



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

297.13 DPWH
11-29-2014

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DEPARTMENT ORDER)

No. **134**)
Series of 2014)

SUBJECT: **Guidelines on the Assignment of Project Managers to Supervise Projects being Implemented by the Unified Project Management Office (UPMO)**

To further ensure efficient and expeditious implementation of projects being implemented by the Unified Project Management Office (UPMO), and to fully operationalize the intent of the approved Rationalization Plan, the following guidelines on the assignment of Project Managers in projects being implemented by the UPMO are hereby prescribed.

1. The assignment of Project Manager who is an accredited Project Engineer shall be in accordance with Department Order No. 08, series of 2013.
2. The limits of assignment of non-accredited Project Managers are as follows:

POSITIONS	LIMITS OF ASSIGNMENT
Project Manager IV	1 Project, No limit in cost
Project Manager III	1 Project, No limit in cost
Project Manager II	• Not more than 5 projects being implemented simultaneously with an aggregate cost not exceeding P 500 Million
Project Manager I	• Not more than 5 projects being implemented simultaneously with an aggregate cost not exceeding P 100 Million

3. The Project Manager IV (Project Director) shall report directly to the Undersecretary for UPMO Operations. Project Managers I to III, and Project Manager IV who is not a Cluster Head shall report directly to the concerned Project Director. Upon project completion or upon recall prior to project completion, a Project Manager shall return to the Project Manager's Pool and report to the Undersecretary for UPMO Operations for details of his/her new assignment.
4. The assignment of a Project Manager to a project shall be covered by an UPMO Designation Order to be recommended by the Undersecretary for UPMO Operations and approved by the Secretary.
5. Assignment to a project entails field work on a full-time basis. A PM may report to the Central Office only for urgent matters as required by the Undersecretary for UPMO Operations, or by the concerned Project Director subject to prior approval by the Undersecretary.

6. A Project Manager who is not assigned in a certain project shall be entitled to Representation Allowance and Transportation Allowance (RATA) only if it is indicated in the UPMO Designation Order, or in a memorandum signed by the Secretary designating the PM to a vital non-project assignment that warrants an entitlement to RATA.

This order supersedes previous issuances to the contrary and shall take effect immediately.


ROGELIO L. SINGSON
Secretary

Department of Public Works and Highways
Office of the Secretary



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