code	Description
Construction Project Listing	
ePLC_RRR_yyyymm_CY9999_PL_Status_Phys	Physical Status of Project Implementation
ePLC_RRR_yyyymm_CY9999_PL_Status_Report	Physical Status Report
ePLC_RRR_yyyymm_CY9999_PL_Progress_Report	Progress Report
ePLC_RRR_yyyymm_CY9999_PL_Emp_Generation	Employment Generation
ePLC_RRR_yyyymm_CY9999_PL_SSR	Schedule and Status Report
ePLC_RRR_yyyymm_CY9999_PL_PMS	Presidential Management Staff
ePLC_RRR_yyyymm_CY9999_PL_Project_AA	Project – Allotment
PMO Reports	
Construction Summary	
ePLC_CO_yyyymm_Form_1dot2_xxx	Form 1.2
ePLC_CO_yyyymm_Form_1dot3	Form 1.3
ePLC_CO_yyyymm_Form_1dot4	Form 1.4
Construction Project Listing	
ePLC_CO_yyyymm_Form_1dot1_xxx	Form 1.1
ePLC_CO_yyyymm_PL_Status_Phys_xxx	Physical Status of Project Implementation
ePLC_CO_yyyymm_PL_Status_Report_xxx	Physical Status Report
ePLC_CO_yyyymm_PL_Project_AA_xxx	Project - Allotment

Legend:

RRR	Region	PL – Project Listing
yyymm	Report month in year and month format	CO – Central Office
CY9999	Calendar year of region implemented projects	xxx – Central Office I/O