



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

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SUBJECT: Alignment of the Reform Institutionalization and Management Support Systems Steering Committee with the Performance Governance System, Designation and Roles of Project Managers, and Responsibilities of Head of Offices

To promote good governance and implementation of the DPWH Reforms and Data Governance Programs; and recognizing the role of the Head of Offices in the institutionalization of the various business process improvements (BPIs) in the Department, the Reform Institutionalization and Management Support Systems (RIMSS) Steering Committee is hereby placed under the responsibility of the Performance Governance System Committee to ensure alignment with the Department's Key Performance Indicators and the Philippine Government's various performance metrics.

The RIMSS Steering Committee (RSC) shall perform the following:

1. Ensure proposed reform/ICD efforts are in line with the DPWH Reform agenda and the Performance Governance System directions, and recommend priorities accordingly;
2. Serve as the Data Governance Steering Committee and review Data governance policies to improve the quality, accuracy and integrity of data;
3. Drive organizational culture change;
4. Direct and monitor ongoing process improvement efforts, and make further recommendations for improvement;
5. Identify and make recommendations regarding barriers to implementation and sustainability;
6. Review policy issues that arise and make recommendations to the Executive Committee;
7. Coordinate with other Department efforts, such as the Integrity Management Program, Business Intelligence Competency Committee, and other related efforts, to ensure consistency and avoid redundancy;
8. Ensure that Information Technology (IT) programs, projects and initiatives, and the resources needed to accomplish them, fully support the goals, mission, and current strategic initiatives of the Department using the right technology at the right time;
9. Prioritize and recommend approval for the formulation, development, enhancement, and implementation of all IT applications of the Department in accordance with the strategic directions of the Department and in compliance with the DPWH Enterprise Architecture and standards;

10. Ensure integration and coordination in the development/enhancement and institutionalization of improvements through the use of IT across business units;
11. Establish guidelines, policies and priorities for department-wide Geographic Information System (GIS) operations, management and use;
12. Enhance policies, guidelines and content of the official Department website on the internet and intranet, and work with the DPWH Website Quality Assurance Team in monitoring compliance and recommending any necessary sanctions for non-compliance; and
13. Meet at least once a month to brief the Secretary, as deemed necessary.

The **Heads of Offices** (Bureau, Service, UPMO Cluster, and Regional Directors; and District Engineers) shall perform the following:

1. Assist in organizational culture change;
2. Carry out change management to ensure realization of the benefits through the integration of the new capabilities into the business operations;
3. Support the Department's Data Governance Program and ensure data quality, integrity and accuracy in their respective areas of concern;
4. Initiate and monitor the implementation of the BPIs in the Regional and District Engineering Offices;
5. Attend faithfully and participate actively (as process experts) in workshops as required to further enhance the BPIs;
6. Advocate and communicate the BPIs; and
7. Ensure associated policies, procedures, and internal controls are managed and monitored; and that appropriate actions and sanctions, if necessary, are carried out to ensure compliance at the Regional and District levels.

The Central Office **Implementing Office (IO) Project Managers**, to be designated through Special Orders, shall perform the following functions:

1. Manage the technical side of the change and work with management to ensure appropriate resources and budgets are allocated to not only carry out the project, but to ensure sustainability;
2. Carry out quality management, risk management, change management, and communications, as defined in the respective ICD Component Plans;
3. Perform day-to-day project management and contract management functions on behalf of the Department;
4. Report accomplishments, issues, and concerns to the ICD Component Manager;
5. Communicate specialist knowledge in a way that is easily understood by the rest of the team and the stakeholders;
6. Coordinate activities to meet the plan and deal with changes in a systematic way;
7. Resolve issues that arise, either alone or with the support of other team members and ICD Component Management;
8. Communicate clearly to other team members; and
9. Work with other team members, stakeholders, and other Capacity Development Programs/Projects to ensure integration and coordination.

The Director of Bureaus, Services, Regional Offices or UPMO of the above-mentioned personnel are hereby directed to allow them to provide the time and necessary resources to enable them to perform their responsibilities.

Alignment of the Reform Institutionalization and Management Support Systems Steering Committee with the Performance Governance System, Designation and Roles of Project Managers, and Responsibilities of Head of Offices

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This Order supersedes the following issuances and shall take effect immediately:

1. Department Order 21 s. 2016: Reconstitution and Renaming the Institutional Capacity Development (ICD) to the Reform Institutionalization and Management Support Systems Steering Committee and Core Team, Designation and Roles of Project Managers, and Responsibilities of Regional Managers;
2. Special Order 17 s. 2016: Designation of Assistant Secretary DIMAS S. SOGUILON as member of Reform Institutionalization and Management Support Systems (RIMSS) Steering Committee;
3. Special Order 19 s. 2016: Creation of a Reform Institutionalization and Management Support System (RIMSS) Core Team.



MARK A. VILLAR

Secretary

Department of Public Works and Highways
Office of the Secretary

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