



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

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31 JAN 2018

DEPARTMENT ORDER )  
NO. **15** )  
Series of 2018 )

**SUBJECT: Project and Contract  
Management Procedures and  
Application Policy Update**

In line with the Department's continued objective to improve project monitoring and contract management processes, the policies associated with the Project and Contract Management Application (PCMA) are hereby updated. The PCMA is the official monitoring system to effectively manage and monitor all infrastructure (civil works) projects inclusive of contracts and projects by administration, regardless of fund source. Contracts also include Negotiated Contracts and Memorandums of Agreement (MOAs) with Local Government Units (LGUs)/Other Agencies (OA).

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

1. The PCMA is the official monitoring system for 2016 Projects and onwards, while the Project Monitoring System (PMS)/Project Management Office Monitoring System (PMOMS) will still be used to monitor Projects from 2015 and prior years.
2. The PCMA utilizes the new Project ID and Project Component ID structure in the Multi-Year Programming and Scheduling (MYPS) application, while the PMS/PMOMS still uses the same Project ID structure under Department Order (DO) No. 56, Series of 2012 (Procedures for Assignment of Project ID/No.), or the latest issuance.
3. The PCMA adheres to the new way of project identification and definition as prescribed by DO No. 164, Series of 2016 (Road and Bridge Projects Policies, Responsibilities and Accountabilities), or the latest issuance. Therefore, monitoring of physical accomplishments for 2016 projects and onwards is by Project, Project Component, and Contract.
4. All civil works projects must be monitored in PCMA and thus require work locations, planned start and end dates, and targets in MYPS. This includes work locations for future roads, bridges, and other new infrastructure.
5. Unified Project Management Office (UPMO) Clusters shall itemize their respective General Appropriations Act (GAA) line items for foreign-assisted loans and/or grants in MYPS at the time of the loan agreement, and for other funding, no later than January 31<sup>st</sup> each year.
6. The Infrastructure Right-of-Way (IROW) acquisition for Civil Works projects, as well as Dredging, given its critical nature, are also to be monitored in PCMA.

7. The PCMA requires the use of the Standard Pay Items (with standard subscripts) for objective status reporting.
8. In PCMA, Contract Cost cannot exceed the sum of all civil works project components contained therein.
9. Should a Project Component in PCMA be deemed "non-implementable" for whatever reason (e.g., no site, expired funding, etc.), the Implementing Office shall be proactive in requesting Planning Service to update MYPS in order to unpublish the Project Component in PCMA to allow more accurate reporting. Project Components designated as "non-implementable" cannot have any past disbursements and cannot be reinstated in the original or any other Implementing Office.
10. 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.
11. 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), or the latest issuance.
12. The Implementing Offices must comply with the procedures, specific data requirements, and business rules built into the PCMA Project and Contract Management Procedures Manual issued and updated by the Bureau of Construction.

This Department Order shall take effect immediately and shall supersede DO 6, Series of 2016.

**MARK A. VILLAR**  
Secretary

  
**DIMAS S. SOGUILON**  
Undersecretary  
Officer-In-Charge

2.6 CEC

Department of Public Works and Highways  
Office of the Secretary



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