



REPUBLIC OF THE PHILIPPINES
MINISTRY OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE MINISTER
MANILA

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MINISTRY ORDER)
NO. **6**)
Series of 1987)

SUBJECT: Establishment of Labor-Based
Advisory and Training Team
(MPWH-LATT) and Related Matters

1.0 In support of the Community Employment and Development Program (CEDP) of the government thru the adoption of Labor-Based/equipment-supported (LE/ES) methods of construction and maintenance, and in order to ensure the effective and efficient implementation of the labor intensive programs of the Ministry, there is hereby established in the central office and in each of the regional offices a "Labor-based Advisory and Training Team" which shall be known as the MPWH-LATT, to be constituted as follows:

1.1 Central Office LATT

- Head Asst. Minister for Planning
- Co-Head Asst. Minister for Manpower Development
- Executive Officer. . . Chief, Manpower Development Service
- Members Asst. Director, Bureau of Construction
 - Asst. Director, Bureau of Maintenance
 - Asst. Director, Bureau of Design
 - Asst. Director, Bureau of Equipment
 - Asst. Director, Bureau of Materials & Quality Control
 - Chief, Planning Service
- Head of Secretariat. . Chief, Project Evaluation Division, Planning Service

1.2 Regional Office LATT

- Head Regional Director

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- Executive Officer Asst. Regional Director
- Training Officer Senior Manpower Development Officer
- Members Chiefs of: Planning and Design Division
 - Construction Division
 - Maintenance Division
 - Materials and Quality Control Division
- Head of Secretariat Chief of the Planning and Design Division

1.3 Secretariat services shall be provided by the Project Evaluation Division of the Planning Service in the case of the Central Office LATT, and by the Planning and Design Division in the case of the Regional Office LATT.

1.4 The Labor Intensive Teams in every District/City Engineering Office as envisioned under the Minister's Memorandum dated 30 May 1986 shall be activated and made fully operational.

2.0 The Central Office LATT shall perform the following duties and responsibilities:

2.1 Prepare integrated annual and long-term labor intensive development programs of the Ministry in coordination with other units/offices under the Office of the Minister.

2.2 Formulate/issue policies, operating guidelines, procedures and instructions regarding the application of labor intensive methods in construction and maintenance and, upon approval by the Minister, implement the same.

2.3 Oversee the implementation of all labor intensive programs and projects of the Ministry, including monitoring thereof.

2.4 Maintain coordination/liaison with the inter-agency Central Labor-Based Advisor and Training Team (CLATT) and the National Economic and Development Authority (NEDA) on matters concerning LATT operations.

3.0 Regional Office LATT

The regional Office LATT shall have the following duties and responsibilities:

- 3.1 Prepare the annual and long-term regional labor intensive programs for review and integration into the overall Ministry programs by the Central Office LATT.
 - 3.2 Supervise the implementation of all regional labor intensive programs and projects in accordance with approved policies, guidelines and procedures.
 - 3.3 Identify problems encountered in the implementation of labor intensive programs/projects and take appropriate action and/or submit recommendations, thru the Central Office LATT, to resolve the same.
 - 3.4 Initiate the gathering and compilation of site-specific data on actual project implementation including information on labor productivities, utilization of hand tools and types of work activities suitable for labor intensive methods for submittal to the Central Office LATT.
 - 3.5 Submit regular and periodic monitoring reports on the progress of implementation of labor intensive programs and projects.
- 4.0 In the performance of their respective duties and responsibilities, the advisory and training teams established herein may avail themselves of the services of any units or individual employee of the Ministry including its field offices, in the case of the Central Office LATT, and any unit or individual employee under the offices of the Regional Director including district/city offices, in the case of the Regional Office LATT.
- 5.0 Funds for the 1987 operations of the Central and Regional Office LATTs including the conduct of labor intensive training courses shall be taken from the 1/2% retention on the 1987 CEDP, subject to the following conditions:
- 5.1 A year-round training program shall be prepared with corresponding budget estimate and schedule of implementation for approval by the Minister, for the program of Central Office LATT, and by the Assistant Ministers for Planning and for Manpower Development, for the programs of the Regional Office LATT.
 - 5.2 No labor-intensive training program shall be implemented without prior approval of the concerned authorities.

- 5.3 Certified trainers who attended any of the first three on-site training courses held in Magalang, Pampanga and those who will have undergone similar future trainers' training, shall be utilized in the conduct of Central and Regional labor intensive training programs. They shall be assisted by the concerned training staff.
- 5.4 Three levels of Labor-Intensive Training Course shall be programmed, as follows:

<u>Training Course</u>	<u>Duration</u>	<u>Participants</u>
5.4.1 Orientation Seminar/Workshop	3-half-days	Managers, administrators and their assistants
5.4.2 On-site training course for trainers	2-full-weeks	Supervisors and other personnel with potentials to become trainers
5.4.3 On-site training course for site personnel	2 to 3 weeks	Site supervisors, foremen and other technical personnel involved in project implementation

- 5.5 The Central Office LATT shall be responsible for conducting the first two training courses, to be assisted by the Ministry training staff, and may conduct the third training course when requested by the concerned regional office LATT.
- 5.6 The Regional Office LATT shall be mainly responsible for conducting the on-site training course for site personnel but may also conduct the other two training courses under supervision and guidance of the Central Office LATT.
- 5.7 The demonstration project(s) to be used in any of the on-site training courses shall be identified and prepared well in advance of the actual conduct of the particular training course, to ensure that the project(s) is (are) suitable for the purpose.
- 5.8 Expenses for the on-site training courses for site personnel shall be shouldered by the participants' respective offices chargeable against project funds, provided that such charges do not exceed 5% of the amount programmed for the particular labor intensive project.

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6.0 Other training courses that may be deemed necessary to further enhance the capabilities of Ministry personnel in the application of labor intensive methods shall be conducted upon the prior approval of the concerned authorities.

7.0 An overall work program for CY 1987 shall be prepared by the respective LATTs for approval by the Minister, for the work program of the Central Office LATT, and by the Head and co-Head of the Central Office LATT, for work programs of the Regional Office LATT. The approved work programs shall be the basis of fund allocation.

8.0 The MPWH Task Force on Labor Intensive Methods created under the Minister's Memorandum dated 13 August 1986 is hereby abolished and its duties and responsibilities transferred to the MPWH Central Office LATT established under this Ministry Order

This Ministry Order shall take effect immediately.


VICENTE R. JAYME
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