



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

14 March 1990

DEPARTMENT ORDER )

NUMBER

**72**

Series of 1990 )

SUBJECT: Establishment of the CARP-Support Program Office, integrating the same with the Labor-Based Units (LBUs) established under Executive Order No. 336 and Department Order No. 91, Series of 1989, and for other purposes.

In support of the Comprehensive Agrarian Reform Program (CARP) of the government, there is hereby established in the Department a CARP-Support Program Office which shall be integrated with the existing Labor-Based Units (LBUs).

1. ORGANIZATION AND MANAGEMENT STRUCTURE

1.1 Organizational and functional linkages shall be maintained between the various offices/units involved in the implementation of the nationwide labor-based and CARP-support programs of the Department along the lines shown in the attached approved **Organizational and Functional Chart (Chart I)**. The integrated office shall be known, at the different levels, as follows:

1.1.1 **CARP-CLBU** at the central level;

1.1.2 **RCARP-RLBU** at the regional level; and

1.1.3 **DISTRICT/CITY CARP-LBU** at the District/City level.

1.2 For functional purposes, the coordinative link between the CARP-CLBU and the SRRIP-PMO (labor-based component) shall be retained.

1.3 The incumbent Project Director of the combined SRRIP and Labor-Based Projects PMO is hereby assigned as head of the CARP-CLBU Program Office. He shall be responsible for the overall management and general supervision of the nationwide labor-based and CARP-support programs of the Department. He shall report to the Secretary, thru the Steering Committee on Labor-Based/Equipment-Supported Methods (SC-LB/ESM) created under Department Order No. 30 as supplemented by Department Order No. 30-A, both series of 1989, which Committee shall provide overall guidance and direction in the formulation and implementation of labor-based and CARP-support programs.

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- 1.4 The Project Director shall be assisted by a responsible officer with the rank of Project Manager III, to be assigned from the pool of project managers or from other existing units of the Department on full-time detail.
- 1.5 Similarly, the two (2) staff units of the CARP-CLBU (Planning & Operations and Inspectorate & Monitoring) shall each be headed by a responsible officer with the rank of Project Manager II, to be assigned from the pool of project managers or from other existing units of the Department on full-time detail.
- 1.6 The highest ranking Regional Project Manager (RPM) in every regional office is hereby designated as the head of the **RCARP-RLBU** Office in each Region, in addition to his/her present assignment, except in the case of the National Capital Region which is not presently covered under the CARP. A Regional LBU shall, however, be maintained in the NCR as called for under D.O. No. 91, series of 1989.
- 1.7 The Regional Labor-Based Coordinators shall serve as the **Regional L-B/CARP Coordinators** under the supervision of the respective RPMs. For this purpose, all Regional Directors are directed to redesignate or reconfirm the designation of their L-B/CARP Coordinators.
- 1.8 The District/City Engineers shall be responsible for the management, implementation and monitoring of the labor-based and CARP-support programs under them. They shall be assisted by their respective assistants or by a responsible officer of the district/city office, who shall act as the head of the **District/City CARP-LBU**.

## 2. FUNCTIONS AND RESPONSIBILITIES

- 2.1 The functions and responsibilities of the different CARP-LBU Offices are outlined in Chart I and defined in broad terms in the attached Statement of Functions and Responsibilities (Annex "A").
- 2.2 The RPMs shall be responsible to their respective Regional Directors who shall in turn be responsible to the Secretary, thru the SC-LB/ESM, for the management, coordination and supervision of the regional labor-based and CARP-support programs.
- 2.3 The Regional Directors shall see to it that the duties and responsibilities of the CARP-LBU Offices under them are properly carried out.
- 2.4 All heads of the CARP-LBU Offices established under this Order shall be guided by the functions and responsibilities of their respective units in assigning tasks to the personnel under them.

