



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

097.12 DPWH  
02-07-2018

06 FEB 2018

**SPECIAL ORDER** )  
**NO. 17** )  
**Series of 2018** )

02.07.18

**SUBJECT: Creation of the Budget and Treasury Management System (BTMS) Project Implementation Team and Support Teams**

In the interest of the service and to facilitate the implementation of the Department of Budget and Management's (DBM) Budget and Treasury Management System (BTMS) pursuant to COA/DBM/DOF Joint Resolution No. 03-2016, the Project Implementation Team and Support Teams in the DPWH Central Office are hereby created:

***I - BTMS Project Implementation Team***

**Team Leader:** Director MARICHU A. PALAFOX FS  
**Members:**  
Director MA. NIEVA S. DELA PAZ IMS  
Director MICHAEL S. VILLAFRANCA HRAS  
OIC-Director MA. VICTORIA S. GREGORIO PrS

The Project Implementation Team shall perform the following:

1. Submit recommendations on legal, policy and strategic matters to the steering committee;
2. Actively works DBM-BTMS PMO to achieve the overall objectives of and execute the agreed Project Plan;
3. Authorizes approvals and sign-offs on all deliverables;
4. Manage the activities of the sub-teams;

***II – Change Management Team:***

**Team Leader:** MARY ANTOINETTE Z. PUNO – Chief Accountant FS  
**Members:**  
MARILOU D. ALFANTA – Chief, Budget Division FS  
MARIO L. TEMPLO – Chief, Cash Division HRAS  
MYRNA R. DE JESUS – Chief, Supply and Property Mgt. Division HRAS  
MARIANO N. CARBONELL – OIC Chief, Civil Works Division PrS  
ONOFRE B. LLANES - Chief, Goods and Services Division PrS  
MARY GRACE N. OBJA-AN - Chief, Consultancy Services Division PrS  
RALF B. CAWALING – Chief, Business Innovation Division IMS  
ZOROHAYDA PAZ D. ABREU - Chief, Business Analysis Section IMS

The Change Management Team shall support the BTMS Project Implementation Team and shall perform the following:

1. Support internal change management, capacity building and communication;
2. Participate in workshops and end user training;

3. Serves as first level of escalation for system issues and mediates between the end-users and central BTMS Helpdesk;
4. Actively works with the DBM-BTMS PMO to achieve the overall objectives of and execute the agreed Project Plan;

### ***III – Data Management Security Team:***

**Team Leader:** JOSEPH E. DAMASO –Chief, Database Mgt. Section IMS

**Members:**

AMALIA L. PETALLO – Accountant III	FS
VINCENT J. MANANSALA - Information System Analyst III	IMS
JEFREY S. GARCIA- Information System Analyst II	IMS
MARK GIL D. TUAZON - Info. System Researcher III	IMS
APRIL ROSE J. LA TORRE – Accountant II	FS
ALISSANDRA BEATRICE S. TIU - Accountant II	FS
BETHELWINA A. NAVAL- Budget Officer II	FS
CRISTY C. MANGUBAT – Budget Officer I	FS

The Data Management Security Team shall perform the following:

1. Define and manage data and security access definition within the Department;
2. Manage the security tokens for agency users in coordination with the BTMS Team;
3. Lead the data collection, data cleansing and data migration for rollout and sustain data quality validation;
4. Conduct regular data quality check on correctness, consistency and manages data quality issues;

### ***IV – Functional Team:***

**Team Leader:** JESSICA J. CATIBAYAN – Accountant IV FS

**Members:**

FARHA K. KARIM – Accountant III	FS
GINA C. LO – Accountant III	FS
MA. SHIELA M. ZARSUELO– Accountant III	FS
DOROTHY S. DELIZO - Administrative Officer V	FS
MA. CIELITO L. TANQUINTIC – Administrative Officer V	FS
JULIETA V. BALLOS – Administrative Officer V	FS
RAMIL V. MAGTURO – Administrative Officer IV	FS
MUHAYMIN P. MACADATO – Info. System Researcher III	IMS
GAIL S. SALUDO – Computer Programmer III	IMS

The Functional Team shall perform the following:

1. Work together with the DBM functional/business team on all functional issues and requirements for BTMS;
2. Ensure agency functional requirement satisfaction;
3. Support the data validation testing;
4. Carry out Level 2 support (functional) to Helpdesk;
5. Support the change management team in trouble shooting;
6. Work together with the Power Users Pool;

***V – Power Users Pool:***

<b>Team Leader:</b>	AMALIA L. PETALLO – Accountant III	FS
<b>Members:</b>		
	ARMAND C. MAURICIO – Accountant II	FS
	BETHELWINA A. NAVAL- Budget Officer II	FS
	CRISTY C. MANGUBAT – Budget Officer I	FS
	JOHN PAUL F. PORTUGAL – Engineer II	PrS
	ALDEN A. TONIO – Engineer II	PrS
	JANELLE P. DELA CRUZ - Administrative Officer II	PrS
	GERARDO N. DELGADO– Supervising Administrative Officer	HRAS
	MELANIA R. EMMANUEL – Administrative Officer III	HRAS
	MARIBETH A. URMAZA – Administrative Officer V	HRAS
	JOEL C. AMAR- Administrative Assistant II	HRAS

The Power Users Pool shall perform the following:

1. Utilize the system
2. Supports the BTMS initiative by complying with the work program and escalating issues identified during the utilization of the system;
3. Conduct subsequent user training to the DPWH on the Implementation Rollout of BTMS;
4. Provide support and assistance to the DPWH on the Implementation Rollout of BTMS;
5. Provide support and assistance to all BTMS users in the DPWH on an on-going basis;
6. Ensure that the policies and procedures on the utilization of the BTMS are applied consistently throughout the DPWH.

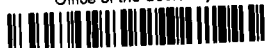
This order shall take effect immediately.



**MARK A. VILLAR**

Secretary

Department of Public Works and Highways  
Office of the Secretary



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