9. 20. 20 PPWH



Republika ng Pilipinas KAGAWARAN NG PAGAWAIN AT LANSANGANG PAMBAYAN

TANGGAPAN NG KALIHIM

Maynila



DEPARTMENT ORDER)

19 2000

 SUBJECT: Creation of a Task Force for the

Establishment of DPWH Road Program Office per RA 8794-IRR

This has reference to the Implementing Rules and Regulations (IRR) of Republic Act No. 8794 (An Act Imposing a Vehicle User's Charge on All Types of Motor Vehicles and For Other Purposes), as circularized thru Department Order No. 161, dated 13 September 2000, which provides for, among other things, the establishment of a DPWH Road Program Office (RPO) for the management and utilization by the DPWH of the Special Road Funds established under the said Act.

For this purpose, a Task Force for the Establishment of the RPO is hereby created with the following composition, tasks, schedule, and reporting responsibility:

A. Composition:

1.	Director Luisito Visorde, Bureau of Maintenance	Chairman
2.	Director Linda M. Templo, Planning Service	Member
3.	Director Burt B. Favorito, Administrative and	
	Manpower Management Service	Member
4.	Director Emily Tanquintic, Comptrollership and	
	and Financial Management Service	Member
5.	Director Elizabeth Yap, Information Management	
	Service	Member

B. Tasks:

Overall: Undertake necessary staff work, including recommendations for the Secretary's approval, leading to the establishment and initial operation of the RPO, in accordance with the attached Action Plan.

Specific:

- 1. Prepare the proposed organization and staffing for the RPO, including job and person specifications, position classifications, and plantilla, for approval by the Secretary and other appropriate offices (e.g., DBM).
- 2. Upon the approval by the Secretary/other appropriate offices of the proposed RPO organization and staffing, arrange for advertising for the necessary staff.
- 3. Arrange for the office accommodation of the RPO.

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- 4. Arrange for the acquisition/transfer of necessary equipment and other assets for the operations of the RPO.
- 5. Perform other related functions.

C. Schedule:

The Task Force shall complete its assigned tasks in accordance with the schedule in the attached Action Plan.

D. Reporting Responsibility:

The Task Force shall report its findings and recommendations to the Secretary, thru Undersecretaries Teodoro T. Encarnacion and Edmundo V. Mir.

All personnel and units of the DPWH are hereby directed to provide appropriate assistance to the said Task Force.

This Order shall take effect immediately.

CREGORIO R VIGILAR

Secretary

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3 S 3.1 3.2 3.3 3.4 3.5 3.6 3.7 3.8	- Appoint permanent HoO	Sec DPWH	1			1
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3.2 3.3 3.4 3.5 3.6 3.7 3.8	Staff		1			1
3.3 3.4 3.5 3.6 3.7 3.8	- Prepare organistion & staffing	Task Force				
3.4 3.5 3.6 3.7 3.8	- Prepare job & person specifications & position classifications	Task Force				
3.5 3.6 3.7 3.8	- Prepare plantilla for new positions	Task Force				1
3.6 3.7 3.8	- Find accomodation	Task Force				
3.7 3.8	- Detail existing BOM & other DPWH staff	Sec DPWH		Ros		1
3.8	- Collapse existing positions	Sec DPWH	7	*A		
	- Approve funding and positions	DBM	1	20.00 P 9400 pg 5-		1
	- Advertise for staff	Task Force	7	3		1
3.9	- Select staff	HoO			i	
3.10	- Appoint staff	Sec DPWH			1	
3.11	- Inform Civil Service Commission	Sec DPWH			1	1
\Box					•	1
	quipment & Systems					1
4.1	- Transfer/loan assets & equipment from BOM & other units	Task Force/BOM/Other				i
4.2	- Purchase fixed assets & equipment	Task Force/HoO	1			1
4.3	- Specify FIMS needs	RPO		35.70	2° - 1	
4.4	- Specify program management system needs	RPO	1	***		1
4.5	- Implement interim program management system	RPO	1	被被收款		i
4.6	- Develop & implement program management system	RPO	7		1 - Br. 100	104 . 10 . 40
4.7	 Specify road information system needs for national roads 	RPO	1			
4.8	- Implement road information system for national roads	RPO	1			30. 1 . Sec. 1 . 20
4.9	- Implement strategic planning system (HDM-4 or equivalent)	RPO	1			7
			1			
	load Program Office Procedures]			
5.1	- Prepare RPO Business Plan	RPO		100		
5.2	- Determine administration procedures	RPO				
5.3	- Prepare and approve delegations	Sec DPWH	ł	-6		
5.4	- Procedures for preparation of AWP & MWP	RPO]		5 F 8/8	İ
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6 R	elationship with DPWH Regional & District Units		1		'	ĺ
6.1	- Confirm RPO & DPWH Regional & District roles	RPO/Sec DPWH]			1
6.2	- Requirments for program preparation	RPO]	2.76%		1
6.3	 Requirments for program accounting, management and reporting 	RPO]			1
6.4	- Develop standard contracts for road maintenace	RPO] !		,	101 100
6.5	- Develop policy on projects by administration	RPO]			
6.6	- Develop asset management process for national roads	RPO]		· · · · · · · · · · · · · · · · · · ·	3 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
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	ssistance to Road Fund Board - see also RFB Plan				ļ	ı
7.1	- Confirm RF Secretariat & RPO roles	RFB/RPO	ī		,	i
7.2	- Develop requirments for report preparation & submission	RFB/RPO	1		•	ĺ
7.3	- Develop standards & procedures for local govt road maintenance	RFB/RPO	1		,	i
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8 2	001 Work Program		1		,	i
8.1	- Prepare needs assessment	RPÓ	1		ļ	I
8.2	- Obtain RF revenue estimate	RPO	į l			i
8.3	- Prepare 1 & 3 year maintenance work programs for RF	RPO	1		ļ	i
8.4	- Prepare 1 & 3 year work programs for regular maintenance fund	RPO			ļ	i
8.5	- Prepare Satement of Intent	RPO				ı
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9 2	002 Work Program	 	į l			1
	- Prepare instructions for program preparation	RPO			j	
9.2	- Obtain information from DPWH regions and districts	IRPO			J	
9.3	- Prepare consolidated needs assessment	RPO			Ì	
	- Obtain RF revenue estimate	RPO		40		
94	- Prepare 1 & 3 year maintenance work programs for RF	RPO	<u> </u>		1	
	- Prepare 1 & 3 year work programs for regular maintenance fund	RPO			i	
9.5	- Prepare Satement of Intent	RPO				
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