



REPUBLIC OF THE PHILIPPINES
MINISTRY OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE MINISTER
MANILA

April 23, 1985

MINISTRY ORDER)
No. 13)
Series of 1985)
XXXXXXXXXXXXXXX)

SUBJECT: Instructions to MPWH Regional
Directors and District Engineers
Relative to the Implementation
of Projects Under the National
Civic Action Program

TO ALL: Regional Directors and
District Engineers
This Ministry

In accordance with Letter of Instructions No. 1451, dated March 18, 1985 relative to this Ministry's participation in the National Civic Action Program (NCAP) in collaboration with the Armed Forces of the Philippines and in line with the provisions of the Implementing Rules and Regulations of Executive Order No. 1004, dated February 14, 1985, the following specific instructions are hereby informed to the concerned MPWH Regional Directors and District Engineers, for guidance and utmost compliance.

1. To facilitate project implementation in cases where the projects are to be undertaken by the AFP pursuant to Items 5.2 and 5.3 of the above stated Implementing Rules and Regulations, the following procedures shall be observed:
 - 1.1 The MPWH Regional Director and District Engineer concerned shall assign engineers (to be designated NCAP engineers) from the Construction Division/ Construction Section who shall coordinate with the respective AFP Commander of the Regional Unified Command (COMRUC)/ AFP Engineer in charge of the project to assist in the preparation of the programs of works and other implementation control schemes, and to facilitate the approval thereof.
 - 1.2 The list of such NCAP engineers shall be provided to the Comptrollership Service, MPWH Central Office.
2. The District Engineer shall likewise, regularly, coordinate with the AFP engineers in charge of the projects in the district, in order to obtain copies of project status reports and other accomplishments, in accordance with Item 5.5.2 of the Implementing Rules and Regulations.
3. The regular monitoring flow shall be observed. The District Office shall furnish the Regional Office of all project status reports including problems encountered and other significant observations. The Regional Office shall, in turn, provide the Comptrollership Service, Central Office, of all such reports, for purposes of consolidation.
4. For projects being undertaken by the MPWH, the Regional Office shall likewise furnish the RUC of all status reports to supplement overall appraisal of the program.

for file - 5/25/85

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5. To apprise the concerned District Engineers of their other duties and functions, the pertinent guidelines of Implementing Rules and Regulations of Executive Order No. 1004 re Implementation are hereby reproduced verbatim:

"5. IMPLEMENTATION

- 5.5 The projects undertaken by the AFP shall be under the technical supervision of the MPWH. This shall include the following, among other things:
- 5.5.1 The MPWH District Engineer concerned shall conduct periodic inspections of the project undertaken by the AFP to ensure that it is being implemented according to the approved plans, specifications, and programs of work. The District Engineer shall, in writing, notify the AFP Engineer in charge of the project of any deficiencies found during the inspections. The latter shall immediately correct the deficiencies noted and advise the District Engineer of the actions taken thereon.
- 5.5.2 The AFP Engineer in charge of the project shall submit to the District Engineer concerned, monthly physical and financial reports on the accomplishments and status of the project.
- 5.5.3 The MPWH District Engineer concerned and the AFP Engineer in charge of the project shall conduct a joint final inspection of the project. The District Engineer shall issue to the AFP a certificate of Project Completion and Acceptance, after being satisfied that the project has been finished according to the plans, specifications, and programs of work. In the case of school-building projects, the District Engineer shall obtain the concurrence of the duly authorized Ministry of Education, Culture and Sports official in the Certification of Project Completion and Acceptance.

A copy of the Implementing Rules and Regulations shall be made an integral appendage of this Ministry Order, as reference to the other aspects of the implementation of the National Civic Action Program.

For your guidance and compliance.


JESUS S. HIPOBITO
Minister