



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

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097.13 DPWH  
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DEPARTMENT ORDER )

No. 121 )

Series of 2019 ) 11.04.19

**SUBJECT : Policies and Procedures for the Operationalization of the DPWH-Multi-Sector Governance Council**

To create greater impact in the delivery of its mandate, the Department needs to engage external stakeholders as partners in governance and change to ensure that its strategic goals, plans and programs are responsive to the needs of the Filipino people. To further operationalize this partnership with stakeholders initiated through the **DPWH Multi-Sector Governance Council (DPWH-MSGC)**, the following policies and procedures are hereby prescribed.

## **I. ORGANIZATIONAL FRAMEWORK**

The DPWH-MSGC, herein referred to as the "Council," is composed of representatives from various sectors organized to act as an advisory body to provide the DPWH Executive Committee sound advice and opinion on how to successfully accomplish the Department's strategic goals and objectives, policies, programs and projects as specified in its Performance Governance System (PGS) Strategy Road Map and other strategic plans.

### **1.1 Objectives**

- 1.1.1 To improve transparency and accountability in reporting performance, and encourage private sector participation;
- 1.1.2 To serve as a venue for communicating and consulting with the private and other government agencies the policies and the strategic directions of the DPWH;
- 1.1.3 To ensure the alignment of objectives with those of the different sectors and consultative bodies that DPWH work with; and
- 1.1.4 To further institutionalize partnership with the private and other government agencies.

### **1.2 Roles and Responsibilities**

- 1.2.1 Provide recommendations to the DPWH Executive Committee on the following areas:
  - Adoption and institutionalization of the PGS in the agency;
  - Achievement of organization's breakthrough results;
  - Enhancement of external partnerships and generation of public support;
  - Generation of resources for the implementation of projects;

- Evaluation of the organization's efforts; and the
  - Promotion of efforts that help the organization overcome challenges to its transformation.
- 1.2.2 Provide feedback on the DPWH policies and strategic directions such as, but not limited to, voluntary conduct of assessments of the agency's performance, external stakeholder surveys, and road sector reports;
- 1.2.3 Assess the alignment and responsiveness of DPWH priorities to the needs of the different sectors;
- 1.2.4 Contribute and share technical expertise to support the DPWH strategy; and
- 1.2.5 Provide suggestions on how to improve agency performance and address strategic issues and concerns.

### **1.3 Organization**

- 1.3.1 The Council shall have no more than fifteen (15) members coming from the following various sectors of society that have a stake in the progress of the DPWH and its pursuit of its transformation initiatives:
1. Government
  2. Academe & Research
  3. Construction & Consulting Services Industry
  4. Professional Organizations
  5. Civil Society Organizations
  6. Business & Private Sector
  7. Media
- 1.3.2 The DPWH Secretary shall invite stakeholder/s from the above-stated sectors to become regular members of the Council. Acceptance of invitation is confirmed in a signing of a Pledge of Commitment by the concerned stakeholder/s and the DPWH Secretary. A Memorandum of Understanding/Terms of Reference shall also be entered into by the DPWH Secretary and the MSGC Chairperson.
- 1.3.3 The regular Council members shall have a two-year term of office that may be renewed upon re-invitation by the DPWH Secretary and their formal acceptance. They may designate an Alternate who will represent him or her to council meetings and other functions or activities, subject to provisions of Section 2.2.6.

### **1.4 Secretariat**

- 1.4.1 The Corporate Planning and Management Division (CPMD) of the Office of the Secretary (OSEC), designated to function as the organization's Office for Strategy Management (OSM), shall act as the Secretariat to the Council, with the Division Chief as the Secretariat Head.

- 1.4.2 Functions of the Secretariat include administrative support to ensure activities and programs are effectively organized and documented, maintaining effective records, and facilitating coordination between and among MSGC members and DPWH officials, and other administrative tasks that may be assigned.

## **II. RULES AND PROCEDURES**

### **2.1 Council Meetings**

- 2.1.1 The Council members shall meet at least once every quarter. The schedule shall be set in advance and determined by a majority decision to maintain regularity and full attendance.
- 2.1.2 A mid-year and a year-end review of agency accomplishments shall be conducted by the MSGC members together with the DPWH Management Committee and other invited Directors and technical staff serving as resource persons.
- 2.1.3 Committee meetings shall be scheduled as determined by the Committee Chairperson.