### 3. STAFFING AND RECRUITMENT

- 3.1 The indicative staff requirements of the CARP-LBU Offices established under this Order are shown in the attached approved Position Charts (Charts II and III).
- 3.2 All managerial positions shall be filled by assignment from the pool of project managers or from other existing units of the Department. Other personnel to be assigned on detail-basis shall be selected from those who have undergone training in LB/ESM and who are occupying permanent positions, subject to existing rules and regulations governing personnel assignments/reassignments.
- 3.3 Other support personnel may be hired on contractual or daily-wage basis, depending on actual needs, subject to existing rules and regulations and the availability of funds.
- 3.4 In hiring contractual or daily-wage personnel, preference shall be given to qualified DPWH employees who have been or are to be displaced on account of the reorganization, and those who have been laid off through no fault of their own.
- 3.5 The hiring of support personnel, whether contractual or daily-wage shall be based on a plantilla of personnel duly approved in accordance with existing rules and regulations.

### 4. OPERATING FUNDS

- 4.1 Funds for personal services and maintenance and operation of the CARP-LBU Offices shall be drawn from the allocation for engineering and administrative expenses for projects under the Labor-Based Construction Program and from the CARP-Support Program in accordance with the rates indicated below:

<u>Office</u>	<u>L-B Program</u>	<u>CARP Program</u>
CARP-CLBU	½ %	1 %
RCARP-RLBU	½ %	1 %
D/C CARP-LBU	2 %	1 %

The operating expenses of the CARP-LBU Offices may be augmented from other appropriate funds of the concerned mother offices.

- 4.2 The operating budgets of the CARP-LBU Offices shall be prepared in accordance with existing guidelines and approved by the SC-LB/ESM.

5. SUPPORT SERVICES AND FACILITIES

5.1 The CARP-LBU Offices established under this Order shall function as integral parts of the operating units of the Department to which they are attached. All existing Offices and Units are, therefore, hereby directed to support the CARP-LBU Offices in the execution of their assigned tasks, and to provide the necessary administrative and technical services and facilities, including but not limited to, the following:

5.1.1 Office space and ancillary facilities and services;

5.1.2 Administrative services and facilities such as accounting, cashiering, communications, procurement, and other services/facilities required for efficient day-to-day operations;

5.1.3 Engineering equipment and facilities, including construction equipment; and

5.1.4 Other services and facilities that may be required from time to time.

5.2 Heads of existing offices/units and all officials and personnel of the Department are strongly enjoined to provide the needed support and assistance to the CARP-LBU Offices established under this Order.

6. REPEALING CLAUSE

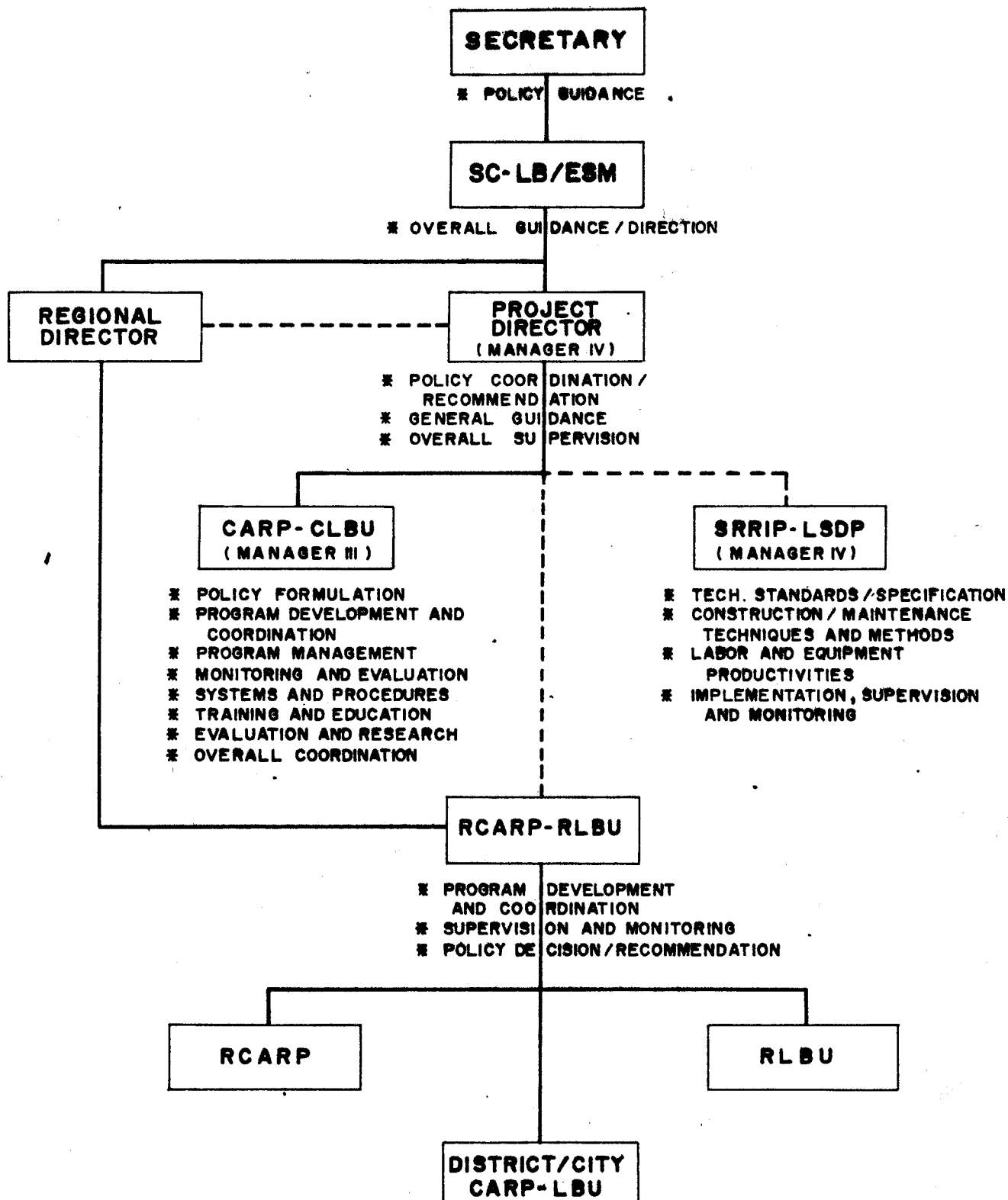
The Labor-Based Units established under Department Order No. 91, Series of 1989 are hereby restructured or modified accordingly.

