

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
MANILA

097-13 DPWH

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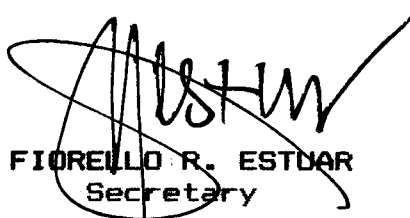
DEPARTMENT ORDER)

No. **57** ^{7/6/89} Subject: Creating the Office of
Series of 1989 Regional Project Manager in
all Regional Offices, except
the National Capital Region

To ensure effective implementation of all projects being undertaken thru the Project Management Offices of this Department, an Office of the Regional Project Manager in all regional offices, except the National Capital Region, is hereby created. This office will be headed by a Project Manager who will be selected from this Department's pool of Project Managers. The Regional Project Manager (RPM) will be assisted by as many Project Managers, also coming from the DPWH pool, as are necessary depending upon the number and magnitude of PMO-projects in the region. Technical and administrative support will be provided, as best as possible, by incumbent personnel from the Central Office PMOs who will be re-assigned to the regional offices.

The Regional Project Manager will report to, and be under the direct control and supervision of, the Assistant Regional Director for Operations. His authority and responsibility, including his relationships with other functionaries in the regional office are defined in the attached Position Guide No.3.

For compliance.


FIORELLO R. ESTUAR
Secretary

Office of the Undersecretary
for PMO Operations
Position Guide Number 3

REGIONAL PROJECT MANAGER

The Regional Project Manager (RPM) is an organic member of the DPWH pool of Project Managers under the Office of the Secretary which is under the direct control and supervision of the Undersecretary for PMO operations.

For a more effective implementation of foreign-assisted projects (FAP's) and other special locally-funded projects being implemented by the Project Management Offices of the Department, the RPM is attached to the Office of the Regional Director. He reports directly to, and is under the control and supervision of, the Assistant Regional Director for Operations. He has line authority over preconstruction (i.e., beginning with the advertisement of the project up to contract approval) and construction operations of PMO projects to be implemented by the Regional Office and, under delegated authority, to the District/City Engineering Offices. His authority, however, on PMO projects in the region which are being implemented by the Central Office with the assistance of Consultants, foreign or local, is limited to those delegated to him by the concerned Project Director. (The projects under the supervision of Consultants are mostly FAPs where governing provisions of the loan agreements require the engagement of such Consultant who, by provision of their contract with DPWH, is the officially designated Engineer of the project, and will report directly to the head of the PMO concerned. In spite of such provisions in existing consultancy agreements, the RPM is, by extension, the representative of the PMO in the region and therefore his exercise of some functions as may be delegated to him by the Project Director will not contravene the contractual relationships between the Consultant and the PMO. In future consultancy agreements, the relationships between the RPM and consultant will be clearly defined.)




Authority and Responsibility

The Regional Project Manager acts as the regional construction engineer for PMO projects in the region.

In general terms, he assists the Regional Director and Assistant Regional Director for Operations in directing, controlling, supervising, coordinating and monitoring all activities pertaining to the execution of all PMO projects being implemented by the Regional Office.

Specifically, he has the authority and commensurate responsibility to, among others:

1. Evaluate Pre-C statements of contractors wishing to participate in the bidding of PMO projects to be implemented by the regional office, and recommend prequalification or disqualification of contractors;
2. Prepare direct costs of all PMO projects to be bid in the regional office for purposes of generating the Agency Estimate;
3. Participate in PBAC activities and deliberations of the Regional PBAC as provisional member for PMO projects;
4. Evaluate bids received for PMO projects and recommend awards;
5. Coordinate and monitor all R-O-W acquisitions, review and recommend payments therefor and ensure earliest grant of possession of site to contractors on all PMO projects in the region to ensure unimpeded construction;
6. Inspect, evaluate, monitor and report progress of work on all PMO projects in the region, including those being implemented thru the District/City Engineering Offices;
7. Identify improvement needs of all PMO projects; develop and recommend programs and measures to meet these needs, and guide DPWH engineers/supervisors/inspectors, consultants and



contractors in the application of these programs and measures without relieving them of their responsibilities;

