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Republic of the Philippines  
Department of Public Highways  
OFFICE OF THE SECRETARY  
Manila

Rev. Dir. :

Resame Dues 4/20/76

Plan. Service

April 12, 1976

Department Order No. 66  
Series of 1976

X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X

SUBJECT: Delineation of functions and responsibilities of the Regional Director and the Project Manager in the Project Monitoring Office, Road Component, Bicol River Basin Development Project.

TO: The Highway Regional Director  
Region V, Legaspi City

The Chief Engineer-Project Manager  
Project Monitoring Office  
Bicol River Basin Development Project

For the information and guidance of that office, the following guidelines are hereby issued relative to the Project Monitoring Office, Road Component, Bicol River Basin Development Project:

1. The Highway Regional Director or Project Director

In addition to his present duties and responsibilities as Regional Director he shall in concurrent capacity as Project Director be responsible for the general administration and coordination of the operation and activities of the Project Monitoring Office with other agencies within the region. As such, he shall perform the following functions, among others:

- a) Supervise and oversee the management of the road component of the Project within the region.
- b) Determine the administrative needs of the project and formulate ways and means of attaining them.
- c) Under delegated authority and subject to existing rules and regulations, approve work programs, plans, estimates, specifications, requisitions, procurement of materials, including vouchers



and checks covering payment thereof.

- d) Undertake pre-construction and other related activities.
- e) Conduct bidding and enter into contracts for the road Projects in accordance with the budgetary limits, plans programs, policies, standards and regulations laid down by the undersigned or other appropriate entities.
- f) Certify as to the urgency or necessity of hiring contractual personnel recommended by the Project Manager.

However, administrative functions directly related to the management of the project like approval of time records, vouchers and payrolls for salaries and wages, trip tickets, gasoline allocations, travel orders, itineraries of travel and certificates of appearance may be delegated by the Project Director to the Project Manager, as circumstances warrant.

2. The Chief Engineer-Project Manager

The Chief Engineer-Project Manager will be under the administrative supervision of the Regional Director-Project Director of that office, and he shall perform the following functions:

- a) Exercise direct control and supervision over all activities relating to the execution of the road component projects included in the Bicol River Basin Development Project.
- b) Review cost estimates, plans, programs, specifications and other related works.
- c) Establish project priorities and recommend same for funding and execution.
- d) Formulate and coordinate a systematic program of activities to maximize utilization of limited resources seeing to it that activities are undertaken according to schedule, plans and specifications.
- e) Check and review works pertaining to survey and design undertaken by engineering consulting firms if carried out in accordance with corresponding Terms of Reference.

- f) Organize Design Teams to undertake survey and design work of road projects not given to Consultants.
  - g) Construction supervision of road projects being undertaken by contract or administration to make sure that same are being constructed according to plans and specifications.
  - h) Monitor all reports and other statistical data and/or information on status of projects.
  - i) Prepare technical reports for special or general disseminations.
3. All contracts for technical, administrative and/or clerical services for the Project shall be signed by the undersigned in behalf of the Philippine Government pursuant to a letter request of this Office dated February 16, 1976, copy attached, and which was duly approved by the President.
4. Hiring of personnel in the Project Monitoring Office shall be made strictly in accordance with the approved organization and staffing pattern of that Office.

BALTAZAR AQUINO  
Secretary

CPM/jllm

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4/12/76