7. EFFECTIVITY

This Order shall take effect retroactive to 1 January 1990.

  
FIORILLO R. ESTUAR  
Secretary

# CARP-CLBU-SRRIP LABOR-BASED PROJECT ORGANIZATION AND FUNCTIONAL LINKAGES



SUBMITTED BY:

*[Signature]*  
BIENVENIDO S. PADILLA  
MANAGER IV

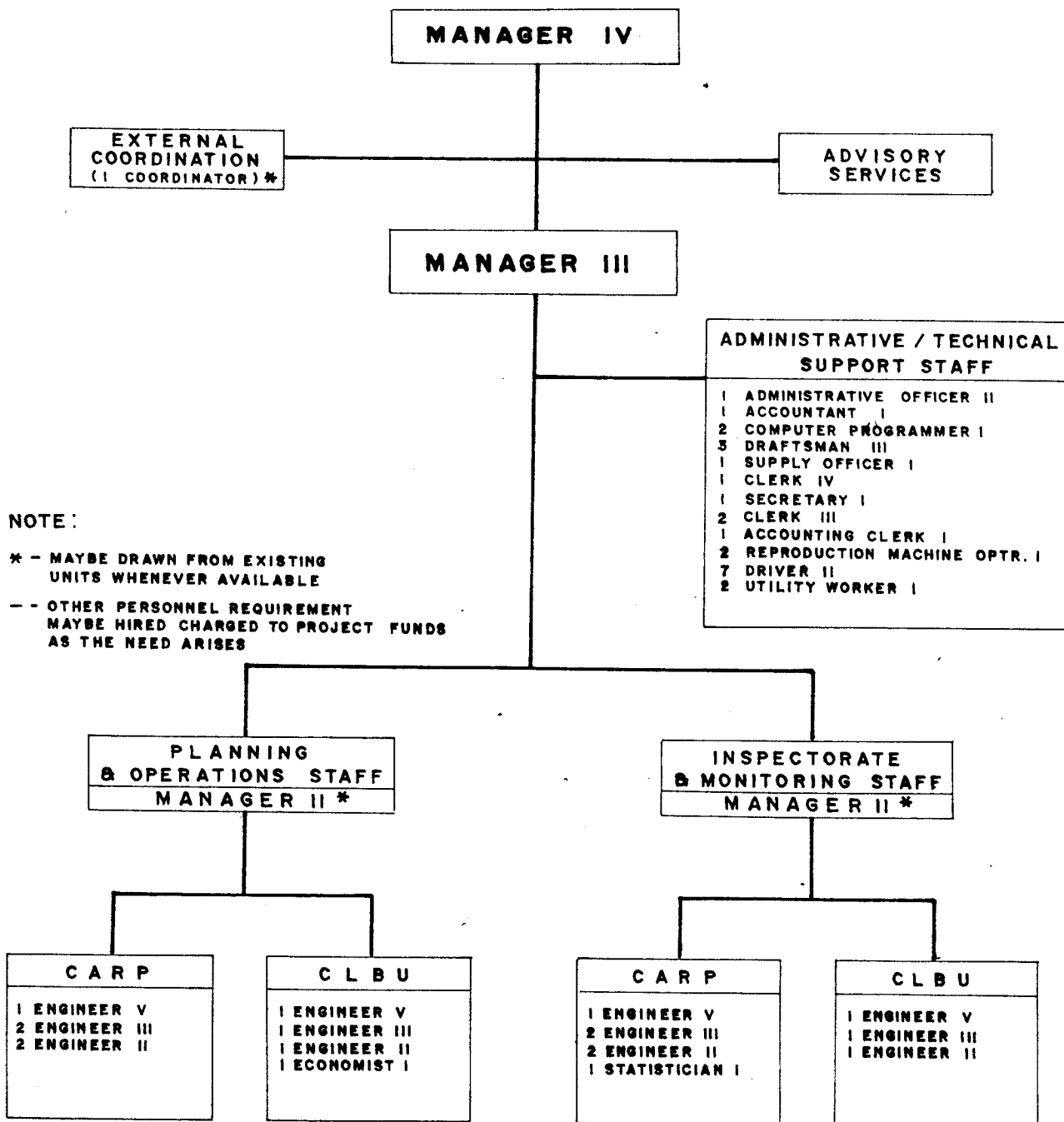
RECOMMENDING APPROVAL

*[Signature]*  
