



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

097. 12 DPWH  
10-30-2015

**OCT 29 2015**

**SPECIAL ORDER**

**NO. 143**  
**Series of 2015**

**SUBJECT: CREATION OF THE TECHNICAL  
WORKING GROUP (TWG) FOR ISO  
eFILE SYSTEM**

In connection with the Department's continuous improvement and to ensure effective implementation of the DPWH Quality Management System, there is a need to implement a Department-wide electronic File (eFile) System. The system shall describe the processes in document management and identify which are to be automated.

In this connection, the following members of the Overall Quality Management System (QMS) Core Team and Secretariat as well as a representative from the Business Analysis Section, Business Innovation Division (BID) of the Information Management Service (IMS) shall constitute the Technical Working Group (TWG) for ISO eFile System:

Team Leader  
Members

- **Dir. Toribio Noel L. Ilao, BOE**  
**Engr. Pastora B. Cabrera, BOD**  
**Mr. Rolando M. Boñe, HRAS**  
**Ms. Jocelyn G. Espiritu, FMS**  
**Mr. Onofre B. Llanes, PrS**  
**Ms. Nancy J. Manansala, IMS**  
**Ms. Amy Gizelle M. Romilla, IMS**

The TWG will be responsible for the following:

1. Establish the current (As-Is) process flow of document management in the Department, which includes the organizational structure and delegation of authority policies.
2. Establish the proposed (To-be) process flow, identifying which processes are to be automated, which documents are to be stored on-site and off-site, as well as the evaluation criteria to be used in the procurement stage.
3. Finalize the Terms of Reference which will comprise the Technical Specification Section of the Bidding Document for the procurement of the system.
4. Oversee the post qualification stage of procurement by requiring the winning bidder to show a prototype or a proof of concept (POC) to determine the viability of the proposed solution / system.

This Order shall take effect immediately.

**ROGELIO L. SINGSON**  
Secretary

Department of Public Works and Highways  
Office of the Secretary



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