### **2.2 Council Meeting Rules**

All meetings shall follow the rules on procedure, as outlined here:

- 2.2.1 Notice of Meetings – The Head Secretariat shall transmit to each member of the Council a written notice of the regular meeting specifying the date, time, and place not later than ten (10) days prior to holding such meeting. For special meetings, a written notice shall be transmitted at least five (5) days prior to such meeting. All notices shall include the agenda of the meeting. Any changes pertaining to such meetings shall be done in writing and shall be promptly served to all members of the Council.
- 2.2.2 Docket – Prior to each meeting, the Secretariat shall prepare a docket containing the agenda and other related materials. Classified documents shall be handled in accordance with applicable laws and regulations.
- 2.2.3 Quorum – A simple majority of the members shall constitute a quorum for the Council and its committees to conduct business.
- 2.2.4 Resource Persons – Resource persons may be invited to attend the meetings upon invitation by the members of the Council.
- 2.2.5 Minutes of the Meetings – The proceedings of the meetings of the Council should always be documented by the Secretariat. The draft minutes of the previous meeting shall be provided by the Secretariat to all attendees to solicit their comments. Corrections shall be consolidated and applied by the Secretariat who will then submit the corrected draft to the Council Chairperson for his/her review prior to the next scheduled Council meeting.

2.2.6 Representative of a Regular Council Member – The regular Council member may send a representative to attend a MSGC meeting in case of his/her unavailability. The representative should be the recognized alternate of the regular Council member. However, in case of matters requiring consensus among regular Council members, the representative cannot vote on behalf of the Council member he/she represents.

2.2.7 Council Voting – Each Council member shall have one (1) voting power regardless of the position he or she performs in the Council. An absent member is not allowed to vote "in absentia" nor his or her alternate be allowed to exercise the power to vote.

### 2.3 Reports and Deliverables

In order to facilitate the regular flow and ensure efficiency of communication between the DPWH and the Council, the following reports and deliverables shall be accomplished:

#### 2.3.1 DPWH to MSGC

Deliverable Name of Document	Components		
	Content What specific part of the deliverable do you wish to communicate?	Office Source of Information	Frequency How often do you give deliverables?
DPWH-PGS Strategy Map and Scorecard (and Accomplishment Reports)	Goals, Objectives, Strategies/Initiatives, Measures, Baseline, Targets (and accomplishments including different strategic initiatives and funding requirements)	OSEC-CPMD	Annually, subject to updates
DPWH Annual Performance Report	Agency Performance	Stakeholders Relations Service	Annually
DPWH Proposed Budget	Programs and projects in the proposed budget	Planning Service	Annually
DPWH Public Investment Program	Identified medium-term projects	Planning Service	Annually, subject to updates

#### 2.3.2 MSGC to DPWH

Deliverable Name of Document	Components		
	Content What specific part of the deliverable do you wish to communicate?	Office Recipient in the Agency	Frequency How often do you give deliverables?
Agency and/or road sector assessment reports and surveys	Audit of the progress of the DPWH in implementing its strategic plans, proposed corrective and preventive measures, and other recommendations	OSEC/ PGS Committee/ CPMD	At least semi-annually
MSGC Program of Action for the Year	List of activities with timeline and budget	OSEC/ PGS Committee/ CPMD	Annually

Recommendations / Proposals	Recommendations on the improvement of strategic programs, policies, systems, and processes	OSEC/ PGS Committee/ CPMD	As presented
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2.3.3 Regular updates of the Council's efforts shall include the progress of the implementation of projects, as well as other related information needed by the DPWH and/or the Council in line with its functions. Other reports that may be needed by the Council based on their needs and priorities can be requested.

**III. ADMINISTRATIVE AND LOGISTICAL SUPPORT**

3.1 The DPWH shall provide the administrative and logistical support needed by the Council. Activities and programs of the Council shall be properly funded and shall be charged against the appropriate funds of the Department, subject to governing accounting and auditing rules and regulations.

Any changes in the Council rules and procedures shall be considered approved upon concurrence of the majority of the members of the Council and the DPWH Secretary as reflected in the DPWH-MSGC Resolutions.

This Order shall take effect immediately.

  
**MARK A. VILLAR**  
 Secretary

Encl: (1) Memorandum of Understanding/Terms of Reference Template  
 (2) Pledge of Commitment Template

1.3 JCD/CALJr/MCEC

Department of Public Works and Highways  
 Office of the Secretary



WIN9H01438

# TERMS OF REFERENCE

## FOR THE DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS (DPWH) MULTI-SECTOR GOVERNANCE COUNCIL (MSGC)

### 1. Background

The DPWH-MSGC, herein referred to as the “Council,” is composed of representatives from various sectors organized to act as an advisory body to provide the DPWH Executive Committee sound advice and opinion on how to successfully accomplish the Department’s strategic goals and objectives, policies, programs and projects as specified in its Performance Governance System (PGS) Strategy Road Map and other strategic plans.