TEODORO T. ENCARNACION  
UNDERSECRETARY

*[Signature]*  
EDMUNDO V. MIR  
UNDERSECRETARY

APPROVED:

*[Signature]*  
EDMUNDO V. MIR



SUBMITTED BY:

*[Signature]*  
BIENVENIDO S. PADILLA  
MANAGER IV

RECOMMENDING APPROVAL:

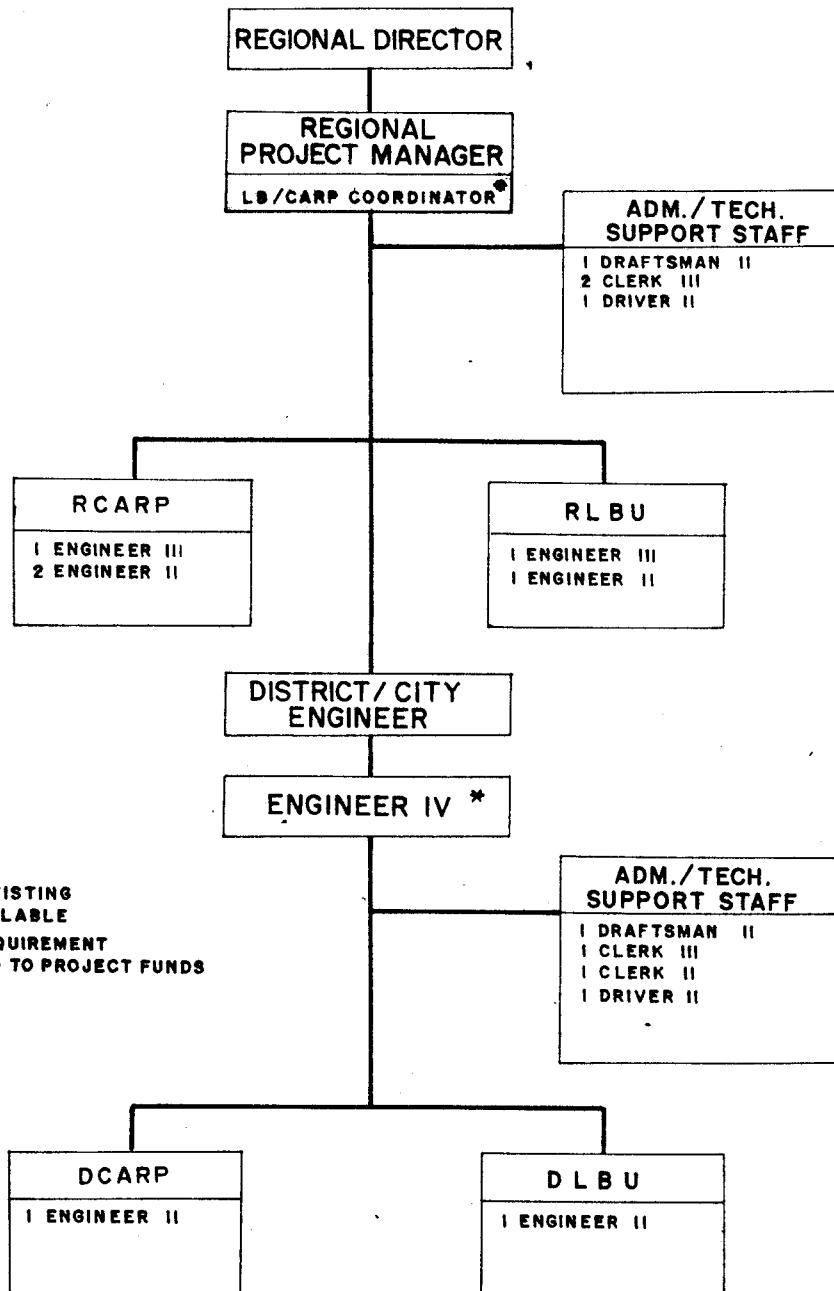
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TEODORO T. ENCARNACION  
UNDERSECRETARY

