



Republic of the Philippines  
 MINISTRY OF PUBLIC WORKS  
 MPW Building Bonifacio Drive, Port Area, Manila  
 OFFICE OF THE MINISTER

5 March 1981

MINISTRY ORDER )  
 NO. 81-10 )  
 X-X-X-X-X-X-X-X

SUBJECT: Creation of Administrative Management Analysis and Improvement Program (AMAIP) Committee in the Ministry of Public Works

In order to pursue more vigorously and effectively the Ministry's mandated mission, there is a felt need to systematize the over-all delivery system for administrative support services so as to forestall and/or minimize unwanted delays in the accomplishment of goal-oriented work outputs as well as unnecessary wastage of time, money and efforts in operations.

Towards this end, there is hereby created an Administrative Management Analysis and Improvement Program (AMAIP) Committee which shall be composed of the following:

- Chief, Administrative Service - - - - - Chairman
- Chief, Legal Division - - - - - Member
- Chief, Personnel Division - - - - - Member
- Chief, Public Affairs & Information Division - - - - - Member
- Chief, General Services Division - - - - - Member
- Chief, Management Division - - - - - Member
- A representative from the Planning Service - Member
- A representative from the Accounting Div. - - Member
- A representative from the Budget Division - - Member
- A representative from the PMISS - - - - - Member

The Committee shall be assisted in its tasks by a Technical Staff and Secretariat whose members shall be designated and drawn from existing organizational units of the Ministry depending on the need for their services and expertise upon recommendation by the Chairman.

Specifically, the AMAIP Committee shall have the following objectives:

1. To design, install and operationalize a mechanism/system and/or process/procedures to identify administrative problem areas

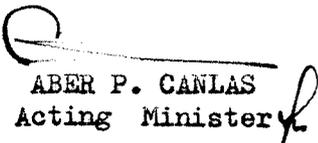
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and plan ahead the necessary administrative support services requirements including the continuous review, refinement, amendment and/or updating of the process/procedures.

2. To institutionalize within the Ministry the mechanism to be adapted that shall facilitate the provision of policy direction, establish operating strategies and priorities, and harmonize the activities of the various divisions and organizational units within the Ministry charged with the delivery of administrative support services.
3. To provide a framework for the rational determination and definition of the Administrative Service's long and short-term goals and objectives consistent with and supportive of the Ministry's development goals and priorities.
4. To provide a rational basis for the periodic review and appraisal of the performance of the Administrative Service and its organizational units as a means of ensuring the Service's responsiveness and flexibility to the changing conditions and requirements.
5. To enhance the Administrative Service's operational effectiveness through deliberate and purposive planning and evaluation of its internal operations/activities.
6. To foster closer interaction and strengthen coordination among the Administrative Service, Financial and Management Service, PMISS, Staff Bureaus and the Planning Service of the Ministry in performing their functions through their more active involvement and participation in the planning process for administrative support services.
7. To help achieve economy in operations through a proactive anticipation of the Ministry's administrative support services requirements, introduction of work improvements and the optimum utilization of its resources.

The Committee shall meet at least once a month or as often as need arises.

This Order takes effect immediately.

  
ABER P. CANLAS  
Acting Minister