#### 1.1 Objectives of the DPWH-MSGC

- 1.1.1 To improve transparency and accountability in reporting performance, and encourage private sector participation;
- 1.1.2 To serve as a venue for communicating and consulting with the private and other government agencies the policies and the strategic directions of the DPWH;
- 1.1.3 To ensure the alignment of objectives with those of the different sectors and consultative bodies that DPWH work with; and
- 1.1.4 To further institutionalize partnership with the private and other government agencies.

### 2. Roles and Responsibilities

The DPWH-Multi-Sector Governance Council (DPWH-MSGC) shall have the following roles and responsibilities based on its mandate, as outlined below:

#### 2.1 Provide recommendations to the DPWH Executive Committee on the following areas:

- 2.1.1 Adoption and institutionalization of the PGS in the agency;
- 2.1.2 Achievement of organization’s breakthrough results;
- 2.1.3 Enhancement of external partnerships and generation of public support;
- 2.1.4 Generation of resources for the implementation of projects;
- 2.1.5 Evaluation of the organization’s efforts; and the
- 2.1.6 Promotion of efforts that help the organization overcome challenges to its transformation.

2.2 Provide feedback on the DPWH policies and strategic directions such as, but not limited to, voluntary conduct of assessments of the agency’s performance, external stakeholder surveys, and/or road sector reports;

2.3 Assess the alignment and responsiveness of DPWH priorities with the needs of the different sectors;

- 2.4 Contribute and share technical expertise to support the DPWH strategy; and
- 2.5 Provide suggestions on how to improve agency performance and address strategic issues and concerns.

### 3. Organization

The Council shall have no more than fifteen (15) members coming from the following various sectors of society that have a stake in the progress of the Department and its pursuit of its transformation initiatives:

1. Government
2. Academe & Research
3. Construction & Consulting Services Industry
4. Professional Organizations
5. Civil Society Organizations
6. Business & Private Sector
7. Media

The DPWH Secretary shall invite stakeholder/s from the above-stated sectors to become regular members of the Council. Acceptance of invitation is confirmed in a signing of a Pledge of Commitment by the concerned stakeholder/s and the DPWH Secretary.

The regular Council members shall have a two-year term of office that may be renewed upon re-invitation by the DPWH Secretary and their formal acceptance. They may designate an Alternate who will represent him or her to council meetings and other functions or activities, subject to provisions of Section 4.2.6.

#### 3.1 Secretariat

- 3.1.1 The Corporate Planning and Management Division (CPMD) of the Office of the Secretary (OSEC), designated to function as the organization's Office of Strategy Management (OSM), shall act as the Secretariat to the Council, with the Division Chief as the Secretariat Head.
- 3.1.2 Functions of the Secretariat include administrative support to ensure activities and programs are effectively organized and documented, maintaining effective records, and facilitating coordination between and among MSGC members and DPWH officials, and other administrative tasks that may be assigned.

### 4. Engagements

#### 4.1 Meetings

- 4.1.1 The Council members shall meet at least once every quarter. The schedule shall be set in advance and determined by a majority decision to maintain regularity and majority attendance.
- 4.1.2 A mid-year and a year-end review of agency accomplishments shall be conducted by the MSGC members together with the DPWH Management Committee and other invited directors and technical staff serving as resource persons.
- 4.1.3 Committee meetings shall be scheduled as determined by the Committee Chairperson or as instructed by the Council.

### 4.3 Procedures

All meetings shall follow the rules on procedure, as outlined below:

- 4.3.1 **Notice of Meetings** - The Head Secretariat shall transmit to each member of the Council a written notice of the regular meeting specifying the date, time, and place not later than ten (10) days prior to holding such meeting. For special meetings, a written notice shall be transmitted at least five (5) days prior to such meeting. All notices shall include the agenda of the meeting. Any changes pertaining to such meetings shall be done in writing and shall be promptly served to all members of the Council.
- 4.3.2 **Docket** - Prior to each meeting, the Secretariat shall prepare a docket containing the agenda and other related materials. Classified documents shall be handled in accordance with applicable laws and regulations.
- 4.3.3 **Quorum** - A simple majority of the members shall constitute a quorum for the Board and its committees to conduct business.
- 4.3.4 **Resource Persons** - Resource persons may be invited to attend the meetings upon invitation by the members of the Council.
- 4.3.5 **Minutes of the Meetings** - The proceedings of the meetings of the Council should always be documented by the Secretariat. The draft minutes of the previous meeting shall be provided by the Secretariat to all attendees to solicit their comments. Corrections shall be consolidated and applied by the Secretariat who will then submit the corrected draft to the Council Chairperson for his/her review prior to the next scheduled Council meeting.
- 4.3.6 **Representative of Council Member** - The regular Council member may send a representative to attend a MSGC meeting in case of his/her unavailability. The representative should be the recognized alternate of the regular Council member. However, in case of matters requiring consensus among regular Council members, the representative cannot vote on behalf of the Council member he/she represents.
- 4.3.7 **Council Voting** - Each Council member shall have one (1) voting power regardless of the position he or she performs in the Council. An absent member is not allowed to vote "in absentia" nor his or her alternate be allowed to exercise the power to vote.

