



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

DPWH 13 DPWH
01-12-2016

1 JAN 2016

DEPARTMENT ORDER)
No. 06)
Series of 2016 ^{21.12.16})
X-X-X-X-X-X-X-X-X-X-X-X

SUBJECT: Implementation of Project and Contract Management Procedures and Application

In line with the Department's objective to improve the current project monitoring and contract management processes within the Department, the procedures manual and an enterprise-wide Project and Contract Management Application (PCMA) are hereby adopted to effectively manage and monitor all infrastructure (civil works) projects inclusive of contracts and projects by administration, regardless of fund source. Contracts include Negotiated Contracts and Memorandums of Agreement (MOAs) with Local Government Units (LGUs)/Other Agencies (OA).

The policies to be adopted in relation to the implementation of the project and contract management procedures and application are as follows:

1. The PCMA will replace the Project Monitoring System (PMS) and Project Management Office Monitoring System (PMOMS). The PCMA will be the official monitoring system for 2016 Projects and onwards, while the PMS/PMOMS will still be used to monitor Projects from 2015 and prior years.
2. The PCMA will utilize the new Project ID and Project Component ID structure in the Multi-Year Programming and Scheduling (MYPS) application, while the PMS/PMOMS will still use the same Project ID structure under Department Order (DO) No. 56, Series of 2012 Procedures for Assignment of Project ID/No.
3. The PCMA will adhere to the new way of project identification and definition as prescribed by DO No. 11, Series of 2015, or latest issuance. Therefore, monitoring of physical accomplishments for 2016 projects and onwards will be by Project, Project Component, and Contract.
4. Only civil work projects with work locations will be passed from MYPS and monitored in PCMA.
5. The PCMA will use the Standard Pay Items (with standard subscripts) for objective status reporting.
6. The PCMA can be updated any time, however, the data will be locked at the last calendar day of the month for reporting to management.

7. The electronic Project Life Cycle (ePLC) will be used to merge PCMA and PMS/PMOMS data and to generate the Merged Monitoring Reports for the management. For 2016 projects and onwards, the Project Component ID will be used to link physical and financial data as required in DO No. 36, Series of 2012 Use of PMS Project ID in eNGAS and eBUDGET Systems.
8. The Infrastructure Right-of-Way (IROW) acquisition for Civil Works projects, as well as Dredging, given its critical nature, will also be monitored in PCMA.
9. The standard format of Notice to Proceed (NTP) (refer to attached Annex A) shall be adopted. The Standard NTP indicates the Contract Effectivity Date. For Locally-Funded Projects (LFPs), the contract effectivity date shall be within seven (7) calendar days from issuance of the NTP, while for Foreign-Assisted Projects (FAPs), the contract effectivity shall be in accordance with the rules and regulations set forth by the Lending Institution.
10. The Implementing Offices must comply with the procedures, specific data requirements and business rules built into PCMA Project and Contract Management Procedures Manual issued and updated by the Bureau of Construction. This shall supersede the *Road Project Management and Supervision Manual 2nd Edition, Vol. I: Main Text* and *Vol. II: Sample Forms and Document* prescribed for implementation under DO No. 94, Series of 2014.

This Department Order shall take effect immediately and shall supersede DO 134, Series of 2004, for the deadline of submission of Project Monitoring Reports, and DO 56, Series of 2012, for the assignment of Project ID, for 2016 projects onwards only.


ROGELIO L. SINGSON
Secretary

Department of Public Works and Highways
Office of the Secretary



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Annex A

- Form A: Standard NTP for Locally Funded Project
- Form B: Standard NTP for Foreign-Assisted Project

Republic of the Philippines
Department of Public Works and Highways
OFFICE OF THE <IO HEAD>
<IO>
<IO Address>

NOTICE TO PROCEED

Date: _____

Contractor's Name: _____

Contractor's Address: _____

Contractor's Contact No.: _____

Dear Sir / Madame:

As the attached Contract Agreement with you for the above-stated Contract has been approved, we hereby instruct you to execute the provisions in the said Contract effective on _____ (seven (7) calendar days upon issuance of this notice).

Project Description: _____

Contract ID: _____

Contract Name: _____

Contract Cost: _____

Contract Duration: _____

You shall perform the Contract works in accordance with the terms and conditions of the Contract Agreement, including the Conditions of Contract and Specifications.

Please acknowledge receipt and acceptance of this Notice by signing both copies thereof in the space provided below. Keep one copy and return the others to us.

Very truly yours,

(IO Head) _____

(IO Head Designation)

I acknowledge receipt of this Notice on _____

Name and Signature of Contractor's Representative

Position

Republic of the Philippines
Department of Public Works and Highways
OFFICE OF THE <IO HEAD>
<IO>
<IO Address>

NOTICE TO PROCEED

Date: _____

Contractor's Name: _____
Contractor's Address: _____
Contractor's Contact No.: _____

Dear Sir / Madame:

As the attached Contract Agreement with you for the above-stated Contract has been approved, we hereby instruct you to execute the provisions in the said Contract effective on _____ (30 calendar days upon issuance of this notice).

Project Description: _____
Contract ID: _____
Contract Name: _____
Contract Cost: _____
Contract Duration: _____

You shall perform the Contract works in accordance with the terms and conditions of the Contract Agreement, including the Conditions of Contract and Specifications.

Please acknowledge receipt and acceptance of this Notice by signing both copies thereof in the space provided below. Keep one copy and return the others to us.

Very truly yours,

(IO Head) _____
(IO Head Designation)

I acknowledge receipt of this Notice on _____

Name and Signature of Contractor's Representative

Position