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UNDERSECRETARY

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FIORELLO R. ESTUAR  
SECRETARY

## POSITION CHART RLBU AND D/C LBU



## NOTE:

- \* - MAYBE DRAWN FROM EXISTING UNITS WHENEVER AVAILABLE
- - OTHER PERSONNEL REQUIREMENT MAYBE HIRED CHARGED TO PROJECT FUNDS AS THE NEED ARISES

SUBMITTED BY:

*[Signature]*  
BIENVENIDO S. PADILLA  
MANAGER IV

RECOMMENDING APPROVAL: -

*[Signature]*  
TEODORO T. ENCARNACION  
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EDMUNDO V. MIR  
UNDERSECRETARY

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FIORELLO R. ESTUAR  
SECRETARY

CARP-SUPPORT PROGRAM - LABOR-BASED PROJECTS  
PROGRAM OFFICE

STATEMENT OF FUNCTIONS AND RESPONSIBILITIES

1. OFFICE OF THE PROJECT DIRECTOR

- 1.1 Provide the Department with efficient and effective services relating to the application of labor-based/equipment-supported methods (LB/ESM) in infrastructure projects on a continuing, nationwide basis;
- 1.2 Advise the Secretary, thru the Steering Committee on LB/ESM on matters concerning the planning, programming and implementation of the labor-based and CARP-support programs and projects of the Department;
- 1.3 Formulate policy/decision recommendations pertaining to the labor-based and CARP-support programs of the Department;
- 1.4 Maintain coordinative linkages with other agencies/entities and other units of the Department on matters relating to labor-based and CARP programs/projects;
- 1.5 Provide general guidance and direction and overall coordination in the management and implementation of the nationwide labor-based and CARP-support programs of the Department;
- 1.6 Advise higher authorities on matters pertaining to the management, operations and related activities of the Program Office; and
- 1.7 Other duties that may be assigned from time to time.

2. ADMINISTRATIVE/TECHNICAL SUPPORT STAFF

- 2.1 Provide general housekeeping services including, but not limited to, financing, procurement, documentation, materials production and reproduction, communications, personnel actions, office facilities/services, and other day-to-day needs;
- 2.2 Initiate/recommend information/promotional programs/projects;
- 2.3 Maintain liaison/coordination with other units/offices of the Department;
- 2.4 Ensure that civil service rules and regulations and related departmental directives on office decorum, discipline and other personnel matters are strictly enforced; and
- 2.5 Other duties that may be assigned from time to time.