### 4.4 Reports

In order to facilitate the regular flow of communication between the DPWH and the MSGC, the following reports shall be accomplished:

From DPWH to MSGC

Deliverable Name of Document	Components		
	Content What specific part of the deliverable do you wish to communicate?	Office Source of Information	Frequency How often do we give deliverables?
DPWH-PGS Strategy Map and Scorecard	Goals, Objectives, Strategies/Initiatives, Measures, Baseline, Targets	OSEC-CPMD	Annually, subject to updates

(and Accomplishment Reports)	(and accomplishments including different strategic initiatives and funding requirements)		
DPWH Annual Performance Report	Agency Performance	Stakeholders Relations Service	Annually
DPWH Proposed Budget	Programs and projects in the proposed budget	Planning Service	Annually
DPWH Public Investment Program	Identified medium-term projects	Planning Service	Annually, subject to updates

From MSGC to DPWH

Deliverable Name of Document	Components		
	Content What specific part of the deliverable do you wish to communicate?	Office Recipient in the Agency	Frequency How often do we give deliverables?
Agency and/or road sector assessment reports and surveys	Audit of the progress of the DPWH in implementing its strategic plans, proposed corrective and preventive measures, and other recommendations	OSEC/ PGS Committee/ CPMD	At least semi-annually
MSGC Program of Action for the Year	List of activities with timeline and cost estimate	OSEC/ PGS Committee/ CPMD	Annually
Recommendations / Proposals	Recommendations on the improvement of strategic programs, policies, systems, and processes	OSEC/ PGS Committee/ CPMD	As presented

4.4.1 Regular updates of the Council's efforts shall include the progress of the implementation of projects, as well as other related information needed by the DPWH and/or the Council in line with its functions. Other reports that may be needed by the Council based on their needs and priorities can be requested.

**5. Administrative and Logistical Support**

The DPWH shall provide the administrative and logistical support needed by the Council. Activities and programs of the Council shall be properly funded and shall be charged against the appropriate funds of the Department, subject to governing accounting and auditing rules and regulations.

**6. Revisions**

Any changes in the Council's Terms of Reference shall be considered approved upon concurrence of the majority of the members of the Council and the DPWH Secretary as reflected in the DPWH-MSGC Resolutions.

7. Effectivity

This DPWH-MSGC Terms of Reference shall take effect immediately upon the concurrence of the members of the Council and the DPWH Secretary.

**ADOPTED:**

(NAME OF MEMBER)  
(Sector / Organization represented)

**CONCURRED:**

(NAME)  
Secretary, Department of Public Works and Highways

**PLEDGE OF COMMITMENT  
AFFIRMING SUPPORT AND PARTICIPATION TO THE  
MULTI-SECTOR GOVERNANCE COUNCIL OF THE  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS**

Pursuing its commitment to institutionalize the Performance Governance System (PGS) which aims to build a culture of participative governance in the Department of Public Works and Highways, the DPWH puts a great stake on its partnership with the external stakeholders.

The PGS is designed to strengthen the DPWH by focusing on the attainment of its long-term vision and by reducing the gap between strategy formulation and strategy implementation to achieve intended results.

In order for the DPWH to successfully implement the PGS, a Multi-Sector Governance Council or MSGC is hereby established to ensure participation of important stakeholders in the DPWH to work closely in pursuit of its strategy.

As members of the MSGC, we commit to support and advocate the DPWH strategy to our constituents/members, recommend reforms in various DPWH business improvements or systems and actively participate in PGS and DPWH-MSGC activities.

NOW THEREFORE, for and in consideration of the foregoing commitments, we, hereunto affix our signatures this \_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_ at the City of Manila.

**SIGNED:**

(NAME OF MEMBER)  
(Sector / Organization represented)

**ACCEPTED:**

(NAME)  
DPWH Secretary

**WITNESSED:**

(NAME AND DESIGNATION)  
Chairperson, DPWH – PGS Committee