8. Attend and actively participate in all Project Coordination Meetings between Consultant/Project Engineer and contractor of all PMO projects in the region;

9. Verify, evaluate and recommend approval of all contractor billings on PMO projects being implemented by the regional office;

10. Verify, evaluate and recommend approval of all requests for contract time extensions/suspensions, variation orders, termination/rescission of contracts on all PMO projects in the region;

11. Periodically inspect PMO projects being implemented by the District/City Engineering Offices, assess work progress, review payments made and assist in the solution of implementation problems;

12. Participate in conducting final inspection of all PMO projects in the region;

13. Liaise between the regional office and Consultants supervising the construction of PMO projects in the region on matters requiring the action/attention of both or either;

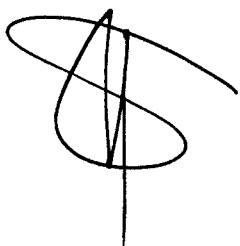
14. Set objectives, evaluate performance of subordinate staff and take or recommend appropriate action thereon.

Relationships

The Regional Project Manager establishes and maintains close and effective working relationships with:

1. The Assistant Regional Director for Operations to whom he is responsible;

2. His own staff and personnel;

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3. The Chief, Materials Quality Control and Hydrology Division, from whom expert assistance and advise is secured on matters pertaining to all materials testing requirements and quality control/assurance activities of the PMO projects for their successful completion in accordance with the requirements of the plans and specifications;

4. The Chief, Planning and Design Division, from whom expert assistance and advise is secured on matters pertaining to, among others, changes in plans, alignments, evaluation of variation orders, pre-construction surveys, preparation of As-Built plans, and in the identification and preparation of future PMO projects in the region;

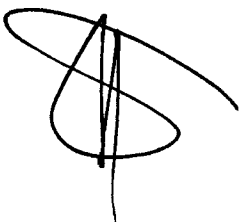
5. The Chief, Comptrollership and Financial Management Division, from whom expert assistance and advise is secured on all fiscal requirements of the PMO projects, including prompt payment of contractor claims;

6. The Chief, Construction Division, with whom coordinative efforts must be established and maintained particularly in drawing the assistance of the technical personnel of the regular regional construction division to report to the RPM defects and/or deficiencies they may observe in PMO projects in the course of their going around the region to inspect construction projects under their own areas of responsibility;

7. The Chief, Administrative Division, for administrative support and matters required by him and his personnel and particularly the Legal Section thereof from whom expert assistance and advise is secured on all legal issues pertaining to the administration of contracts, and acquisition of rights-of-way.

8. The Chief, Maintenance Division, from whom expert assistance and advise is secured particularly in the final inspection of the project preparatory to project acceptance;

9. The Chief, Regional Equipment Services, from whom assistance is secured in the assignment of equipment as may be necessary for the successful completion of the project;

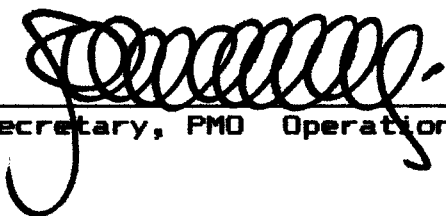
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10. District/City Engineers in the region;

11. The Consultants on FAPs in the region in order to better attain the objective of successfully completing these FAPs in accordance with their budgets and construction times and requirements of the contract documents.

In addition, he will establish and maintain informal but effective lines of communication and working relationships with the staff and personnel of all divisions and units of the regional office and district/city engineering offices.

APPROVED:



Undersecretary, PMO Operations

CONCURRED:


FIDRELO R. ESTUAR
Secretary