3. PLANNING AND OPERATIONS STAFF

- 3.1 In coordination with other units/offices of the Department and other agencies, review and/or recommend the approval of the annual labor-based and CARP-support programs;
- 3.2 In collaboration with other units/offices of the Department, coordinate, and assist in, the identification and preparation of labor-based and CARP-support projects.
- 3.3 Develop and/or recommend new/improved systems, procedures and guidelines for planning, programming, implementation, monitoring and management of the labor-based and CARP-support programs of the Department;
- 3.4 In collaboration with the Inspectorate and Monitoring Staff, perform trouble-shooting tasks for other offices and field units of the Department in the programming and implementation of labor-based and CARP-support projects;
- 3.5 Provide technical assistance in its areas of responsibilities to other agencies and other units/offices of the Department;
- 3.6 Assist in the periodic review/evaluation of the approved nationwide labor-based and CARP-support programs to determine the efficiency and effectiveness of program implementation against set targets; and
- 3.7 Other duties that may be assigned from time.

4. INSPECTORATE AND MONITORING STAFF

- 4.1 In coordination with the Regional and/or District/City LBU/CARP Offices, undertake field inspection of on-going/completed labor-based and CARP-support projects to determine their compliance to approved guidelines, systems and procedures;
- 4.2 Identify deficiencies and problems in project implementation and initiate/recommend remedial measures;
- 4.3 In collaboration with the Planning and Operations Staff, undertake periodic review of program/project implementation for information to higher management and other authorities;
- 4.4 Perform trouble-shooting tasks for other offices and field units of the Department in the organization and implementation of labor-based and CARP-support projects;
- 4.5 In coordination with other units/offices of the Department and other concerned agencies, develop/recommend and/or implement a system of monitoring labor-based and CARP-support projects.;
- 4.6 Review/evaluate field monitoring reports and prepare/submit timely consolidated reports to higher management and to other authorities, when required; and
- 4.7 Other duties that may be assigned from time.

5. REGIONAL CARP-LBU OFFICES

Under the responsibility and general supervision of the Regional Director:

- 5.1 Exercise overall supervision of the regionwide labor-based and CARP-support programs of the Department within the region;
- 5.2 Initiate/coordinate/supervise the preparation of area-wide programs for integration/consolidation in the regionwide labor-based and CARP-support programs, in coordination with other offices/units of the Regional Office and other concerned agencies in the region;
- 5.3 Review programs/projects, including Programs of Work (POWs) prepared/submitted by District/City CARP-LBU Offices and approve/recommend their approval, as necessary, by higher authorities;
- 5.4 Undertake, within limits of regional authority, supervise and monitor the implementation of approved projects;
- 5.5 Provide technical assistance to the District/City CARP-LBU Offices under them in the programming and implementation of labor-based and CARP-support projects;
- 5.6 Identify implementation problems and initiate/recommend measures to resolve them;
- 5.7 Maintain liaison/coordination with, and submit consolidated status/progress reports of program/project implementation to, the CLBU-CARP head office;
- 5.8 Advise the Regional Director and other management officials on matters pertaining to the regionwide labor-based and CARP-support programs; and
- 5.9 Other duties that may be assigned from time to time.

6. DISTRICT/CITY CARP-LBU OFFICES

Under the responsibility and general supervision of the District/City Engineer:

- 6.1 Initiate/undertake the preparation of area-wide labor-based and CARP-support programs, in coordination with the Regional CARP-LBU Office and other concerned agencies in the area;
- 6.2 Initiate/undertake the preparation, programming and implementation of approved projects;
- 6.3 Ensure that projects are implemented in accordance with approved guidelines, systems, procedures and schedules;
- 6.4 Maintain/gather data/information on labor productivities and availability, equipment utilization, site conditions, and other relevant information for planning/programming purposes;
- 6.5 Prepare/submit monthly reports of accomplishments, or as may be required by higher authorities;
- 6.6 Identify implementation problems and initiate/recommend measures to resolve them;
- 6.7 Maintain liaison/coordination with the Regional CARP-LBU Office and other concerned agencies in their area of jurisdiction;
- 6.8 Advise the District/City Engineer and other higher authorities on matters relating to the labor-based and CARP-support programs of the district/city; and
- 6.9 Other duties that may be assigned from time to time.